



## Guideline: Reference Letters

### Rational

The College of Denturists of British Columbia has received a number of reference letters that do not provide evidence satisfactory to the Registration Committee that the applicant is of good character and fit to engage in the practice of Denturism.

For example, some reference letters submitted appear to be a standard template provided to a majority of the applicants applying for license with the College of Denturists of British Columbia.

The Registration Committee requires reference letters that speak of the applicant's character, attributes, personality and abilities.

### Guideline Statement

Section 4.02 (1) (c), 4.06 (1) (d), 4.08 (2) (b), 4.12 (2) (c) (viii), and 4.13 (2) (b) (viii) of the College's bylaws require applicants to submit "evidence satisfactory to the registration committee that the applicant is of good character and fit to engage in the practice of denturism".

The Registration Committee requires three (3) reference letters to verify the applicant's good character.

Reference letters must be addressed to the College of Denturists of British Columbia and include the author's full name, signature, address and phone number.

It is advisable that reference letters come from a variety of different sources. For example, reference letters can be obtained through employment, educational environments, professional settings, from ministers, coaches, community leader, and/or neighbors. Applicants should not submit three reference letters from the same source, such as three different instructors from an educational institute.

Lastly, reference letters must provide concrete evidence of the

applicant's good character and their fitness to practice Denturism.  
Examples of this are as follows,

- relevant information that is truthful, positive and provides a straightforward opinion of the applicant's abilities and potential,
- personal information about the characteristics, performance, experience, strengths, and knowledge of the applicant, and
- detailed accounts of the applicant's attitudes and contributions that the author has witnessed.

Board Approval Date: September 17, 2011

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