



**College of Alberta  
Dental Assistants**

## **Registration Policy 013**

Cancellation of registration and practice permit

# REG-POL-013 Cancellation of registration and practice permit

**Legislative authority:** This policy is established under sections 3, 6, 9, 43, 44 and 45 of the *Health Professions Act*; sections 3 to 9 of the *Dental Assistants Profession Regulation*; section 7 of the *Health Professions Restricted Activity Regulation*; sections 3 to 9 of the *Fair Registration Practices Act*; and the *Labour Mobility Act*. It guides Council and the Registrar and Chief Executive Officer (or delegate) in ensuring that cancellation of registration and practice permits, whether voluntary or administrative, is conducted in accordance with legislation and consistent with the College's mandate to protect and serve the public interest.

## 1.0 Purpose

This policy establishes the governance framework for voluntary and administrative cancellation of registration and practice permits for regulated members of the College of Alberta Dental Assistants. It ensures that cancellations are administered transparently, objectively, impartially, and in accordance with legislative authority. This policy supports the College's legislative obligations under the *Health Professions Act* and reinforces accountability in maintaining accurate registers, ensuring only competent, qualified, and insured individuals hold active practice permits.

## 2.0 Scope

This policy governs all voluntary and administrative cancellations of registration and practice permits under the *Health Professions Act* and *Dental Assistants Profession Regulation*. It applies to Council, the Registrar and Chief Executive Officer (or delegate), the Registration Committee, and College staff responsible for registration administration and decision-making. It also applies to regulated members who:

1. submit a written request for voluntary cancellation of registration and practice permit;
2. are subject to cancellation under sections 2 or 4 of the *Health Professions Act*; or
3. are otherwise determined to no longer meet the requirements for active registration.

Following assessment under this policy, a decision may:

1. **approve voluntary cancellation** upon written request from the member; or
2. **approve administrative cancellation** due to non-compliance, ineligibility, or failure to renew; or
3. **refuse cancellation** where outstanding matters remain under investigation; or
4. **direct reinstatement** eligibility or next steps as outlined in REG-POL-005 Practice Permit Reinstatement.

## 3.0 Principles

The College applies the following principles to ensure cancellation of registration and practice permits is consistent, fair, and defensible:

1. **Public protection** is maintained by ensuring only competent, qualified, and compliant individuals hold active registration and practice permits.

2. **Legislative consistency** is upheld by aligning processes with the *Health Professions Act*, including sections 43 and 44, *Dental Assistants Profession Regulation*, *Health Professions Restricted Activity Regulation*, and *Fair Registration Practices Act*.
3. **Accountability** is maintained as Council sets policy and standards, and the Registrar and Chief Executive Officer (or delegate) applies them consistently and records decisions transparently.
4. **Transparency and fairness** are embedded throughout to ensure all cancellations are evidence-informed, objective, impartial, and procedurally fair.
5. **Strategic alignment** ensures cancellation practices support the College's Strategic Plan, reinforcing the College's mandate to protect and serve the public interest.
6. **Administrative accuracy** ensures timely updates to the register to maintain integrity and public confidence in the College's records.

## 4.0 Cancellation of registration and practice permits

Cancellation requirements are established under the *Health Professions Act* and *Dental Assistants Profession Regulation* and are administered by the Registrar and Chief Executive Officer (or delegate) in accordance with this policy. All decisions are evidence-informed, transparent, objective, impartial, and procedurally fair.

### 4.1 Voluntary cancellation

1. A regulated member may request voluntary cancellation of registration and practice permit by submitting the prescribed cancellation form to the College.
2. Cancellation takes effect on written confirmation from the Registrar and Chief Executive Officer (or delegate).
3. Regulated members under investigation or subject to a disciplinary process may not voluntarily cancel registration without approval from the Registrar and Chief Executive Officer (or delegate).

### 4.2 Administrative cancellation

1. The Registrar and Chief Executive Officer (or delegate) may administratively cancel a registration or practice permit when a regulated member fails to:
  - a. renew within legislated timelines;
  - b. maintain required insurance, competence, or good character; or
  - c. comply with a condition or restriction imposed by Council or the Registration Committee.
  - d. is confirmed deceased, in accordance with section 43(6) of the *Health Professions Act*.
2. Administrative cancellations are recorded on the College register and communicated to the member and employer in writing.

### 4.3 Decisions and communication

1. The Registrar and Chief Executive Officer (or delegate) issues all cancellation decisions in accordance with this policy and applicable legislation. Decisions are evidence-informed, transparent, objective, impartial, and procedurally fair in compliance with the *Fair Registration Practices Act*.
2. All decisions are communicated in writing with reasons and, where applicable, include information on review or appeal rights in accordance with REG-POL-008 Registration Decisions, Reviews and Timelines. Published

timelines for acknowledgment, completeness checks, and decisions apply as set out in the *Fair Registration Practices Act*, and all decisions must be transparent, objective, impartial, and procedurally fair.

3. The College maintains a record of all decisions to support accountability, transparency, and compliance reporting.

Operational procedures are outlined in REG-PRC-013 Cancellation of Registration and Practice Permit Procedure.

## 5.0 Expected outcomes

1. **Public protection** is maintained through transparent, objective, impartial, and procedurally fair cancellation practices.
2. **The College's registers** remain accurate, current, and compliant with legislative requirements.
3. **Cancellations** are conducted in a timely and consistent manner in compliance with the *Fair Registration Practices Act*.
4. **This policy supports the Strategic Plan** and fulfills the College's legislative obligations under the *Health Professions Act* and *Dental Assistants Profession Regulation*.

This policy is reviewed annually, or sooner if required by legislative, regulatory, or strategic change, by the Registrar and Chief Executive Officer (or delegate) to confirm continued alignment with legislation, Council policy, and evolving standards of regulatory practice.

## 6.0 Related legislation and references

### Legislation and regulation

*Health Professions Act*, sections 3, 6, 9, 43, 44 and 45

*Dental Assistants Profession Regulation* (Alberta Regulation 252/2005), sections 3 to 9

*Health Professions Restricted Activity Regulation* (Alberta Regulation 22/2023), section 7

*Fair Registration Practices Act*, sections 3 to 9

*Labour Mobility Act*

### College authority and governance

Bylaws of the College of Alberta Dental Assistants (2023), sections 3 and 11

Standards of Practice (2023) of the College of Alberta Dental Assistants, including Direction and Supervision requirements for restricted activities

Code of Ethics (2020) of the College of Alberta Dental Assistants

Strategic Plan (2025-30) Leading with Vision, Ensuring Public Trust

Governance Policy on Council and Registrar and Chief Executive Officer (or delegate) Relationship (2024)

Registration Committee Terms of Reference (2024)

## Related College policies

REG-POL-001 General Registration

REG-POL-004 Practice Permit Renewal

REG-POL-005 Practice Permit Reinstatement

REG-POL-008 Registration Decisions, Reviews and Timelines

REG-POL-009 Good Character, Reputation and Criminal Record Check

REG-POL-010 Professional Liability Insurance

REG-POL-011 Current Practice

REG-POL-012 English Language Proficiency

## 7.0 Definitions

1. **College of Alberta Dental Assistants:** the regulatory body established under the *Health Professions Act*, responsible for governing the practice of dental assisting in Alberta to protect and serve the public interest. For the purposes of policies, the term “College” refers to the College of Alberta Dental Assistants.
2. **Cancellation:** the termination of registration and practice permit, either voluntarily by the regulated member or administratively by the College under legislative authority.
3. **Voluntary cancellation:** termination of registration initiated by a regulated member who no longer intends to practice dental assisting in Alberta.
4. **Administrative cancellation:** termination of registration initiated by the College for non-compliance with legislative, regulatory, or policy requirements.

## 8.0 Document information

Policy type	Registration			
Policy owner	Registrar and Chief Executive Officer (or delegate) of the College of Alberta Dental Assistants			
Approved by	Council of the College of Alberta Dental Assistants			
Approval date	November 22, 2025			
Effective date	January 1, 2026			
Review schedule	Annually or sooner if required by legislative, regulatory, or strategic change.			
Approval history	Version	Date	Council Motion #	Summary of Revision
Related documents	REG-POL-001 General Registration REG-POL-004 Practice Permit Renewal REG-POL-005 Practice Permit Reinstatement REG-POL-008 Registration Decisions, Reviews and Timelines			

	<p>REG-POL-009 Good Character, Reputation and Criminal Record Check</p> <p>REG-POL-010 Professional Liability Insurance</p> <p>REG-POL-011 Current Practice</p> <p>REG-POL-012 English Language Proficiency</p> <p>Standards of Practice (2023)</p> <p>Code of Ethics (2020)</p> <p>Strategic Plan (2025-30) Leading with Vision, Ensuring Public Trust</p>
--	---