



College of Alberta  
Dental Assistants

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# **Registration Policies**

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## Introduction

The College of Alberta Dental Assistants (“the College”) regulates the profession of dental assisting in the public interest as mandated in the *Health Professions Act* (“the Act”).<sup>1</sup>

The College administers the registration of dental assistants in accordance with the Act, the *Dental Assistants Profession Regulation* (“the Regulation”) and the *College Bylaws* (“the Bylaws”). These Registration Policies address criteria for the registration of individuals new to registration in Alberta, non-regulated member categories for individuals who intend to be registered in the immediate or near future and the reinstatement of previously registered individuals.

The Council, under the authority of the Act<sup>2</sup> and the Bylaws<sup>3</sup>, approves these Registration Policies. If there is any conflict, real or perceived, between these policies and the Act, the Regulation or the Bylaws, the legislation and bylaws take precedence. That is, the intent of these registration policies is to complement, yet be subordinate to the legislation and bylaws.

The Council, under the authority of the Act<sup>4</sup>, the Bylaws<sup>5</sup> and the Governance Policies<sup>6</sup>, appoints a registration committee to report and make recommendations to council regarding these policies and to make decisions regarding registration applications, and empowers the Registrar to implement these policies<sup>7</sup>.

To effectively support and guide the College as it administers the registration program these registration policies must evolve in response to changes in governing legislation and industry. To ensure currency each policy will be assigned a review schedule; updates will be approved and recorded accordingly. For clarity each individual policy will reflect its own approval history.

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<sup>1</sup> Health Professions Act (2000), s.3

<sup>2</sup> Health Professions Act (2000), s.6

<sup>3</sup> CADA Bylaws, s4.04

<sup>4</sup> Health Professions Act (2000), s.9

<sup>5</sup> CADA Bylaws, s6

<sup>6</sup> CADA Governance Policies, Registration Committee Terms of Reference

<sup>7</sup> CADA Governance Policies, Principles of Governance and Council/Registrar Relationship

# Registration

## RP1 Initial Application

Policy Type: Registration	Policy Number: RP1
Approval Date: September 17, 2016	Scheduled Review: April
Revised Date(s):	

### Policy Statement

The College regulates the profession of dental assisting in a manner that protects and serves the public interest. The College provides direction to and regulates the practice of regulated members. Therefore the College only authorizes regulated members to perform dental assisting services directly to the public including non-restricted activities. Individuals who meet the requirements for registration and intend to provide dental assisting services directly to the public must apply for and obtain registration with the College prior to practicing as a regulated member.

Registration requirements<sup>8</sup> address the entry-to-practice education, training and experience required to provide competent and safe care to patients and comply with applicable Canadian labour mobility agreements.

### Indicators

- (1) Applicants must ensure sufficient time to complete all registration requirements and be registered by the College prior to practicing as a dental assistant.
- (2) Applicants for registration must:
  - (a) submit a completed, current Registration Application to provide current personal, professional and employment information in accordance with the Regulation<sup>9</sup>;
  - (b) provide a copy of Canadian government issued identification which states legal name and date of birth;
  - (c) provide a copy of legal documentation confirming a name change, if the names on any application documentation differ;
  - (d) submit the application assessment fee and current registration fee payment;
  - (e) apply for registration via the Labour Mobility or National Dental Assisting Examining Board (NDAEB) Certificate requirements, as defined in the following Registration Requirements, and provide evidence of meeting the requirements;
  - (f) provide a copy of documents to verify dental education programs and any formal intra-oral upgrading education;
  - (g) identify if they currently hold, or previously held, dental assisting practice rights in another regulated jurisdiction and/or practice rights in another regulated health profession. If so, contact the respective organization to request a current Verification of Standing form be sent to the College. Verification of Standing forms are considered valid for 30 days from the day they are written;

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<sup>8</sup> Dental Assistants Profession Regulation, s.3, s.4 and s.5

<sup>9</sup> Dental Assistants Profession Regulation, s.8 and s.31(1)

- (h) provide written information about any investigation/discipline proceedings and/or criminal offences. The Registrar reserves the right under section 8 of the Regulation to request further evidence as deemed necessary to make a decision;
  - (i) provide evidence of professional liability insurance in the amount required by the College Council; and
  - (j) provide any other evidence required by the Registrar.
- (3) All documentation submitted as part of an application for registration must either be in English or be accompanied by an official English translation.

### **Registration Requirements**

- (4) If applying via **Labour Mobility**:
- (a) applicants must demonstrate current dental assisting practice rights in another regulated Canadian jurisdiction.
- (5) If applying via **NDAEB Certificate**:
- (a) applicants must demonstrate currency of practice by applying within three years of graduation, or applicants must have completed an in-school clinical refresher at an accredited\* dental assisting program within the three years preceding the date of application, or applicants must demonstrate employment as a clinical dental assistant for at least 900 hours within the three years preceding the date of application; and
  - (b) applicants who also demonstrate successful graduation from an accredited\* dental assisting program in Canada must also demonstrate successful completion of the NDAEB written examination; or
  - (c) applicants who also demonstrate successful graduation from a non-accredited\* dental assisting or dental program must also demonstrate successful completion of the NDAEB written examination and successful completion of the NDAEB Clinical Practice Evaluation or successful completion of intra-oral upgrading at a CDAC-accredited dental assisting program.

\*Accredited by the Commission on Dental Accreditation of Canada.

