

Registration Package for Dental Hygienists who are Applying for Courtesy Registration with the Alberta College of Dental Hygienists

This registration package is intended for dental hygienists who hold a current certification, licensure, or registration in good standing to practice dental hygiene in another Canadian jurisdiction and who are applying for courtesy registration with the Alberta College of Dental Hygienists (the College or ACDH) in order to teach, do research, or provide charitable services in Alberta on a temporary basis. Please refer to our website to see which application package best applies to you. If you have any questions, please contact our office.

It is strongly recommended that all applicants read the first document in this package thoroughly as it contains important information regarding requirements to apply and answers to commonly asked questions.

Contents of this Registration Package:

1. Information for Persons Applying for Courtesy Registration with the ACDH (6 pages)
2. ACDH Privacy Statement (3 pages)
3. Application Checklist for Courtesy Applicants (1 page)
4. Application Form for Courtesy Registration with the ACDH (7 pages)
5. Vulnerable Sector Check request letter (1 page)
6. Verification of Certification, License, or Registration Form (2 pages)
7. ACDH Jurisprudence Examination Information and Application Form (3 pages)
8. CPR Certification Declaration Statement for Instructors (1 page)

Submitting an Application

Applications and supporting documents can be mailed to or hand delivered to:

Registration
Alberta College of Dental Hygienists
Suite 302, 8657 – 51 Avenue NW
Edmonton, AB, T6E 6A8

Applicants may send choose to send their applications via registered mail. Please be aware that requesting a signature upon delivery may delay receipt of the application by the College.

Supporting documents that do not require notarization or an original signature may be emailed to registration@acdh.ca.

Inquiries

The College would be pleased to answer any questions regarding an application for registration to practice dental hygiene in Alberta. All correspondence and inquiries should be directed to the Registration Team by phone at (780) 465-1756 or by email at registration@acdh.ca.

Please note: there are blank pages inserted into this document to allow for double-sided printing.

Information for Persons Applying for Courtesy Registration with the Alberta College of Dental Hygienists

REGISTRATION IS MANDATORY - All Service Providers Must Register

General Registration

Regardless of a person's license status in any other province, state, or country, they must comply with the *Health Professions Act* (the "Act"), the Dental Hygienists Profession Regulation (the "Regulation") and the registration process of the Alberta College of Dental Hygienists (the "College" or "ACDH") if they are to be involved in the practice of dental hygiene in the province of Alberta.

In accordance with section 46 of the Act, a person must apply for registration with the College if they intend to provide one or more of the following services in the province of Alberta, for any portion of the year, even if it is just one day:

- Professional services directly to the public;
- The manufacture of dental appliances or conducting of laboratory tests that are used by other regulated members to provide professional services directly to the public;
- The teaching of the practice of a regulated profession to regulated members or students of the regulated profession; and
- The supervision of regulated members who provide professional services to the public.

Registration is for applicants who wish to engage in activities/services that involve the knowledge and/or practice of dental hygiene as a clinician, educator, administrator/manager, health promoter, consultant, researcher or sales representative.

Eligibility for Courtesy Registration

Section 6 of the Dental Hygienists Profession Regulation provides for a temporary registration in Alberta.

- Section 6(1) states that practitioners who are registered in good standing and hold *current* certification, licensure, or registration to practice dental hygiene in another jurisdiction may apply for registration in Alberta on a temporary basis for a specified purpose. The specific purposes are:
 - Presenting **or** participating in a dental hygiene clinical training or continuing education/refresher course that includes performance of clinical procedures,
 - Conducting or engaging in a dental hygiene research program that includes performance of clinical procedures, or
 - Providing dental hygiene clinical services free of charge to a charitable, benevolent, or service organization in Alberta.
- Section 6(2) states that practitioners must hold an active registration in another jurisdiction when their Courtesy Registration is approved. If the practitioner's registration is suspended or cancelled in the other jurisdiction, the Courtesy Registration will also be cancelled.
- Section 6(3) states the term of a Courtesy Registration will be no longer than 60 days and is not renewable. If an applicant is planning to provide services for a period of time exceeding 60 days, they must apply for General Registration.

Registration/Licensure is **not** transferable between jurisdictions. An applicant for courtesy registration may not practice any of the above activities in the province of Alberta until they have received notification that their application has been approved and they have been added to the ACDH Courtesy Register.

Starting the Registration Process

It is strongly recommended that the registration process is started well in advance of any pre-arranged employment. The College works to process applications as quickly and efficiently as possible, however there are factors that can impact the time it takes to process an application for registration. These factors include the time of year an application is made, what, if any documentation is missing from the application, or if there are additional assessments needed to make a decision on the application.

General Requirements

1. Application Forms, Fees, and Process

An application for registration must be made on the current and required form. All applications will be reviewed on an individual basis.

Fees listed on the registration application form must be paid in Canadian funds by 2 separate certified cheques, bank drafts, or money orders made payable to the ACDH: one for the non-refundable application fee, and one for the registration fee. **Personal cheques will not be accepted.** Fees must be included with an application for registration. The application fee is non-refundable.

The College works to process each application as quickly and as efficiently as possible. The process generally takes four to six (4-6) weeks **after an application is made complete** but may take longer if additional information is required to make a decision or if an application is received between August and November, which is the College's annual renewal period.

Applications received after September 30 will automatically be put forward for consideration in the beginning of the next permit year (November 1 to October 31).

All supporting documentation should be received by the College within six (6) months of receipt of the application form. The application process will only start once the completed application form is received. An application will not be considered complete until **all** required information, documentation, and fees are received, and all required qualification and competence assessments have been completed. Additional supporting documentation may be requested at any stage during the application process.

