

Application for Transfer Package for Dental Hygienists who are in Good Standing on the ACDH Non-Practicing Register

This registration package is intended for dental hygienists who are in Good Standing on the ACDH Non-Practicing Register and who are applying to transfer to the General Register. If you are not on the Non-Practicing Register, or your registration with the College has been cancelled, this is NOT the registration package for you. Please refer to our website to see which application package applies to your circumstances. 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.

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4. Application for Transfer from Non-Practicing to the General Register (5 pages)
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6. Verification of Certification, License, or Registration Form (2 pages)
7. ACDH Jurisprudence Examination Information and Application Form (4 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 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 transfer to the General Registrar. 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 Transferring from Non-Practicing Registration to General Registration with the Alberta College of Dental Hygienists

(For Dental Hygienists who are in Good Standing on the ACDH Non-Practicing Register)

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 General or Courtesy Registration with the College if they intend to provide one or more of the following services in the province of Alberta:

- Professional services directly to the public;
- The manufacture of dental appliances;
- The teaching of the practice of dental hygiene to regulated members or students; or
- The supervision of regulated members who provide professional services to the public.

A person must hold General Registration and a Practice Permit whether they intend to practice dental hygiene as an independent practitioner, a permanent or temporary employee, a contractor, or a volunteer for any portion of the year - even if it is just one day.

General registration is for applicants who wish to engage in activities or services that involve the knowledge and/or practice of dental hygiene as a clinician, educator, administrator, health promoter, consultant, or researcher. A Practice Permit will be issued when an application for General registration is approved and must be renewed annually.

An applicant may not practice dental hygiene in the province of Alberta until they have received notification that their application has been approved and they have been added to the ACDH General Register.

This includes temporary assignments or working interviews.

Applying for Registration Under this Policy

Any Non-Practicing individual in good standing on the Non-Practicing Register is eligible to apply for transfer to the General Registration category on the Regulated Members Register, provided they have paid any outstanding fees, penalties, or levies, and they meet the requirements for registration as outlined in this document.

Starting the Registration Process

It is strongly recommended that the transfer 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 transfer. 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 transfer must be made on the current and required form. All applications will be reviewed and processed on an individual and equal basis. No application will take priority over another.

Fees listed on the application for transfer form must be paid in Canadian funds by two (2) separate certified cheques, bank drafts, or money orders made payable to the ACDH: one for the application fee, and one for the annual registration fee, minus the Non-Practicing fee already paid at the beginning of the registration year. **Personal cheques will not be accepted.** Fees must be included with the application for transfer. The application fee is non-refundable.

The application stage of the process starts when a completed, signed application form is received by the College. All supporting documentation should be received by the College within six (6) months of receipt of the application form. 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 or review process.

The review stage of 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 beginning of the next permit year (November 1 to October 31).

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. The Colleges sends an email to the applicant confirming that the application form has been received and an initial review has been started.
3. The College sends an email to the applicant notifying 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.*
4. The College grants access to the jurisprudence exam once all the required documentation is received.
 - *The College process is on hold until the jurisprudence exam is successfully completed.*
5. The College is notified by the testing platform that the applicant has passed the jurisprudence exam.
6. The College sends an email to the applicant notifying them that their application has moved to the final review stage.
7. If the final review finds that additional information is required, the College sends an email to the applicant listing the items that are required.
 - *The College process is on hold until the requested documentation is received.*
8. The Registrar or their delegate reviews the application and supporting document and makes a 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.

9. The College sends an email to the applicant to notify them of the Registrar's decision.

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. ACDH Continuing Competence Program Requirements

Within the **three years immediately preceding** the date a complete application for transfer is received by the College, applicants for transfer must provide evidence of meeting the same continuing competence program requirements as a general member under section 17(1) of the Dental Hygiene Profession Regulation. These requirements are:

- *600 hours of practice as a dental hygienist*, listed in the application form under Employment History, and supported by a signed letter from the applicant's employer or copies of Records of Employment (ROEs) for each entry listed; **and**
- *45 credits (hours) of professional development as a dental hygienist*, listed on the provided attachment and supported by relevant course information and completion documentation.

If an applicant meets the practice hour requirement but does **not** meet the professional development credits, they will be required to do one of the following:

- Engage in further learning activities until they meet the 45-credit requirement; **or**
- Successfully complete the National Dental Hygiene Certification Exam (NDHCE).

If an applicant does not meet the practice hour requirement, regardless of whether they meet the professional development requirements, they will be required to provide evidence of successful completion of a Council-approved dental hygiene refresher or remedial education course. The course must include didactic and clinical components and be completed *no longer than 12 months prior to application for transfer*.

