

Non-Practicing Register

As per the *Health Professions Act* (HPA), a college **must** establish a regulated members register and **can** establish other registers for non-regulated members. The College currently has one non-regulated register called the Non-Practicing Register.

Each year when submitting a new application for renewal, registrants have the option to choose whether to remain on the General Register or switch to the Non-Practicing Register.

Prior to Bill 46, registrants who chose to transfer to the Non-Practicing Register were able to participate in College functions in a limited way. However, Bill 46 required that the College only carry out professional regulatory duties in the public interest and prohibits the College from carrying out association and member services functions.

The following table outlines the changes as a response to Bill 46:

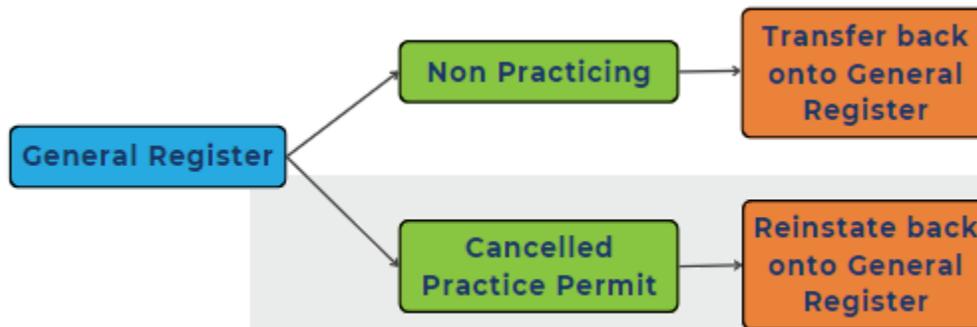
Privileges for members of the Non-Practicing Register (before Bill 46)	Changes to the College (after Bill 46)
The College allowed members to speak, and vote at Annual General Meetings and Special General Meetings of the College	The College no longer holds Annual General Meetings or Special General Meetings
The College allowed members to vote for Councillors	Council replaced elections with skill-based appointment for regulated member councillors
The College submitted the member's application for membership with the Canadian Dental Hygienists Association in an applicable category	The College no longer requires registrants to have a mandatory membership with the CDHA
Members had access to the communications, newsletters, and other services of the College	The College maintains a list of non-practicing members and includes them on relevant college emails (e.g., notification of DH refresher course)

Non-practicing vs. cancelling your practice permit

The option to switch to the Non-Practicing Register is only available to registrants during their annual renewal. Once they are on the Non-Practicing Register, they may choose to **transfer** back onto the General Register at any time during the year, as long as they meet the registration requirements.



Conversely, registrants are able to cancel their practice permit at any time during the year. If they want to go back onto the General Register, they may choose to **reinstate** with the College at any time during the year, as long as they meet the registration requirements.



In both instances, they must demonstrate a minimum of 45 continuing competence program credits and 600 practice hours within the 3 years immediately preceding the date that the College receives a complete application. If they are unable to demonstrate these requirements, then they must provide evidence of successful completion of a dental hygiene refresher course (5-day or 10-day course depending on how long they have been off the general register).

The following table outlines the registration requirements for **reinstatement** and **transfer**:

Registration Requirement	Reinstatement	Transfer
Statutory Declaration	Notarized	NOT notarized
Application Fee	\$350	\$350
Permit Fee	\$599	\$484*
Verifications of Registration (other than ACDH) issued within 6 months	Y	Y
Evidence of meeting the ACDH Continuing Competence Program requirements	Y	Y
Vulnerable Sector Check issued within 12 months	Y	Y
Jurisprudence Exam completed within 36 months	Y	Y
Bill 21 completion certificate	Y	Y



PLI covering the entire permit year	Y	Y
Notarized CPR Certificate	Y	Y
CPR Certification Declaration Statement for Instructors	Y	Y

*Practice permit fee \$484 (\$599-\$115) - registrants pay \$115 to be on the non-practicing register

Council decision to remove the Non-Practicing Register

Effective November 1, 2024, the College will no longer have a Non-Practicing Register.

Based on a careful review of the legislation, Council determined that the Non-Practicing Register does not make a clear contribution to public protection, nor does it provide advantages for applicants transferring back onto the General Register compared to applicants reinstating back onto the General Register.

What does this mean for you?

If you are currently registered on the **General Register** and are considering taking a break or ceasing from practicing dental hygiene in Alberta, you have 3 options:



If you are currently on the **Non-Practicing Register**, you have 3 options:



If you allow your non-practicing status to expire on October 31, 2024, your registration with the College will automatically be cancelled on November 1, 2024.

If you are interested in cancelling your permit, log onto the Registrant Portal and click on the “Cancel My Registration” link:

Links

- Registrant Portal How-To Guide
- Name Change Request Form
- Email Change Request Form
- Update Registrant Contact
- Update Education Information
- Update Employment Information
- Update Other Professional Registrations
- Cancel My Registration**
- Letter of Good Standing Request Form
- Advanced Restricted Activity Authorization Form

Please note, that the College does not provide refunds on cancelled permits.

For information on how to reinstate or transfer with the College, please visit:

<https://www.acdh.ca/registration/reinstatement-and-transfers>