The process used by the College to assess each application is as follows:

1. A completed, signed, and **notarized** application form is received by mail.
2. An email is sent from the College to the applicant confirming that the application form has been received.
3. The College starts an initial review.
4. An email is sent from the College to the applicant advising them that the initial review has been completed and if the application is not complete, the email will list the items that are outstanding.
 - *The College process is on hold until the required documentation is received.*
5. The College grants access to the jurisprudence exam once the **all the required documentation is received**.
 - *The College process is on hold until notification of successful completion of the exam is received from the testing platform.*
6. The College is notified by the testing platform that the applicant has passed the jurisprudence exam
7. An email is sent from the College to the applicant notifying them that their application is complete and in the final review stage.
8. If the final review finds that additional information is required, an email is sent from the College to the applicant listing the items that are required.
 - *The College process is on hold until the requested documentation is received.*
9. The Registrar or their delegate reviews the application and supporting document and makes a decision.
10. An email is sent from the College to the applicant to notify them of the Registrar's decision.

The Registrar may approve an application, with or without conditions; defer registration; or refuse the application for registration. In each case, the College is guided by an assessment of what is in the best interest of the public.

A notarized copy is one which is certified as true copy of the original by a lawyer, judge, MLA or other individual designated as a Notary Public. A Notary Public must sign, stamp, and seal notarized documents.

A Commissioner of Oaths cannot notarize documents.

2. Jurisprudence Examination

An applicant for registration must successfully complete the ACDH jurisprudence examination.

Examination questions are based on information provided to the applicant (e.g., the Act, the Regulation, ACDH Competence Program Rules, Code of Ethics, Practice Standards, and guidelines).

Applicants must complete and sign the Jurisprudence Examination Application form, requesting a unique examination access code and authorizing the testing agency to release the applicant's results directly to the College. The College will provide access to the jurisprudence exam when all the supporting documents related to an application are received. The jurisprudence examination can be completed on-line at an applicant's convenience. An applicant must have successfully completed the examination within the last 36 months (3 years) before their application for registration will be considered.

3. Good Character and Fitness to Practice

Section 7 of the Regulation requires applicants to provide written evidence of having good character and reputation. Applicants must provide evidence of having good character and reputation by:

- Answering all questions related to previous or current registration and/or applications for registration, unprofessional conduct processes, disciplinary action, and criminal offences.
- Listing jurisdictions in which they are currently or were previously certified, licensed or registered to practice dental hygiene or any regulated health profession; and having each regulatory authority complete the Verification of Registration Form and mail it directly to the College;
- Answering all questions related to good character and fitness to practice; and
- Providing any other relevant evidence requested by the Registrar or Registration Committee.

a. Verification of Registration

If an applicant is or was certified, licensed, or registered to practice dental hygiene or any other regulated profession, the applicant must complete Section A of the Verification of Registration form. A copy of the entire verification form (sections A and B) must be sent to each regulatory authority where the applicant is currently or was previously certified, licensed, or registered. Section B must be completed by the regulatory authority and sent directly to the College. Verifications will only be considered by the College within 6 months of the date which they were completed by the regulatory authority. If a Verification of Registration is returned with a finding of unprofessional conduct based on sexual abuse or misconduct, a full disclosure will be requested from the applicant and the regulatory authority and the application may be referred to the Registration Committee for decision.

b. Vulnerable Sector Check

Applicants must submit a vulnerable sector check issued within 1 year from the date it is received by the College. A basic criminal record check will not be accepted. The vulnerable sector check can only be conducted by the local police service (or RCMP detachment if there is no local police service). There is a form letter included in the application package which can be provided to a local police service to process the request. The College will accept an original document, a notarized copy, or an electronic version sent directly from the local police service to the College.

c. Protecting Patients from Sexual Abuse and Misconduct

On April 1, 2019, Bill 21 – An Act to Protect Patients – officially took effect in Alberta to protect patients/clients from sexual abuse and sexual misconduct by health professionals. As part of the legislation, all regulated health professionals in Alberta must successfully complete training on preventing and addressing sexual abuse and sexual misconduct towards clients.

Applicants for registration with the College are required to complete the e-learning course “Protecting Patients from Sexual Abuse and Misconduct.” This interactive e-learning course was developed by the Alberta Federation of Regulated Health Professions (AFRHP) and is available via the AFRHP website: afrhp.org/bill21-protecting-patients

The course consists of three modules that will familiarize you with Bill 21 and how to prevent, recognize and respond to sexual abuse and sexual misconduct. Please note, the course must be completed in one session – you are unable to exit the course midway then re-enter at a different time to finish the content. Once you complete the course, the program will generate a “Certificate of Completion”. Please print and submit your completion certificate along with your application.

Please note that this course includes scenarios depicting sexual abuse and misconduct that may be disturbing or triggering to some viewers. If you have concerns, please speak, in confidence, to the College Registration Lead.

4. Professional Liability Insurance

Section 8 of the Regulation requires that applicants provide evidence of having liability insurance. The College requires all persons on the General or Courtesy registers to have professional liability insurance that meets the minimum standard as approved by Council. Professional Liability Insurance must meet the following minimum requirements:

- Coverage for each occurrence/claim of no less than \$1,000,000;
- Annual aggregate coverage of no less than \$5,000,000;
- An extended reporting period (ERP) provision for a minimum period of two (2) years;
- Professional liability insurance must be for the individual applicant; employer coverage is not acceptable;
- Professional liability insurance must be for the purpose of dental hygiene services; and
- Professional liability insurance must cover the entire duration of the courtesy registration period (the policy period cannot expire prior to the expiry of the courtesy permit)

Applicants must provide a copy of a valid insurance certificate showing the minimum requirements. Enhanced insurance options may be of particular interest to registrants who perform advanced restricted activities procedures (local anaesthesia, nitrous oxide/oxygen conscious sedation, restorative procedures, orthodontic procedures, etc.).

