

Fellowship Policy

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1. Overview

This document is intended to provide an overview of the policies and procedures governing the application, conferral, and maintenance of Fellowship with The Royal College of Dentists of Canada (RCDC, the College).

2. Application for Fellowship

I. Eligibility

01. To be eligible for Fellowship with The Royal College of Dentists of Canada, each applicant for Fellowship must:
 - i. Complete a dental specialty training program which, at the time of program completion, is accredited by the Commission on Dental Accreditation of Canada (CDAC) or by an organization with a reciprocal accreditation agreement with CDAC
 - ii. Pass the RCDC Fellowship Examination
 - iii. Submit a completed application for Fellowship, which must be approved by the Registrar. A completed application for Fellowship includes
 - a Proof of program completion as outlined in Section III.A.
 - b Proof that the applicant holds a licence allowing them to practice their specialty as outlined in Section III.B.
 - c Acceptance of the Terms and Conditions of Fellowship

II. Procedure overview

01. After receiving notice of a successful result at the Fellowship Examination, candidates who wish to apply to become Fellows of The Royal College of Dentists of Canada must supply the College with the appropriate supporting documents before the prescribed document submission deadline in order to become a Fellow at the Convocation Ceremony in the same year.
02. The document submission deadline will be shared with successful candidates within 10 business days of the communication of their result.
03. The College will accept documents based on the criteria outlined in Section 2.III. If a document does not meet the criteria set out by the College, it will not be accepted, and a new document will need to be provided in its place to complete the application for Fellowship.
 - i. As such, RCDC recommends that all applicants submit their documents as quickly as possible before the deadline to allow for additional time to make amendments to their submission if necessary.
04. Applicants for Fellowship who do not submit all necessary documents before the document submission deadline will be unable to obtain Fellowship at the

Convocation Ceremony in that same year, and must defer obtaining Fellowship to a subsequent year, in accordance with the articles in Section 3.

III. Supporting documents

A. PROOF OF PROGRAM COMPLETION

If proof of program completion was already submitted during an application for the Fellowship Examination, it may be reused for an application for Fellowship, subject to approval by the Registrar.

Proof of graduation is not required for the purposes of applying for RCDC Fellowship. Proof of program completion is sufficient, even if the applicant is awaiting their official degree conferral.

1. Requirements

01. Proof of program completion is accepted as any one of the following

- i. a letter from the Dean or Program Director confirming the dates when the program requirements were satisfied
- ii. an official transcript indicating completion
- iii. a copy of a specialty diploma certified by the issuing institution

While not recommended, the original of a specialty certificate is also accepted, provided it complies with articles 2.III.A.1.03 through 2.III.A.1.06 below.

02. Proof of program completion documents sent to RCDC by email must be sent directly from the issuing institution using an official institutional email address, or via a third-party credential verification service (e.g.: Parchment, National Student Clearinghouse, etc.).

03. Proof of program completion documents sent to RCDC by physical mail may be sent by the applicant, provided that

- i. The document is original
- ii. All signatures have been placed directly on the document by the signatories, in pen, in their own hand. Digital or printed signatures are not accepted.

04. Proof of program completion documents sent directly to RCDC by physical mail by the issuing institution do not need to be originals and may be signed electronically.

05. Documents sent to RCDC by physical mail **will not be returned to sender**.

06. Copies of documents certified by a notary are not accepted.

2. Exception

The following exception allows for the submission of an application for Fellowship. It does not guarantee the approval of said application. The Registrar will have final say on the approval of Fellowship applications.

Applicants who apply for and obtain Fellowship under this exception must provide final proof of completion of their program as soon as their program is completed, and at the latest within one (1) year following conferral of Fellowship. If proof of program completion is not received by the College by this deadline, the applicant's Fellowship will be revoked. Applicants who wish to have their Fellowship reinstated after it is revoked must submit an application for reinstatement to the Board of Directors and will be required to comply with any measures set forth by the Board of Directors. Such measures are set by the Board of Directors on a case-by-case basis and **may include a requirement that the applicant challenge the Fellowship Examination again.**

Applicants who have completed all portions of their program except for their thesis defence may apply for Fellowship, provided they fulfill the criteria set out in articles 2.III.A.2.01 and 2.III.A.2.02 below

01. Applicants are eligible to apply for Fellowship under this exception if the defence of their thesis is scheduled to be completed by the end of the month during which the RCDC Convocation Ceremony will take place
 - i. E.g.: If the RCDC Convocation will take place on September 19, 2026, an applicant whose defence is scheduled before the end of September 2026 may apply
02. In lieu of proof of program completion, applicants wishing to avail themselves of this exception must provide a letter from their Dean or Program Director containing the following information
 - i. the portions of the program which are already completed
 - ii. the scheduled date of the thesis defence
 - iii. the estimated final completion date of the program, if different from the scheduled date of the defence

Applicants who have completed all portions of their program, except their thesis defence, but who do not fulfill the criteria above, may defer obtaining Fellowship, in accordance with the articles in Section 3.

