INFORMATION FOR PERSONS APPLYING FOR GENERAL REGISTRATION WITH THE CRDHA
(Dental Hygiene Graduates from Out-of-Province Programs)

REGISTRATION IS MANDATORY

All Service Providers Must Register

In accordance with Section 46 of the Health Professions Act (Alberta), a person must apply for General registration if they intend to provide any or all 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 a regulated profession to regulated members or students of the regulated profession;

• The supervision of regulated members who provide professional services to the public; and

• The teaching of the practice of a regulated profession to regulated members or students of the regulated profession.

A person must hold General registration and a Practice Permit whether they intend to practise dental hygiene as an independent practitioner, employee, contractor or 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/services that involve the knowledge and/or practice of dental hygiene as a clinician, educator, administrator/manager, health promoter, consultant, researcher or sales representative. A Practice Permit will be issued upon registration on the General Register. A person must not participate in a working interview unless they are registered and hold a Practice Permit. Practice Permits must be renewed annually.

Moving to Alberta

Registration/licensure is not transferable from another jurisdiction. Regardless of a person’s license status in any other province, state or country, they must comply with the Health Professions Act (Alberta), the Dental Hygienists Profession Regulation (the “Regulation”) and the College of Registered Dental Hygienists of Alberta (CRDHA) registration process if they will be involved in any of the activities listed above, in the Province of Alberta. A completed application for CRDHA General registration must be approved prior to providing any of the above listed services in Alberta. Practitioners who are registered in good standing in another Canadian jurisdiction may have their application considered under the Agreement on Internal Trade or, if applicable, the New West Partnership Trade Agreement.

If an applicant for registration is currently residing out of province, it is recommended that application for registration be initiated and, if possible, completed prior to moving to Alberta.

Applications for registration from persons who are not graduates of the University of Alberta Dental Hygiene Program, which is the program approved by Council, may have their applications considered in accordance with Section 5 of the Regulation, requiring the applicant’s qualifications to be substantially equivalent to the University of Alberta program, based on a review of the applicant’s program of study.
Applicants should apply to the regulatory college for which their educational qualifications are the best match. For example, a person who has been educated as a dentist and wants to work in Alberta, should apply to the Alberta Dental Association and College. A person who has been educated as a dental assistant should apply to the College of Alberta Dental Assistants.

GENERAL REQUIREMENTS

1. APPLICATION FORMS AND FEES

An application for registration must be made on the required form. All applications will be reviewed on an individual basis.

It is important to start the registration process well in advance of any pre-arranged employment start dates to ensure sufficient time for processing of the application. The time required for the registration process to be completed may vary considerably from one applicant to another. The application process generally takes 4 to 6 weeks but may take longer if applications are incomplete or if an application is received between September and November, our annual membership renewal period.

Applicants will receive notification via email and/or regular mail confirming that CRDHA has received their application. If the application is not complete, the notice will list the items missing from the application. All supporting documentation should be received within six (6) months of receipt of the application form by the CRDHA office. An application will not be considered complete until all required information/documentation and fees are received, and all required competence assessments have been completed. When an application is complete, it will be considered and the applicant will be notified of the decision on the application.

Fees listed on the registration application form must be paid by certified cheque or money order, in Canadian funds, made payable to the CRDHA. Fees must be included with an application for registration. The application fee is non-refundable, regardless of whether the application for registration is denied, withdrawn, or incomplete.

2. NATIONAL EXAMINATION

Successful completion of the written examination delivered by the National Dental Hygiene Certification Board (NDHCB) of Canada is required. A notarized copy of the NDHCB Certificate must be included with the application for registration. If an applicant has lost their NDHCB Certificate, they can contact the NDHCB office for a replacement. Information regarding the National Dental Hygiene Examination (NDHCE) can be obtained by contacting:

National Dental Hygiene Certification Board
322-1929 Russell Road, Ottawa ON K1G 4G3
Phone: (613) 260-8156 Fax: (613) 260-8511
www.ndhcb.ca

---

1 A notarized copy is one which is certified as a true copy of the original by a lawyer, judge, MLA or other individual designated as a Notary Public.
3. DENTAL HYGIENE EDUCATION & SUBSTANTIAL EQUIVALENCY

The University of Alberta Dental Hygiene Program is the approved program for the purpose of registration in Alberta and serves as the benchmark program of study for all Alberta applicants. Under section 5 of the Regulation, CRDHA will assess the qualifications and competencies of graduates of dental hygiene programs other than the University of Alberta program for the purpose of determining substantial equivalence to the qualifications and competencies required for graduation from the approved program.