# Registration

## RP2 Provisional Registration

Policy Type: Registration	Policy Number: RP2
Approval Date: February 7, 2015	Scheduled Review: April
Revised Date(s): Sep 17, 2016	

### Policy Statement

Provisional registration may be granted to registration applicants who have completed formal dental assisting education and are working toward completing the remaining registration requirements. Provisional registrants may practice as a dental assistant only while supervised<sup>10</sup>.

### Indicators

- (1) Applicants must ensure sufficient time to complete all provisional registration requirements and be registered by the College prior to practicing as a dental assistant.
- (2) Applicants for provisional registration must:
  - (a) submit a completed, current Registration Application to provide current personal, professional and employment information in accordance with the Regulation<sup>11</sup>;
  - (b) provide a copy of Canadian government issued identification which states legal name and date of birth;
  - (c) submit the application assessment fee and current registration fee payment;
  - (d) apply for provisional registration via the Accredited Program, Non-Accredited Program or Accredited Distance Delivery Program requirements, as defined in the following Provisional Registration Requirements, and provide evidence of meeting the requirements;
  - (e) provide a copy of documents to verify dental education programs and any formal intra-oral upgrading education;
  - (f) identify if they currently hold, or previously held, dental assisting practice rights in another regulated jurisdiction and/or practice rights in another regulated health profession. If so, contact the respective organization to request a current Verification of Standing form be sent to the College. Verification of Standing forms are considered valid for 30 days from the day they are written;
  - (g) provide written information about any investigation/discipline proceedings and/or criminal offences. The Registrar reserves the right under section 8 of the Regulation to request further evidence as deemed necessary to make a decision;
  - (h) provide evidence of professional liability insurance in the amount required by the College Council; and
  - (i) provide any other evidence required by the Registrar.
- (3) Newly-issued Provisional Practice Permits expire on November 30 of the registration cycle in which they are issued.
- (4) Provisional status may be renewed up to a maximum of one year (365 days) total.

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<sup>10</sup> Dental Assistants Profession Regulation s.6(7)

<sup>11</sup> Dental Assistants Profession Regulation, s.8 and s.31(1)

- (5) Provisional status will be monitored every three months by the Registrar.
- (6) Provisional registrants must successfully complete their registration requirements within one year of registration on the Provisional Register and provide the results to the College.
- (7) Provisional registrants will be transferred to full registration status upon completion of their final registration requirements, at no additional fee.
- (8) Requests for an extension of provisional registration must include a written explanation as to why the extension is being requested, and any other appropriate documentation, if applicable. Provisional status extensions may be granted by the Registrar.

### **Provisional Registration Requirements**

- (9) If applying via **Accredited Program**, applicants must demonstrate:
  - (a) successful graduation from an accredited\* dental assisting program in Canada; and
  - (b) eligibility to take the National Dental Assisting Examining Board (NDAEB) written examination.
- (10) If applying via **Non-Accredited Program**, applicants must demonstrate:
  - (a) successful graduation from a non-accredited\* dental assisting or dental program;
  - (b) successful completion of the NDAEB written examination; and
  - (c) initial completion of the NDAEB Clinical Practice Evaluation successful in at least one skill.
- (11) If applying via **Accredited Distance Delivery Program** applicants must demonstrate:
  - (a) successful completion of the theoretical component of an accredited\* distance-delivery program; and
  - (b) successful completion of at least one intra-oral training program.

\*Accredited by the Commission on Dental Accreditation of Canada.

# Registration

## RP3 Courtesy Registration

Policy Type: Registration	Policy Number: RP3
Approval Date: February 7, 2015	Scheduled Review: April
Revised Date(s): Sep 17, 2016	

### Policy Statement

Courtesy registration may be granted to dental assistants intending to offer continuing education related to intra-oral procedures in Alberta, or for those intending to teach dental assisting in Alberta on a temporary basis.

### Indicators

- (1) Applicants must ensure sufficient time to complete all courtesy registration requirements and be registered by the College prior to practicing as a dental assistant.
- (2) Applicants for courtesy registration must:
  - (a) submit the reason(s) for requesting courtesy registration;
  - (b) demonstrate successful graduation from a dental assisting or dental program;
  - (c) submit a completed, current Registration Application to provide current personal, professional and employment information in accordance with the Regulation<sup>12</sup>;
  - (d) provide a copy of Canadian government issued identification which states legal name and date of birth;
  - (e) submit the application assessment fee and current registration fee payment;
  - (f) apply for courtesy registration via the Labour Mobility or Substantial Equivalence requirements, as defined in the following Courtesy Registration Requirements, and provide evidence of meeting the requirements;
  - (g) provide a copy of documents to verify dental education programs and any formal intra-oral upgrading education;
  - (h) identify if they currently hold, or previously held, dental assisting practice rights in another regulated jurisdiction and/or practice rights in another regulated health profession. If so, contact the respective organization to request a current Verification of Standing form be sent to the College. Verification of Standing forms are considered valid for 30 days from the day they are written;
  - (i) provide written information about any investigation/discipline proceedings and/or criminal offences. The Registrar reserves the right under section 8 of the Regulation to request further evidence as deemed necessary to make a decision;
  - (j) provide evidence of professional liability insurance in the amount required by the College Council; and
  - (k) provide any other evidence required by the Registrar.

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<sup>12</sup> Dental Assistants Profession Regulation, s.8 and s.31(1)

- (3) Applicants who are applying for the purpose of evaluating the credentials of registration and/or provisional registration applicants that lead directly to Registration with the College must demonstrate:
  - (a) current registration in good standing in another Canadian jurisdiction; or
  - (b) successful graduation from an accredited\* dental program; or
  - (c) successful completion of the National Dental Assisting Examining Board Clinical Practice Evaluation
- (4) Courtesy registration may be granted for a specified period of time, not to exceed one year (365 days).

### **Courtesy Registration Requirements**

- (5) If applying via **Labour Mobility**, applicants must:
  - (a) demonstrate current dental assisting practice rights in another regulated Canadian jurisdiction; and
  - (b) maintain dental assisting practice rights in the other jurisdiction while registered on the College's Courtesy Register.
- (6) If applying via **Substantial Equivalence**, applicants from jurisdictions that do not regulate dental assisting must:
  - (a) provide written references with respect to competence and qualifications; and/or
  - (b) demonstrate current membership in a provincial dental assisting association. Applicant must contact the respective organization to request a current Verification of Standing form be sent to the College to verify the membership. Verification of Standing forms are considered valid for 30 days from the day they are written

\*Accredited by the Commission on Dental Accreditation of Canada.

## Registration RP4    Renewal

Policy Type: Registration	Policy Number: RP4
Approval Date: September 17, 2016	Scheduled Review: March
Revised Date(s):	

### Policy Statement

Individuals who hold current registration and have the intention of continuing to practice as a dental assistant in the upcoming registration cycle must apply to the College for renewal of their Registered Dental Assistant status and corresponding practice permit.

### *Indicators*

- (1) Applicants must ensure sufficient time to complete all renewal requirements and be renewed by the College prior to practicing as a dental assistant in the new registration cycle.
- (2) Applicants must be in good standing<sup>13</sup> to be eligible for renewal.
- (3) Applicants for renewal must:
  - (a) submit a completed, current Renewal Form to provide current personal, professional and employment information in accordance with the Regulation<sup>14</sup>;
  - (b) submit the current registration fee payment;
  - (c) complete the annual Continuing Competence Program requirements<sup>15</sup> for the current registration cycle;
  - (d) submit a Continuing Competence Program Learning Plan for the upcoming registration cycle;
  - (e) provide written information about any investigation/discipline proceedings and/or criminal offences. The Registrar reserves the right under section 8 of the Regulation to request further evidence as deemed necessary to make a decision;
  - (f) provide evidence of professional liability insurance in the amount required by the College Council; and
  - (g) provide any other evidence required by the Registrar.
- (4) On-time renewals must be received by the College by 23:59:59 on October 31.
- (5) Renewals received after the on-time deadline are subject to a late renewal fee.
- (6) Late renewals must be received by the College by 23:59:59 on November 30.
- (7) The registration and practice permit of applicants who do not submit a renewal by the late renewal deadline will be suspended.

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<sup>13</sup> CADA Bylaws 10.08

<sup>14</sup> Dental Assistants Profession Regulation, s.10 and s.31(1)

<sup>15</sup> Dental Assistants Profession Regulation, s.18

# Registration RP5 Reinstatement

Policy Type: Registration	Policy Number: RP5
Approval Date: April 11, 2015	Scheduled Review: January
Revised Date(s): Sep 17, 2016, Nov 26, 2016, Sep 9, 2017	

## Policy Statement

Individuals who hold Leave of Absence, Suspended or Cancelled statuses with the College and have the intention of returning to practice as a dental assistant must apply to the College for reinstatement of their Registered Dental Assistant status and corresponding practice permit.

Reinstatement requirements focus on the provision of competent and safe care to patients through demonstrated current practice and competence or through the refreshing of skills and knowledge. Reinstatement requirements are determined by the expiration date of the applicant's most recent registered status with the College.

### *Indicators*

- (1) To be eligible for reinstatement, applicants must first attend to any outstanding:
  - (a) fines, fees, costs, assessments, penalties or levies;
  - (b) discipline orders issued pursuant to Part 4 of the Act; and
  - (c) Continuing Competence Program requirements.
- (2) Individuals whose last regulated status was Provisional Dental Assistant are not eligible for reinstatement until the requirements for Registered Dental Assistant status are also met.
- (3) Applicants reinstating from Suspended or Cancelled status are subject to a Reinstatement Application Fee.
- (4) Applicants must ensure sufficient time to complete all reinstatement requirements and be reinstated by the College prior to returning to practice as a dental assistant.
- (5) Applicants for reinstatement must:
  - (a) submit a completed, current Reinstatement Application to provide current personal, professional and employment information in accordance with the Regulation<sup>16</sup>;
  - (b) submit the current Registration Fee payment;
  - (c) complete applicable reinstatement requirements, as defined in the following Reinstatement Requirements, and provide evidence of meeting the requirements;
  - (d) provide written information about any investigation/discipline proceedings and/or criminal offences since last holding Registered Dental Assistant status. The Registrar reserves the right under section 8 of the Regulation to request further evidence as deemed necessary to make a decision;

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<sup>16</sup> Dental Assistants Profession Regulation, s.8 and s.31(1)

