

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 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 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.

Applying 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 and period of time.
- The specific purposes are:
 - 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.
- Section 6(2) states that the individual must remain registered in good standing in the jurisdiction in which they were registered at the time of their application for registration on the courtesy register and if the registration in the other jurisdiction is suspended or cancelled the courtesy registration is 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 or training. 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 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 6-9 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.

- Application Fee for all applications: \$350.00
- Practice Permit Fee for Courtesy Registration: \$350.00

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 as 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.

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 and documentation are received, and reviewed by the College, and all required qualifications and competence assessments have been completed. The College may verify any documentation provided and 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. An applicant submits a Create 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 through the Portal to the applicant to notify them of the Registrar's decision.

- *The process is on hold until the applicant decides to agree or disagree with the Registrar's decision and pays the Permit fee if required.*

10. If the application is approved and the applicant agrees and pays the Permit fee, the College enters their name onto the Courtesy 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. 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 section 4 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.

3. 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 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 of Registration 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 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

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** 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.

4. 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 Courtesy 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.).

5. 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 within 1 year prior to the date the application is made complete. Applicants must upload a completed CPR Certification Declaration Statement for Instructors along with a copy of their current CPR wallet card/certificate as evidence of holding CPR certification at the required level.

6. 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 Regulation 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:

- Prescribing and administering local anaesthesia by injection;
- Prescribing and administering nitrous oxide/oxygen for the purpose of conscious sedation;
- Restorative procedures of a permanent nature in collaboration with a dentist;
- Orthodontic procedures including preliminary fitting of appliances in collaboration with a dentist;
- Preliminary fitting of periodontal appliances in collaboration with a dentist; and
- 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 their 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** the 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 the 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@acdha.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 courtesy registration 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.