CRDHA must receive an official transcript which lists grades and confirms issuance of a diploma/degree in dental hygiene, sent directly to the CRDHA from the Office of the Registrar of the post-secondary institution attended by the applicant.

Applicants must submit their dental hygiene program timetable and the program’s detailed course outlines or course syllabi listing course objectives, lecture hours, lab hours, clinic hours, course and clinical competency criteria and a description of evaluation methods (e.g. whether students are evaluated by examination, papers, clinical evaluation criteria, etc.), and student to instructor ratios. If the documents are not in English, official translations must accompany the documents.

In order to assist with determining whether an applicant’s qualifications and competencies are substantially equivalent to those required for graduation from the approved Alberta program, the Registrar or Registration Committee may require the applicant to undergo any examination, testing or other assessment activity, and may direct the applicant to undergo any education or training activities that are considered necessary in order for the applicant to be registered. The cost of assessments, written or clinical examinations, testing, and any additional education or training activities is the responsibility of the applicant.

a. External Agency Assessment

The Registrar or Registration Committee may require the assistance of an external agency to facilitate an academic credential assessment for foreign trained applicants. The cost for an assessment conducted by an external agency is the responsibility of the applicant. If this external assessment is required you will be contacted by the CRDHA and will be provided with contact information for assessment agencies acceptable to the CRDHA. A report of an external assessment agency must be sent directly from the agency to the CRDHA.

b. Alberta Clinical Examination

A clinical examination will be required to assist in determining substantial equivalence of clinical competence if:

- Clinical competence (knowledge, skills abilities and judgment) cannot be determined to be comparable to the competencies required for graduation from the benchmark Alberta program, through a paper review of the applicant’s dental hygiene program documentation. In any event, if, at the time of graduation, the applicant’s dental hygiene program is not accredited by the Commission on Dental Accreditation of Canada (CDAC) or the American Dental Association Commission on Dental Accreditation (CODA) a clinical examination will be required.

An applicant must successfully complete the NDHCB examination prior to attempting the clinical examination.

The Alberta Clinical Examination is held in Edmonton, Alberta in early July or August each year. A second examination may be held in November or December. The clinical examination is a two-day examination consisting of two parts. In order to successfully complete the clinical examination, an applicant must successfully complete both parts of the exam.

Part 1 assesses an applicant’s knowledge, skills, and competencies related to exposing, developing, mounting and interpreting dental radiographs. Exam candidates must expose a full mouth radiographic series on a Dexter mannequin. Candidates must demonstrate competence in reading and interpreting single films and panographic films.
Part 2 assesses an applicant's knowledge, skills and competencies related to all other dental hygiene clinical procedures. The applicant is required to supply a client for Part 2. Details related to client selection and the examination are provided in the CRDHA Clinical Examination Information Guide which is provided to all exam candidates.

The fee for the two-day clinical examination is $1800\textsuperscript{2}. Withdrawal from the examination for any reason, within the specified notice period, will result in a cancellation fee of $300\textsuperscript{3}. Withdrawal without the minimum notice, or failure to appear for the clinical examination, will result in forfeiture of the entire examination fee.

Applicants are advised that the clinical examination is conducted in English only, therefore, it is recommended that applicants have a good understanding of the English language prior to attempting the examination.

Applicants are also advised that unsuccessful attempts at clinical examinations conducted by other Canadian dental hygiene regulatory authorities will be counted toward the number of allowable attempts in Alberta (maximum of 3). After two unsuccessful attempts at a clinical exam in Alberta or elsewhere, an applicant will be required to provide evidence of completing a remedial or upgrading course prior to being allowed to register for the Alberta clinical examination as their third and final attempt.

4. **CURRENCY OF DENTAL HYGIENE PRACTICE**

An applicant for registration must meet one of the following:

a. Has graduated from a dental hygiene program in the 3 years immediately preceding the date the Registrar receives a complete application;

b. Provides evidence of a minimum of 600 hours of practice and 45 hours of professional development as a dental hygienist within the 3 years immediately preceding the date the Registrar receives a complete application for registration;

c. Provides evidence of having successfully completed a refresher education program approved by the Council within the year immediately preceding the date the Registrar receives a complete application;

d. Demonstrates to the satisfaction of the Registrar or the Registration Committee that the applicant is currently competent to practise as a dental hygienist.

5. **JURISPRUDENCE EXAMINATION**

An applicant for registration must successfully complete the CRDHA jurisprudence examination. Exam questions are based on information sent to the applicant (e.g. Act, Regulation, Code of Ethics, Practice Standards and guidelines). Applicants must complete and sign the enclosed form requesting a unique exam access code, and authorizing the testing agency to release the applicant's results directly to the CRDHA. The jurisprudence examination can be completed on-line at an applicant's convenience, and must be successfully completed before an application for registration will be considered.

\textsuperscript{2} Fees subject to change without notice.

\textsuperscript{3} Fees subject to change without notice.
6. GOOD CHARACTER & FITNESS TO PRACTICE

Section 7 of the Regulation requires applicants to provide written evidence of having good character and reputation. Applicants must provide evidence of having good character and reputation by:

   a. Answering all registration application form questions related to previous or current registration and/or applications for registration, unprofessional conduct processes and disciplinary action, and criminal offences;

   b. Listing jurisdictions in which they are currently or were previously registered/certified/licensed to practice dental hygiene or any other health profession, and having each jurisdictional regulatory authority complete the Verification of Registration Form and mail it directly to the CRDHA;

   c. Answering registration application form questions related to fitness to practice; and

   d. Providing any other relevant evidence requested by the Registrar or Registration Committee.

A copy of the enclosed Verification of Registration form may be sent to each jurisdictional regulatory authority where an applicant is currently or was previously registered/certified/licensed.

7. LIABILITY INSURANCE

Section 8 of the Regulation requires that applicants provide evidence of having liability insurance. The liability insurance coverage required for registration is a minimum $1M per claim, claims-made policy. The ‘Basic’ liability insurance provided as a membership benefit by the Canadian Dental Hygienists Association (CDHA) meets this criteria. CDHA also offers an enhanced insurance policy for an additional $15 per year that provides $2M per claim, $4M aggregate. This enhanced insurance option may be of particular interest to members who perform advanced practice procedures (local anaesthesia, nitrous oxide/oxygen conscious sedation, restorative procedures, orthodontic procedures, etc.). CDHA “Active” or “Entry-to-Practice” members may submit a copy of their current CDHA membership card as evidence of holding liability insurance.

The term for all CDHA insurance policies is January 1 to December 31 each year. Some applicants may require interim insurance coverage for the period prior to activation of the regular CDHA policy on January 1. If this is the case, CRDHA will contact the applicant to advise them that an additional insurance fee is required.

8. CDHA MEMBERSHIP

In accordance with the CRDHA Bylaws, membership in the Canadian Dental Hygienists Association (CDHA) is a requirement for General registration. Applicants who hold CDHA “entry-to-practice membership” or “Active” membership, may enclose a photocopy of their CDHA membership card and pay the reduced fee as indicated on the registration application form.

9. CPR CERTIFICATION

Section 9 of the Regulation requires that applicants provide evidence of current CPR certification. Applicants must provide evidence of having successfully completed a cardiopulmonary resuscitation course for health care providers (HCP). The level of CPR certification required for registration must include, at a minimum, classroom instruction and practicum experience related to:

   • One and two person rescuer chest compressions for adults, children and infants;
   • One and two person rescuer adult, child and infant bag-valve mask technique and rescue breathing;
   • Relief of choking in adults, children and infants; and
   • Use of an automated external defibrillator.