- (e) identify if they currently hold, or previously held, dental assisting practice rights in another regulated jurisdiction and/or practice rights in another regulated health profession. If so, contact the respective organization to request a current Verification of Standing form be sent to the College. Verification of Standing forms are considered valid for 30 days from the day they are written;
  - (f) provide a copy of documents to verify any formal intra-oral education since last holding Registered Dental Assistant status; and
  - (g) identify if they were practicing as a dental assistant while holding Leave of Absence, Suspended or Cancelled status. If so, contact the respective employer to request an employment letter be provided to the College. Employment letters must include: employer name and contact information; length of employment; approximate number of hours worked; and type of services provided.
- (6) The Registrar may waive the National Dental Assisting Examining Board (NDAEB) written examination reinstatement requirements when verification of current dental assisting practice rights in good standing in another regulated Canadian jurisdiction is provided to the College by the respective regulatory authority.
- (7) The Registrar may waive the Clinical Refresher Course reinstatement requirement when:
- (a) verification of current dental assisting, or dental hygiene, practice rights in good standing in a regulated Canadian jurisdiction is provided to the College by the respective regulatory authority; or,
  - (b) verification of previous, within three years preceding the date of reinstatement application, dental assisting practice rights in good standing in another regulated Canadian jurisdiction is provided to the College by the respective regulatory authority; **and**, verification of a minimum 900 practice hours, within the three years preceding the date of reinstatement application, is provided to the College by the respective employer. Practice hours include work in dental education and the provision of clinical care. Employment letters must include: employer name and contact information; length of employment; approximate number of hours worked; and type of services provided.

## **Reinstatement Requirements**

- (8) Applicants for reinstatement whose most recent valid practice permit with the College expired less than three years ago must:
- (a) demonstrate successful completion of the College's Continuing Competence Program Learning Module Quiz;
  - (b) submit a learning plan with verification of learning identifying a minimum of two learning objectives completed within 365 days preceding the date of application for reinstatement; and
  - (c) demonstrate currency of practice by:
    - (i) applying for reinstatement within the three years following successful completion of a dental education program, or

- (ii) providing proof of successful completion of a minimum seven hour Clinical Refresher Course<sup>17</sup> verified by a statement of competency from the educational institute within the three years preceding the date of application for reinstatement, or
  - (iii) providing proof of a minimum 300 hours of active engagement in dental assisting practice<sup>18</sup> obtained within the three years preceding the date of application for reinstatement, or
  - (iv) providing proof of successful completion of the NDAEB clinical practice evaluation within the three years preceding the date of application for reinstatement.
- (9) Applicants for reinstatement whose most recent valid practice permit with the College expired three or more years ago must:
- (a) demonstrate successful completion of the College’s Continuing Competence Program Learning Module Quiz;
  - (b) demonstrate successful completion of the College’s Infection Prevention and Control Quiz within the three years preceding the date of application for reinstatement;
  - (c) demonstrate successful completion of the NDAEB written examination, **or** proof of NDAEB certificate; and
  - (d) demonstrate successful completion of a minimum seven hour Clinical Refresher Course<sup>19</sup> verified by a statement of competency from the educational institute, **or** successful completion of the NDAEB clinical practice evaluation, either to be completed within the three years preceding the date of application for reinstatement.

\*Accredited by the Commission on Dental Accreditation of Canada.

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<sup>17</sup> CADA Intra-Oral Continuing Education Policies

<sup>18</sup> For the purpose of this policy, “active engagement in dental assisting practice” means that the professional services being performed by the individual are directly connected to the dental industry and either require or benefit from a dental assisting background.

<sup>19</sup> CADA Intra-Oral Continuing Education Policies

# Registration

## RP6 Practice Authorization

Policy Type: Registration	Policy Number: RP6
Approval Date: May 27, 2018	Scheduled Review:
Revised Date(s):	

### Policy Statement

The College grants regulated members authorization to practice intraoral duties and restricted activities based on recognized formal education, National Dental Assisting Examining Board (NDAEB) certification, labour mobility and/or substantial equivalency.

### Indicators

- (1) *Entry-to-practice Skills* include the following intraoral duties and restricted activities:
  - (a) exposes dental radiographs (restricted activity);
  - (b) obtains dental impressions;
  - (c) applies and removes dental dam;
  - (d) performs selective coronal polish;
  - (e) applies anticariogenic agents;
  - (f) applies pit and fissure sealants;
  - (g) applies topical anesthetic;
  - (h) applies treatment liner where no pulpal involvement;
  - (i) applies and removes matrix band and wedge;
  - (j) applies desensitizing agents;
  - (k) performs suture removal.
- (2) *Additional Skills* include the following intraoral duties and restricted activities:
  - (a) applies and removes interim restorations;
  - (b) fabricates, places and removes provisional coverages;
  - (c) places and removes gingival retraction cord without epinephrine;
  - (d) performs dental probing (restricted activity).
- (3) Current Practice
  - (a) Applicants who apply for registration based on current dental assisting practice rights in another regulated Canadian jurisdiction will be granted authorization to perform any equivalent Alberta skill sets included in the applicant's current practice rights in the jurisdiction they are coming from.
- (4) NDAEB Qualifications
  - (a) Applicants who complete an accredited\* dental assisting program, or equivalent program, and apply for registration with the NDAEB certificate will be granted authorization to perform the *Entry-to-practice Skills* identified in indicator one of this policy.
    - (i) Authorization to perform any *Additional Skills* which were taught and evaluated to a performance level as part of the applicant's education program may also be granted.