5. CPR Certification

Section 9 of the Regulation requires that applicants provide evidence of current CPR certification. Applicants must provide evidence of having successfully completed a CPR course at the level approved by Council. CPR certification training must include:

- a. theory instruction and assessment; and
- b. hands-on component for skills practice and evaluation.

Certification must include, at a minimum, the following competencies:

- i. one- and two-person rescuer chest compressions for adults, children, and infants;
- ii. one- and two-person rescuer adult, child, and infant bag-valve mask technique;
- iii. rescue breathing for adults, children and infants;
- iv. relief of choking in adults, children, and infants; and
- v. use of an automated external defibrillator.

The course must be delivered in accordance with the recommendations of the International Liaison Committee on Resuscitation (ILCOR). Basic Life Support and/or Health Care Provider level courses generally meet these requirements. Exceptions to the ILCOR requirement must be approved by the College.

The course must be completed no longer than 12 months prior to issuance of ACDH registration. Applicants must enclose a completed CPR Certification Declaration Statement for Instructors along with a **notarized** copy of their current CPR wallet card/certificate as evidence of holding CPR certification at the required level.

6. English Language Requirements

Section 10 of the Regulation requires that an applicant be sufficiently proficient in English to be able to engage safely and competently in the practice of dental hygiene. If there is no equivalent English proficiency requirement in the jurisdiction where the applicant is currently registered, an applicant whose primary language is not English and/or whose program of study was conducted in a language other than English, will be required to provide proof of English language competence.

A list of accepted English language tests and the accepted achievement level for each follows. Applicants may choose to complete either TOEFL iBT or IELTS. Please contact the testing service for information on the test(s).

Official English language scores must be sent directly from the testing service to the College. Examination scores will be accepted only if achieved **within the most recent two (2) years**.

The College will accept the following English language tests:

- [TOEFL iBT](#) (internet based TOEFL test of English as a Foreign Language)
 - Minimum scores of 21 in reading, listening, and writing
 - Minimum score of 26 in speaking
- [IELTS](#) (International English Language Testing System – academic version)
 - Overall score of 6.5 with no band less than 5.0 is required for the Academic Version
 - Minimum score of 7.5 on the spoken section of the test

7. Competence to Practice Advanced Restricted Activities

The Regulation identifies “restricted activities” that dental hygienists are authorized to practice. As these restricted activities involve a significant degree of risk to the public, they can only be performed by individuals with specific competencies. Competencies related to many of the restricted activities authorized in the Regulation are taught in the basic curriculum of accredited dental hygiene educational programs (i.e., scaling, root planing, ordering and exposing radiographs).

Competencies related to the following restricted activities, which are included in Alberta dental hygienists’ scope of practice, are not inclusive in all dental hygiene educational programs:

- a. Prescribing and administering local anaesthesia by injection;
- b. Prescribing and administering nitrous oxide/oxygen for the purpose of conscious sedation;
- c. Restorative procedures of a permanent nature in collaboration with a dentist;
- d. Orthodontic procedures including preliminary fitting of appliances in collaboration with a dentist;
- e. Preliminary fitting of periodontal appliances in collaboration with a dentist; and
- f. Prescribing the Schedule 1 Drugs listed in the Dental Hygienists Profession Regulation

Applicants for registration are not required to demonstrate competence in the restricted activities listed as (a) to (f) for the purpose of initial registration.

If, on the registration application form, an applicant identifies that they have completed formal classroom and clinical education related to one or more of the restricted activities listed as (a) to (f) above, a separate application for authorization to perform the restricted activity must be submitted to the College **within 6 months of completing their education**, or with appropriate evidence of currency.

The Advanced Restricted Activities policy and application form can be found on the [ACDH website](#).

At any time following initial registration, a registrant may successfully complete a Council-approved course related to performing one of the restricted activities listed as (a) to (f) above and may apply for authorization to perform the activity. The application form and all required supporting documents must be sent to the College for review **within 6 months of completing their education**.

No applicant may perform the restricted activity until the applicant has received notification that the application for authorization to perform the restricted activity has been approved.

8. Submitting an Application

Applications and supporting documents can be mailed to or hand delivered to:

Registration
Alberta College of Dental Hygienists
Suite 302, 8657 – 51 Avenue NW
Edmonton, AB, T6E 6A8

Applicants may choose to send their applications via registered mail. Please be aware that requesting a signature upon delivery may delay receipt.

Supporting documents that do not require notarization or original signature may be emailed to registration@acdh.ca.

9. INQUIRIES

The College would be pleased to answer any questions regarding an application for courtesy registration. All correspondence and inquiries should be directed to the Registration Team at by phone at (780) 465-1756 or by email at registration@acdh.ca

Privacy Statement

The Alberta College of Dental Hygienists (ACDH or the College) considers your privacy to be of utmost importance and is committed to maintaining the privacy of registrants and applicants for registration.

Collection of Your Personal Information by the College

The College is required to obtain information from you to comply with legal requirements of the *Health Professions Act* (the “HPA”), the Dental Hygienists Profession Regulation (the “Regulation”) and the College Bylaws.

