



**College of Alberta  
Dental Assistants**

# **Annual Renewal**

**Guide for Transferring from Registered to Leave of Absence (non-practicing)**

This guide will show you, step-by-step, how to transfer your registration from Registered to Leave of Absence (non-practicing).

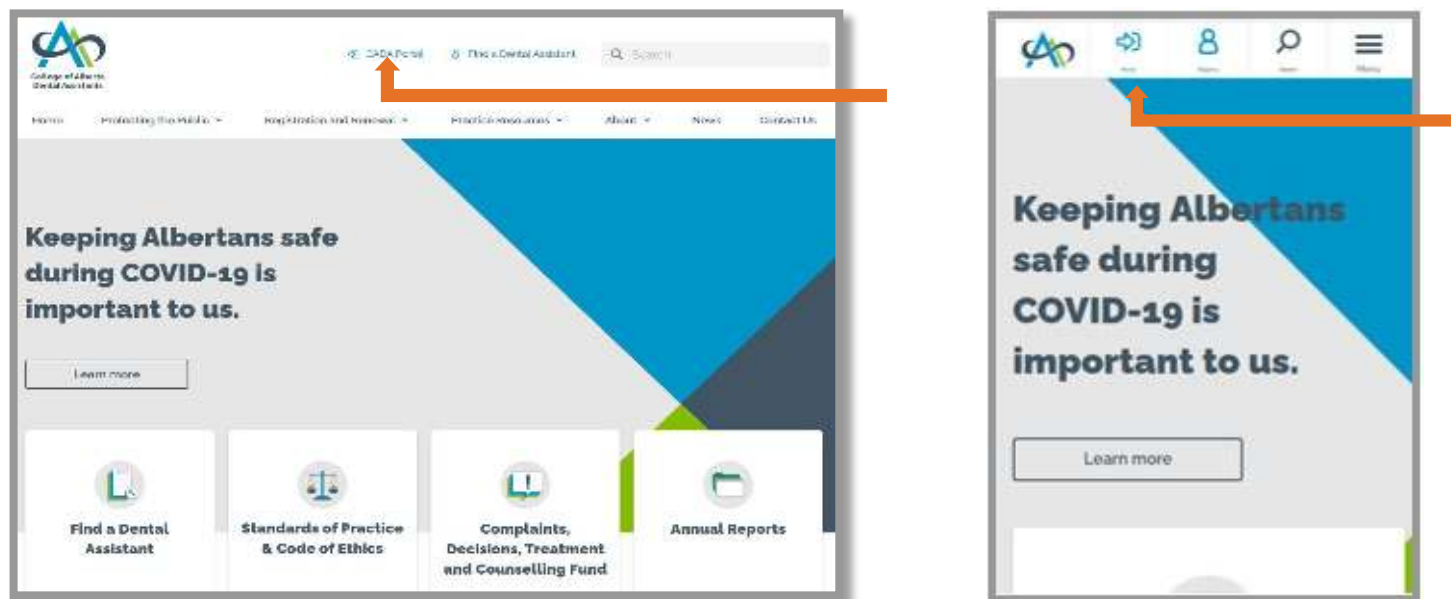
## First Log In to the Portal

To begin, you need to log in to the Portal to access your Practice Permit Renewal Application form.

We start with the steps for getting logged in to the Portal. You can skip past the log in steps by [clicking here](#).