- (b) Applicants who complete a non-accredited\* dental assisting program, or equivalent program, including applicants with international qualifications, and apply for registration with the NDAEB certificate and successfully complete the NDAEB clinical practice evaluation or upgrading through an educational institution with an accredited\* dental assisting program, or equivalent program, will be granted authorization to perform the *Entry-to-practice Skills* identified in indicator one of this policy.
  - (i) Applicants who successfully completed some skills but not all the skills on the NDAEB clinical practice evaluation or through upgrading at an educational institution with an accredited\* dental assisting program, or equivalent program, will be granted authorization to perform the skills which they were successful.
- (5) Education Qualifications
  - (a) Regulated members who successfully complete training through an educational institution with an accredited\* dental assisting program, or equivalent program, will be granted authorization to perform those *Entry-to-practice Skills* and *Additional Skills*.
- (6) Substantial Equivalency
  - (a) Applicants or regulated members who successfully complete an accredited\* dental hygiene program or hold current dental hygiene practice rights may be authorized to perform any equivalent dental assisting *Entry-to-practice Skills* and *Additional Skills*.

\*Accredited by the Commission on Dental Accreditation of Canada.

# Registration

## RP7 Advanced Practice Authorization

Policy Type: Registration	Policy Number: RP7
Approval Date: May 27, 2018	Scheduled Review:
Revised Date(s):	

### Policy Statement

There are two advanced practices available to regulated members in Alberta:

- Orthodontics; and,
- Preventive Dentistry.

Regulated members of the College who intend to provide advanced practice dental assisting services directly to the public must apply for and obtain authorization from the College prior to practicing any advanced practice competencies. To qualify they must successfully complete formal education through a course approved by the College Council, or a program deemed by the College to be substantially equivalent and be authorized by the College prior to performing any procedures listed in the College's *Advanced Practice Authorization Policy*.

### *Indicators*

#### Orthodontics

##### Clinical Orthodontic Procedures

- (1) A dental assistant authorized by the College to perform orthodontic procedures may under the direction and on-site supervision of a dentist perform the following clinical orthodontic procedures:
  - (a) place and remove orthodontic separators
  - (b) select, fit and cement orthodontic bands
  - (c) preliminary fit of fixed orthodontic appliances
  - (d) preliminary fit of removable orthodontic appliances
  - (e) place and bond orthodontic brackets and bondable attachments
  - (f) insert, ligate and remove orthodontic archwires which were formed by a dentist
  - (g) insert and remove orthodontic accessories
  - (h) remove orthodontic bands, brackets and bondable attachments
- (2) Prior to dismissal of the client, the dentist must:
  - (a) Perform the final fitting and/or adjustment of any appliance where the dental assistant performed the preliminary fit;
  - (b) Perform a final check of brackets and attachments where the dental assistant performed the bonding; and,
  - (c) Perform a final check of bands and appliances where the dental assistant performed the cementing of bands and appliances.

### **Application for Entry onto the Roster of Authorized Members**

- (3) A regulated member who has successfully completed an educational course that meets the criteria set out in the College's *Approval of Orthodontic Education Courses Policy* may apply for authorization to perform orthodontic procedures.
- (4) A regulated member must not perform orthodontic procedures until they have been notified in writing that their application has been approved and their name has been added to the College's roster of regulated members authorized to perform orthodontic procedures.
- (5) For entry onto the roster as a practitioner authorized to perform orthodontic procedures, the application must proceed as follows:
  - (a) Documentation to be submitted to College:
    - (i) a completed application for entry onto the roster of regulated members authorized to perform orthodontic procedures; and,
    - (ii) evidence (as specified on the application form) of successful completion of appropriate education.
  - (b) Processing of Applications
    - (i) Each application for entry onto the roster will be reviewed on an individual basis.
    - (ii) The Registrar may request additional information in order to verify an applicant's educational course related to performance of orthodontic procedures (e.g. detailed course outline, syllabus, workbook, manual, summary of experience).
    - (iii) If the Registrar is satisfied that the applicant has received appropriate education in the performance of orthodontic procedures, the applicant's name will be entered on the Roster.
    - (iv) If the Registrar is not satisfied that the applicant has received appropriate education in the performance of orthodontic procedures, the applicant's name will not be entered on the Roster and the applicant will be required to successfully complete Council-approved orthodontic dental assistant education prior to re-applying for entry onto the Roster.
    - (v) An application for entry onto the Roster may be refused or deferred if the applicant is the subject of investigation or discipline related to unprofessional conduct in any jurisdiction.

### **General Timeline for Review of Applications**

- (6) If an application is complete, the orthodontic program is Council-approved, and the regulated member meets the currency of practice criteria set out in this Policy, notification will generally be mailed within 5 to 10 working days of receipt of the application.
- (7) Courses that are not on the Council-approved list will have to be reviewed and considered under substantial equivalency. A \$105.00 Assessment Fee will be charged to the applicant. The fee and detailed course information (ie. course outline, schedule, course syllabus, course manual, clinical evaluation criteria) must accompany the application. After all required documents are received, applicants should expect the review to take up to 12 weeks.
- (8) If the information provided with the application is incomplete or additional information is required, the process may take longer.

### **Preventive Dentistry**

This section is under development. The Preventive Dentistry Module Policies remain in effect.

## Non-Regulated Member Categories

### RP8 Honorary Membership

Policy Type: Registration	Policy Number: RP8
Approval Date: September 20, 2014	Scheduled Review: October
Revised Date(s): Sep 17, 2016; Nov 2017	

### Policy Statement

The purpose of Honorary Lifetime membership is to enhance the profile of the profession and honour those who have made an outstanding contribution to the College and/or advanced the profession of dental assisting.

The College may grant Honorary Lifetime membership to an individual, who, through a substantial body of work and/or long-term, distinguished service, has significantly contributed to the advancement of the College or the profession of dental assisting.

