

Information for Persons Applying for Reinstatement on the General Register of the Alberta College of Dental Hygienists

(For Dental Hygienists whose previous General Registration with the ACDH was cancelled)

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 intend to engage 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 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 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 dental hygiene to regulated members or students of the profession; or
- The supervision of regulated members who provide professional services directly to the public.

A person must hold General Registration and a Practice Permit whether they intend to practice dental hygiene as a dental hygiene practice owner, an employee, a contractor, or a 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 or 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 reinstatement on the General Register is approved. **Practice Permits must be renewed on or before October 31 annually, regardless of when an application for reinstatement is approved.**

An applicant for reinstatement 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.

Reinstatement After Cancellation of Registration

1. Cancellation Under Section 43 of the HPA

In accordance with section 45(1) of the Act, a regulated member whose practice permit and registration are cancelled under section 43 of the Act may apply for reinstatement of their registration and reissuance of their practice permit, provided the applicant has paid any outstanding fees, penalties, or levies, and meets the requirements for registration as outlined in this document. The reasons for cancellation under section 43 of the HPA are listed below.

Section 43 of the Act describes the circumstances under which a registration may have been cancelled.

- Section 43(1): Failure to Renew
 - The College can cancel a registration if the registrant does not submit a renewal application or is in default of payment of fees, levies, or assessments within a specified period of time

- Section 43(4): Failure to Meet Conditions
 - The College can cancel a registration if the registrant does not meet the conditions placed on their registration within a specified period of time
- Section 43(5): At the Request of the Registrant
 - If a registrant specifically requests that the College cancel their registration
- Section 43(6): In the event of a registrant's death

Sections 43(2) and 43(3) describe what notice the College must give and if the registration may be reinstated if cancelled under 43(1).

2. Cancellation Under Part 4 of the HPA

There are specific circumstances under Part 4 of the Act which may have resulted in a member's practice permit and registration being cancelled. For some of these circumstances, a member may not apply for reinstatement or must wait a specified period of time before applying for reinstatement.

In accordance with section 45(2) of the Act, if a complaint is made against a regulated member, and after an investigation and hearing, the Hearing Tribunal makes the decision to cancel a practice permit and registration, that member may apply for reinstatement of their registration and reissuance of their practice permit. Under section 45.1(2)(a) of the Act, an application for reinstatement in this case may not be made within 3 years of the date of cancellation. Under section 45.1(2)(b), if an application for reinstatement is refused, a new application may not be made within 1 year of the date of refusal.

Section 45(3) of the Act states that the member may not apply for reinstatement if their practice permit and registration are cancelled as a result of a decision of unprofessional conduct based in whole or in part on sexual abuse or conviction under Part V and specific sections of Part VIII of the *Criminal Code of Canada*.

Section 45(4) of the Act states that if the decision is based in whole or in part on a finding of sexual misconduct, an applicant may not apply for reinstatement within 5 years of the date of the decision. If an application in this case is refused, the member must wait a minimum of 6 months before making a subsequent application.

Section 96.2 of the Act requires that if a governing body of a similar profession in Canada, the United States, or any other jurisdiction determines that the conduct of a regulated member constitutes unprofessional conduct based on sexual abuse or procurement or performance of female genital mutilation, the Registrar must cancel their registration and practice permit. Accordingly, as per section 45(5) of the Act, the member may not apply for reinstatement.

Practicing Without a Valid Practice Permit and Registration

Practicing dental hygiene in Alberta without a valid registration and practice permit may result in the Crown prosecuting the individual for breaches of the HPA and imposing fines for violation of the HPA.

Under sections 46(2) and 46(3) of the Act, if a formerly regulated member is found to be practicing dental hygiene without a valid practice permit and registration, the Registrar may request in writing that the member apply for registration. The member then must submit an application for reinstatement and pay the application fee within 30 days of receiving the request.

The ability to reinstate and the requirements to do so is determined by the provisions above and the reason the registration and practice permit were originally cancelled. However, based on a review of their application and case by the Registrar or Registration Committee, the applicant may be required to pay additional fees, penalties, or levies. These can include the full permit fee for each membership year or portion of a membership year that the applicant practiced without registration.

Starting the Registration Process

It is strongly recommended that the registration process is started well in advance of any pre-arranged employment. The College cannot prioritize an application for registration to accommodate an applicant who chooses to secure employment prior to receiving approval of their application for registration. 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 reinstatement 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 ACDH Bylaws.

Fees listed below must be paid in Canadian funds through the online application process. All fees are non-refundable once paid. The Practice Permit Fee is not pro-rated.

- Application Fee for all applications: \$350
- Practice Permit Fee for reinstatement: \$599

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

In every situation, the College works to process applications for reinstatement or registration 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 when 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 has been 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 at any stage during the application or review process.

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

1. An applicant submits a Request for Portal Access 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 through the Portal to the applicant confirming that the application form has been received and providing a PDF copy of the application.
4. The College starts 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 that 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 as 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, reinstates their unique registration number, and issues their Practice Permit.

The Registrar may approve an application, with or without conditions; defer registration; or refuse the application for reinstatement. In each case, the College is guided by an assessment of what is in the best interest of the public.

2. ACDH Continuing Competence Program Requirements

Within the **three years immediately preceding** the date a completed application for reinstatement is received by the College, applicants for reinstatement must provide evidence of meeting the same continuing competence program requirements as a registrant on the General Register under section 11(3) of the DHPR and section 3.2.1 of the [Continuing Competence Program Manual](#). These requirements are:

- 600 hours of practice as a dental hygienist, listed in the application form under Employment History, and supported by a signed letter from the applicant's employer or copies of Records of Employment (ROEs) for each entry listed; **and**
- 45 credits (hours) of professional development as a dental hygienist, supported by relevant course information and completion documentation, uploaded to the Continuing Competence Program tab in the Applicant Portal

If an applicant meets the practice hour requirement but does not meet the professional development credits, they will be required to engage in further learning activities until they meet the 45-credit requirement.

Additional continuing competence program credit records must be uploaded on the Continuing Competence Program tab in the Applicant Portal prior to opening the application form.

If an applicant does not meet the practice hour requirements, regardless of whether they meet the professional development requirements, they will be required to provide evidence of successful completion of a Council-approved dental hygiene refresher course or remedial education course. The course must include didactic and clinical components and be completed no longer than 12 months prior to application for reinstatement.

Applicants who have not practiced in 3 to 5 years will need to successfully complete, at minimum, a 5-day dental hygiene education refresher course. Applicants who have not practiced in 5 or more years will need to successfully complete, at minimum, a 10-day dental hygiene education refresher course.

If an applicant is reinstated within 12 months of their registration being cancelled, they will return to the same reporting period. If they are reinstated more than 12 months after their registration was cancelled, they will be assigned a new reporting period starting on November 1 after their reinstatement is approved.

3. Jurisprudence Examination

Applicants for reinstatement must have successfully completed the ACDH Jurisprudence Examination within the **three years immediately preceding** their application being submitted to the College. If an applicant has successfully completed the ACDH Jurisprudence Examination within this timeframe, the College may have evidence of this on file. However, applicants may choose to complete the modules again, as they have been updated and may be used as Continuing Competence credits (2 credits).

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.

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 all 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 provide 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 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 for reinstatement 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 submit a vulnerable sector check issued within 1 year from the date it is received by the College. A basic criminal record check will not be accepted. The vulnerable sector check can only be conducted by a local police service (or RCMP detachment if there is no local police service). Some police services require a letter from the College to process this request. The College has developed a [standard letter for this purpose](#). If a police service requires 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.

Applicants are advised to review to section 4 of the [Registration and Practice Permit Renewal Policy](#) found on the Policies page of the ACDH website for more information about this requirement.

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. If an applicant has successfully completed this e-learning course previously, the College will have evidence of this on file. However, applicants may choose to complete the modules again, as they may be used as Continuing Competence credits (3 credits).

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 reinstatement.

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 General or Courtesy Registers to have professional liability 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 requirement is not acceptable.

Applicants must provide 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 (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 requirement is not acceptable.

The course must be completed no longer than 12 months prior to an application for reinstatement is made complete. **Applicants must upload a current CPR certificate to their Continuing Competence Program tab in the Applicant Portal prior to opening the application form.** Applicants must also upload a completed [CPR Certification Declaration Statement for Instructors](#) into the application form.

6. 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 (i.e., scaling, root planing, ordering and 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 section 8(d) of the HPRAR.

Applicants for registration are not required to demonstrate competence in the restricted activities listed as (a) to (f) for the purpose of reinstatement.

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.

Advanced restricted activities are not automatically reinstated along with practice permits. Applicants for reinstatement who were previously authorized to perform an advanced restricted activity must reapply for authorization following the Advanced Restricted Activities policy.

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

At any time following initial registration, 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 the restricted activity until they have received notification that the application for authorization to perform the restricted activity has been approved by the ACDH.

7. 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 documentation 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 or hand delivered to:

Registration

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

8. INQUIRIES

The College would be pleased to answer any questions regarding an application for reinstatement. All correspondence and inquiries should be directed to the Registration Team by phone at (780) 465-1756, ext. 2 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, MLS, or other individual designated as a Notary Public. A Notary Public must sign, stamp, and seal all notarized documents. Photocopies or electronic copies of notarized documents will not be accepted. A Commissioner of Oaths **cannot** notarize documents.