### Logging in to the portal

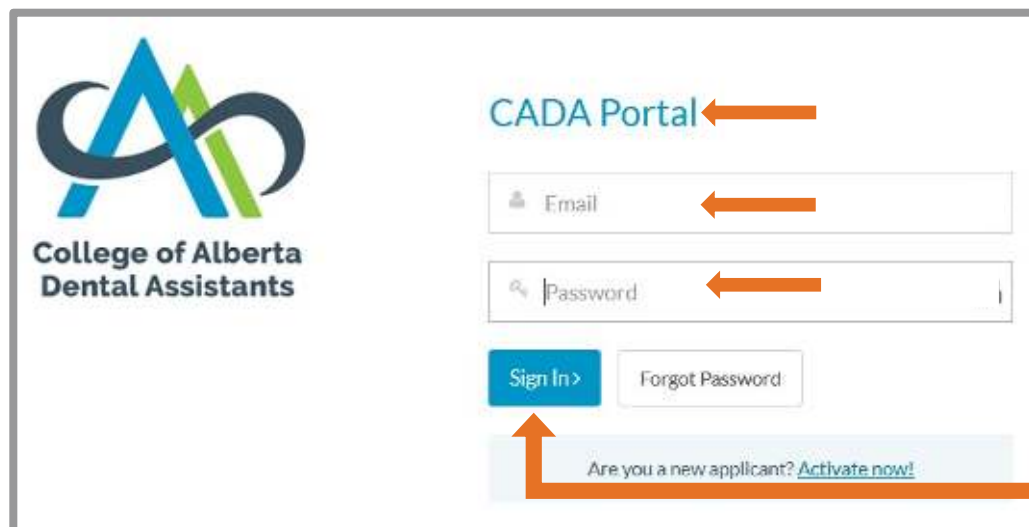
You need to go to our CADA Portal to login. To get there, go to our website [abrda.ca](http://abrda.ca) and click [CADA Portal](#).



You will now be at the CADA Portal.

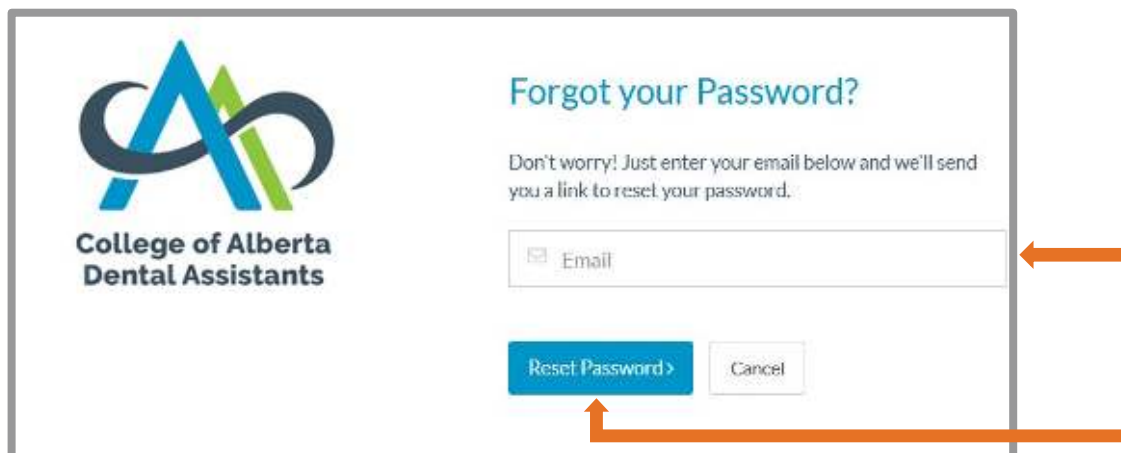
Enter the email address you have registered with the College (it is the email address you use to receive all CADA information).

Enter your password. Click [Sign In](#).



Forgot your password?

If you have forgotten your password, click “Forgot Password” and enter your email address to receive the email with a link to reset your password.



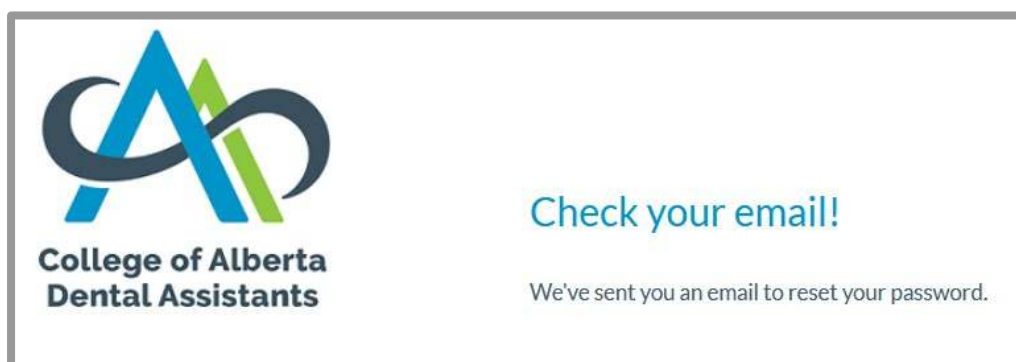
**College of Alberta Dental Assistants**

### Forgot your Password?

Don't worry! Just enter your email below and we'll send you a link to reset your password.

