

## Program Approval Committee Member Application

The Program Approval Committee supports our organization's responsibility for program approval by reviewing, recommending approval and monitoring dental assisting programs and courses.

Activities include, but are not limited to:

- reviewing and recommending updates to our dental assisting education principles, and program approval policies and procedures
- reviewing program and course approval applications
- reviewing program and course change applications
- recommending granting or removing approval status
- monitoring approved programs and courses

### ELIGIBILITY

To be eligible to be appointed to the Program Approval Committee, you must not currently be or have been within the most recent two years, an employee of an Alberta dental assisting program or any dental assisting program of a national organization whose dental assisting program is also delivered in Alberta.

### RESUME

Attach your resume to this application form. Your resume should include your work experience, formal education, and volunteer experiences.

### WHAT TO EXPECT WHEN YOU APPLY

1. The Governance Committee will review your application.
2. If the Program Approval Committee is a good fit with your background and knowledge, the Governance Committee will make a recommendation to Council about your appointment to the Program Approval Committee.
3. Council considers and makes appointments at their [regularly scheduled meetings](#).
4. We will let you know Council's decision.
5. We will destroy your resume as we no longer need the information.

Name

Registration Number (if applicable)

Email

Phone

I meet the eligibility requirements described above.

Yes

No

Jul. 4, 23

Please tell us why you are interested in joining the Program Approval Committee.

<b>WHAT I BRING TO THE TABLE</b> <i>Please rate yourself for each competency below.</i>	<i>I competently demonstrate</i>	<i>I have transferable knowledge /skills</i>	<i>This is new to me but I am willing to learn</i>
Understanding of the <i>Health Professions Act</i> and <i>Dental Assistants Profession Regulation</i> .			
Apply education principles and processes.			
Understanding of the differences in roles and responsibilities of the College, Alberta Advanced Education, the Commission on Dental Accreditation of Canada, and the dental assisting programs.			
Identify and manage risks within an organization.			
Knowledge of entry and advanced practices of dental assistants in Alberta.			
Apply critical thinking and evidence-informed inquiry.			
Knowledge of the College's Education Principles and Program Approval Policies and procedures.			
Ability to apply adult learning principles, teaching strategies, and instructional design in delivering education through classroom, online, or blended methods, while effectively evaluating programs.			
Maintain confidentiality.			
Apply characteristics and attributes of an effective leader.			
Apply effective interpersonal communication.			
Assess, influence, and effectively manage difficult situations and change.			

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Knowledge of a systems approach to guide development of effective adult education.			
Ability to elicit support and commitment from others to achieve a common goal.			
Ability to complete an analysis of instructional needs.			
Follow appropriate channels of communication and reporting.			
Apply evidence informed practice in curriculum design and development.			
Apply legislation and regulation and abide by pre-defined requirements.			
Establish and revise goals and priorities.			
Ability to evaluate teaching and learning outcomes.			

Other information I feel is important for you to know about my suitability for this committee: