

Nominate, change or withdraw from a professional peer relationship

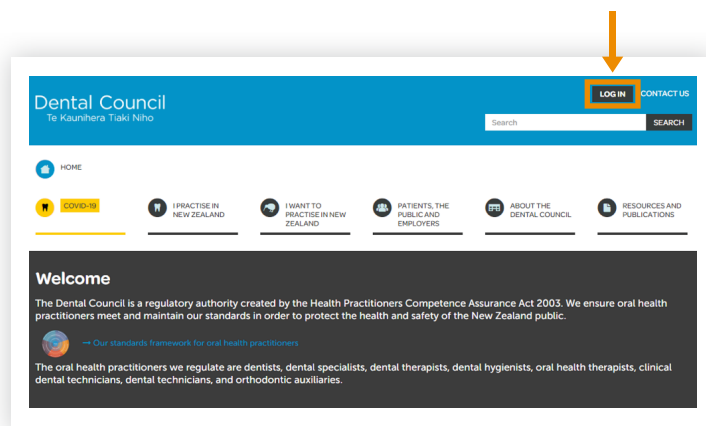
Notes:

Use this guide if you are a **practitioner** who would like to:

- nominate a professional peer
- change your professional peer
- withdraw from a professional peer relationship.

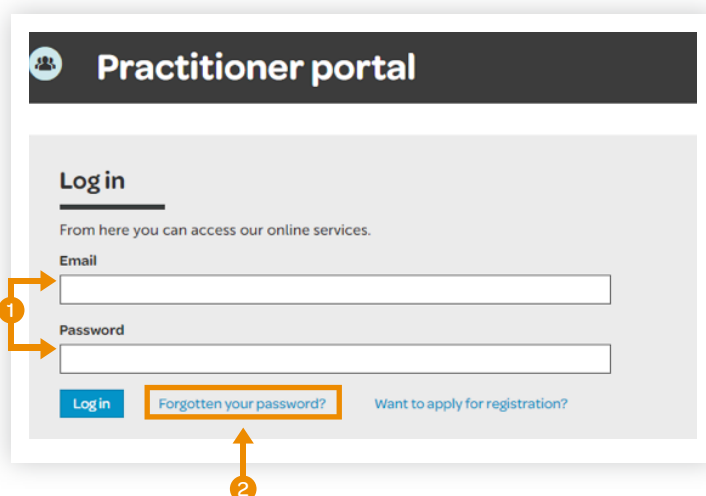
Step 01: Log in from website

- From the [Dental Council website](#) (any page). Click the 'LOG IN' tab on the banner (top right of the page).



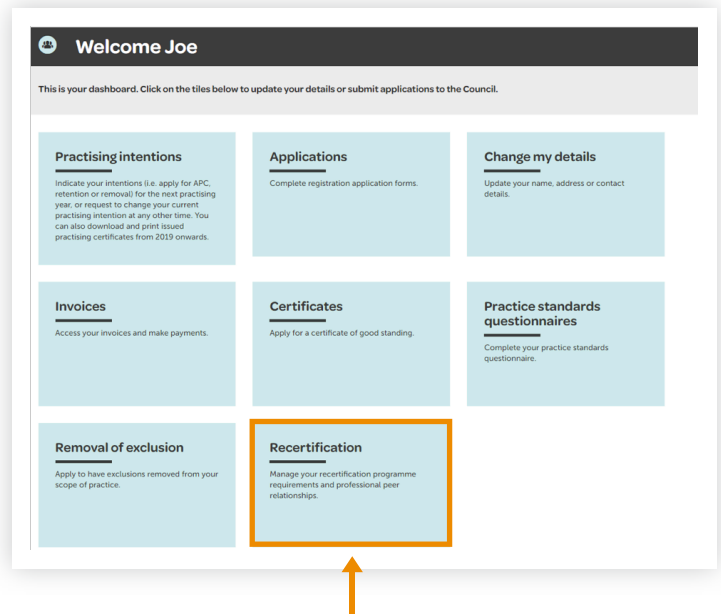
Step 02: Log in screen

- 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 steps 3 and 4 of [Setting \(or resetting\) the password](#) for your practitioner portal.