[Reset Password >](#) [Cancel](#)

Check your email for the link to reset your password.



**College of Alberta Dental Assistants**

### Check your email!

We've sent you an email to reset your password.

The email with the link to set your password will look like this. Click on [Click Here](#).



**College of Alberta Dental Assistants**

To activate your account OR reset your password.

[Click Here](#)

If the above button does not work, please visit: <https://cada.ca.thentiacloud.net/web/#/account/reset-password/6123d2a4d096cf17e17e7439/d2523685>

You will now be at the Reset Password screen.

You will need to create a password that is unique to you. It must be a “strong” password (not weak or good).

Make sure you enter the same password in the New Password field and in the Confirm New Password field.

Click on the **Submit** button.

The screenshot shows the 'Reset Password' page for the College of Alberta Dental Assistants. At the top left is the college logo, and at the top right is a 'Sign In' button. The main heading is 'Reset Password'. Below it, the 'New Password' field is highlighted with an orange arrow. To its right, a green box indicates the password is 'Strong'. Below this, a text block explains the password requirements: 'We'll only accept your password if the rating shows "Strong". Your password must be at least 8 characters, contain a minimum of one upper case letter, one number and one special character. If you've got those and it's still not "Strong", try adding more characters.' Below this is the 'Confirm New Password' field, also highlighted with an orange arrow. At the bottom left, the 'Submit' button is highlighted with an orange arrow.

This screenshot is identical to the one on the left, showing the 'Reset Password' page. It features the same layout: logo, 'Sign In' button, 'Reset Password' heading, 'New Password' field with a 'Strong' rating, password requirements text, 'Confirm New Password' field, and a 'Submit' button. Orange arrows point to the 'New Password' field, the 'Strong' indicator, the 'Confirm New Password' field, and the 'Submit' button.

Now that you've successfully reset your password, you will be at the Security Questions screen.

## IMPORTANT NOTES

- Each time you sign in you must answer one of your Security Questions. This is two-stage authentication.
- The answer fields below and when you sign in are **case sensitive**. The way you enter your answers here is how you must enter them each time you sign in.

Select three different security questions from the dropdown options and enter your answer for each question.

Click on the **Submit** button.

Two-Stage Authentication: Security Questions

To help protect the privacy of your account, please select three questions below and provide their corresponding answers.

Security Question 1: Select...

Answer:

Security Question 2: Select...

Answer:

Security Question 3: Select...

Answer:

Security Question 4: Select...

Answer:

Submit

Two-Stage Authentication: Security Questions

To help protect the privacy of your account, please select three questions below and provide their corresponding answers.

Security Question 1: Select...

Answer:

Security Question 2: Select...

Answer:

Security Question 3: Select...

Answer:

Security Question 4: Select...

Answer:

Submit

Once you have logged in, during renewal time, your home page will look like this:

Profile

Registration

Registration Details

Application History

Employment Status

Practice Permit

Continuing Competence

Self-assessment

Objectives & Learning Plans

Practice Hours

Audit

Annual Renewal

Registration Charge Request

Welcome

My Learning Plans

My Practice Permit

My Public Profile

My Renewal

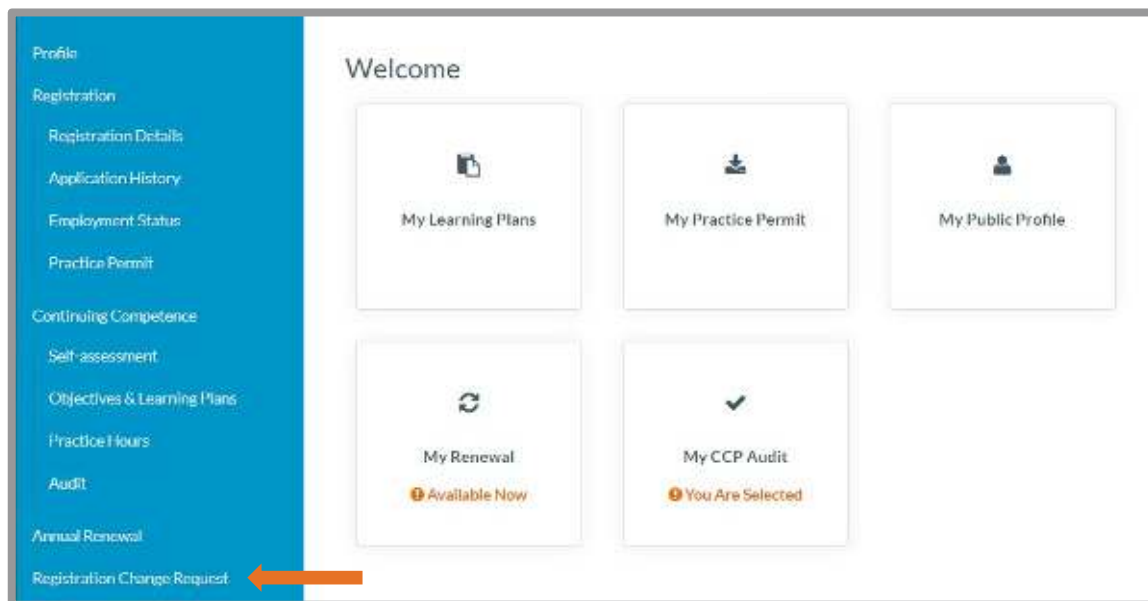
Available Now

My CCP Audit

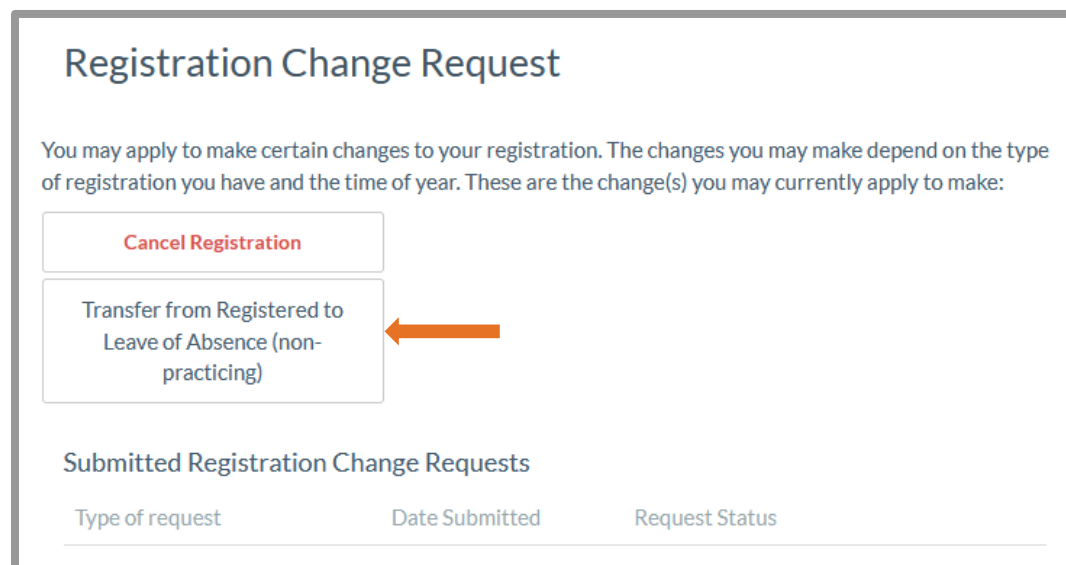
You Are Selected

## Registration Change Request

If you will not be practicing during the upcoming renewal year, click on [Registration Change Request](#).



Select the option “Transfer from Registered to Leave of Absence (non-practicing)”.



## Apply to Transfer from Registered to Leave of Absence (non-practicing)

This page gives you information about the requirements you must meet to qualify for Leave of Absence (non-practicing) status.

Click [Next](#).

### Apply to Transfer from Registered to Leave of Absence (non-practicing)

Use this form to apply to transfer from Registered (practicing) status to Leave of Absence (non-practicing) status.