B. PROOF OF LICENCE

1. Requirements

01. Applicants for Fellowship must provide proof that they hold a licence allowing them to practice their specialty.
02. Proof is accepted as one of the following:

For jurisdictions that do not issue specialty licences

- i. Proof that the applicant holds a dental licence, and that they do not require any additional licence to practice their specialty
- ii. Accuracy of the submissions may be independently verified by RCDC

For jurisdictions that require a specialty licence

- i. A copy of the applicant's licence sent directly to RCDC by the applicant, provided that the information (including the applicant's specialty) can be independently verified by RCDC on the regulatory authority's website; **or**
- ii. A letter of standing or a copy of the applicant's licence, sent directly to RCDC from the regulatory authority, confirming that the applicant is licenced to practice their specialty

2. Exception – subject to approval

The following exception allows for the submission of an application for Fellowship. It does not guarantee the approval of said application. The Registrar will have final say on the approval of Fellowship applications.

Applicants who apply for and obtain Fellowship under the following exception must provide a licence allowing them to practice their specialty as soon as they obtain one, and at the latest within one (1) year following conferral of Fellowship. If proof of a licence allowing the applicant to practice their specialty is not received by the College by this deadline, the applicant's Fellowship will be revoked. Applicants who wish to have their Fellowship reinstated after it is revoked must submit an application for reinstatement to the Board of Directors, and will be required to comply with any measures set forth by the Board of Directors. Such measures are set by the Board of Directors on a case-by-case basis, and **may include a requirement that the applicant challenge the Fellowship Examination again.**

01. Applicants who do not yet have a licence allowing them to practice their specialty, but who will obtain one within one (1) year following conferral of Fellowship, may submit the *Application for Fellowship Without Proof of Licence* form in lieu of proof of licence

C. ACCEPTANCE OF THE TERMS AND CONDITIONS OF FELLOWSHIP

1. Policy

01. Applicants for Fellowship must accept the Terms and Conditions of Fellowship

02. The Terms and Conditions of Fellowship are presented to applicants during their application for the Fellowship Examination.
- i. If the College, for whatever reason, does not have a record of the applicant accepting the Terms and Conditions of Fellowship during their application for the Fellowship Examination, the applicant will be required to accept the Terms and Conditions of Fellowship at the time of their application for Fellowship

IV. Approval procedure

- 01. All completed applications for Fellowship are subject to approval by the Registrar.
- 02. Once an application has been reviewed and approved by the Registrar, the applicant will be notified, and their name will be included as part of the next Convocation Ceremony.
- 03. An applicant whose application for Fellowship is approved is referred to as a **"Fellow-Elect"** until such time as they officially obtain Fellowship at Convocation Ceremony, or at any other time as determined by the Board of Directors.
- 04. After their application for Fellowship is approved by the Registrar, applicants are permitted to request to withdraw their application for Fellowship and defer obtaining Fellowship, under the following conditions
 - i. The request to withdraw and defer must be received by the College no less than 10 business days before the Convocation Ceremony, to allow for enough time to remove the applicant from the printed list of Fellows-Elect. If it is no longer possible to remove the applicant's name, the applicant will not be permitted to withdraw and defer obtaining Fellowship
 - ii. If the request to withdraw and defer is approved, the applicant will be subject to the articles in Section 3
 - a Once applicants have been approved to withdraw their application for Fellowship, they are no longer Fellows-Elect of the College, and may not advertise themselves as such.
 - b In order to obtain Fellowship during a future Convocation Ceremony, a new application for Fellowship must be submitted, according to the policy in effect at the time of the new application.

3. Deferral of Fellowship

01. Successful candidates have the option to defer obtaining their Fellowship to a subsequent year if they are unable to provide supporting documentation by the

- document submission deadline, or for personal reasons. The College does not impose any penalty if a candidate chooses to defer obtaining Fellowship.
02. In such cases, the record of the successful candidate's result will be saved, and the candidate will be able to apply for Fellowship in a subsequent year.
 03. Candidates who defer Fellowship may advertise their successful result at the Fellowship Examination, and can request an official letter from the College to confirm their Fellowship Examination result.
 04. Candidates who defer Fellowship are prohibited from advertising themselves as Fellows of the College, do not have access to the benefits of Fellowship, and may not make use of the FRCDC designation, until they obtain Fellowship at a subsequent Convocation Ceremony.

4. RCDC Fellowship

I. Conferral of Fellowship

01. Fellowship is conferred at the Convocation Ceremony, or at any other such occasion as determined by the Board of Directors.
02. A Fellow-Elect becomes a Fellow once Fellowship is conferred upon them by the Registrar or designate during the Convocation Ceremony, or in any manner as determined by the Board of Directors.