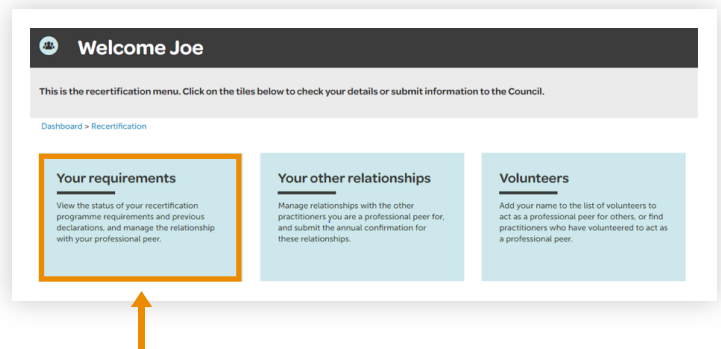
Step 03: Dashboard tiles

- Click the 'Recertification' tile from the dashboard.



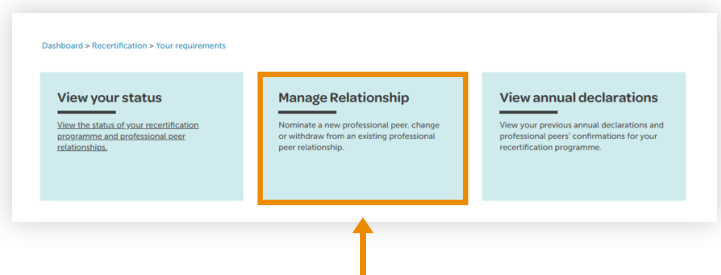
Step 04: Recertification tiles

- Click the 'Your requirements' tile.



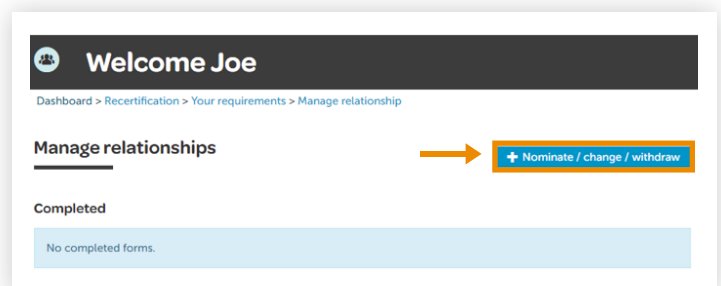
Step 05: Your requirements tiles

- Click the 'Manage Relationship' tile.



Step 06: Manage relationships

- Click on the '+Nominate/Change/Withdraw' button on the top right of the 'Manage relationships' page.



Step 07: Complete the form

- 1 If you don't have an active professional peer relationship you will see the **nominate** form. Click 'Nominate'
- 2 If you already have an active professional peer relationship you will have the option to either:
 - **change** professional peers, or
 - **withdraw** from your current professional peer relationship, without nominating a new professional peer.

Manage relationship

You do not have an active professional peer relationship recorded with the Dental Council.

Nominate

Next

Manage relationship

Active professional peer relationship

Person ID

Name

Relationship start date

23/09/2020

Relationship end date*

07/09/2020

Do you wish to change professional peers or withdraw from this relationship:

☒ Change

☐ Withdraw

Step 08: Submit form

- Click Update and **Submit**.

Confirm that you want to update your professional peer relationship.

☒ Update my professional peer relationship

Submit

Notes :

Once you have completed and submitted a **nominate**, **change** or **withdraw** form, it will appear on your 'Completed' list (with a PDF file you can download) and remain there for your future reference.

Completed			
Practitioner:	Date:	Form type:	Pdf:
Joe Bloggs	5 Aug 2020	Withdraw	