You must meet these requirements to qualify for Leave of Absence (non-practicing) status:

1. complete the current year Competence Program requirements
2. complete the Patient Relations Learning Module final exam
3. confirm your eligibility for non-practicing status
4. submit this application form, the Transfer Fee and the annual Leave of Absence (non-practicing) Fee

Fee Information

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## Eligibility for Leave of Absence (non-practicing)

Select the reason for the leave of absence.

Read the acknowledgement statement and check the box.

Click [Next](#).

### Eligibility for Leave of Absence (non-practicing)

Select the reason for the leave of absence from the following options (drop-down):

Reason \*

Select...

★ ☒ I will not be performing any professional services which are directly connected to the dental industry in Alberta and either require or benefit from a dental assisting background (eg. dental assisting, dental hygiene, dental administration, health authorities, dental insurance, dental sales, dental labs, dental education, denture labs) in the upcoming registration year December 1 to November 30.

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## Current Year Competence Program Requirements

This page lists the competence requirements you need to complete for this year even if you are applying for Leave of Absence (non-practicing) status for the upcoming year.

Read the acknowledgement statement and check the box.

Click [Next](#).


### Transfer Registered to Leave of Absence - Current Year Competence Program Requirements

You must complete your Competence Program requirements for this year even if you are applying for Leave of Absence (non-practicing) status for the upcoming year. By November 30, you must:

- Complete a minimum of 2 Learning Objectives for the current year.

★ ☒ I fully understand my Competence Program requirements and that failure to comply with any or all of the above may result in cancellation or suspension of my Registration and/or Practice Permit, and subsequent notification pursuant to statutory requirements

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## Patient Relations Module Requirement

The Patient Relations Module is a one-time requirement. Before renewing your Practice Permit you must complete the Module. If you haven't done it yet, you can access it in the Professional Practice Learning Centre (PPLC).

If you're not sure you can check the PPLC to see if you've already completed it. Open the Patient Relations module and go to Unit 5: Final Module Exam/Certificate. If you've successfully completed it, a Certificate of Completion will be available to you.

Read and check the acknowledgement statement.

Click [Next](#).

### Transfer Registered to Leave of Absence - Patient Relations Module Requirement

Before transferring from Registered status to Leave of Absence (non-practicing) status you must complete the Patient Relations Module.

The Module is a one-time requirement. It doesn't matter when you completed the Module, as long as you've done it.

If you haven't completed it yet, you must do so before you can continue with this transfer application. You'll find the Patient Relations Module in our [Professional Practice Learning Centre](#)

Not sure if you've completed the module, go to our [Professional Practice Learning Centre](#) If you've successfully completed it, a Certificate of Completion will be available to you in Unit 5: Final Module Exam/Certificate.

★ ☒ I have completed the Patient Relations Module. I fully understand that failure to comply may result in cancellation or suspension of my Registration and/or Practice Permit, and subsequent notification pursuant to statutory requirements

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## Employment Information

You need to review and update/confirm each of your employment records.

- If any of your employment records are no longer current, add an end date.
- Update/correct information in your current employment records. (Note that you can't edit some fields like Employer Name. If the practice you work at changed names, add a new employment record with the current information.)
- Add records as needed to show your current information.

If you have a current employer or employment status that isn't shown below, click the **+Add Employment** button to add a record.

### Transfer Registered to Leave of Absence - Employment Information



You must review and update/confirm each of your employment records. Follow these steps:


1. Click Edit.
2. Enter missing information, if applicable.
3. Update incorrect information, if applicable.
4. Check "The information for this Employment Status is up to date."
5. Click Save.
6. Repeat these steps for each employment record shown below.

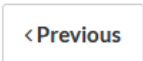
If you have a current employer or employment status that isn't shown below, click the + Add Employment button to add a record.