II. Maintenance of good standing

The use of the term "Fellow" below includes Fellows, and Life-Active Fellows of the Royal College of Dentists of Canada, unless otherwise specified.

01. Fellows maintain their good standing within the College, in part, by the timely payment of Annual Dues, as outlined in Section 5.
02. At any time over the course of their Fellowship, Fellows may also be subject to a verification of the licence to practice their specialty in order to maintain their good standing
03. Fellows in good standing may use the FRCDC designation to indicate their association with the College. Fellows who resign from the College, or who lose their good standing, must immediately cease the use of the FRCDC designation, and must immediately cease advertising themselves as a Fellow of the College
 - i. To comply with the requirement to stop advertising themselves as a Fellow, those who lose their good standing must return all copies of their Fellowship Certificate (also known as their "diploma") to the College by mail

III. Loss of good standing

The use of the term “Fellow” below includes Fellows, and Life-Active Fellows of the Royal College of Dentists of Canada, unless otherwise specified.

01. Fellows may lose their good standing if:

- i. the payment for their Annual Dues are not received by the Membership Renewal Date, as described in Section 5; or
- ii. for any other reason, as outlined in the bylaws; or
- iii. for any other reason, as determined by the Board of Directors

02. Fellows who do not wish to, or cannot pay their Annual Dues in a given year for any reason but who wish to maintain their good standing must submit a request to the Board of Directors for special accommodation.

- i. The submission of such a request does not guarantee its approval. Each request will be evaluated on a case by case basis by the Board of Directors.
- ii. Requests apply only to the year for which the request was made. A new request must be submitted for each year, unless otherwise specified by the Board of Directors
- iii. Requests cannot be applied retroactively, unless authorised by the Board of Directors

03. Fellows who do not wish to, or cannot pay their Annual Dues in a given year due to retirement must apply for Retired Fellowship, or submit a request to the Board of Directors for special accommodation as per Section 4.III.02

5. Annual Dues

I. Invoicing

01. Annual Dues are payable by January 1st of each year (the “**Membership Renewal Date**”)

- i. For added certainty, this means that, for example, the 2026 Annual Dues, the payment of which entitles a Fellow to remain in good standing from January 1, 2026 to December 31, 2026, are payable by January 1, 2026

02. Invoices for Annual Dues are made available to Fellows on the first business day of November before the Membership Renewal Date (the “**Invoice Date**”)

- i. For added certainty, this means that, for example, the invoice for the 2026 Annual Dues is made available to Fellows on the first business day of November 2025
- 03. If available, Fellows may register for automatic payments via their online member profile
 - i. Fellows who are registered for automatic payments have between the Invoice Date and the Membership Renewal Date to make sure that the credit card details saved to their online member profile are accurate, and will permit the collection of the total amount of their Annual Dues invoice within 5 business days of the Membership Renewal Date
 - ii. It remains the responsibility of each Fellow to ensure that the credit card details they have saved to their profile remain up to date, and allow for the timely collection of the payment for Annual Dues

II. Notices

- 01. Annual Dues notices and reminders are sent electronically to all Fellows to the email address listed on their online member profile.
 - i. It is the responsibility of the College to ensure that the notices and reminders are sent out. It is not possible for the College to ensure that all such notices are received and read by all Fellows.
 - ii. It remains the responsibility of each Fellow to ensure that their Annual Dues are paid by the Membership Renewal Date.

6. Definitions

"Applicant" or **"Applicant for Fellowship"** refers to a candidate at the RCDC Fellowship Examination who obtained a successful result and is preparing or has submitted an application for Fellowship.

"Candidate" refers to a dental specialist who has been approved to sit or has completed the RCDC Fellowship Examination.

"Document submission deadline" refers to the deadline for submitting the necessary documents to support an application for Fellowship.

"Documents" or **"supporting documents"** refer to proof of program completion, proof of a licence allowing the applicant to practice their specialty, and/or any other documents deemed necessary by the College to support an application for Fellowship.

"Fellow" refers to a dental specialist who successfully completed the RCDC Fellowship Examination, submitted an application for Fellowship which was approved by the Registrar, and obtained Fellowship at Convocation.

“Fellow-Elect” refers to a dental specialist who successfully completed the RCDC Fellowship Examination and submitted an application for Fellowship which was approved by the Registrar, who is waiting to obtain Fellowship at Convocation.

“Invoice Date” is the date on which the invoice for the Annual Dues is made available

“Membership Renewal Date” means the date by which the Annual Dues are payable

“Regulator” or **“Regulatory authority”** refers to the organisation in each jurisdiction which regulates the dental profession, and issues licences to practice dentistry and related specialties.