The CPR course must be delivered in accordance with the recommendations of the International Liaison Committee on Resuscitation (ILCOR) and completed no longer than 12 months prior to issuance of CRDHA registration. Applicants must enclose a completed CPR Certification Declaration Statement for Instructors along with a notarized photocopy of the applicant’s current CPR wallet card/certificate as evidence of holding CPR certification at the required level.
10. ENGLISH LANGUAGE REQUIREMENTS

Section 10 of the Regulation requires that an applicant be sufficiently proficient in English to be able to engage safely and competently in the practice of dental hygiene. Applicants whose primary language is not English and/or whose program of study was conducted in a language other than English will be required to provide proof of English language competency. A list of accepted English language tests and the accepted achievement level for each follows. Please contact the testing service for information on the required test(s).

Official English language scores must be received by CRDHA directly from the testing service. Examination scores will be accepted only if achieved within the most recent 2 years.

a. English Language Tests Accepted by the CRDHA

Applicants may choose to complete either TOEFL and TSE, or IELTS.

<table>
<thead>
<tr>
<th>Name of Test</th>
<th>Required Score</th>
<th>Contact Information</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOEFL Test of English as a Foreign Language</td>
<td>iBT minimum scores 21 reading, 21 listening, 21 writing, 26 speaking</td>
<td>Website: <a href="http://www.toefl.org">www.toefl.org</a></td>
<td>TOEFL PBT doesn’t have a spoken component so must be combined with TSE</td>
</tr>
<tr>
<td>TSE Test of Spoken English</td>
<td>PBT minimum score 580 +TSE</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>TSE score of at least 50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IELTS International English Language Testing</td>
<td>6.5 overall with no band less than 5.0 (Academic Version) a minimum of 7.5 must be achieved on the spoken section of the test.</td>
<td>Website: <a href="http://www.ielts.org">www.ielts.org</a></td>
<td>IELTS can be written in Calgary at: Global Village #200, 515 - 1st Street SE Calgary, AB T2G 2G6 Phone: (403) 543-7300</td>
</tr>
<tr>
<td>System (Academic Version)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

11. COMPETENCE TO PRACTICE RESTRICTED ACTIVITIES

The Regulation identifies “restricted activities” that dental hygienists are authorized to practice. As these activities involve a significant degree of risk to the public, they can only be performed by individuals with specific competencies. Most of the restricted activities authorized in the Regulation are taught in the basic curriculum of accredited dental hygiene educational programs (i.e. scaling, root planing, curettage, ordering and exposing radiographs).

CRDHA is aware that competencies related to the following restricted activities, which are included in the Alberta dental hygienists’ scope of practice, are not inclusive in all dental hygiene educational programs:

a. Prescribing and administering local anaesthesia by injection (infiltration and block);

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. Signing prescriptions for the Schedule 1 drugs used in dental hygiene practice
No one is authorized to perform the restricted activities listed as (a) to (f) unless they have successfully completed Council-approved courses related to the activities, are registered with CRDHA, and CRDHA has notified the person that they are authorized to perform the restricted activity. Applicants for registration are not required to demonstrate competence in the restricted activities listed as (a) to (f) for the purpose of initial registration.

If, on the registration application form, an applicant identifies that they have completed formal classroom and clinical education related to restricted activities (a) to (e) above, the applicant will be provided with an application for recognition of those educational credentials. An application and all required supporting documents must be sent to the CRDHA for review. The applicant must not perform the restricted activity until their credentials have been reviewed and they have been notified that they are authorized to do so.

Authorization to sign prescriptions for the Schedule 1 drugs listed in the Regulation will only be granted to individuals who successfully complete the CRDHA pharmacy refresher course.

12. ADDITIONAL INFORMATION

Employment opportunities can be explored through the CRDHA website at www.crdha.ca, through newspaper advertisements or by contacting dental employment agencies which are listed in the yellow pages of many telephone directories. Newspapers and telephone directories for major centres in Alberta are often available online or at a public library.

13. ENQUIRIES

The Registrar's office would be pleased to answer any questions regarding an application for registration to practice dental hygiene in Alberta. All correspondence, enquiries and application forms should be directed to:

Registrar, College of Registered Dental Hygienists of Alberta
Suite 302, 8657 - 51 Avenue NW
Edmonton, AB  T6E 6A8
Phone: (780) 465-1756  Fax (780) 440-0544
Email: info@crdha.ca