



2025 Renewal How-To-Guide

Applications for Renewal must be submitted using the online renewal form accessed through the Registrant Portal with payment by credit card of the applicable fees. The renewal form is available in the Renewal tab of the Registrant Portal beginning in early September and must be submitted, completed, and approved by 11:59 pm on October 31, 2025.

This document contains step-by-step instructions for:

- Entering information in the Registrant Portal before you begin your renewal form, and
- How to complete the renewal form.
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In addition to this document, please utilize the following resources to assist you with your renewal:

- [Registrant Portal How-To Guide](#)
- [Renewal and Maintaining Your Registration webpage](#)
- [Renewal FAQs webpage](#)
- [Vulnerable Sector Checks webpage](#)

Requirements for practice permit renewal are outlined in the [Registration and Practice Permit Renewal Policy](#). Requirements for keeping information up-to-date are outlined in the [Notification Policy](#).

If you have a question about renewal and are unable to find an answer using the resources listed above, please [contact the College](#).

Before You Begin Your Renewal Application Form:

Most of the information required to renew your practice permit will be entered in the Registrant Portal prior to beginning the renewal form. The renewal form cannot be saved and must be completed in one sitting. This means that your information in the Registrant Portal must be complete and correct BEFORE you open the renewal form. If you need to update information in the Portal once you have started the renewal form, close the renewal form to return to the portal. Make the necessary updates, then re-open the form.

Review all of the steps on the following checklist.



ACDH RENEWAL CHECKLIST



Before beginning your application for renewal of your practice permit:

Ensure that you are familiar with the **Registration and Practice Permit Renewal Policy** and aware of all renewal requirements.

Update or review the following items in the Registrant Portal:

Ensure Your CPR is Current

(i.e. issued within the past 12 months) with correct dates and certificate, and taken at the correct level per the policy.

Enter your current CPR certification in the **Continuing Competence tab** of the Registrant Portal.



Upload Your Professional Liability Insurance (PLI)

with legible policy documents showing coverage for the entire permit year of November 1, 2025 to October 31, 2026.

Enter your PLI coverage for the upcoming permit year in the **PLI tab** of the Registrant Portal.

Enter Your CCP Credits

for any learning activities you have taken within your three-year reporting period.

If you are in the final year of your reporting period, your credits must be entered in the **Continuing Competence tab** before opening your renewal form.

Verify Your Personal Information

to ensure your name and contact information is current and accurate per the Notification Policy.

Refer to your **Profile**. Make any updates to your personal or contact information by using the appropriate forms in the Links list of the Registrant Portal.

Verify Your Education and Other Professional Registrations

to ensure your information is current and accurate

Verify your information in the **Education & Other Professional Registrations tab** and make changes by using the forms in the Links list.

Update Your Employment Records

including the addition of any new records and the deletion of any duplicate records.

Click the blue pencil to edit existing records in the **Employment tab** or add a new record using the Add Employment Information form in the Links list.

1. CPR

Enter your current CPR certificate in the Continuing Competence tab

CPR must be current (i.e. obtained within the last 12 months). A legible CPR certificate must be uploaded with complete course information that matches the CPR Certificate. CPR course requirements are outlined in the [Registration and Practice Permit Renewal Policy](#)

Most registrants will enter CPR certification by using the “Record a New Continuing Competence Activity” form in the Continuing Competence tab. New registrants (e.g., initially registered November 1, 2024 or later) who are not yet in a reporting period will use the CPR certification form in the Links list in the Registrant Portal.

If your CPR has been completed within the last 12 months and entered in the correct category:

- You will see a green checkmark in the “Completed within the last 12 months” column and a status of “Verified” or “Submitted” in the “Review Status” column.
- Either of these statuses will allow you to continue to your renewal form.
- Confirm that the Completion Date is the same date that is on your CPR Certificate.

Mandatory Education			
Course	Completion Date	Completed within the last 12 months	Review Status
4.1 Cardio Pulmonary Resuscitation (CPR)	2025-03-22	✓	Verified

Mandatory Education			
Course	Completion Date	Completed within the last 12 months	Review Status
4.1 Cardio Pulmonary Resuscitation (CPR)	2025-08-01	✓	Submitted

If your CPR certification is not current (i.e. not completed within the last 12 months):

- You will see a red warning symbol in the “Completed within the last 12 months” column and a status of “Requires Action” in the “Review Status” column.
- You will be required to enter a current CPR record before continuing to your renewal form.

