

Application Check List for Graduates of the University of Alberta

To avoid delays in processing your application, please use the following checklist to ensure that you have completed all the steps necessary before mailing your *Application for Transfer from Student to General Registration* form to the College of Registered Dental Hygienists of Alberta (CRDHA).

Complete the application form by **printing**, in ink. If a section is not relevant to your situation, write "N/A" in the space.

Have you:

- Completed all sections of the Application form?
- Signed and dated the Statutory Declaration on the Application form?
- Had your Statutory Declaration **notarized**¹?
- Enclosed the appropriate fees in the form of a **certified** cheque or money order made payable to CRDHA?
 - Certified** cheque, money order or cash (exact amount) for the registration fee
- Enclosed a **notarized**² copy of your Canadian National Dental Hygiene Certification Board Certificate?
- Requested that an official transcript be sent from the Office of the Registrar of the University of Alberta, **OR**, enclosed a **notarized**² copy of your U of A diploma?
- Enclosed or requested a Criminal Record Check completed within 1 year from the date it is received by the CRDHA.
- Requested a Verification of registration / certification / license be submitted to CRDHA from **each** jurisdiction where you are or have been registered / certified / licensed as a dental hygienist or as any other health professional (e.g. dental assistant)?
- Completed and enclosed the CRDHA Jurisprudence Examination Application form?
- Provided evidence of liability insurance by enclosing evidence of your CDHA graduated student membership and Professional Liability Insurance certificate (2019-2020)?
- Enclosed a **notarized**² copy of your current CPR certification at the required level?
- Enclosed the completed CPR Certification Declaration Statement verifying that the required elements were included in your CPR course?
- Completed and enclosed applications for recognition of advanced practice credentials: Local anaesthesia and Prescriptions for Schedule 1 drugs?

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. As of April 2016 a Notary Public must sign, stamp and seal notarized documents. Please note that a Commissioner of Oaths cannot notarize documents.

² This document may be verified by CRDHA staff if the original documents are presented in person with 1 piece of valid identification instead of a notarized copy.