1. Section 33 of the HPA

Under section 33 of the HPA, the College is required to maintain a Register of individuals on the General or Courtesy Registers (the “Regulated Registers”). This register requires the College to collect and maintain the following information for each registrant on the Regulated Registers:

- their full legal name,
- their unique registration number,
- if they have been authorized to practice any advanced restricted activity,
- if any restrictions or conditions have been placed on their practice permit, and
- the status of their practice permit, including suspensions or cancellations.

Section 34 of the HPA requires that the information collected under s. 33 must be made available to members of the public. The College does this through the Verify a Dental Hygienist section of the College website.

2. Section 31 of the Regulation

Individuals applying for registration and registrants on the Regulated Registers, and individuals on the Non-Regulated Register are required to provide and keep updated the following specific personal and demographic information:

- Personal information including:
 - full legal name and any previous legal names
 - gender
 - date of birth
 - contact information (home address, cell phone number, and email address)
- Academic and practical training information including:
 - qualifications
 - name of the institution
 - date of graduation
- Current and historical employment information including:
 - place of employment
 - employment type (i.e. clinical, administrative, education, research)
 - employer’s name, and employer contact information
- Practice information including:
 - number of practice hours as a dental hygienist for the previous year;
 - area of practice and specialties;
 - any languages other than English in which the member can provide professional services

- any jurisdictions other than Alberta where the member is registered to practice dental hygiene or another regulated health profession

3. Section 10(2) of the ACDH Bylaws

Section 10(2) of the CRDHA Bylaws limits the information that can be collected for individuals on the Non-Practicing Register to the following:

- Personal information including:
 - full legal name and any previous legal names
 - gender
 - date of birth
 - contact information (home address, cell phone number, and email address)
- Academic and practical training information including:
 - qualifications
 - name of the institution
 - date of graduation
- Historical employment information including:
 - place of employment
 - employment type (i.e. clinical, administrative, education, research)
 - employer's name, and employer contact information
- Practice information including:
 - any languages other than English in which the member can provide professional services
 - any jurisdictions other than Alberta where the member is registered to practice dental hygiene or another regulated health profession

Other information may be requested and provided by the individual with their consent.

Use and Disclosure of Your Personal Information by the College

Information collected under section 31 of the Regulation and section 10(2) of the Bylaws is relevant to the College's registration processes and operational activities. The College keeps this information in the strictest confidence and does not make it available to the public except for the purposes set out below.

4. Mandatory Use and Disclosure

The College will use information provided by or on behalf of applicants for registration and the College's regulated registrants as authorized by the *Personal Information Protection Act* (PIPA) and for the following purposes:

- to manage and conduct the business and affairs of the College in accordance with the HPA, Regulation, Bylaws and policies;
- to provide the services requested by you;
- to release information for purposes of a letter of good standing to another regulatory authority;
- to release information for the purposes of interprovincial trade agreements and memorandums of understanding between Canadian dental hygiene regulatory authorities;
- to release information that is necessary to satisfy any law, regulation or request from the Minister;
- to publish the list of names of regulated and cancelled registrants in order that the public, employers and other health care providers can confirm the registration status of dental hygiene service providers;
- to release information that is necessary for participation as a recognized provider of dental hygiene services under government funded dental health programs (e.g. Alberta Blue Cross, Alberta Dental Services Corporation, Non-Insured Health Benefits Program);

- to release information to the Government of Alberta for the purpose of establishing dental hygiene workforce records within the Alberta Provider Directory, a comprehensive health workforce planning tool and a source of identifying unique providers in a new Electronic Health Record system;
- to release information for purposes of meeting provincial and federal government requirements; and
- to publish information as required by an order of any Tribunal or Committee in accordance with the Act, the Regulation and/or the Bylaws.

The information of individuals listed on the Non-Practicing Register is used and disclosed in a manner consistent with the above.

5. Use of Service Providers outside Canada

Most of the College's service providers are located in Canada. However, from time to time, the College also uses service providers located in the USA. The College evaluates the capabilities, practices, safeguards and trustworthiness of potential service providers outside Canada prior to their engagement. The College takes reasonable steps to protect registrant information handled by a service provider who is engaged by the College, usually by way of a contract for services which contains appropriate safeguards.

American service providers used by the College (e.g. Constant Contact) are permitted to collect and/or use your personal information for the following purposes:

- to assist the College in sending and managing electronic and/or other communications to registrants about College registration, annual renewal requirements, and other regulatory information of interest to registrants; and
- to assist the College in sending and managing electronic and/or other communications to registrants and others about events such as conferences, workshops and continuing education opportunities, or about College activities and other information of interest to registrants.

Contacting the College

The College provides applicants for registration, registrants on the Regulated Registers, and individuals on the Non-Regulated Register with access to their own personal information as held by the College through the Applicant or Registrant Portals. Any required changes can be requested by completing and submitting one of the forms included in the Portals.

If you do not have access to the Applicant or Registrant Portals and would like to request a change to your personal information, you can contact the College in the following ways:

By Mail: Alberta College of Dental Hygienists
Suite 302, 8657- 51 Avenue N.W.
Edmonton AB T6E 6A8

By Phone: 780-465-1756

By Email: info@acdh.ca



Application Checklist

(For Persons Applying for Courtesy Registration with the ACDH)

To avoid delays in processing your application, please use the following checklist to ensure that you have included all the necessary documentation before mailing your *Application for Courtesy Registration* form to the ACDH (the College or ACDH).

Complete **all** sections of the application form. **Print** in ink. If a section is not relevant to your situation, write "N/A" in the space.

All notarized documents must include an original stamp or seal and signature of the Notary Public. Photocopies or electronic copies of these documents will not be accepted. Please see the Courtesy Application Policy for information about each requirement.

