

Approved at a meeting of the Scientific Council Plenary on 29.02.08

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## **Procedure for Applying for Recognition of a Specialist Qualification for Holders of a Specialist Qualification from Outside Israel**

Further to Regulation 32 (a1) of the Dental Regulations (Approval of Specialist Qualification and Examinations), 5737-1977 (hereinafter: The Specialist Regulations)

The wording of the relevant regulation as of today is as follows:

**“32(a1). The Director may approve a specialist qualification in any branch of specialization specified in column A of the Addendum, for the holder of a specialist qualification from outside Israel, if the Scientific Council determines that the specialization is equivalent to the course of studies specified in column B of the Addendum, providing that the holder has passed the specialist examinations; the Director may specify additional conditions for the approval, including completion of the course of studies, on the recommendation of the Scientific Council, if it finds that the specialization completed outside Israel can be considered as a substitute for the specialist course in the Addendum, and that it can be completed in Israel according to the terms and the course which it recommends.”**

### 1. Discussion of Applications

- a. An application pursuant to Regulation 32 (a1) shall be submitted to the Secretariat of the Scientific Council together with all relevant documentation.
- b. The applicant shall be required to pay a handling fee to cover the cost for the Scientific Council to check and discuss the application, in the amount determined by the Central Committee of the IDA. No application shall be handled before payment of the aforesaid fee.
- c. The Secretariat of the Scientific Council shall forward the application, after payment of the handling fee, to the Chairman of the Selection Committee as defined herein.
- d. The Plenary of the Scientific Council shall appoint a selection committee (hereinafter: “Selection Committee”) with five members, all holders of a specialist qualification in one of the areas of dental specialization, and one of whom has previously served as chairman of the Scientific Council, and he shall serve as chairman of the Selection Committee. The minimum number of votes for approval of the aforesaid application is at least three members of the Committee, of whom one shall be the chairman of the Committee.
- e. The Selection Committee shall examine whether the applicant meets the preconditions as determined in Sections 2(a),(c) of this Procedure. If necessary, it may contact the applicant to obtain further details, documents, clarifications and information.

- f. If the Selection Committee believes that the applicant does not meet these conditions, it shall forward its recommendation to the Acting Committee of the Scientific Committee for a decision on the matter.
  - g. If the Selection Committee believes that the applicant meets the aforesaid preconditions, it shall forward further handling of the application to the relevant professional committee, for further examination and consultation regarding compliance with the other requirements specified in Section 2 of these procedures.
  - h. If the application is sent to the professional committee as aforesaid, the professional committee shall examine it with reference to the other requirements specified in Section 2 of these procedures, and if necessary, shall contact the applicant to obtain further details, documents, clarifications and information
  - i. If one of the members of the aforesaid professional committee is at that time also a member of the Selection Committee, he shall refrain from taking part or voting in the proceedings of the professional committee with respect to the application.
  - j. Copies of correspondence between the professional committee and the applicant, if any, on the need for supplementary data as specified above, shall be brought to the attention of the chairman of the Scientific Committee, and the professional committee shall inform the chairman of the Scientific Committee from time to time regarding the current state of handling applications submitted to it.
  - k. After completion of all checks and discussions, the chairman of the professional committee shall forward its findings and recommendations to the chairman of the Scientific Committee, who shall forward them to the Acting Committee of the Scientific Committee for discussion and decision.
  - l. The burden of proof and persuasion for every matter relating to the application and compliance with the requirements pursuant to this procedure rests with the applicant, and the Selection Committee, the professional committee and the Acting Committee, as applicable, may ask the applicant to obtain and submit material and evidence on any matter they are required to check, including proof of the quality and professional level of all aspects of the specialization program, if so required, and they shall not be required to take steps to obtain clarifications or material by their own initiative or at their expense.
  - m. The Scientific Council shall submit a review to the Director pursuant to Regulation 25 of the Specialists Regulations at the end of the handling process in cases that have complied with all the requirements and successfully completed the course and the examinations as required.
2. Requirements with which the applicant must comply in order to be eligible to take the specialist exams in Israel
    - a. The professional committee shall only consider a specialist qualification granted by an authorized national body in a country that has an official arrangement for dental specialization, which also specifically includes the applicant's field of specialization, and which has a permanent arrangement and institutional inspection of courses of specialization and the

granting of qualifications according to official procedures, which are shown to the professional committee to their satisfaction.