### Indicators

- (1) Members and non-members are eligible for nomination.
- (2) For an individual to be considered for Honorary Lifetime membership an Honorary Membership nomination must be received by the College office. An Honorary Membership nomination must include:
  - (a) nominee name and contact information;
  - (b) nominator name and contact information;
  - (c) description of substantial body of work completed and/or long-term, distinguished service that demonstrates a significant contribution to the advancement of the College or the profession of dental assisting;
  - (d) nominee professional information (education, employment history, some personal information to assist with presentation); and
  - (e) letter(s) of support.
- (3) An Honorary Membership nomination may include:
  - (a) additional comments/information from other sources.
- (4) Nominations will be screened by College administration and must receive unanimous approval by Council prior to presentation.
- (5) A maximum of two Honorary Lifetime memberships will be presented annually at a designated event of the College.
- (6) Honorary Lifetime membership recipients will receive:
  - (a) a plaque; and
  - (b) all non-regulated member benefits of the College at no cost.
- (7) Honorary Lifetime membership will be managed by College administration.
- (8) Honorary Lifetime membership may be revoked<sup>20</sup> by a majority vote of the Council.

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<sup>20</sup> CADA Bylaws, s. 10.06

## Non-Regulated Member Categories

### RP9 Leave of Absence Membership

Policy Type: Registration	Policy Number: RP9
Approval Date: February 7, 2015	Scheduled Review: June
Revised Date(s): Sep 17, 2016	

### Policy Statement

Leave of absence status is intended for registered dental assistants who require a temporary leave from the dental industry and have the intention of returning.

### *Indicators*

- (1) To be eligible for leave of absence status, the applicant must hold current registered dental assistants status.
- (2) Individuals who hold leave of absence status must not perform any professional services which are directly connected to the dental industry in Alberta and either require or benefit from a dental assisting background (e.g. dental assisting, dental hygiene, dental administration, health authorities, dental insurance, dental sales, dental labs, dental education, denture labs).
- (3) Leave of absence status may be renewed for a maximum of three consecutive registration cycles, at which point the individual must meet the requirements to reinstate to registered dental assistant status or the individual must submit a cancellation request. Cancellation following a leave of absence does not prohibit any individual from applying for reinstatement at a later date.
- (4) Completion of the current registration cycle Continuing Competence Program requirements is required to initially apply for leave of absence membership for the upcoming registration cycle.
- (5) Individuals who hold leave of absence status must reinstate their registered dental assistant status prior to returning to practice in the dental industry.
- (6) Leave of absence status may be cancelled in accordance with College Bylaws<sup>21</sup>.

### *Renewal*

- (7) Applicants must ensure sufficient time to complete all renewal requirements and be renewed by the College prior to the deadline.
- (8) Applicants for renewal must:
  - (a) submit a completed, current Renewal Form to provide current personal, professional and employment information;
  - (b) submit the current leave of absence status fee payment;
  - (c) continue to comply with the leave of absence status Indicators; and
  - (d) provide any other evidence required by the Registrar.
- (9) Renewal Forms must be received by the College by 23:59:59 on November 30.
- (10) The leave of absence status of applicants who do not submit a renewal by the deadline will be cancelled.

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<sup>21</sup> CADA Bylaws, s.10.06; RP9.1 Membership Reviews

## Non-Regulated Member Categories

### RP10 Student Membership

Policy Type: Registration	Policy Number: RP10
Approval Date: February 7, 2015	Scheduled Review: October
Revised Date(s): Nov 2017	

### Policy Statement

The purpose of student membership is to engage with individuals aspiring to join the dental assisting profession in Alberta.

The College may grant Student Membership<sup>22</sup> to an individual who meets the requirements.

### Indicators

- (1) To be considered eligible for student membership individuals must be:
  - (a) enrolled in an Alberta dental assisting program approved by the College; or
  - (b) enrolled in a recognized<sup>23</sup> Canadian distance delivery program and be residing and/or be employed in Alberta.
- (2) Individuals must apply for student membership by submitting an application as prescribed by the College. The student membership application must include:
  - (a) personal contact information;
  - (b) dental assisting education details;
  - (c) current dental employment information, if applicable; and
  - (d) completed applicant's statement.
- (3) There is no fee for student membership.
- (4) Student membership will be considered valid through the time in which the member is enrolled in the dental assisting program as identified on the student membership application form and verified by the program.
- (5) Student membership may be cancelled in accordance with College Bylaws<sup>24</sup>.

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<sup>22</sup> CADA Bylaws, s.10.04

<sup>23</sup> Following completion of the program individuals must be eligible for dental assistant registration in Alberta.

<sup>24</sup> CADA Bylaws, s.10.06; RP9.1 Membership Reviews

## Non-Regulated Member Categories

### RP11 Membership Reviews

Policy Type: Registration	Policy Number: RP11
Approval Date: September 9, 2017	Scheduled Review: May
Revised Date(s):	

### Policy Statement

If the College refuses an application for non-regulated membership or cancels a non-regulated membership the individual may appeal the College's decision. The College will respond in a consistent and timely manner.

