

CP-9 Practice Hours

Policy Type	College Policy
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Date of Committee Review	Reviewed by Governance
Date of Next Committee Review	
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Background

The Dental Hygienists Profession Regulation requires that applicants for registration on the General register (section 3) and registrants applying for practice permit renewal (section 11) report practice hours to the College. This policy clarifies the College's expectations related to the reporting of practice hours.

Legislation

Registration, including reinstatements and transfers

Section 3 (Registration) of the Dental Hygienists Profession Regulation, identifies three minimum requirements of an applicant for registration:

- have a degree or diploma in dental hygiene from a program approved by the Council
- have successfully passed a dental hygiene registration examination approved by the Council, and
- have successfully passed a jurisprudence examination approved by the Council.

For those who have not met the above requirements within the last three (3) years preceding the application for registration (e.g., reinstatements, transfers) the applicant must also:

- provide evidence of 600 hours of practice as a dental hygienist within the 3 years immediately preceding the date the Registrar receives a complete application; or
- have successfully completed a refresher education program approved by the Council within the year immediately preceding the date the Registrar receives a complete application;

Practice Permit Renewal

As per section 11 (Practice Permit Renewal Requirements) of the Dental Hygienists Profession Regulation:

- registrants must provide the ACDH with a statement of the number of practice hours as a dental hygienist obtained in the previous year since the applicant's last practice permit. (Section 11(1)(c))
- In order to be eligible for renewal of the member's practice permit, a general member must obtain a minimum of 600 practice hours in the 3-year period that starts on the November 1 immediately following the general member's registration as a general member and in each subsequent sequential 3-year period. (Section 11(3))



Policy

Registration and renewal

- Only practice hours that meet the dental hygiene practice statement in Schedule 5 of the HPA are accepted.
- Vacation, sick time, leaves of absence or education/professional development time must not be included.
- Practice hours may be paid or unpaid, meaning that volunteer hours may be counted toward the practice hours requirement. However, if volunteer hours are claimed for credit under the continuing competence program, they cannot also be claimed as practice hours; the registrant must choose one or the other.
- *For the purpose of a registration application, including an application for reinstatement or transfer*, verification of practice hours must be provided in the form of a record of employment or a signed letter from the employer. In specific circumstances and at its discretion, the College may accept alternative, verifiable proof of practice hours.
- *For the purpose of practice permit renewal*, an estimate of practice hours accumulated between November 1 of the previous calendar year and October 31 of the current calendar year (permit year) must be reported by the registrant on the renewal application form.

Requirements

- Registrants must ensure that reported practice hours are accurate. If the reported practice hours were estimated inaccurately and need to be adjusted after November 1 each year, registrants must submit a practice hours correction form.
- The registrant is responsible for keeping their own records of practice hours for a minimum of 4 years.
- The College may request verification of reported practice hours at its discretion.