

# Apply to remove an exclusion from your scope of practice

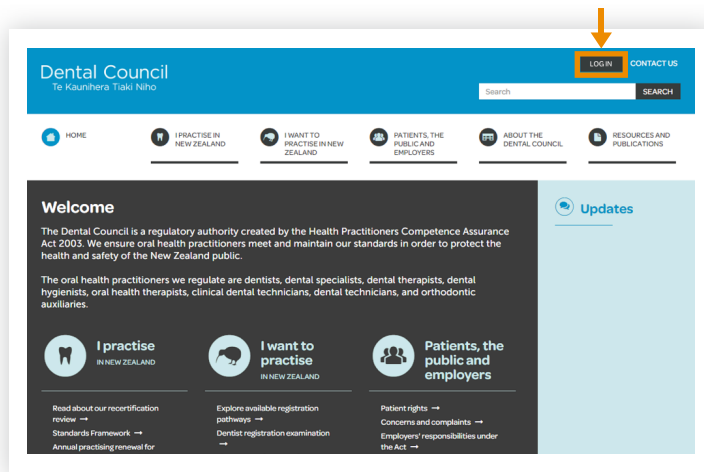
## Notes :

This guide applies to practitioners who are already registered by the Dental Council and wish to remove an existing exclusion from their registration.

## Step 01: Home screen

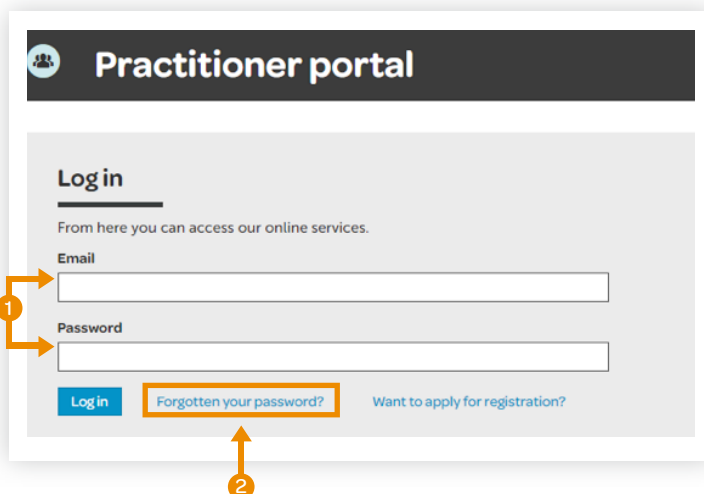
From the [Dental Council website](#) (any page):

- 1 Click the 'LOG IN' tab on the banner (top right of the page).



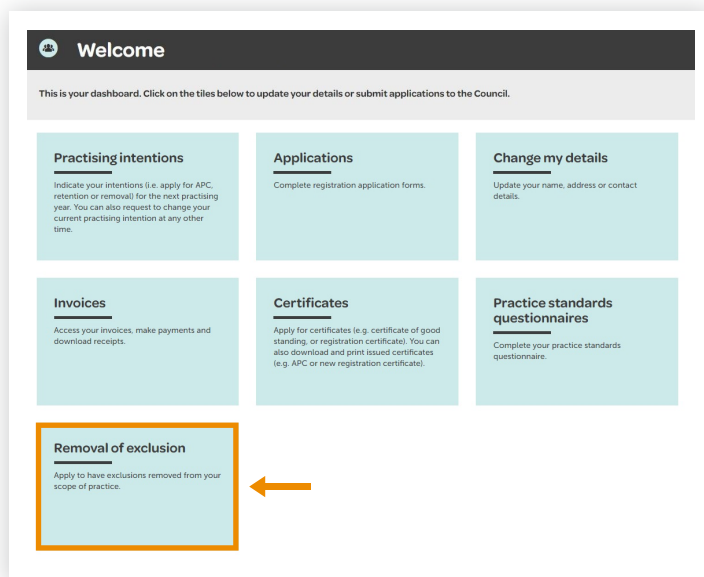
## Step 02: Log in screen

- 1 Log in to the practitioner portal using your email address and password.
- 2 If you have forgotten your password, click 'Forgotten your password?' and follow the steps for [Reset the password for your practitioner portal](#).



## Step 03: Dashboard Tiles

- 1 Click 'Removal of exclusion' tile from dashboard.



## Step 04: Apply for removal

- 1 Click on the '+ Apply for removal of exclusion' tab on the top right of the removal of exclusions page.
- 2 Select the removal of exclusion form from the drop down list and proceed to complete the form.

If you are unsure about which form to choose, you can check the list of Dental Council approved courses on [our website](#).

The screenshot shows the 'Removal of exclusion' page. At the top, there is a 'Welcome' header and a message: 'Apply to have exclusions removed from your scope of practice here.' Below this, there is a tab labeled '+ Apply for removal of exclusion' with a circled '1' and an arrow pointing to it. The page is divided into 'In progress' (showing 'No in progress forms.') and 'Completed' sections. An 'Add form' modal is open, showing two options: 'Removal of Exclusion - non-approved course(s)' and 'Removal of exclusion - Dental Council approved course(s)'. A circled '2' and an arrow point to the second option. At the bottom of the modal is a 'Close' button.

## Step 05: Start your application

- 1 Click 'Start your application' and proceed to complete your form.

The screenshot shows the 'Application for removal of an exclusion - Dental Council approved course' page. At the top, there is a 'Welcome' header and a message: 'ROE - Prescribed Course created'. Below this, there is a navigation bar with tabs: 'Introduction', 'Address details', 'Contact details', 'Exclusions and courses', 'Previous name', and 'Declaration'. The 'Introduction' tab is selected. The page contains a section titled 'Application for removal of an exclusion - Dental Council approved course' with a list of instructions. At the bottom, there is a button labeled 'Start your application' with an arrow pointing to it.