Applicants who have not practiced in 3 to 5 years will need to successfully complete a 5-day dental hygiene education refresher course. Applicants who have not practiced in more than 5 years will need to successfully complete a 10-day dental hygiene education refresher course.

If a Non-Practicing individual has been on the Non-Practicing Register for less than one calendar year by the time that their application to transfer to the General Register has been approved, the continuing competence program reporting period will continue as if there had been no interruption in registration status.

3. Jurisprudence Examination

Applicants who have not successfully completed the ACDH Jurisprudence Examination **within the last 36 months** must do so as a requirement for transfer to General Registration. Examination questions are based on documents that are provided in the application package (Jurisprudence: Knowledge of the Law).

Applicants must complete and sign the Jurisprudence Examination Application form, requesting a unique exam access code and giving authorization to the testing agency to release the applicant's exam results directly to the College. The College will provide access to the jurisprudence exam when all supporting documents related to an application are received. The jurisprudence examination can be completed on-line at an applicant's convenience.

4. 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 on the Application for Transfer related to previous or current registration and/or applications for registration, unprofessional conduct processes, disciplinary action, and criminal offences;
- Listing all jurisdictions in which they are currently or were previously registered/certified/licensed to practice dental hygiene or any other health profession; and having each jurisdiction complete the Verification of Registration Form and mail it directly to the ACDH;
- Answering all questions related to good character and fitness to practice; and
- Providing 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 health profession, they provide evidence of good standing with that regulatory authority using the Verification of Registration form. Applicants complete section A of the form and send the entire form (sections A and B) to each regulatory authority. The regulatory authority will complete section B of the form and send it directly to the College. Verifications of Registration must be completed by the regulatory authority **no longer than 6 months prior** to being received by the College. If a Verification of Registration is returned with a finding of unprofessional conduct based on sexual misconduct or abuse, 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 Checks

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 a 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

As part of Bill 21 – *An Act To Protect Patients*, 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 ACDH 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](#).

The course consists of three modules that will familiarize applicants 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 – applicants are unable to exit the course midway then re-enter at a different time to finish the content. Once the course has been completed, the program will generate a “Certificate of Completion”, which must be submitted with an application for transfer. If an applicant has completed this course in the past and can provide that certificate of completion as evidence, they do not have to retake the course.

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, with the College Registration Lead.

5. Professional Liability Insurance

Section 8 of the Regulation requires that applicants provide evidence of having professional liability insurance. The College requires registrants 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 or claim of no less than \$1,000,000;
- Annual aggregate coverage of no less than \$5,000,00;
- An extended reporting period (ERP) provision for a minimum period of two (2) years.
- Coverage must be for the individual applicant; employer coverage is not acceptable;
- Coverage must be for the purpose of dental hygiene services; and
- The Policy Period must cover the entire annual permit year (cannot expire prior to October 31 of the current permit year)

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.).

6. 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.

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 taught 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

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. If an applicant has identified on their Application for Transfer form that they have completed the required 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 following the Advanced Restricted Activities policy, which can be found on the ACDH website.

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 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 transfer. All correspondence and inquiries should be directed to the Registration Team 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



Transfer to General Registration Application Checklist (Dental Hygienists in Good Standing on the ACDH Non-Practicing Register)

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 Transfer* form to the Alberta College of Dental Hygienists (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 Transfer 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?
- 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*

Additional Required Documentation

Have you enclosed the following documentation?

Evidence of meeting the ACDH Continuing Competence Program requirements within the 3 years immediately preceding the completion of your application for reinstatement:

- | | | |
|---|----|---|
| <ul style="list-style-type: none"><input type="checkbox"/> Documents supporting the employment history listed on the Application form and<input type="checkbox"/> Supporting documents for the continuing competence program courses listed on the Personal Record of Professional Development Activities form. | OR | <ul style="list-style-type: none"><input type="checkbox"/> Evidence of completion of a Council-approved dental hygiene refresher education course |
|---|----|---|
- 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 the ACDH 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 TRANSFER FROM NON-PRACTICING TO THE GENERAL REGISTER OF THE ALBERTA COLLEGE OF DENTAL HYGIENISTS (ACDH)
(For Dental Hygienists who are currently on the Non-Practicing Register)

ELIGIBILITY
Individuals on the ACDH Non-Practicing Register in good standing who wish to return to practice in Alberta may apply for transfer to General Registration on the Regulated Member Register. Non-Practicing individuals must not return to practice until they have been notified that their request for transfer to General Register is approved and a Practice Permit has been issued.