You can proceed to the next step when:

- your employment records all show "Yes" in the Updated column, and
- you have at least one employment record without an End Date

Employer	Status	Updated/Confirmed	
N/A	Caring for Family	No	 ←
abc	Employed in dental field	No	

 ←

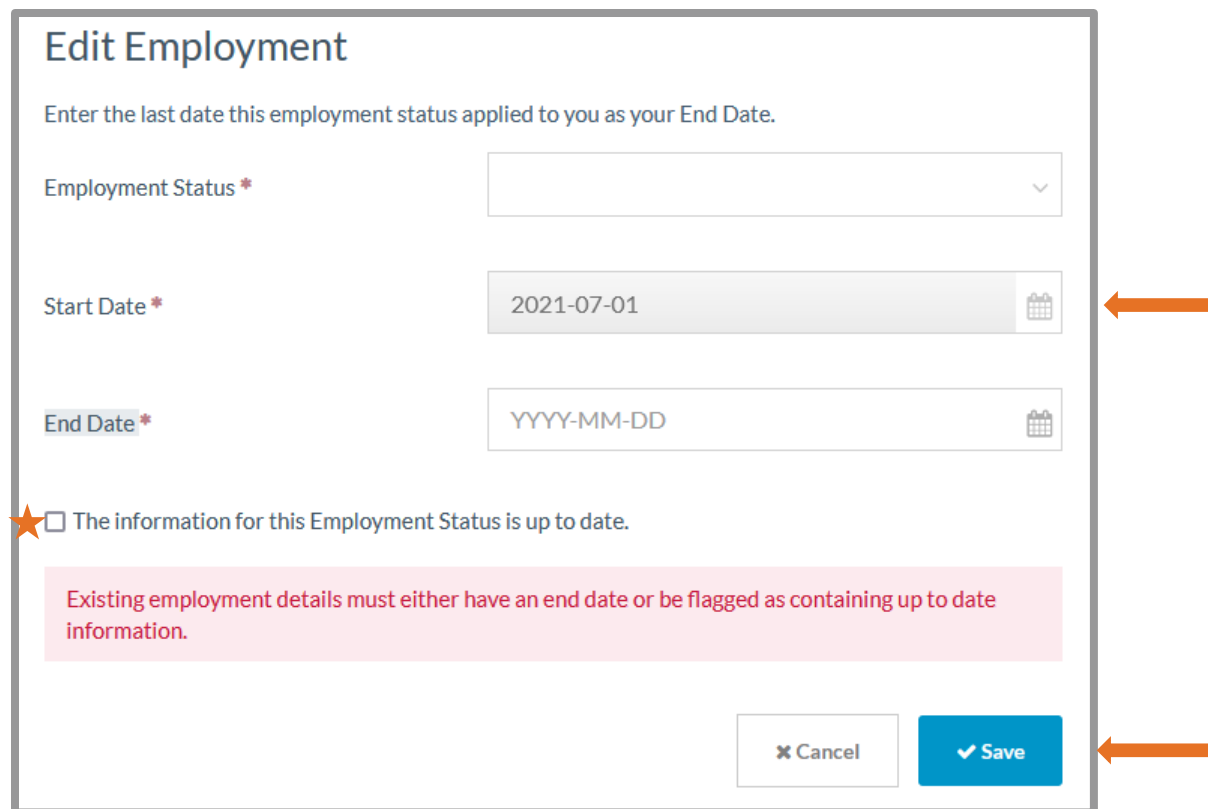


 ←

When you click the “Edit” button, the Edit Employment screen will open.

After you update your information in the Edit Employment screen, make sure to check the box stating, “The information for the Employment Status is up to date”.

Click [Save](#).



The screenshot shows the 'Edit Employment' form. At the top, it says 'Enter the last date this employment status applied to you as your End Date.' Below this are three fields: 'Employment Status' (a dropdown menu), 'Start Date' (a date field with '2021-07-01' and a calendar icon), and 'End Date' (a date field with 'YYYY-MM-DD' and a calendar icon). An orange arrow points to the 'Start Date' field. Below these fields is a checkbox with an orange star icon and the text 'The information for this Employment Status is up to date.' Below the checkbox is a red error message: 'Existing employment details must either have an end date or be flagged as containing up to date information.' At the bottom right are two buttons: 'Cancel' and 'Save'. An orange arrow points to the 'Save' button.

**Edit Employment**

Enter the last date this employment status applied to you as your End Date.

Employment Status \*

Start Date \* 2021-07-01

End Date \* YYYY-MM-DD

☐ The information for this Employment Status is up to date.

Existing employment details must either have an end date or be flagged as containing up to date information.

Cancel Save

You need to ensure your employment records all show “Yes” in the Updated/Confirmed column, and you have a least one employment record without an End Date.

## Applicant's Statement

Read each statement select “I agree” or “I disagree”.