General Requirements

Have you:

- Completed all sections of the Application form?
- Signed and dated the Statutory Declaration on the Application form?
- Had your Statutory Declaration **notarized**?
- Enclosed the appropriate fees in the form of two certified cheques or money orders made payable to ACDH?
 - One **certified** cheque or money order for the non-refundable application fee
 - One **certified** cheque or money order for the registration fee

Documentation to be Submitted Directly to the College

Have you requested that the applicable following documentation be submitted directly to the College?

- A Vulnerable Sector Check completed **within 1 year** from the date it is received by the College
- Verification of registration / certification / licensure from the Regulatory College in each jurisdiction where you are or have been registered / certified / licensed as a dental hygienist or as any other regulated professional, dated **within 6 months** from the date it is received by the College.
- ___ *English language test results (if necessary)*

Additional Required Documentation

Have you enclosed the following documentation?

- ___ *Completion certificate for the e-Learning course [Protecting Patients from Sexual Abuse and Misconduct](#) (if necessary)*
- ___ *ACDH Jurisprudence Examination Application form (if necessary)*
- Evidence of liability insurance (copy of liability certificate showing the minimum requirements)
- A **notarized** copy of current CPR certification at the required level
- CPR Certification Declaration Statement for Instructors form

Advanced Restricted Activities

If you would like to apply for entry onto the Advanced Restricted Activities roster, please read the Advance Restricted Activities Policy and complete the application form, both of which are on our website. This separate application must be submitted to the College **within 6 months of completing your education**, or with the appropriate evidence of currency.

A notarized copy is one which is certified as a *true copy* of the original by a lawyer, judge, MLA, or other individual designated as a Notary Public. A Notary Public must sign, stamp, and seal notarized documents.

A Commissioner of Oaths cannot notarize documents.

APPLICATION FOR COURTESY REGISTRATION WITH THE ALBERTA COLLEGE OF DENTAL HYGIENISTS (ACDH)

**(For Dental Hygienists who are registered in another jurisdiction and want to teach,
do research, or provide charitable services in Alberta on a temporary basis)**

ELIGIBILITY CRITERIA

An application for Courtesy Registration may be accepted from a practitioner who is registered in good standing and holds current certification, licensure, or registration to practice dental hygiene in another jurisdiction for the purposes of:

- Presenting in a dental hygiene clinical training or continuing education/refresher course that includes performance of clinical procedures,
- Participating in a dental hygiene clinical training or continuing education/refresher course that includes performance of clinical procedures,
- Conducting or engaging in a dental hygiene research program that includes performance of clinical procedures, or
- Providing dental hygiene clinical services free of charge to a charitable, benevolent, or service organization in Alberta.

Courtesy Registrations expire 60 days after approval and are not renewable. Applicants must not practice any of the above activities in the province of Alberta until their application is approved and a Practice Permit has been issued.

PERSONAL INFORMATION

Surname		Given Names	
Other Surnames (if applicable)		Birth Date (MM-DD-YYYY)	
Street Address		City	
Province/State	Postal Code	Email	
Cell Number (Required) ()	Secondary Number ()	<input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Prefer to Self-Identify	
Date of Most Recent Courtesy Registration		ACDH Registration Number (if previously registered)	

FOR OFFICE USE ONLY

Applicant History:

- Has never been registered.
- Was previously on the General Register, registration cancelled. Date of Cancellation:
- Was previously on the Courtesy Register, registration expired. Date of Expiry:

PURPOSE OF REQUEST FOR COURTESY REGISTRATION

I am requesting Courtesy Registration for the purpose(s) indicated below:

- Presenting a hands-on clinical course Conducting dental hygiene research
 Participating in a hands-on clinical course Providing charitable clinical dental hygiene services

CURRENT ADVANCED RESTRICTED ACTIVITIES AUTHORIZATIONS

If you require authorization for any of the following, you must complete and submit an Application for Advanced Restricted Activities Authorization form. You can download the [policy](#) and [application form](#) from our website.

Advanced Restricted Activity	List the jurisdiction(s) you are CURRENTLY authorized to practice	Are you requesting authorization for this Advanced Restricted Activity?
Local Anaesthesia		<input type="checkbox"/> Yes <input type="checkbox"/> No
N ₂ O/O ₂ Conscious Sedation		<input type="checkbox"/> Yes <input type="checkbox"/> No
Orthodontic Procedures		<input type="checkbox"/> Yes <input type="checkbox"/> No
Restorative Procedures		<input type="checkbox"/> Yes <input type="checkbox"/> No

DENTAL HYGIENE EDUCATION

Credential	Name & City of Academic Institution	Graduation Month/Year	Full Name on Credential
Diploma			
Degree			

SUMMARY OF OTHER POST-SECONDARY DIPLOMAS OR DEGREES

Credential	Name & City of Academic Institution	Graduation Year	Surname on Credential

OTHER HEALTH CARE PROFESSION REGISTRATION/LICENSURE

In addition to the dental hygiene regulatory authority you are currently registered with, if you were previously registered or licensed to practice dental hygiene or any other regulated health profession, list the regulatory body and jurisdiction below.

Please note: To be eligible to apply for a Courtesy Registration, you must be an **active member in good standing to practice** in another jurisdiction.

Name of Regulatory Body	Province/State/Country	Registration/License #	Expiry Date

LANGUAGE PROFICIENCY

Dental hygienists in Alberta must be able to practice safely and competently in English. If you have done your training and exams in English, you do not need to complete a language proficiency test.

