



**College of Alberta  
Dental Assistants**

# **Registration Policy 011**

Current practice

# REG-POL-011 Current practice

**Legislative authority:** This policy is established under sections 3, 6, 9, 43, and 45 of the *Health Professions Act*; sections 3 to 5 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 confirming that applicants and regulated members demonstrate current practice and competence consistent with legislative requirements and the College's mandate for public protection.

## 1.0 Purpose

This policy establishes the governance framework for assessing current practice for applicants and regulated members of the College of Alberta Dental Assistants. It ensures that recency of practice and competence are evaluated in accordance with legislation and are transparent, objective, impartial, and procedurally fair.

This policy supports the College's legislative obligation to confirm that individuals entering, renewing, or returning to practice are competent and capable of safe, effective professional practice. It reinforces the College's accountability for protecting the public and maintaining confidence in the dental assisting profession.

## 2.0 Scope

This policy governs all current practice assessments required 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 involved in registration, renewal, reinstatement, or re-entry assessment. It also applies to applicants and regulated members required to demonstrate current practice where:

1. there has been an absence from professional practice or education;
2. a practice permit has lapsed or been cancelled; or
3. significant time has passed since education or last practice.

Following assessment under this policy, the College, through the Registrar and Chief Executive Officer (or delegate), may:

1. **approve the application** upon confirmation of current practice, with or without limits, conditions, or supervision requirements; or
2. **defer a decision pending submission of additional evidence or completion of remediation activities** required to confirm competence; or
3. **refuse the application**, with written reasons and information on review or appeal rights provided in accordance with REG-POL-008 Registration Decisions, Reviews and Timelines, sections 33 and 34 of the *Health Professions Act*, and the *Fair Registration Practices Act*.

This policy operates in alignment with the foundational requirements described in REG-POL-001 General Registration.

## 3.0 Principles

The College applies the following principles to ensure assessment of current practice is consistent, fair, and defensible:

1. **Public protection** is maintained by ensuring only competent, qualified, and current practitioners are authorized to practice safely.
2. **Legislative consistency** is upheld by aligning requirements with the *Health Professions Act*, *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 assessments and decisions are objective, impartial, and procedurally fair.
5. **Strategic alignment** ensures current practice assessments support the College's Strategic Plan, reinforcing the College's mandate to protect and serve the public interest.
6. **Competence assurance** ensures decisions are evidence-informed, proportionate, and based on verified demonstration of recent professional activity or education.

## 4.0 Current practice requirements

Current practice 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 and reviews are evidence-informed, transparent, objective, impartial, and procedurally fair.

Applicants are responsible for any fees associated with verifying employment, obtaining course transcripts, or other documentation demonstrating currency or continuing competence. Documents not in English must be accompanied by certified translations at the applicant's expense.

### 4.1 Assessment of current practice

Applicants and regulated members must demonstrate current practice through evidence of recent professional activity, continuing competence, or education related to dental assisting. The criteria, evidence types, and timeframes for demonstrating currency are defined in College procedures approved by the Registrar and Chief Executive Officer (or delegate).

Any verification, refresher education, or evidence of recent practice submitted to meet continuing competence or currency requirements is at the applicant's expense. Where supporting documents are not in English, certified translations must be provided by the applicant.

### 4.2 Verification and review

The Registrar and Chief Executive Officer (or delegate) verifies all current practice documentation and determines whether the evidence meets the requirements established by Council. Where evidence is incomplete, inconsistent, or does not meet current standards, the Registrar and Chief Executive Officer (or delegate) may request additional information or refer the matter to the Registration Committee for review if necessary.

Decisions are made using a risk-based and proportionate approach that aligns with the College's public protection mandate and the *Fair Registration Practices Act*.

### 4.3 Decisions and communication

1. The Registrar and Chief Executive Officer (or delegate) issues current practice assessment 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-011 Current Practice Procedure.

## 5.0 Expected outcomes

1. **Public protection** is maintained through transparent, objective, impartial, and procedurally fair assessment of current practice and competence.
2. **Regulated members** demonstrate current knowledge, skill, and judgment necessary for safe and effective practice.
3. **Registration, renewal, and reinstatement** decisions are timely, consistent, and compliant 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, 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-013 Cancellation of Registration and Practice Permit

## 7.0 Definitions

- 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.
- Current practice:** recent, relevant professional practice or education that demonstrates maintenance of competence and capacity to safely perform restricted activities within the dental assisting profession.
- Currency of practice:** the ongoing demonstration of current knowledge, skill, and judgment required to engage in the practice of dental assisting safely and effectively.

## 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
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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 REG-POL-009 Good Character, Reputation and Criminal Record Check REG-POL-010 Professional Liability Insurance REG-POL-013 Cancellation of Registration and Practice Permit Standards of Practice (2023) Code of Ethics (2020) Strategic Plan (2025-30) Leading with Vision, Ensuring Public Trust			