PERSONAL INFORMATION			
Surname		Given Names	
Other Surnames (if applicable)		Birthdate (DD-MM-YYYY)	
Street Address		City	
Province/State	Postal Code	Email	
Cell Phone (Required) ()	Secondary Number ()	<input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Prefer to Self Identify	
Initial Registration Date		ACDH Registration #	
FOR OFFICE USE ONLY			
Most Recent Reporting Period:		Date of Switch to Non-Practicing:	

RESTRICTED ACTIVITIES KNOWLEDGE AND SKILLS	
<p>You <i>may</i> be eligible for entry on the Advanced Restricted Activities Roster. If your dental hygiene program included didactic and clinical experience in the following restricted activity areas or if you have completed formal educational courses in these practice areas since graduation, please indicate in the table below.</p> <p>Authorization for Advanced Restricted Activities is not automatically transferred with your registration. You must reapply separately following the Advanced Restricted Activities Policy. The policy and application form can be found on the ACDH website.</p>	
<input type="checkbox"/> Administration of Local Anaesthesia	<input type="checkbox"/> Administration of Nitrous Oxide/Oxygen Sedation
<input type="checkbox"/> Orthodontic Procedures	<input type="checkbox"/> Restorative Procedures
<input type="checkbox"/> Prescribing Schedule 1 Drugs	

OTHER HEALTH CARE PROFESSION REGISTRATION/LICENSURE

If you were previously registered or licensed to practice dental hygiene or any other regulated health profession, list the regulatory body and jurisdiction below.

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

EMPLOYMENT HISTORY

List dental hygiene employment for the last three (3) years, starting with the most recent employer. If more space is needed, please attach a separate page. You must provide supporting evidence of this information in the form of a signed letter from employer(s) stating the place of employment, name of the employer, start and end date of employment and the total number of hours worked. You may also provide a Record of Employment (ROE) stating the same.

Employed from: mo. _____ day _____ yr. _____ to mo. _____ day _____ yr. _____		
Name of Employer	Business phone	Total no. of practice hours worked
Street Address	City, Province	Postal Code

Employed from: mo. _____ day _____ yr. _____ to mo. _____ day _____ yr. _____		
Name of Employer	Business phone	Total no. of practice hours worked
Street Address	City, Province	Postal Code

Employed from: mo. _____ day _____ yr. _____ to mo. _____ day _____ yr. _____		
Name of Employer	Business phone	Total no. of practice hours worked
Street Address	City, Province	Postal Code

Employed from: mo. _____ day _____ yr. _____ to mo. _____ day _____ yr. _____		
Name of Employer	Business phone	Total no. of practice hours worked
Street Address	City, Province	Postal Code

Summary of all practice hours worked in the last three years. Begin with the most recent hours.	Year					Total Hours
	Hours					

PROFESSIONAL DEVELOPMENT

Please complete page 5 of this document, the Personal Record of Professional Development Activities page, and enclose with this application. You must provide supporting evidence of the activities listed.

GOOD CHARACTER & FITNESS TO PRACTICE

1.	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
2.	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
3.	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
4.	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
5.	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
6.	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
7.	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
8.	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 explanation. 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: _____

Dated this _____ day of _____, 20_____.

PAYMENT OF FEES

Please enclose 2 certified cheques, bank drafts, or money orders made payable to ACDH to be deposited on approval of transfer to General Register.

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

	General Registration Fee Calculation – Includes Practice Permit	
	ACDH General Registration & Practice Permit	\$599.00
	<i>Less Non-Practicing Fee paid to the ACDH for the current practice year</i>	<i>(\$115.00)</i>
	General Registration Fee for Transfer Applications	\$484.00
<input type="checkbox"/>	Certified cheque, bank draft, or money order enclosed in the amount of:	\$

FOR OFFICE USE ONLY

Approved by:	College ID #:	Registration Date:	Permit Year	Reporting Period

Personal Record of Professional Development Activities

Summary of activities completed in the last 3 years

Please submit this form (or a copy of your current regulator authority's continuing education transcript) with your Application to Transfer from Non-Practicing to the General Register. You must provide evidence of these activities, either by mail or by email to registration@acdh.ca.

Date Attended	Course Title/Topic	Speaker/Sponsoring Agency	Hours Attended
PAGE TOTAL:			

This page may be photocopied if more space is required.

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 <small style="margin-left: 40px;">Name of Regulatory/Licensing Body</small></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: _____