



Initial Registration Application Checklist

For Initial Registration on the General or Courtesy Registers of the Alberta College of Dental Hygienists (ACDH or the College)

This checklist is for applicants who have **never** been registered with the ACDH (or CRDHA or ADHA). Please review the [Registering as a Dental Hygienist](#) page of the ACDH website to determine which pathway for registration applies to your circumstances.

The application form cannot be saved and must be completed in one sitting. Before starting your application, please use this checklist to ensure that you have prepared and gathered all the necessary documentation before starting your application. Read the [Portal Tips](#) document for additional information about completing the form.

Please see the Application Policies (linked in the table below) for information about each requirement.

The following documents must be uploaded in the online application form in the Applicant Portal:

Documentation Required	New Graduates	Currently Practicing	Internationally Trained	Courtesy
Copy of a Verification of Authenticity Certificate issued by an external assessment agency, including an official transcript.			Required	
Copy of your NDHCE Completion Certificate	Required		Required	
Copy of your CPEDH Completion Certificate			Required	
Evidence of employment history that matches what is entered in the application form		Required	If applicable	
Completion certificate for the e-Learning course "Protecting Patients from Sexual Abuse and Misconduct" (available on the Portal)	Required	Required	Required	Required
Evidence of professional liability insurance that meets the minimum requirements	Required	Required	Required	Required
Evidence of current CPR certification that meets the minimum requirements	Required	Required	Required	Required
Completed CPR Certification Declaration Statement for Instructors	Required	Required	Required	Required
TWO (2) valid pieces of government-issued identification	Required	Required	Required	Required
Payment of the application fee of \$350 CDN, by credit card through the application form or the Applicant Portal.	Required	Required	Required	Required

Guidelines for documents uploaded to the application form:

The College will verify each uploaded document. In order to avoid delays or problems uploading, please ensure that:

- Documents are clear, legible, and complete.
- Documents are scanned (by phone app or scanner) or downloaded from an email or website whenever possible. Do not upload pictures of documents or screenshots of partial documents.
- Documents use one of the following file extensions: .doc, .docx, .pdf, .jpg, .jpeg, .png, or .heic.
- Document names do not include special characters (\ / : * ? " < >). The system will only accept alphanumeric file names.

Initial Registration Application Checklist continued

Applicants must arrange to have the following documentation submitted directly to the College by the issuing organization:

Documentation Required	New Graduates	Currently Practicing	Internationally Trained	Courtesy
An official transcript from the Office of the Registrar of the post-secondary institution where you completed your dental hygiene education.	Required			
A Verification of Registration/Certification/Licensure form completed by the regulatory college in each jurisdiction where you have been a regulated health professional.	If applicable	Required	If applicable	Required
Results of language proficiency exam if your exams and schooling were not done in English	If applicable	If applicable	If applicable	If applicable
A Vulnerable Sector Check completed within 1 year from the date the application is made complete. Click here to download a letter that can be used as part of your request or contact the College if you require an Agency Code.	Required	Required	Required	Required

Jurisprudence Exam Modules Certificate

Once you have completed the ACDH Jurisprudence Exam Modules, the learning management system will email a copy of your completion certificate to the College. You do **NOT** need to email your completion certificate to the College. The College will upload the certificate to your application for you.

Guidelines for Documents

The College will accept original or electronic documents sent directly from the issuing organization to the College. Electronic documents can be sent to registration@acdh.ca. Paper documents can be mailed to:

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

If it is not possible to have a document sent directly to the College from the issuing organization, the College may consider a **notarized** copy of the original document, or an original document sent from the applicant in the original, sealed envelope. The College may contact the issuing organization to verify the document in these cases.

Note: A notarized copy is one which is certified as a *true copy* of the original by lawyer, judge, MLA, or other individual designated as a Notary Public. A Notary Public must sign, stamp, and seal notarized documents. Photocopies or electronic copies of notarized documents will not be accepted. A Commissioner of Oaths **cannot** notarize documents.

Advanced Restricted Activities

If you would like to apply for entry onto the Advanced Restricted Activities roster, please read the [Advanced Restricted Activities Policy](#) on the ACDH website, and complete the application form linked in the Applicant Portal. This separate application must be submitted to the College **within 6 months of completing your education**, or with the appropriate evidence of currency.