### Indicators

- (1) If an individual whose:
  - (a) application for registration as an Other Member has been refused pursuant to article 10.05 of the Bylaws; or
  - (b) application for renewal of registration as an Other Member has been refused pursuant to article 10.05 of the Bylaws; or
  - (c) membership as an Other Member has been cancelled pursuant to article 10.06.1 of the Bylaws,may within 30 days of the date that the College has sent its refusal or cancellation decision, request a review by the Council of that decision in accordance with indicator 2 below.
- (2) A request for a review by the Council must:
  - (a) be in writing;
  - (b) set out the reasons why the Other Member membership should be approved, renewed or reinstated, as the case may be;
  - (c) include payment of a fee in the amount of \$100.00 by money order or certified cheque; and
  - (d) be given to the Registrar who must then provide a copy of the request to the Council.
- (3) On receiving a letter of request, the Registrar must notify the individual within 30 days of the time and place at which the Council will conduct the review. The Council review will be based solely on the record of documents associated with the application refusal, renewal refusal or cancellation, as the case may be. The individual and the Registrar are not permitted to make in-person or written submissions to the Council.
- (4) The Council review must be commenced no later than 90 days after the Registrar receives the letter of request.
- (5) On considering a request for review under indicator 2 above, the Council may:
  - (a) confirm, reverse or vary the refusal, renewal or reinstatement decision; and
  - (b) make any further orders that the Council considers necessary for the purpose of carrying out its decision, including the refund or reimbursement of Other Membership fees or the fee referred to in indicator 2c above.
- (6) Upon concluding its review, the Council must prepare a decision in writing (including reasons) and must send the Registrar and the individual a copy of its decision within 30 days of making its decision.

# Procedural, Administrative and Similar Registration and Membership Issues

RP12 Reviews

Policy Type: Registration	Policy Number: RP12
Approval Date: September 9, 2017	Scheduled Review: May
Revised Date(s):	

## Policy Statement

The College occasionally receives requests or concerns that are not specific to matters addressed through other policies or the Act. This process allows for these issues to be addressed on a voluntary and remedial basis with a view to addressing issues to the satisfaction of all parties.

### *Indicators*

- (1) With the exception of issues dealt with pursuant to processes, reviews or appeals set out in the Act, where a Regulated Member or Other Member of the College has a concern with respect to a procedural, administrative or similar aspect of his/her registration, practice permit or membership, as the case may be, that individual may request clarification from the Registrar in relation to his or her concerns by complying with indicator 3 below.
- (2) An individual who has a concern regarding a procedural, administrative or similar aspect of his or her registration, practice permit or membership, as the case may be, may send the Registrar a request for the Registrar to consider the individual's concern and to, at the Registrar's discretion, offer a proposed resolution relating to the concern.
- (3) A request for a review must:
  - (a) be in writing;
  - (b) set out the reasons why the review is being requested; and
  - (c) be given to the Registrar.
- (4) The Registrar will conduct the review within 60 days of receipt of the request for review and on making a decision must give the applicant a copy of the Registrar's decision with the reasons for the decision.
- (5) If an individual is unsatisfied with a decision made by the Registrar, then the individual may appeal to the Registration Committee by complying with indicator 6 below.
- (6) A request for an appeal must:
  - (a) be in writing;
  - (b) set out the reasons for the appeal;
  - (c) include payment of a fee in the amount of \$100.00 by money order or certified cheque; and
  - (d) be given to the Registrar, who must give a copy of the request to the Registration Committee.
- (7) On receiving a letter of request, the Registrar must notify the individual within 30 days of the time and place at which the Registration Committee will conduct the review.

- (8) The Registration Committee review will be based solely on the record of documents associated with the initial request for review and the Registrar decision, as the case may be. The individual and the Registrar are not permitted to make in-person or written submissions to the Registration Committee.
- (9) The Registration Committee review must be commenced no later than 90 days after the Registrar receives the request for an appeal.
- (10) On considering a request for an appeal under indicator 6 above, the Registration Committee may:
  - (a) confirm the decision of the Registrar; or
  - (b) refer the matter back to the Registrar to reconsider the decision.
- (11) Upon concluding its review, the Registration Committee must prepare a decision in writing (including reasons) and must send the Registrar and the individual a copy of its decision within 30 days of making its decision.
- (12) If an individual is not satisfied with the decision of the Registration Committee, then the individual may appeal to the Council by complying with indicator 13 below.
- (13) A request for an appeal must:
  - (a) be in writing;
  - (b) set out the reasons for the appeal;
  - (c) include payment of an additional fee in the amount of \$100.00 by money order or certified cheque; and
  - (d) be given to the Registrar, who must give a copy of the request to the Council President.
- (14) On receiving a request for an appeal, the Registrar must notify the individual within 30 days of the time and place at which the Council will conduct the review. The Council review will be based solely on the record of documents associated with the initial request for review, the Registrar decision, the requests for appeals and the Registration Committee decision, as the case may be. The individual, the Registrar nor the Registration Committee are permitted to make in-person or written submissions to the Council.
- (15) The Council review must be commenced no later than 90 days after the Registrar receives the letter of request for an appeal.
- (16) On considering a request for an appeal under indicator 13 above, the Council may:
  - (a) confirm the decision of the Registrar and/or the Registration Committee;
  - (b) refer the matter back to the Registrar to reconsider the decision; or
  - (c) make any further order the Council considers necessary for the purposes of carrying out its decision.
- (17) Upon concluding its review, the Council must prepare a decision in writing (including reasons) and must send the Registrar, the Registration Committee and the individual a copy of its decision within 30 days of making its decision.

