



Notice of Intent

Approved by Council – June 20, 2025



NOTICE OF INTENT

For the Establishment of a New Dental Hygiene Education Program in Alberta

The Notice of Intent is to be used when a post-secondary institution intends to establish a new Dental Hygiene (DH) program in Alberta. It includes a series of elements that must be demonstrated by the institution. The request will be reviewed by the Education Program Review Committee (EPRC) as appointed by Council. The EPRC will decide to either accept or reject the Notice of Intent.

Please refer to the Educational Program Approval Policies and Procedures document for details on the full program approval process.

If there are multiple campuses within the ownership of a private corporation or public institution, each campus requires a separate ACDH education program approval.

The Notice of Intent must include the following elements:

A. Key Data Elements

1	Name of institution
2	Type of institution
3	Is the institution recognized as having the authority to grant diplomas and/or degrees in Alberta? Please explain and/or provide evidence.
4	Program name
5	Department/faculty (if applicable)
6	Credential to be awarded
7	Does the program intend to seek accreditation by the Commission on Dental Accreditation of Canada (CDAC)? Please explain and/or provide evidence.
8	City/Town in Alberta where program will be offered
9	Is the program offered jointly with another post-secondary institution? If yes, provide the following information: <ul style="list-style-type: none">- The partner institution's name and location- A brief description of each institution's role in program delivery
10	Date of application submission
11	Planned date of implementation (e.g. admissions, start date, etc.)
12	Name, title, and contact information for primary contact person (e.g. program lead)
13	Name, title, and contact information for secondary contact person
14	For private institutions: <ul style="list-style-type: none">• Company's legal name• Company's Trademark Name(s) if applicable



B. Program Description

15	Enrolment plan	A detailed enrolment plan for three years of operation. The plan must include all years of instruction and projected graduates, including attrition estimates.
16	Student demand analysis	Evidence demonstrating student demand (e.g., calls received from interested students, relevant wait lists, marketing and recruitment support, community partners, surveys of graduates and alumni)
17	Labour market analysis	Evidence demonstrating labour market demand (e.g., labour market analyses, regional, provincial, and/or federal labour market data; job postings; regulator and/or employer/industry data demonstrating shortages or pending shortages)
18	Clinical capacity	Evidence of adequate on-site clinical facilities to support the proposed enrolment plan, enabling students to graduate from the program with the skills and competency to practice safely to the full scope of practice as outlined in the Alberta legislation. Evidence demonstrating the availability of appropriate student placements with specific student placement agreements in place.
19	Institutional commitment and capacity	Evidence that the institution has the desire and resources (e.g., staff, faculty, funding, classroom, labs, simulation, library, IT supports) to develop, implement, and sustain the program. Evidence on whether this proposal is already in progress within the institution and if so, the stage it is at, what additional milestones must be met, and when completion is anticipated.
20	Consultation with internal and external stakeholders	Evidence of consultation with key stakeholders: students, faculty, clinical partners or sites, government, employers/industry, others. Include letters of support.

C. Acknowledgement and declaration

The post-secondary institution will submit a declaration containing the following elements:

- ☐ All information in the submission is true and accurate.
- ☐ The institution shall inform the ACDH of any changes to its intent as well as any materials submitted.
- ☐ The institution shall submit additional information or materials to the ACDH by the deadline specified by its Council.
- ☐ The institution shall comply with all terms and conditions included in the *Approval of Education Programs Policy*.
- ☐ The Notice of Intent has been approved by the institution's governing body or by another representative authorized to bind the program. Please provide a signed declaration to this effect, including the name, position, and signature of the authorized official or representative.



D. Submission of Documents

- All documents must be submitted electronically in PDF format.
- Each document must be clearly titled in a sequential manner and accurately describe the content of the document.
- Please do not include links to internal documents. If additional documents are referenced, they are to be clearly labelled and included as separate files.
- Contact registration@acdh.ca to obtain a secure link through which to submit documents.

E. Payment information

The post-secondary institution shall remit payment to the ACDH as part of its submission in accordance with the current Council-approved payment fee schedule which may be obtained from registration@acdh.ca.

Payment may be made by certified cheque, money order, or bank draft payable to the Alberta College of Dental Hygienists.

F. Timelines

Requirement	Deadline	EPRC Review	Notify Program
Notice of Intent +fee	Feb 1	Feb - April	May 30
Notice of Intent +fee	Aug 1	Aug – Oct	Nov 30

**Upon acceptance, the Notice of Intent remains valid for 2 years.*

