



**College of Alberta
Dental Assistants**

Registration Policy 004

Practice permit renewal

REG-POL-004 Practice permit renewal

Legislative authority: This policy is established under sections 3, 6, 9, 38 and 43 of the *Health Professions Act*; sections 2 and 8 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 transparent, objective, impartial, and procedurally fair practice permit renewal decisions.

1.0 Purpose

This policy establishes the governance framework for annual practice permit renewal for regulated members of the College of Alberta Dental Assistants. It confirms that renewal decisions are made transparently, objectively, and in accordance with legislation. Renewal applies only to regulated members who continue to meet the College's competence, conduct, and ethical standards.

This policy ensures decisions remain within the College's statutory authority, comply with the *Fair Registration Practices Act*, and are defensible under the *Health Professions Act* and *Dental Assistants Profession Regulation*.

2.0 Scope

This policy governs all applications for annual practice permit renewal.

It applies to Council, the Registrar and Chief Executive Officer (or delegate), the Registration Committee, and College staff involved in renewal assessment and decision-making. It also applies to all regulated members who intend to practice in the upcoming registration cycle.

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

1. **approve the regulated member for renewal of a practice permit for the next registration cycle;** or
2. **defer a decision pending completion of identified renewal requirements;** or
3. **refuse renewal**, 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*; or
4. **suspend or cancel the practice permit** in accordance with the *Health Professions Act* and REG-POL-013 Cancellation of Registration and Practice Permit when renewal is not completed, or requirements are not met.

3.0 Principles

The College applies the following principles to ensure renewal decisions are consistent, fair, and defensible:

1. **Public protection** is achieved by confirming that regulated members continue to meet competence, conduct, and ethical standards and hold authorization to perform restricted activities only when safe to do so.

2. **Legislative consistency** ensures that renewal requirements are applied uniformly and align with the *Health Professions Act*, the *Health Professions Restricted Activity Regulation*, the *Dental Assistants Profession Regulation*, and the *Fair Registration Practices Act*.
3. **Accountability** is upheld 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** guide all renewal decisions, which are objective, impartial, and procedurally fair in accordance with the *Fair Registration Practices Act* and REG-POL-008 Registration Decisions, Reviews and Timelines.
5. **Strategic alignment** ensures renewal practices support the College's Strategic Plan and reinforce the College's mandate to protect the public interest.
6. **Timeliness** ensures decisions are made within published timelines so regulated members and employers can plan for safe, continuous care.

4.0 Registration

Practice permit renewal requirements are established under the *Dental Assistants Profession Regulation* and verified by the Registrar and Chief Executive Officer (or delegate); decisions are evidence-informed, transparent, objective, impartial, and procedurally fair in accordance with the *Fair Registration Practices Act*. Applicants must meet the foundational requirements set out in REG-POL-001 General Registration and any additional criteria specified in this policy.

An individual who meets the requirements must not engage in the practice of dental assisting or perform restricted activities until registration on the appropriate register is approved and a valid practice permit has been issued by the College in accordance with section 46 of the *Health Professions Act*.

4.1 Eligibility to renew

To be eligible to renew a practice permit for the next registration cycle, a regulated member must:

1. be a regulated member in good standing in the current cycle;
2. provide information required by the College for renewal, which may include current practice hours for competence program administration, in accordance with the *Health Professions Act* and REG-POL-011 Current Practice.
3. be compliant with Continuing Competence Program requirements for the current cycle and submit a Continuing Competence Program learning plan for the upcoming cycle in accordance with College policy;
4. provide a current declaration and any required evidence related to good character and reputation consistent with REG-POL-009;
5. provide evidence of professional liability insurance consistent with REG-POL-010;
6. complete any Council-approved annual learning or declaration requirements communicated for the renewal cycle (Council-approved annual learning refers to learning activities, courses, or professional development recognized by Council under the Continuing Competence Program Policy as meeting annual learning plan requirements.);
7. pay all required fees, levies, penalties, or costs owing to the College.

