



## POLICY ON TRANSFERS FROM NON-REGULATED STUDENT MEMBERSHIP TO GENERAL REGISTRATION WITH THE CRDHA

A person who is a Student Member in good standing on the College of Registered Dental Hygienists of Alberta (CRDHA) Non-Regulated Membership Register may apply for transfer to General registration.

In accordance with this Policy, the Student Member shall make written application to the Registrar for transfer to General registration and must meet the requirements for registration and a Practice Permit under the *Health Professions Act* and the *Dental Hygienists Profession Regulation* (the "Regulation") to be eligible for such transfer.

### REGISTRATION IS MANDATORY

In accordance with Section 46 of the *Health Professions Act* (the "Act"), a person must apply for registration as a General member 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 practice 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 cannot participate in a working interview unless they are registered and hold a Practice Permit. Practice Permits must be renewed annually.

Prior to engaging in the practice of dental hygiene, a person who is a Student Member in good standing on the CRDHA Non-Regulated Membership Register **must** apply for transfer to General registration following convocation from the University of Alberta Dental Hygiene Diploma Program.

### GENERAL POLICIES

1. Transfer to General registration may occur where the Student Non-Regulated member:
  - 1.1 applies for transfer in the form required
  - 1.2 has paid any fee, penalty, cost, dues or levy outstanding from their prior and current membership period
  - 1.3 is not in contravention of the Act, the Regulations or the By-laws
  - 1.4 meets the requirements for registration and issuance of a practice permit
  - 1.5 is not the subject of any reviews, investigations, disciplinary hearings or proceedings (including criminal proceedings) in any jurisdiction

- 1.6 pays all transfer fees set out on the transfer application form
2. Fees for transfer to General registration shall include:
  - 2.1 a transfer fee, practice permit fee and CDHA membership fee as set out on the transfer application form
  - 2.2 any fee, penalty, cost, dues or levy outstanding from the prior and current registration periods
3. A notice of transfer may be published in any manner the College deems appropriate.

## **REQUIREMENTS FOR TRANSFER FROM STUDENT TO GENERAL REGISTRATION**

### **1. APPLICATION FOR TRANSFER**

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

It is important to start the transfer application 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 transfer process to be completed may vary considerably from one applicant to another. The transfer process generally takes no longer than 2 to 3 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 the 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.

An applicant for transfer to General registration must not begin practising dental hygiene in Alberta until the applicant has received notification that the transfer request has been approved and a registration number and Practice Permit have been issued.

### **2. PAYMENT OF FEES**

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

### **3. DENTAL HYGIENE EDUCATION**

The University of Alberta Dental Hygiene Program is designated as a program approved by the CRDHA Council for the purpose of registration under Section 3 of the Regulation.

The 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, University of Alberta, **or** the applicant may provide a notarized<sup>1</sup> copy of the Dental Hygiene Diploma/Degree issued by the University of Alberta.

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<sup>1</sup> 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.

#### 4. NATIONAL EXAMINATION

All applicants for registration must successfully complete the written examination delivered by the National Dental Hygiene Certification Board (NDHCB) of Canada. A notarized copy of the NDHCB Certificate must be included with the application for registration.

Information regarding the National Dental Hygiene Certification Board Examination can be obtained by contacting:

National Dental Hygiene Certification Board  
75 B Colonnade Road North, Nepean ON K2E 0A8  
Phone: (613) 260-8156 Fax: (613) 260-8511  
[www.ndhcb.ca](http://www.ndhcb.ca)

#### 5. JURISPRUDENCE EXAMINATION

All applicants 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.

#### 6. 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 the University of Alberta Dental Hygiene Diploma Program (i.e. scaling, root planing, ordering and exposing radiographs).

Competencies related to the following restricted activities are not currently inclusive in the U of A program:

- a. prescribing and administering nitrous oxide/oxygen for the purpose of conscious sedation;
- b. restorative procedures of a permanent nature performed in collaboration with a dentist;
- c. orthodontic procedures including preliminary fitting of appliances in collaboration with a dentist;
- d. preliminary fitting of periodontal appliances in collaboration with a dentist.

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

Competencies related to the restricted activities currently inclusive in the U of A program that require a separate application and authorization process are:

- a. administration of local anaesthesia by injection; and
- b. 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 (b) unless the CRDHA has notified the person that they are authorized to perform the restricted activity. Applicants are not required to demonstrate competence in the restricted activities listed as (a) to (b) for the purpose of initial registration.

## 7. GOOD CHARACTER

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 you 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.

An applicant must submit a criminal record check issued within 1 year from the date it is received by the CRDHA. The criminal record check may be issued by the local police service, the Royal Canadian Mounted Police (RCMP) or an online Criminal Record Check service. The CRDHA will accept an original document, a notarized copy or an electronic version sent directly from an online service. The CRDHA has an online account with mybackcheck.com.

## 8. CDHA MEMBERSHIP AND LIABILITY INSURANCE

In accordance with the CRDHA Bylaws, membership with the Canadian Dental Hygienists Association (CDHA) is a requirement for General registration. Additionally, Section 8 of the Regulation requires that applicants for General registration provide evidence of having liability insurance. The liability insurance coverage required for registration is a minimum \$1,000,000 per claim, claims-made policy. The liability insurance provided as a membership benefit by the Canadian Dental Hygienists Association (CDHA) meets these criteria. CDHA "Graduated Student" members may submit a copy of their current CDHA Professional Liability Insurance certificate as evidence of holding liability insurance. If an applicant does not hold "Graduated Student" membership with the CDHA, the applicant must include the "Active" CDHA membership fee as part of the transfer application.

## 9. CPR CERTIFICATION

Section 9 of the Regulation requires that applicants for General registration provide evidence of current CPR certification. Applicants for General Registration 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 have 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 course must be delivered in accordance with the recommendations of the International Liaison Committee on Resuscitation (ILCOR) and be completed no longer than 12 months prior to issuance of CRDHA registration. Applicants must enclose the completed *CPR Certification Declaration Statement* along with a notarized photocopy of the applicant's current CPR wallet card/certificate as evidence of holding CPR certification at the required level.

## ADDITIONAL INFORMATION FOR APPLICANTS FOR TRANSFER

### EMPLOYMENT OPPORTUNITIES

Employment opportunities can be explored through the CRDHA website at [www.crdha.ca](http://www.crdha.ca), dental hygiene journals, advertisements or by contacting dental employment agencies.

## ENQUIRIES

The Registrar's office would be pleased to answer any questions regarding transfer from Student to General registration. 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](mailto:info@crdha.ca)