

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

(For Dental Hygienists who hold current Certification, Licensure, or Registration in Good Standing to Practice Dental Hygiene in another Canadian Jurisdiction)

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 Health Professions Restricted Activity Regulation (the "HPRAR"), the Dental Hygienists Profession Regulation (the "DHPR"), 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; and
- 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 a practice owner, employee, contractor, or 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/services that involve the knowledge and/or practice of dental hygiene as a clinician, educator, researcher, administrator, health promoter, or consultant. A Practice Permit will be issued when an application for General registration is approved. **Practice Permits must be renewed on or before October 31 annually, regardless of when an application is approved.**

An applicant for registration 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 as a Dental Hygienist Registered in Canada

This pathway applies to:

- Dental hygienists who hold an **active registration and are in good standing to practice dental hygiene** in another Canadian jurisdiction.

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.

When considering the timing of an application, please be aware that permit fees are not pro-rated and all registrants on the General Register must renew their permit on or before October 31 annually, regardless of when an application is approved. Annual Renewal is a legislated requirement, and the College cannot waive a registrant's renewal requirement or nullify a registration once it has been granted.

General Requirements

1. Application Forms, Fees, and Process

An application for registration must be made on the current and required online form. All applications will be reviewed on an individual basis. No application will take priority over another.

Registration requirements of applicants and the College are set out in Part 2 of the Act, sections 3-9 of the DHPR, and the ACDH Bylaws.

Fees listed below must be paid in Canadian funds through the online application process. The application fee is non-refundable, and practice permit fees are not pro-rated.

- Application Fee for all applicants: \$350.00
- Practice Permit Fee for General Registration: \$599.00

Refer to the [ACDH Fee Schedule](#) on the Registering as a Dental Hygienist page of the ACDH website for more information.

With every application, the College works to process applications as quickly and efficiently as possible. The process generally takes four (4) 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).

The application process will only start once a completed application form, including payment of the application fee, is submitted. An application will not be considered complete until **all** required information, documentation, and fees are received, and reviewed by the College, and all required qualification and competence assessments have been completed. The College may verify any documentation provided and additional supporting documentation may be requested by the College at any stage during the application process.

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

1. An applicant submits a Create an Applicant Profile form through the website and is given access to the College's Applicant Portal.
2. A completed application form is submitted through the College's Applicant Portal.
3. An email is sent to the applicant confirming that the application form has been received and providing a PDF copy of the application.
4. The College conducts an initial review once the application fee has been paid.
5. An email is sent to the applicant advising them that the initial review has been completed and if the application is not complete, the email will identify the items that are outstanding.
 - *This step is repeated each time an application is resubmitted by the applicant.*
 - *The College process is on hold until all the required documentation is received.*
6. An email is sent to the applicant notifying them when their application is complete and in the final review stage.
7. If the final review finds that additional information is required, an email is sent to the applicant identifying the items that are required.
 - *The process is on hold until the requested documentation is received.*
8. The Registrar or their delegate reviews the application and supporting documents and makes a decision.
9. An email is sent to the applicant to notify them of the Registrar's decision and next steps.
 - *The process is on hold until the applicant accepts or does not accept the Registrar's decision and pays the Permit fee if required.*

10. If the application is approved and the applicant accepts and pays the Permit fee, the College enters their name onto the General Register and issues a unique registration number and Practice Permit.

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.

2. National Examination

Successful completion of the National Dental Hygiene Certification Exam (NDHCE) of Canada is required, with the exception of those applicants who hold current registration in Quebec. The jurisdiction where an applicant is currently registered may be asked to provide verification of successful completion of the NDHCE. If an applicant has lost their NDHCE Certificate, the applicant can [request a replacement](#).

3. Jurisdictional Recognition

In accordance with section 28 of the Act and section 4 of the DHPR, an applicant who is currently registered with a dental hygiene regulatory authority in another Canadian jurisdiction, who is on the general register of that regulatory authority, and who has no limitations or conditions on their registration in that jurisdiction, may be registered on the ACDH General Register, with or without conditions. Applicants must hold current registration with a dental hygiene regulatory authority in another Canadian jurisdiction until the application process with ACDH is complete and a decision has been made.

For applicants who are currently registered with a dental hygiene regulatory authority in another recognized Canadian jurisdiction, and who have practice limitations, restrictions, or conditions imposed on their registration, the College will determine if a similar practice limitation, restriction, or condition should be placed on the applicant in Alberta.

In some cases, the College may refuse to register an applicant or impose terms, conditions, or restrictions on their ability to practice, where such action is considered necessary to protect the public interest as a result of complaints, disciplinary, or criminal proceedings relating to the competency, conduct, or character of the applicant in any other jurisdiction.

Applicants who are not on the general register of a dental hygiene regulatory authority and are not in good standing to practice dental hygiene in another recognized Canadian jurisdiction are not eligible to apply under this policy. In that case, the College will require either evidence of reinstatement to the general register of that authority, or additional documentation to demonstrate competency and substantial equivalency.

4. Currency of Dental Hygiene Practice

An applicant for registration using this pathway must complete the Employment History section of the application form and provide documents to support the entries. Supporting documents could be a signed letter from the applicant's current or previous employer(s) or copies of Records of Employment (ROEs) detailing the number of hours worked over the last three years.