Primary Language:

English
 French
 Other:

Language of instruction of your dental hygiene educational program:

English
 French
 Other:

Language in which you completed the National Dental Hygiene Certification Exam:

English
 French
 Other:

Language in which you practice:

English
 French
 Other:

English competency test completed? N/A

Yes Date Completed: Score:

No Date Scheduled:

GOOD CHARACTER & FITNESS TO PRACTICE

1.	Have you previously applied for registration as a dental hygienist in Alberta?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	Have you completed a post graduate performance examination (clinical) in any other Canadian jurisdiction? Which province(s)? _____ Year: _____ Exam Result: <input type="checkbox"/> Successful <input type="checkbox"/> Not Successful	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	Has any registration, license or permit entitling you to practice dental hygiene or any other health profession in any province, territory, state, or country ever been denied, cancelled, suspended, approved with conditions or otherwise limited or restricted in any way?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.	Have you ever had a finding in the nature of professional misconduct, unskilled practice, incompetency, or incapacity, or a like finding, made against you either in Alberta or elsewhere as a dental hygienist or in a health profession other than dental hygiene?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.	Have you ever resolved a complaint or an allegation in the nature of professional misconduct, unskilled practice, incompetency, or incapacity made against you either in Alberta or elsewhere as a dental hygienist or in a health profession other than dental hygiene by agreeing to an undertaking order, resolution agreement or other remedial step?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.	Are you currently the subject of any reviews, investigations, disciplinary hearings, or proceedings (including criminal proceedings) in any jurisdiction?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.	Have you ever plead guilty to, or been found guilty of a criminal charge in any jurisdiction?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.	Have you ever had a judgement in a civil action against you with respect to your dental hygiene practice?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9.	Are you affected by a physical, mental, or emotional condition or disorder that may impair your ability to provide dental hygiene services in a safe and competent manner? (Includes HBV, HCV, HIV)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
10.	Are you affected by an addiction to alcohol, drugs, or other chemicals that may impair your ability to provide dental hygiene services in a safe and competent manner?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If you answered “yes” to ANY question above, provide a brief narrative. You may also be required to provide further documentation.

STATUTORY DECLARATION

I, _____ (full name), of _____ (city/town) in the

Province/State of _____ **DO SOLEMNLY DECLARE THAT** I am the person making application for registration as a Registered Dental Hygienist in Alberta and that the information provided on this form and its attachments is complete and true in every respect and I understand that my application for registration and a practice permit may be refused or cancelled if I have provided any inaccurate information. I understand that in order to practice dental hygiene in Alberta, I am required by law to be registered and hold a current practice permit with the ACDH, before I commence employment.

I understand that the information I have provided may be verified by the ACDH and I authorize the ACDH to seek additional information from third parties such as educational institutions, regulatory agencies, employers, or other sources as necessary in order to process my application; and I also authorize all such institutions, agencies, or other sources to release such information to the ACDH and for so doing let this be your good and sufficient authority.

Declarant's Signature: _____

Declared before me at _____ in the Province/State of _____

this _____ day of _____, 20_____

_____ in and for the Province/State of _____.

Signature of Notary Public

PAYMENT OF FEES

Please enclose 2 certified cheques, bank drafts, or money orders made payable to ACDH: one for the non-refundable Application Fee (to be deposited on receipt of your application) and one for the Registration Fee (to be deposited on approval of registration).

	Non-Refundable Application Fee	FEE
<input type="checkbox"/>	Application Fee (to be deposited on receipt of application)	\$350.00
	Certified cheque, bank draft, or money order enclosed in the amount of:	\$

	Courtesy Registration Fee - Includes Practice Permit	FEE
<input type="checkbox"/>	Courtesy Registration	\$350.00
	Certified cheque, bank draft, or money order enclosed in the amount of:	\$

FOR OFFICE USE ONLY

Approved by:	College ID #:	Registration Date:	Registration Expiry Date:
--------------	---------------	--------------------	---------------------------

Courtesy Registration is Being Requested for the Following Activities

Course Title, Research Project Title, or Charitable Activity Name <i>(Note: if there are to be multiple offerings of the same course, each offering must be listed separately)</i>	Description of Course, Research, or Charitable Activity	Contact Information for the Event Host <i>(Include name, address, and phone number of the educational institution, corporation, research facility, clinical facility, or charity hosting the event)</i>	Start and End Date of Activity

April 5, 2023

Law Enforcement Services

RE: Request for Vulnerable Sector Check

The individual requesting a vulnerable sector check through your agency is applying for registration on the General Register or Courtesy Register of the Alberta College of Dental Hygienists (ACDH). Under Alberta's *Health Professions Act*, a person must hold General or Courtesy registration and a practice permit if they intend to practice dental hygiene in Alberta for any portion of the year.

Providing dental hygiene services requires the skills, competencies, and professionalism of the dental hygienist as well as a level of trust on the part of the patient and the public. Dental hygienists in Alberta routinely provide services to seniors, children, or other vulnerable persons.

Given that College's primary responsibility is public safety in all practice settings, the ACDH Council passed a motion on December 10, 2021, to require a vulnerable sector check as part of the registration application process. This is now an application requirement for registration on the General or Courtesy Registers.

Any questions regarding this registration requirement can be directed to registration@acdh.ca or 780-465-1756, ext. 2.

Thank you,



Amie Dowell, MPH
Registrar & CEO

VERIFICATION OF CERTIFICATION, LICENSE, OR REGISTRATION

This form may be photocopied to send to multiple regulatory bodies.