Failure to meet these requirements by the published deadline may result in non-renewal, suspension, or cancellation under REG-POL-013.

4.2 Renewal requirements and submission

A regulated member must submit a complete renewal application by the published deadline for the cycle, including:

1. completed renewal form with current personal, professional, insurance, and employment information;
2. confirmation of compliance with the Continuing Competence Program for the current cycle and learning plan for the next cycle;
3. evidence of professional liability insurance that meets College requirements;
4. required good character and reputation declarations and any supporting documents;
5. payment of the renewal fee and any other amounts owing.

Documentation must be accurate and complete. If information is incomplete or expires before the decision, the Registrar and Chief Executive Officer (or delegate) may require updated verification before renewal is approved.

Operational procedures are outlined in REG-PRC-004 Practice Permit Renewal Procedure.

4.3 Decisions, timelines, and communication

1. The Registrar and Chief Executive Officer (or delegate) issues all renewal decisions in accordance with this policy and applicable legislation.
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.

4.4 Non-renewal, suspension, and cancellation

When a regulated member does not submit a complete renewal by the deadline or does not meet renewal requirements, the Registrar and Chief Executive Officer (or delegate) may take action under the *Health Professions Act* and this policy suite, which may include suspension or cancellation of registration and the practice permit.

Where cancellation is required, REG-POL-013 Cancellation of Registration and Practice Permit applies.

A regulated member whose practice permit expires, is suspended, or is cancelled must not engage in the practice of dental assisting, perform restricted activities, or use protected titles or designations indicating registration with the College.

4.5 Authorization for restricted activities during the next cycle

1. Authorization to perform restricted activities in the next cycle is confirmed on renewal when the regulated member meets all requirements in this policy, the Standards of Practice, REG-POL-006 Entry Practice Authorization, and any applicable advanced authorizations under REG-POL-007.

5.0 Expected outcomes

1. **Public protection** is maintained as only qualified and competent regulated members hold an active practice permit for the next cycle.
2. **Renewal processes** are transparent, timely, and compliant with legislation.
3. **Regulated members understand** renewal requirements, timelines, and consequences of non-renewal.
4. **Renewal data** and trends are monitored and reported annually to Council to ensure accountability and continuous improvement of renewal practices.
5. **Strategic alignment** is maintained as renewal practices support the Strategic Plan and fulfill obligations under the *Fair Registration Practices Act*.

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, 38 and 43

Dental Assistants Profession Regulation (Alberta Regulation 252/2005), sections 2 and 8

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-002 Provisional Registration

REG-POL-006 Entry Practice Authorization

REG-POL-007 Advanced Practice Authorization

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

REG-POL-013 Cancellation of Registration and Practice Permit

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. **Continuing Competence Program:** The College’s program that supports lifelong learning and requires regulated members to maintain and enhance their competence to practice safely and effectively.
3. **Good standing:** The status of a regulated member who holds a current practice permit, has paid all required fees, and is not subject to suspension or disciplinary restriction.
4. **Practice permit renewal:** The process through which a regulated member applies to continue holding an active practice permit for the next registration cycle in accordance with section 43 of the *Health Professions Act*.
5. **Renewal cycle:** The annual period established by Council for registration and renewal under the *Dental Assistants Profession Regulation*.
6. **Restricted activity:** A procedure or service listed in the *Health Professions Restricted Activity Regulation* that a dental assistant may perform when authorized under the *Health Professions Act* and in compliance with Direction and Supervision requirements in the Standards of Practice.

8.0 Document information

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| 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 | | | |
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| Approval history | Version | Date | Council Motion # | Summary of Revision |
| Related documents | REG-POL-001 General Registration REG-POL-002 Provisional Registration REG-POL-006 Entry Practice Authorization | | | |

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| | <p>REG-POL-007 Advanced Practice Authorization</p> <p>REG-POL-008 Registration Decisions, Reviews and Timelines</p> <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>REG-POL-013 Cancellation of Registration and Practice Permit</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> |
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