Applicants who are currently registered as dental hygienists in other Canadian jurisdictions are asked to provide evidence of 600 practice hours completed in Canada in the three years immediately preceding the date their application is considered complete. This requirement is equivalent to the practice hour requirement for former ACDH registrants who are applying for reinstatement to the General Register, and for current registrants who are applying for renewal on the General Register in accordance with the HPA and the DHPR.

The College may impose additional training, experience, examinations, or assessments as a condition of registration if the applicant has not practiced dental hygiene within a specified period of time. Generally, applicants who have not practiced in 3 to 5 years will need to successfully complete a Council-approved 5-day dental hygiene education refresher course. Applicants who have not practiced in 5 or more years are required to successfully complete a Council-approved 10-day dental hygiene education refresher course. The 5-day and the 10-day refresher courses must include didactic and clinical components.

5. Jurisprudence Examination

All applicants for registration on the General or Courtesy Registers must successfully complete the ACDH Jurisprudence Examination as part of a complete application for registration, as per sections 3-6 of the DHPR. The ACDH Jurisprudence Examination is comprised of a series of learning modules and exams and is only

available in English. The exams are designed to test the applicant's knowledge 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 with and comply with provincial legislation and the College's regulatory documents. Failure to do so may result in being subject to disciplinary action.

The learning modules and exams are located on the College's secure learning management system, which is accessible through the SkyPrep link located at the top of the Applicant Portal. The modules contain all required instructions and resources, are open-book, and can be completed at an applicant's convenience. A completion certificate will be sent from the system directly to the College and will be uploaded to an application by College staff.

6. Good Character and Fitness to Practice

Section 28 of the Act 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 any regulated health 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 **no longer than 6 months prior** to the date the application is made complete.

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

All applicants must provide a vulnerable sector check issued within 1 year prior to the date the application is made complete. 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). Some police services require a letter from the College to process the request. There is a link to a standard letter available in the application form for this purpose. If a police service requests an Agency Code, please contact the College. The College will accept an original document in a sealed envelope, a **notarized**¹ copy, or an electronic version sent directly from the local police service to the College.

c. Protecting Patients from Sexual Abuse and Misconduct

Under section 135.7(2) of the Act, 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 through College's learning management system. This can be accessed via the SkyPrep link located at the top of the Applicant Portal

The course consists of three modules that will familiarize applicants with the section of the Act and how to prevent, recognize and respond to sexual abuse and sexual misconduct. Once the course has been completed, the system will generate a completion certificate, which must be uploaded by the applicant to their application for registration.

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.

7. Professional Liability Insurance

Section 28 of the Act requires that applicants provide evidence of having professional liability insurance. The College requires all persons on the General register to have insurance that meets the minimum standard as approved by Council.

Applicants are strongly advised to review section 3 of the [Registration and Practice Permit Renewal Policy](#) found on the Policies page of the ACDH website prior to submitting their application to ensure they have met the requirements. Insurance that does not meet the requirements is not acceptable.

Applicants must upload a copy of a valid insurance certificate showing the minimum requirements. Receipts or membership cards are not acceptable as evidence of insurance. 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.).

8. CPR Certification

Section 9 of the DHPR 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 theoretical instruction and assessment and an in-person, hands-on component for skills practice and evaluation.

Applicants are strongly advised to review section 2 of the [Registration and Practice Permit Renewal Policy](#) found on the Policies page of the ACDH website prior to submitting their application to ensure they have met the requirements. CPR that does not meet the requirements is not acceptable.

The course must be completed no longer than 12 months prior to the date the application is made complete. Applicants must upload a completed [CPR Certification Declaration Statement for Instructors](#) as well as a copy of their current CPR wallet card/certificate as evidence of holding CPR certification at the required level.

9. English Language Requirements

Section 28 of the Act 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, applicants 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.

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

- [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

Competence to Practice Advanced Restricted Activities

Sections 8 and 9 of the HPRAR identify “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 HPRAR are taught in the basic curriculum of accredited dental hygiene educational programs (e.g., scaling, root planing, 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 HPRAR

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](#) can be found on Advanced Restricted Activities page of the ACDH website. The application form is available through the Applicant Portal.

At any time while registered, 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 an advanced restricted activity until the applicant has received notification that the application for authorization to perform the advanced restricted activity has been approved.

Submitting an Application

Applicants are expected to be professional, honest, and forthcoming in all dealings with the College. An application for registration is a legal document, and as such, making a false statement during this process can result in the refusal of the application.

As per section 1.4 of the [Registration and Practice Permit Renewal Policy](#), applications that are left incomplete for 6 months without updates or responses to the College from the applicant will be closed by the College.

Applicants must submit their application and upload supporting documents in the online application form. Supporting documents that must be sent directly to the College can be sent by email to registration@acdh.ca or mailed to the address below:

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

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 at by phone at (780) 465-1756 or by email at registration@acdh.ca

ⁱ 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. Photocopies or electronic copies of notarized documents will not be accepted. A Commissioner of Oaths **cannot** notarize documents.