- b. The applicant must show an original official diploma (or notarized verified copy) of the specialist qualification granted to him by an authorized national body in the country where he did his specialization.
- c. The specialization must only be from a medical institution that has been accredited for the purpose of specialization in that field by the national body that regulates specialization in that country according to reasonable, known and clear criteria, and which is subject to regular review and inspection by that national body throughout the specialization process according to official procedures.
- d. The time spent by the applicant in each department for the purpose of acquiring the specialist qualification overseas should match the time required for this purpose in Israel pursuant to the Addendum to the Specialization Regulations as in force when the application was submitted to the professional committee (including rotations and basic sciences). If the number of hours spent by the applicant for specialization overseas in each period of time relevant to the review was lower than the accepted standards in Israel, or if there are gaps in the continuity of specialization or absences during the course, the professional committee may or may not take these factors into consideration, at its discretion.
- e. The syllabus for the applicant's specialization overseas must match the syllabus used for the same specialization in Israel at the time of submitting the application to the professional committee.
- f. The clinical requirements completed by the applicant overseas as part of his specialization must match those accepted in the equivalent specialization program in Israel at the time of submitting the application to the professional committee.
- g. The compliance of the overseas specialization with the requirements in Israel shall be examined in terms of content, times required, intensity and quality (including professional literature, discussion of cases, seminars, number and range of patients to which the applicant was exposed, tutors and lecturers, and more).
- h. Any deficiencies or gaps between the overseas program and the requirements in Israel under any of the aforesaid items must be made up, as specified below, unless the committee finds that these are insignificant gaps.
- i. If the professional committee finds that there is a deficit of over a third in the time spent by the applicant in the parent department compared to the relevant requirements in Israel, at the time of submitting the application to the committee, the applicant will be required to repeat the full period in the parent department in Israel as required for that field of specialization pursuant to the Addendum to the Regulations, with no reduction whatsoever.
- j. If the professional committee finds that over two years have elapsed from the time the applicant received the qualification overseas to the submission of the application to the committee, it may make the permit to take the specialization exams conditional upon the provision of proof to its satisfaction that the applicant has been actively engaged full time in

the relevant field of specialization during this period. If more than four years have elapsed, it may also demand further specialization in the parent department and other departments in recognized institutions in Israel for the periods of time it specifies, and other requirements at its discretion.

### 3. Supplements and examinations

- a. In cases where the professional committee determines the need for supplemental courses, and subject to approval by the Acting Committee, the applicant shall be required to open a specialization file in the Secretariat of the Scientific Committee pursuant to the procedure for specialization candidates in Israel, and to pay a handling fee as determined by the Central Committee of the IDA for this purpose, or other sum as determined by the Central Committee (it is clarified that this handling fee is in addition to the handling fee specified in Section 1(b) above). Handling the application shall be frozen and not resumed and the specialization file shall not be opened until the applicant pays the aforesaid fee.
- b. Supplemental courses must be taken in institutions that are recognized in Israel pursuant to the Specialists Regulations.
- c. The applicant is responsible for finding the recognized institution(s) to accept him for the supplemental courses.
- d. The applicant may only sit the specialization exams after completing all supplemental courses.
- e. Notwithstanding the contents of sub-section (d), the applicant may take the Stage A exams immediately after opening the specialization file and paying the handling fee pursuant to sub-section (a) if the supplemental courses required are not in the parent department.
- f. The applicant must complete all the required supplemental courses in order to take the specialization exams in Israel (both stages) no later than 4 years from the date of the professional committee's decision on this matter. The above period may only be extended for special reasons to be recorded, after discussion by the professional committee and approval from the Acting Committee, and they may make such extension conditional upon further requirements and terms. If the time elapsed exceeds 4 years and no extension was granted – or the applicant failed to comply with the terms of the extension – the approval granted to the applicant to complete his specialization shall expire, and he shall not be eligible to take the specialization exams, and he shall be required to undergo the full specialization process.
- g. The Specialization Regulations and procedures based thereon, examinations and appeals shall apply to the applicant during supplemental courses and exams as for any intern, mutatis mutandis and subject to the contents of this procedure.