Mandatory Education			
Course	Completion Date	Completed within the last 12 months	Review Status
4.1 Cardio Pulmonary Resuscitation (CPR)	2024-05-16	⚠	Upload New CPR

2. Continuing Competence Program (CCP) Credits

Verify and update your program credits.

Registrants must report a minimum of 45 CCP credits in their three-year reporting period.

If you are in the final year of reporting period (November 1, 2022 - October 31, 2025):

- Your 45 credits MUST be entered in your Continuing Competence tab in the Portal prior to starting your renewal form. You will be required to enter your minimum required credits before continuing to your renewal form.

Selected Reporting Period:	Nov 01, 2022 - Oct 31, 2025 ▼
Minimum Program Credits:	45.00
Credits Remaining:	8.00
<div><div>82.22%</div></div>	

If you are not in the final year of your reporting period (e.g., 2023-2026, 2024-2027, 2025-2028, or unassigned):

- Any learning activities you have entered for program credit will be displayed on your Continuing Competence tab. You can continue to your renewal form regardless of the number of credits you have entered; however, your CPR must be current (see page 3).

Selected Reporting Period:	Nov 01, 2024 - Oct 31, 2027 ▼
Minimum Program Credits:	45.00
Credits Remaining:	38.50
<div><div>14.44%</div></div>	


3. Professional Liability Insurance

Upload your Professional Liability Insurance (PLI) certificates for the upcoming permit year.

For the 2025-2026 permit renewal, you must demonstrate that your PLI policy covers the period of November 1, 2025 to October 31, 2026, with no gaps in coverage. Your PLI can be uploaded in the PLI tab of the Portal at any time.

Once you have entered your upcoming PLI using the “Upload New Professional Liability Insurance Certificate” form in the PLI tab, refresh the page to see it reflected in the table.

Confirm that the dates you entered match the dates on the PLI certificate(s) and cover the entirety of the upcoming permit year. Your new PLI entry will have a status of “Continue Renewal” in the PLI table:

Edit	Insurance Provider	Policy Number	Effective Date	Expiry Date	Proof of Professional Liability Insurance	Status
	DHAA	134679	2025-11-01	2026-10-31		Continue Renewal

4. Personal Information

Update your information in the Portal

Update your information including address, contact information, education, employment records, and other professional registrations. Requirements for notifying the College of updates to your information are outlined in the [Notification Policy](#).

Review and confirm that your personal, contact, and employment information is up-to-date and correct. Confirm that your education information and any professional registrations besides your ACDH registration are listed correctly. Make any necessary updates to this information using the appropriate forms in each tab or on the Links list in any tab of the Portal.

5. Practice Hours

Confirm your previous practice hours are correct.

If you have previously entered practice hours in your current reporting period, you can review your previous practice hours on the Practice Hours tab. If your previous practice hours require a correction, fill out the Request for Practice Hours correction form.

Your practice hours for the most recent permit year (November 1, 2024 to October 31, 2025) will be entered directly into the renewal form.

6. Important Notes

Payment of all required fees must be made upon submitting the renewal form.

Ensure your pop-up blockers are turned off before starting the form. Have a credit card ready to complete payment for your permit fee.

Your uploaded documents must be viewable by College staff.

Ensure your documents are legible and saved in one of the following file formats:

- .pdf
- .jpg (or .jpeg)
- .png

Please note that HEIC images cannot be opened by College staff. Please [click here](#) for information about HEIC images and how to save them as one of the above formats.

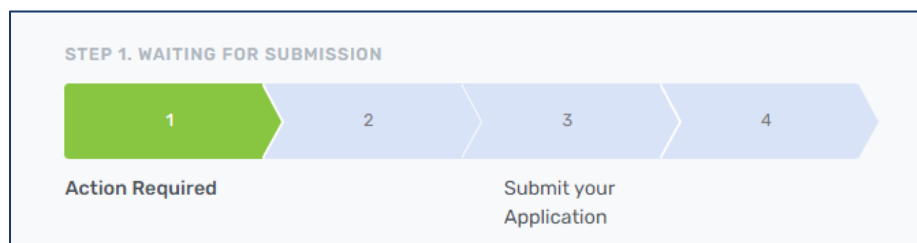
For step-by-step instructions on completing forms in the Registrant Portal, including Professional Liability Insurance and Continuing Competence Program credits, read the [Registrant Portal How-To Guide](#).

7. Completing Your Renewal Form

1. Click on the Renewal tab in the Registrant Portal.



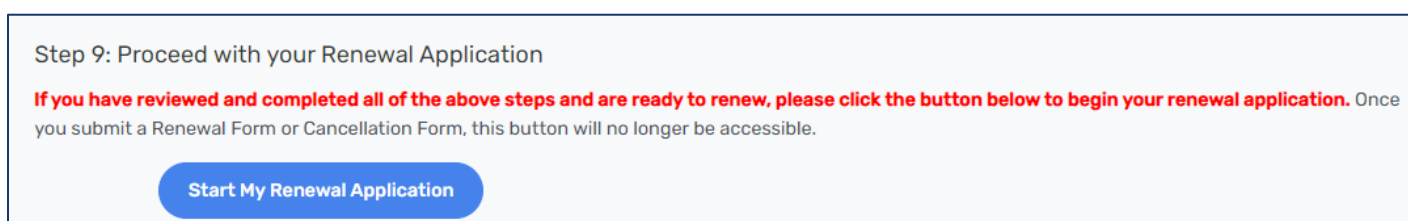
At the top of the tab, you should see a status bar showing that you are on Step 1 of the Renewal process, "Waiting for Submission".



2. Read all of the information on this tab carefully.

On this tab, you will be able to review the details of your most recent CPR entry, your reporting period, and your total number of continuing competence credits and practice hours for the reporting period.

3. When you are ready to begin your Renewal form, click the "Start My Renewal Application Button".



4. If you are missing required information, including PLI, CPR, or Continuing Competence credits, the associated warning(s) will appear at the top of the form.

You will not be able to submit your renewal form if any of these warnings appear. You must close the form, return to the Portal to make the necessary updates, then begin the form again.

Your Professional Liability Insurance does not meet requirements. Please ensure the effective and expiry dates of all policies cover the full permit year (November 1st to October 31st) and that there are no gaps between policies. To update your existing records, please close this form and go to the PLI tab in the Registrant Portal.

Your CPR on file does not meet requirements. Please close this form and go to the Continuing Competence tab in the Registrant Portal to upload a CPR certificate that was issued within the last 12 months.

The Continuing Competence credits you entered do not meet the minimum requirement of 45 credits. Please close this form and go to the Continuing Competence tab in the Registrant Portal to enter your remaining credits.

5. Verify your current registration information at the top of the form.

Please note this form cannot be saved and needs to be completed in one sitting. Please ensure you have all the required information and documentation prior to starting the application.

Registrant Number	9999
Full Name	Jane RDH
Current Registrant Category	General
Current Permit Status	Active

If you would like to cancel your registration instead of renewing, please go to the Cancel My Registration Form in the Registrant Portal.

6. Check "Yes" to confirm that you have reviewed your registrant profile details and submitted all necessary updates.

Registrant Profile

It is your responsibility to ensure that personal information, education, employment and other professional registration information are up to date at all times. If you need to update your information, please close this form and submit your updates in the Registrant Portal.

Do you confirm that you have reviewed your registrant profile details (i.e., personal information, education, employment, and other professional registrations) and submitted all necessary updates? *

☐ Yes

7. Select "Yes" if you want your middle name displayed on your practice permit.

If not, select "No".

Would you like your middle name to be displayed on your practice permit? *

☐ Yes ☐ No

8. Select the primary language that you are able to practice dental hygiene in.

This field is defaulted to "English". Select any additional languages you able to practice in.

What language(s) are you able to practice dental hygiene in?

Primary Language *

English ▼

Other Language

▼

Other Language

▼

Other Language

▼

9. Enter your demographic information.

Select all ethnicities with which you identify. If you answered these questions on a previous renewal form, your previous answers will automatically populate.

The following questions are adopted from the Statistics Canada Census survey.

Are you First Nations, Métis or Inuk (Inuit)? *

☐ Yes

☐ No

☐ Prefer not to say

Are you (select all that apply): *

☐ White

☐ South Asian (e.g., East Indian, Pakistani, Sri Lankan)

☐ Chinese

☐ Black

☐ Filipino

☐ Arab

☐ Latin American

☐ Southeast Asian (e.g., Vietnamese, Cambodian, Laotian, Thai)

☐ West Asian (e.g., Iranian, Afghan)

☐ Korean

☐ Japanese

☐ Other group

☐ Prefer not to say

10. Verify that your most recent CPR Issue Date is correct.

If your CPR is not up to date, close the renewal form and go to the Continuing Competence tab in the Portal to update it.