For each statement you select “I disagree”, a text box will appear for you to provide information.

Click [Next](#).

### Applicant's Statement

For each statement that you check "I Disagree", you must provide a written explanation.

#### My Consent

The information you give us is protected. Refer to the Privacy for more information about [Privacy](#) and disclosure. I acknowledge and understand that:

- ☒ By submitting this application to the College, I provide my consent to the College to collect, use and disclose my personal information as required for reasonable matters including fulfillment of statutory requirements.
- ☒ The College uses service providers to carry out its regulatory functions. By submitting this application to the College, I provide my consent for the disclosure of my personal information by the College to its service providers. This includes my consent for the purposes of the Personal Information Protection Act and the Personal Information Protection and Electronic Documents Act.

#### True and Correct Application

- ☒ I certify that the information given and made part of this application is true and correct in every aspect.

#### My Responsibilities

I will, as soon as reasonably possible, report the following to the Registrar:

- if another college makes a decision of unprofessional conduct about me
- if another governing body makes a decision that my conduct constitutes unprofessional conduct
- if there are any findings of professional negligence against me
- if I am charged with or convicted of a criminal offence
- if there is anything else that may have a negative impact on my fitness to practice dental assisting

☒ I agree   ☐ I disagree

I will notify the College of name, address and employment information changes.

☒ I agree   ☐ I disagree

I will 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 education, dental or denture labs) while holding Leave of Absence (non-practicing) status.

☒ I agree   ☐ I disagree

I will not return to practicing the profession or using the protected titles until my Practice Permit is reinstated.

☒ I agree   ☐ I disagree

I fully understand my responsibilities and that failure to comply with any or all of the above may result in cancellation or suspension of my Registration and/or Practice Permit, and subsequent notification pursuant to statutory requirements.

☒ I agree   ☐ I disagree

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## Terms and Conditions

Read the terms and conditions .

Read and check the acknowledgement statement stating you accept the terms and conditions.

Click [Next](#).

### Transfer Registered to Leave of Absence- Terms and Conditions

Please carefully review the following Terms and Conditions:

- You must pay the Assessment Fee. The Assessment Fee is non-refundable.
- We will assess your application and, within 10 business days, notify you by email of the result of our assessment.
- If we notify you that you meet the eligibility requirements for registration, you must return to your online application and pay the Leave of Absence Fee. The Leave of Absence Fee is non-refundable.
- You must meet all eligibility requirements in this application and make your application complete before your Practice Permit expires. If you do not complete all requirements, including payment of the Leave of Absence Fee, within that period your application will expire, and you will forfeit the Assessment Fee. If you begin a new application in the future, you must pay the Assessment Fee again.
- Our registration cycle begins December 1 and ends on November 30 of the following year.
- Fees are subject to change at any time.
- The official receipt of payment will only be issued in the name of the registrant.
- Our policies are subject to change without notice.

#### Acknowledgment

★ ☐ By submitting this request to the College, I accept the terms and conditions outlined above.

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## Assessment Fee Payment

Enter your information to submit your assessment fee payment. The fee is \$25.00 (plus GST)

Click [Process Payment](#).

### Assessment Fee Payment

The Fee is non-refundable. Fees are subject to change at any time.

#### Summary

	(\$ Amount)
Registration Change Assessment Fee	25.00
GST	1.25
<b>Total</b>	<b>26.25</b>

#### Credit Card Payment

Enter the required information in the following fields and click Process Payment to complete your payment. Your fees will be processed immediately and securely online.

Cardholder Name \*

Credit Card Number \*

Credit Card Type \*

Select... ▾

Expiration Date \*

January ▾

2022 ▾

Security Code (3 digits on back of card) \*

Process Payment

✓ Application to transfer from Registered to Leave of Absence (non-practicing) Submitted

Your application is now complete! It may take up to 10 business days for us to review your application.

After we assess your application, we will send you another email. That email will tell you the results of our assessment and what steps you need to take next.

Remember to watch for email from us!

### **Printing your Receipts**

To print your receipt, click on Invoices and Receipts in the menu.

Click on “Review” to open the receipt, then click on the print icon.

Have questions? Need help? Email [application@abrda.ca](mailto:application@abrda.ca) or call 780-486-2526.