SECTION A		
To be completed by applicant and forwarded with Section B to <u>each</u> jurisdiction where you are or have been certified, licensed, or registered as a dental hygienist or any other regulated health profession.		
Surname	Given Names	
Other Surnames Names (if applicable)	Birth Date (DD-MM-YYYY)	
Street Address	City	
Province/State	Postal Code	Email
Cell Number ()	Secondary Number ()	
Graduated from:	In City/Province/Country:	Graduation date (month-day-year):
I was certified / licensed / registered in your jurisdiction on:		Number:
<p>I authorize _____ to provide the information requested in Section B</p> <p style="text-align: center; font-size: small;">Name of Regulatory/Licensing Body</p> <p>of this form and any additional information requested by the Alberta College of Dental Hygienists (ACDH) in order to process my application for registration.</p> <p>Signature of Applicant: _____ Date: _____</p>		

SECTION B

To be completed by the jurisdictional regulatory body and forwarded directly to the ACDH.

Please provide the following registration information as authorized by an applicant for registration with the ACDH. Information provided is held in confidence.

Profession: <input type="checkbox"/> Dental Hygienist	Profession: <input type="checkbox"/> Other Regulated Health Profession Professional Title:
DH Certificate / License / Registration #:	Certificate / License / Registration #:
Initial DH Registration Date:	Initial Registration Date:
Expiry Date:	Expiry Date:
DH Certificate, License Registration Status: <input type="checkbox"/> active <input type="checkbox"/> conditional <input type="checkbox"/> temporary <input type="checkbox"/> inactive <input type="checkbox"/> other (explain)	Other Profession Certificate, License Registration Status: <input type="checkbox"/> active <input type="checkbox"/> conditional <input type="checkbox"/> temporary <input type="checkbox"/> inactive <input type="checkbox"/> other (explain)
Has this person's license, registration or permit ever been denied, cancelled, suspended, approved with conditions or otherwise limited or restricted in any way?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is this person's license, registration or permit currently denied, cancelled, suspended, approved with conditions or otherwise limited, restricted or under review?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has this person ever had a finding in the nature of professional misconduct, incompetency or incapacity, or a like finding made against them?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is this person currently under investigation or involved in any proceedings for conduct in the nature of professional misconduct, incompetency or incapacity or any like investigation or proceeding?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If the answer to one or more of the preceding four questions above is "Yes", please provide further information.	
<i>The following two questions should be completed by Dental Hygiene regulatory bodies ONLY</i>	
Has this person provided you with evidence of graduation (e.g., diploma or transcript) from the DH program listed in Section A?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has this person provided you with evidence of holding NDHCB Certification? If "Yes, please provide: NDHCB #: _____ Effective Date: _____ If "No" explain why not:	<input type="checkbox"/> Yes <input type="checkbox"/> No
(SEAL)	Signature:
	Print Name:
	Title:
	Name of Regulatory / Certification / Print Name: Licensing Body:
	Province / State/ Country:
Date:	

Jurisprudence: Knowledge of the Law

In November 2006, the *Health Professions Act* and the Dental Hygienists Profession Regulation came in force for the dental hygienists profession. The Dental Hygienists Profession Regulation 4(2) states:
An applicant for registration under subsection (1) must successfully pass a jurisprudence examination referred to in section 3(1)(c).

jurisprudence. *L jūris prūdentia* (jurisprudence)

- the science or philosophy of law.
- a body or system of laws
- a department of law: medical jurisprudence.
- Civil Law. decisions of courts, especially of reviewing tribunals

Dictionary.com Unabridged.

Retrieved June 20, 2022, from Dictionary.com website: <http://dictionary.reference.com/browse/jurisprudence>

The primary function of the Alberta College of Dental Hygienists (the College or ACDH) is to promote high quality dental hygiene practice and ensure client safety. This means that the public can expect to receive dental hygiene services from competent professionals who are registered with the College.

Consumers, College registrants, other health professionals, employers, educational institutions, and regulatory bodies consult the College for information about various aspects of dental hygiene practice including legal considerations of dental hygiene practice in Alberta. The term jurisprudence encompasses those legal considerations.

As a registered dental hygienist, it is your professional responsibility to know, comply with, and seek further information about legislation, standards of practice, guidelines, and ACDH policies regarding dental hygiene practice in Alberta. Whether you are an employee, independent contract, or an employer, know your rights and responsibilities.

Ignorance of the law is not an acceptable excuse for unprofessional conduct.

The ACDH Jurisprudence Examination: An Opportunity to Learn

This article answers some frequently asked questions about the jurisprudence exam:

- Where can I find the information referenced in the examination?
- What is the purpose of the jurisprudence examination?
- What is the jurisprudence examination like?
- Why is it an open-book examination?
- When can I access the ACDH Jurisprudence Exam?
- I don't have a computer. How can I take the examination?
- Tips to approaching the documents and taking the examination

Where can I find the information referenced in the examination?

The ACDH website contains information about and links to documents referenced in the exam.

- Click here for [regulatory documents](#) such as legislation, bylaws, Standards of Practice and Guidelines, policies, and the Code of Ethics.
- Click here for information about [Advanced Restricted Activities](#).

What is the purpose of the jurisprudence examination?

The jurisprudence examination is designed to ensure that registrants have sufficient knowledge and understanding of the legislation, Code of Ethics, Standards of Practice and Guidelines, and other regulatory documents that govern the practice of dental hygiene in the province of Alberta. Dental hygienists must be familiar and comply with provincial legislation and the College's regulatory documents. Failure to do so may result in being subject to disciplinary action.

Successful completion of the examination is required as part of the application for registration on the General or Courtesy Registers, as well as for existing registrants who are applying to enroll in the University of Alberta Elements of Prescribing for Dental Hygienists course.

What is the jurisprudence examination like?

