APPLICATION PROCESS FOR CT FACILITY PERMIT

RCDSO | Royal College of Dental Surgeons of Ontario

1. Complete the facility permit application form and email the completed application to ctscanners@rcdso.org.

   You do not need to complete the checklist on page 6 of the application form before submitting it to the College.

   Note: If you do not hold an active CT authorization you must also submit a completed authorization application along with your completed facility permit application.

2. The College processes the application and emails the RCDSO CT facility permit application acknowledgment notification (PDF) to the applicant.

3. The applicant submits an application to the Ontario Ministry of Health.

   Note: The applicant must include a copy of the RCDSO CT facility permit application acknowledgment notification (PDF) in their application to the Ministry of Health.

4. The Ministry of Health issues:

   a) Letter of Designation for the dental facility and
   b) Letter of Approval and approved schematic plan.

5. The Dental CT scanner is installed and tested.

   CT authorized dentist(s) receive on-site training in the safe operation of the dental CT scanner installed at the facility.

6. The applicant finalizes the facility's quality assurance program and facility specific protocols and procedures.

7. The applicant must complete the CT Facility Inspection Request Form and email it to the College at ctscanners@rcdso.org.

8. The College conducts a facility inspection.

9. If the facility is in compliance with the Standard of Practice – Dental CT Scanners, the College issues the CT Facility Permit.

   The dental CT scanner can now be used by CT authorized dentists to prescribe, order, take, interpret and/or report on CT scans at this facility.

Contact us: ctscanners@rcdso.org

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