# Good Character

## RP13 Good Character and Reputation

Policy Type: Registration	Policy Number: RP13
Approval Date: March 2, 2019	Scheduled Review:
Revised Date(s):	

### Policy Statement

As a measure toward ensuring that Albertans receive safe, quality oral health care from dental assistants, the College requires that regulated members demonstrate good character and reputation.<sup>25</sup>

### Indicators

- (1) Applicants for initial registration or registration reinstatement must identify:
  - (a) outstanding complaints and current investigations;<sup>26</sup>
  - (b) findings of unprofessional conduct and alternative complaint processes;<sup>27</sup>
  - (c) conditions/restrictions on practice;<sup>28</sup>
  - (d) criminal convictions and/or conditional discharges that have not been pardoned;<sup>29</sup>
  - (e) civil action judgements with respect to the applicant's practice;<sup>30</sup> and,
  - (f) any other information that may impact their ability to provide dental assisting services.<sup>31</sup>
- (2) Applicants for initial registration or registration reinstatement must provide the following as evidence:
  - (a) for all matters identified in Indicator 1 of this policy, written information providing details of the matters to enable the Registrar to identify the nature of the declared information and how it relates to the practice of dental assisting;
  - (b) for all matters identified in Indicator 1 of this policy, written information describing the applicant's actions in the matters and how the applicant has been impacted by the matters;
  - (c) Criminal Record Check<sup>32</sup> with Vulnerable Sector Check;<sup>33</sup> and,
  - (d) Verification of Standing Form, letter of standing or similar information issued by the regulatory body.<sup>34</sup>
- (3) Applicants for practice permit renewal and practice permit reinstatement must identify:
  - (a) findings of unprofessional conduct and alternative complaint processes;<sup>35</sup>

<sup>25</sup> Health Professions Act (HPA) s28(1)(e); Dental Assistant Profession Regulation (DAPR) s8

<sup>26</sup> HPA s28(1)(i); DAPR s8(b)

<sup>27</sup> HPA s28(1)(j); DAPR s8(b)

<sup>28</sup> HPA s28(1)(k)

<sup>29</sup> DAPR s8(c)

<sup>30</sup> HPA s28(1)(l)

<sup>31</sup> DAPR s3(iv)

<sup>32</sup> HPA s28(1)(h); DAPR s8(d)

<sup>33</sup> Registration Policy RP14 Criminal Record Check

<sup>34</sup> DAPR s4, s8(a)

<sup>35</sup> HPA s127.1(1),(2)

- (b) criminal convictions and conditional discharges that have not been pardoned;<sup>36</sup>
  - (c) current criminal charges;<sup>37</sup> and,
  - (d) findings of professional negligence;<sup>38</sup> and,
  - (e) any other information that may impact their ability to provide dental assisting services.<sup>39</sup>
- (4) Applicants for practice permit renewal and practice permit reinstatement must provide the following as evidence:
- (a) for all matters identified in Indicator 3 of this policy, written information providing details of the matters to enable the Registrar to identify the nature of the declared information and how it relates to the practice of dental assisting;
  - (b) for all matters identified in Indicator 3 of this policy, written information describing their actions in the matters and how they have been impacted by the matters; and,
  - (c) Verification of Standing Form, letter of standing or similar information issued by the regulatory body.
- (5) The Registrar will assess any concern related to good character and reputation identified through an application for registration and/or a practice permit, or identified through any other means.
- (6) The applicant or regulated member must provide any other evidence required by the Registrar<sup>40</sup> including, but not limited to:
- (a) the level of remorse and insight shown by the applicant;
  - (b) character references;
  - (c) medical assessments; and,
  - (d) completion of relevant treatment, education or remediation.
- (7) The Registrar will assess, on an individual basis, the risk of any identified concern related to good character and reputation by considering factors including, but not limited to:
- (a) behaviour which led to the offence;
  - (b) number of offences;
  - (c) length of time since offence(s) occurred;
  - (d) nature and severity of the offence;
  - (e) completion of sanctions;
  - (f) relevance to the practice of the profession;
  - (g) evidence of rehabilitation; and,
  - (h) whether the offence(s) demonstrate risk to the provision of safe, quality care.
- (8) The Registrar may consult the Registration Committee, as necessary, in order to assess an applicant's good character and reputation.

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<sup>36</sup> HPA s127.1(4); DAPR s10(a)

<sup>37</sup> HPA s127.1(4)

<sup>38</sup> HPA s127.1(3)

<sup>39</sup> DAPR s3(iv)

<sup>40</sup> DAPR s4, s8(e)

## Good Character

### RP14 Criminal Record Check

Policy Type: Registration	Policy Number: RP14
Approval Date: March 2, 2019	Scheduled Review:
Revised Date(s):	

### Policy Statement

The College requires that applicants for registration submit a Criminal Record Check to provide evidence that supports the Good Character and Reputation information they identify in their application.

Dental assistants are in a position of trust and provide care to patients who may be vulnerable persons such as but not limited to children, elderly people and other persons who are at risk of harm due to other circumstances. A Vulnerable Sector Check is an additional level of Criminal Record Check that identifies activities and behaviours which may pose a direct threat to the safety of vulnerable persons.

### *Indicators*

- (1) Applicants for initial registration or registration reinstatement must provide a Criminal Record Check.
- (2) A Criminal Record Check must:
  - (a) be an original document or a notarized copy;
  - (b) be obtained through the Royal Canadian Mounted Police or a local police department;
  - (c) be issued within 90 days of the date of application; and,
  - (d) include a Vulnerable Sector Check.
- (3) Any information identified by a Criminal Record Check will be assessed by the Registrar in accordance with RP13 Good Character and Reputation.