The examination is an online, open book examination comprised of 50 questions randomly selected from a bank of multiple choice and scenario questions. Depending on how familiar you are with the information the examination can take between one and two hours to complete, although occasionally some individuals have needed more time than this. **The examination can be completed in more than one sitting within a 48-hour period and the examination can be paused and accessed at your convenience.** A valuable, short tutorial is included on the exam site to help you become familiar with the exam process and use of resources.

Why is it an open-book examination?

The jurisprudence examination is an open-book format because an applicant is not expected to memorize the exact information from all the documents. An applicant should understand how the documents relate to each other and where to access the pertinent information. Become familiar enough with each document so you can access the appropriate document when the need arises.

When can I access the ACDH Jurisprudence Exam?

Once the College has received all the required documentation for your application, you will receive an email that will include your username and directions on how to login and change your password.

I don't have a computer. How can I take the examination?

The examination is accessed only by computer and internet connection. If you do not have other access to a computer, they are available in libraries and schools throughout the province.

Tips to approaching the documents and taking the examination

- Understand how the documents relate and which document takes precedent over the other:
 - the *Health Professions Act* is the umbrella legislation governing all regulated health professions in Alberta
 - the Dental Hygienists Profession Regulation specifically applies to the dental hygienists profession
 - the ACDH Bylaws indicate how the ACDH is governed
 - the Dental Hygiene Standards of Practice and Practice Guidelines indicate how you should practice
 - the Code of Ethics indicates your ethical responsibilities
- Scan the table of contents of each document for a general idea of content. Some people print the table of contents of each document to use as a road map to navigate the documents online. Other people might print off the complete documents for reference.
- Do not expect to successfully complete the examination by only using a document search function to look for key words. Doing so will not give you an understanding of how the documents relate to each other.
- Determine the pertinent sections of each of the documents and read them well. Make note of areas that of major significance.
- The examination takes concentrated effort. Allow yourself chunks of time to work on the examination without interruption.

ACDH JURISPRUDENCE EXAMINATION APPLICATION FORM

Examination Information

Under the *Health Professions Act* and in accordance with the Dental Hygienists Profession Regulation, all applicants for registration on the General Register must successfully complete the ACDH Jurisprudence Examination.

The examination is only available in English. The examination is comprised of multiple-choice questions designed to test the applicant's knowledge of the legislation, Code of Ethics, Practice Standards and Guidelines that govern the practice of dental hygiene in the Province of Alberta. Dental hygienists must be familiar and comply with provincial legislation and professional standards of practice or they will be subject to disciplinary action.

The examination is conducted by a secure on-line testing agency. You will be provided access to the examination once all documents and fees related to your application for registration have been received, including this application form. Please see the Jurisprudence: Knowledge of the Law document for information about the exam and links to reference documents. The on-line exam is open-book and can be completed at your convenience. You must complete the examination alone. The exam site will contain all the directions you require for completion of the examination.

Request to Take the Examination	
Surname	Given Names
Cell Number (Required)	Email

Statement of Understanding

I hereby apply to write the ACDH Jurisprudence Examination. I understand that one criterion for registration with the ACDH is successful completion of this examination. I understand that I must complete this examination on my own and I confirm that I will not complete the examination with any other ACDH registrant or applicant for registration.

By signing this application, I give express permission for ACDH to release the personal information I have provided above to the testing agency in order to generate my examination access code and examination results and, I give express permission for the testing agency to provide a report of my examination score directly to the ACDH to become part of my application for registration.

I understand that the examination questions are the property of the ACDH and that unauthorized disclosure of the examination questions is prohibited. In consideration for being a candidate in writing the ACDH Jurisprudence Examination, I agree to maintain the confidentiality of the examination questions.

Applicant Signature

Date

FOR OFFICE USE ONLY			
Username	Date Granted	Form	Date Completed & Result

CPR Certification Declaration Statement for Instructors

This declaration statement is for the following named applicant: _____

Applicants for General or Courtesy Membership or annual renewal of a Practice Permit must provide evidence of having successfully completed a cardiopulmonary resuscitation course for health care providers at the level [approved by Council](#). CPR certification training must include:

- a. theory instruction and assessment; and
- b. hands-on component for skills practice and evaluation.

Certification must include, at a minimum, the following competencies:

- i. one- and two-person rescuer chest compressions for adults, children, and infants;
- ii. one- and two-person rescuer adult, child, and infant bag-valve mask technique;
- iii. rescue breathing for adults, children and infants;
- iv. relief of choking in adults, children, and infants; and
- v. use of an automated external defibrillator.

The course must be delivered in accordance with the recommendations of the International Liaison Committee on Resuscitation (ILCOR) and completed no longer than 12 months prior to issuance of ACDH registration or practice permit renewal.

Please complete the checklist below to confirm that the following requirements were included in the CPR course delivered to the above-named applicant. The signed and dated Declaration Statement may be returned to the ACDH office in person or by mail or email at the addresses above.

Date CPR course was completed: _____

- one- and two-person rescuer chest compressions for adults, children, and infants
- one- and two-person rescuer adult, child, and infant bag-valve mask technique
- rescue breathing for adults, children, and infants
- relief of choking in adults, children, and infants
- use of an automated external defibrillator

I, _____, CPR instructor, certify that the information provided on this form is complete and true, and knowing that is of the same force and effect as if made under oath and by virtue of the "Canada Evidence Act". I understand that making a false statement on this application could result in the rejection of the above-named individual's application for a practice permit.

Instructor Contact Information

Instructor Registration #:

Phone Number: ()

Email or postal address:

Signature:

Date: