

CP-4 Registration and Practice Permit Renewal

Policy Type	College Policy
Initial Approval Date	2023 November 24
Date of Committee Review	Reviewed by Audit, Finance & Risk
Date of Next Committee Review	2027 January
Date of Last Council Approval	2025 February 21

Background

The Alberta College of Dental Hygienists (“the College”) considers applications for registration and practice permit renewal in accordance with the *Health Professions Act* (HPA), the Dental Hygienists Profession Regulation and the ACDH Bylaws (“the Bylaws”). The Council, under the authority of the HPA and the Bylaws, approves Registration and Practice Permit Renewal Policies.

To effectively support and guide the College in the implementation of registration and renewal practices, this policy will be updated as necessary.

The following requirements apply to **applicants** or **registrants** on both the General or Courtesy registers, unless otherwise specified.

1. General

- 1.1. The requirements below are considered components of a **complete** application.
- 1.2. In the situation where evidence of compliance with the policy requirements cannot be reasonably provided, the applicant or registrant must provide a written explanation of the extenuating circumstances to the Registrar.
- 1.3. Conditions may be placed on a registrant’s practice permit at the discretion of the Registrar.
- 1.4. If an application for initial registration or reinstatement remains incomplete and the applicant has not updated the College by phone, email, or in the online application, the College will close the application 6 months from the most recent update. During the time that the application is incomplete, the College will make reasonable attempts to contact the applicant.

2. Cardiopulmonary Resuscitation (CPR)

- 2.1. All applicants and registrants must complete and maintain CPR certification intended for health care providers (e.g., Basic Life Support BLS or Health Care Provider HCP level).
- 2.2. The CPR course must include both theory and hands-on in-person skills instruction, including practice and evaluation of skills. Online-only courses are not in compliance with this policy.



- 2.3. The CPR course must be delivered in accordance with the recommendations of the International Liaison Committee on Resuscitation (ILCOR). Exceptions to the ILCOR requirement must be approved by the College.
- 2.4. The CPR course must include, at a minimum, the following competencies:
 - a) One- and two-person rescuer chest compressions for adults, children, and infants;
 - b) One- and two-person rescuer adult, child, and infant bag-valve mask technique;
 - c) Rescue breathing for adults, children and infants;
 - d) Relief of choking in adults, children, and infants; and
 - e) Use of an automated external defibrillator.
- 2.5. Registrants are expected to always hold current certification.
 - a) CPR certification is considered current if the course was completed within the previous 12 months.
 - b) A lapse in CPR certification of no more than 30 days will be permitted. A lapse in CPR certification of more than 30 days is considered non-compliance with the Continuing Competence Program.
 - c) CPR certification must be current on the date that an application for practice permit renewal is submitted.
- 2.6. Only official certificates and temporary or interim cards/certificates are accepted. This certificate should include:
 - a) Registrant's name
 - b) Name and contact information of issuing organization
 - c) Name of course completed
 - d) Issue or completion date of certification
 - e) Expiration date of certification
 - f) Signature of authorized CPR instructor, where applicable.
- 2.7. Temporary or interim cards/certificates must be replaced with the official certificate within the time-period indicated by the issuing organization.
- 2.8. For any CPR course taken outside of Canada, a completed [Instructor Declaration Form](#) must be submitted to the College in addition to the official CPR certificate.

References:

- *Section 9 of the Dental Hygienists Profession Regulation*
- *ACDH Continuing Competence Program Manual*

3. Professional Liability Insurance (PLI)

- 3.1. All applicants and registrants must:



- a) Obtain and maintain professional liability insurance with a minimum of \$1,000,000 coverage for each occurrence/claim and an annual aggregate coverage of no less than \$5,000,000.
 - b) Ensure there is an extended reporting period (ERP) provision for a minimum period of two (2) years.
 - c) Provide the College with one or more insurance certificates demonstrating that the PLI policy period (e.g., effective date and expiry date) covers the entirety of the permit year they are applying for.
- 3.2. Applicants and registrants must hold individual professional liability insurance policies for the profession of dental hygiene. Employer coverage is not acceptable.

References:

- *Section 28(1)(c)(i) of the HPA*
- *ACDH Bylaws*

4. Vulnerable Sector Check (VSC)

- 4.1. All applicants and registrants must:
- a) Provide a VSC as outlined below.
 - b) Provide a VSC issued by a law enforcement agency in a Canadian jurisdiction.
 - c) Retain the original document for four (4) years, unless the original was provided to the College.

For registration:

- 4.2. An applicant must obtain and provide a verifiable original or **notarized** copy of a VSC document that is issued within 12 months prior to the date the application is made complete.

For practice permit renewal:

- 4.3. A registrant must obtain and provide a VSC document every three years, that is:
- a) Issued within the final year of their 3-year Continuing Competence Program reporting period.
 - b) A clear and legible scanned copy provided in the form required by the College.

References:

- *Sections 28(1)(h) and 40(1)(d.1) of the HPA*
- *ACDH Bylaws*

5. Practice Hours

- 5.1. All applicants and registrants must:
- a) Report practice hours as a dental hygienist as outlined below.



- b) Only report practice hours obtained in Canada that meet the dental hygiene practice statement in Schedule 5 of the HPA. The practice of dental hygiene includes the roles of clinician, educator, researcher, administrator, health promoter and consultant.
 - c) Exclude vacation, sick time, leaves of absence or education/professional development time.
- 5.2. Only report volunteer (unpaid) hours as practice hours if they were not claimed for credit under the CCP. Volunteer hours cannot be claimed for both CCP credit and practice hours; the registrant must choose one or the other.
- 5.3. Registrants on the Courtesy register are not required to provide a statement of practice hours.

For registration:

- 5.4. Applicants who have not completed the requirements in Section 3(1) of the Dental Hygienists Profession Regulation within the 3 years immediately preceding their application for registration may be required to provide evidence of 600 hours of practice as a dental hygienist to demonstrate currency of practice.
- 5.5. When requested by the College, an applicant must provide evidence of practice hours 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 practice permit renewal:

- 5.6. Registrants on the General register must obtain 600 practice hours in their 3-year Continuing Competence Program reporting period.
- 5.7. Registrants must ensure that reported practice hours are accurate.
- a) When applying for practice permit renewal, registrants must report an estimate of practice hours accumulated between November 1 of the previous calendar year and October 31 of the current calendar year (permit year) on the renewal application form.
 - b) 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.
- 5.8. Registrants must retain their own records of practice hours for a minimum of four (4) years.
- 5.9. The College may request verification of reported practice hours at its discretion.

References:

- *Sections 3(2)(b) and 11(1)(c) of the Dental Hygienists Profession Regulation*
- *Schedule 5 of the Health Professions Act*



Glossary

applicant: An individual applying for initial registration, reinstatement, or transfer on the General or Courtesy registers.

complete: An application for registration or practice permit renewal received by the College containing all required information and documentation, including completion of any required qualification and competence assessments and payment of required fees. Applications are not reviewed by the College until they are complete.

notarized: A notarized copy is one which is certified as a true copy of the original by an 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.

registrant: A regulated member of the College. Includes both the General and Courtesy registers, unless otherwise noted.

reporting period: The 3-year period that starts on the November 1 immediately following registration on the General register and in each subsequent 3-year period.