Cardio Pulmonary Resuscitation (CPR)

CPR certification must be issued within the last 12 months. If you do not meet this requirement, you will not be able to submit the renewal application. Below is the issue date of the most recent CPR in your renewal application.

To add a new CPR record, *please close this form* and go to the Continuing Competence tab in the Registrant Portal. Once you have completed the new entry, open a new renewal form to begin again.

CPR Issue Date *

11. Review your professional liability insurance entries.

Your PLI must cover the entirety of the upcoming permit year (November 1, 2025 to October 31, 2026). Any entries that do not expire before November 1, 2025 will appear in the table.

If you need to add, edit, or void any PLI entries, close the renewal form and go to the PLI tab in the Registrant Portal.

Professional Liability Insurance (PLI)

Your professional liability insurance (PLI) must cover the Nov 1, 2025 to Oct 31, 2026, permit year with no gaps in coverage. Please ensure you have the appropriate proof (i.e., insurance certificate) of professional liability insurance. **Membership receipts or cards will not be accepted.**

To review, add, or edit your PLI record, please go to the PLI tab in the **Registrant Portal**.

Below is a list of your professional liability insurance records on file that cover a portion of the upcoming registration year. **Insurance records that expire prior to November 1, 2025, are not listed.**

Insurance Provider	Policy Number	Effective Date	Expiry Date
Example PLI	888A122	01/01/2025	01/01/2026
Example PLI	999B233	01/01/2026	01/01/2027

12. Review your current reporting period, Continuing Competence Program Credits, and previously entered Practice Hours.

You will not be able to edit this information in the form. If you need to add or edit Continuing Competence entries, close the renewal form and go to the Continuing Competence tab in the Registrant Portal.

If you need to update your practice hours for a **past permit year in your current reporting period**, please go to the Practice Hours tab in the Registrant Portal and fill out the Request for Practice Hours Correction form.

Continuing Competence Program Credits and Practice Hours

Within your three-year reporting period, you are required to complete and report a minimum of **45** Continuing Competence Program Credits and **600** Practice Hours.

If your reporting period is ending October 31st of this year, and you do not meet the above requirements, you will not be able to submit the renewal application.

If you would like to update your existing records, please close this form and go to the Continuing Competence tab and the Practice Hours tab in the Registrant Portal.

Current Reporting Period

Nov 01, 2023 - Oct 31, 2026

Eligible Continuing Competence Program Credits in Current Reporting Period

36.00

Practice Hours Recorded in Current Reporting Period (up to Oct 31, 2024)

300

13. In the Renewal form, enter your estimated practice hours for the current permit year (November 1, 2024 to October 31, 2025).

Enter practice hours for each dental hygiene practice role. If you do not work in a type of dental hygiene role, enter “0” (zero) for that role. An example of a Practice Hours entry is below:

Practice Year *

November 1, 2024 - October 31, 2025

Clinician Practice Hours (e.g., clinical practice) *

1200

Educator Practice Hours (e.g., teaching at an education institution) *

250

Researcher Practice Hours (e.g., scientific research) *

0

Administrator Practice Hours (e.g., business management) *

100

Health Promoter Practice Hours (e.g., public health) *

0

Consultant Practice Hours (e.g., sales/marketing) *

0

Total Practice Hours ⓘ

1,550

Check to make sure your total practice hours are accurate.

Total Practice Hours ⓘ

1,550

14. Review your dental hygiene education information to confirm it is up-to-date.

You will need to use the scroll bar to scroll to the right side of the table to see the complete information for each education entry.

Check the “Yes” box when you have reviewed your information and confirmed it is correct.

If you need to update your dental hygiene education information, close the renewal form and go to the Education tab in the Registrant Portal.

Dental Hygiene Education Information

If you need to update your education information, please close this form and access the Education tab in the Registrant Portal.

Education Program	Other Program	Education Level	Graduation Date	City	Pr
University of Alberta		Bachelor	30/06/2007	Edmonton	Alberta
University of Alberta		Diploma	30/06/2006	Edmonton	Alberta

Do you confirm that you have reviewed your dental hygiene education details and submitted all necessary updates? *

☐ Yes

15. Review your other post-secondary education information to confirm it is up-to-date.

You will need to use the scroll bar to scroll to the right side of the table to see the complete information for each education entry.

Check the “Yes” box when you have reviewed your information and confirmed it is correct.

If you need to update your post-secondary education information, close the renewal form and go to the Education tab in the Registrant Portal.

Post-Secondary Education Information

If you need to update your education information, please close this form and access the Education tab in the [Registrant Portal](#).

Education Institution	Field of Study	Other Field of Study	Education Level	Graduation Date
SAIT	Dental Assisting		Certificate	30/06/2015

Do you confirm that you have reviewed your post secondary education details and submitted all necessary updates? *

☐ Yes

16. Review your employment information to confirm it is up-to-date.

You will need to use the scroll bar to scroll to the right side of the table to see the complete information for each education entry.

Check the “Yes” box when you have reviewed your information and confirmed it is correct.

If you need to update employment information, close the renewal form and go to the Employment tab in the Registrant Portal.

Employment Information

A list of your current employer(s) is provided in the table below.

If you need to update your employment information, please close this form and access the Employment tab in the **Registrant Portal**.

Primary Employer	Place of Employment	Address	City	Province/State	Postal Code/ZIP	
<input checked="" type="radio"/> Yes <input type="radio"/> No	ABC Dental	4112 17 Ave SW	Calgary	Alberta	T2E 0R4	Canad
<input type="radio"/> Yes <input type="radio"/> No	Happy Teeth Corp	2327 Spiller Road SE	Calgary	Alberta	T1O 5N5	Canad
<input type="radio"/> Yes <input type="radio"/> No	Healthy Smile Clinic	905 30 Ave NW	Calgary	Alberta	T4T N6P	Canad
<input type="radio"/> Yes <input type="radio"/> No	Downtown Dental	:3953 University Ave	Calgary	Alberta	T9R 2B3	Canad

Do you confirm that you have reviewed your employment details and submitted all necessary updates related to your current employer(s)? *

☐ Yes

17. Answer the question, “Are you currently seeking employment in dental hygiene?”

This question is optional.

Are you currently seeking employment in dental hygiene?
☐ Yes ☐ No

18. Review your Other Professional Registration information to confirm it is up-to-date.

You will need to use the scroll bar to scroll to the right side of the table to see the complete information for each professional registration entry.

Please note: Your ACDH registration and your association memberships (e.g., CDHA, DHAA) do NOT need to be listed in this table.

Check the “Yes” box when you have reviewed your information and confirmed it is correct.

If you need to update professional registration information, close the renewal form and go to the Education & Other Professional Registrations tab in the Registrant Portal.

Other Professional Registrations

If you are a regulated professional in another profession or jurisdiction and need to update your Other Professional Registrations information, please close this form and access the Education tab in the Registrant Portal.

Other Professional Registrations does not include your registration or membership with ACDH, CDHA, and/or DHAA.

Regulatory Body	Other Regulatory Body	Profession	Licence Number	Province	Non-Canada
College of Dental Hygienists of MB			22222222	Manitoba	

☐ Yes

Do you confirm that you have reviewed your other professional registration details and submitted all necessary updates? *

19. Carefully read and respond to each of the declaration questions. Answer “yes” or “no” to each question.

Declaration

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 other way? *

☐ Yes ☐ No

If you answered yes to the question above, please provide a brief explanation ⓘ

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? *

☐ Yes ☐ No

If you answered yes to the question above, please provide a brief explanation ⓘ

20. If you answer “yes” to any of the declaration questions, you must provide a concise explanation in the box provided.

Please provide an explanation, even if you have provided it to the College before.

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 other way? *

☒ Yes ☐ No

If you answered yes to the question above, please provide a brief explanation ⓘ

My registration with a previous College was cancelled because I did not renew when I went back to school.

21. If you have any supporting documents to support or supplement your explanation, upload them by clicking the “Select from device” button.

Additional Document ⓘ

Select from device

I certify to the best of my knowledge that the information provided

22. Carefully read the declaration statement.

Once you have read it, click “Yes.”

I certify to the best of my knowledge that the information provided on this form and any attachments is complete and true, and knowing that it 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 application. I authorize the ACDH to seek additional information from educational institutions, regulatory agencies, employers, or other sources as necessary in order to process my application for renewal of membership; and I also authorize all such institutions, agencies, employers, or other sources to release such information to the ACDH and for so doing let this be your good and sufficient authority. *

☐ Yes

23. Carefully read the payment statement.

Once you have read it, click “Yes.”

I recognize that payment and submission of this form may not mean my application for renewal is approved, and after review by the College, there may be additional actions required on my part. *

☐ Yes

24. Ensure your browser allows pop-ups to complete payment after submitting the form.

In order for the payment page to appear once you submit your renewal form, you must turn off your pop-up blockers on your browser.

Your application to renew will not be processed by the College until the form and required payment have both been received.

- The annual **practice permit fee** for the 2025/26 permit year remains at \$599.
- An **administrative fee** of \$150 will be applied if:
 - Your form is **submitted after** October 14 at 11:59 PM (MT);
 - Your form is submitted before October 14 at 11:59 PM (MT), but your **practice permit fee has not been paid** by October 14 at 11:59 PM (MT); or
 - Your form is submitted before October 14 at 11:59 PM (MT), but **contains knowingly inaccurate or misleading information or documents**.
- **A late fee** of \$119.80 will apply to renewal forms that are not complete and cannot be approved by the College by 11:59pm MT on October 31.

Payment of Renewal Fee

After clicking "Submit," a separate browser window will open, directing you to the credit card payment page. This is where you can make the payment for your renewal fee.

Please ensure that your browser allows pop ups.

If you are having issues with the popups in your browser, you can also pay the renewal fee through the Registrant Portal.

Your renewal application will not be reviewed or processed by the College until both the form submission and payment are successfully completed.

Invoice Date

29/09/2025

Permit Fee

\$599.00

Administrative Fee

\$0.00

Invoice Amount

\$599.00

25. Click “Submit” at the bottom of the form to submit your Renewal application to the College. After submitting the form, DO NOT close the window until you see the image confirming that the form has been submitted.

End of Renewal Form

After submitting this form, DO NOT close this window until you see the image below confirming that the form has been submitted.

FlowForma[®]
Empowering Process Automation

Form submitted successfully

Click “Submit” below to submit your application form.

Submit

Close

26. Complete your payment in the pop-up payment window.

PAYMENT INFORMATION

\$749.00 CAD

VISA

Name on card

Card number

01

2025

Card cvd

ADDRESS INFORMATION

Name

Email

+1

Phone number

☒ Mobile

☐ Home

☐ Work

Address line 1

Address line 2

City


Postal/zip code

Alberta

Canada

27. Go to the Payment Summary tab in the Registrant Portal to verify your payment.

If your practice permit fee has been paid, you will see a grey status of “Paid.” If you have paid but the status does not reflect that, please refresh the page.

Status	General Receipt	Tax Receipt	Invoice Header	Amount	Invoice Date	Paid Date	Invoice Number
Paid			Renewal Fee	599.00	Sep07, 2025	Sep 07, 2025	1032481

If you have NOT YET COMPLETED PAYMENT, you will see a status of “Click to Pay.”

Status	General Receipt	Tax Receipt	Invoice Header	Amount	Invoice Date	Paid Date	Invoice Number
Click to Pay			Admin Fee	150.00	Oct 16, 2025	-	1032489
Click to Pay			Renewal Fee	599.00	Oct 16, 2025	-	1032489

Click the red “Click to Pay” button to complete your payment. If you have separate invoice lines in the table with the same invoice number, as in the example above, you will only need to click the “Click to Pay” button ONCE. A payment window will open with the full payment required.

28. Complete your payment in the pop-up payment window.

PAYMENT INFORMATION

\$749.00 CAD

VISA

Name on card

Card number

012025Card cvd

ADDRESS INFORMATION

Name

Email

+1Phone number

Mobile

Home

Work

Address line 1

Address line 2

City

Postal/zip code

AlbertaCanada

Refresh your Payment Summary tab to confirm that your payment was successful. Your invoices should now display as “Paid.”

Status	General Receipt	Tax Receipt	Invoice Header	Amount	Invoice Date	Paid Date	Invoice Number
Paid			Admin Fee	150.00	Oct 16, 2025	Oct 16, 2025	1032489
Paid			Renewal Fee	599.00	Oct 16, 2025	Oct 16, 2025	1032489