



**College of Alberta
Dental Assistants**

Registration Policy 002

Provisional registration

REG-POL-002 Provisional registration

Legislative authority: This policy is established under sections 3, 6, and 9 of the *Health Professions Act*; section 6 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 provisional registration decisions.

1.0 Purpose

This policy establishes the governance framework for registration on the Provisional Register of the College of Alberta Dental Assistants. It confirms that decisions are transparent, objective, impartial, and made in accordance with legislation.

Provisional registration authorizes time-limited, supervised practice for individuals completing outstanding requirements for the General Register. Regulated members may provide services only within the limits and conditions set by the College, and performance of restricted activities must comply with supervision and competence requirements in the Standards of Practice.

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 the *Dental Assistants Profession Regulation*.

2.0 Scope

This policy governs all applications for registration on the Provisional Register with the College of Alberta Dental Assistants. It applies to Council, the Registrar and Chief Executive Officer (or delegate), the Registration Committee, and College staff involved in registration assessment and decision-making. It applies to individuals who seek time-limited, supervised registration while progressing to eligibility for the General Register.

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

1. **approve the applicant for registration on the Provisional Register** with stated limits, conditions, supervision, and timelines; or
2. **defer a decision pending completion of identified requirements**; or
3. **refuse registration on the Provisional Register**, 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. **redirect the applicant to another registration pathway**, such as REG-POL-001 General Registration, if eligibility requirements are met for that register.

3.0 Principles

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

1. **Public protection** is maintained through proportionate limits, conditions, and supervision that ensure safe care while applicants complete outstanding requirements.
2. **Legislative consistency** ensures requirements and conditions align with the *Health Professions Act, Dental Assistants Profession Regulation* and *Fair Registration Practices Act*.
3. **Accountability** is upheld as Council sets policy and standards; the Registrar and Chief Executive Officer (or delegate) applies them consistently and records decisions transparently.
4. **Strategic alignment** ensures practices support the Strategic Plan, reinforcing that provisional registration is temporary, proportionate, and not a substitute for meeting entry-to-practice standards.

4.0 Registration

Registration requirements for the Provisional Register are established under the *Dental Assistants Profession Regulation* and are verified by the Registrar and Chief Executive Officer (or delegate) before approval. Decisions regarding registration 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 Registration pathways

The College recognizes the following pathway to registration on the Provisional Register:

1. **Education and competence progression:** Applicants who have successfully completed, or substantially completed, a Council-approved dental assisting education program, or whose education and experience have been determined by the Registrar and Chief Executive Officer (or delegate) under section 5 of the *Dental Assistants Profession Regulation* to be substantially equivalent to the entry-to-practice competencies established by Council, and who have outstanding requirement(s) for the General Register that can be completed within a defined period while practicing under supervision.

4.2 Core eligibility requirements

To qualify for provisional registration, applicants must demonstrate:

1. a clear plan and feasible timeline to complete outstanding requirement(s) for the General Register, including applicants who have successfully completed the full clinical component of a Council-approved entry-to-practice assessment and are awaiting completion of the theory examination;
2. good character, reputation, and a criminal record check consistent with REG-POL-009;
3. professional liability insurance consistent with REG-POL-010;

4. current practice consistent with REG-POL-011;
5. English language proficiency where required under REG-POL-012; and
6. submission of any documentation and information requested by the Registrar and Chief Executive Officer (or delegate) to verify eligibility and to establish limits and conditions.

Operational procedures are outlined in REG-PRC-002 Provisional Registration Procedure.

4.3 Supervision and restricted activities

1. Provisional registrants may practice under limits and conditions set by the College and only while supervised. The Registrar and Chief Executive Officer (or delegate) determines supervision level considering risk, competence, setting and task complexity, practice setting, and assigned tasks.
2. Performance of restricted activities must comply with the *Health Professions Restricted Activity Regulation* and the Standards of Practice, including Direction and Supervision requirements, and any limits stated in the decision.

4.4 Decisions, timelines and communication

1. The Registrar and Chief Executive Officer (or delegate) issues written decisions that specify supervision level, limits and conditions, outstanding requirements, timelines, and reporting expectations.
2. Provisional registration is time-limited and expires on the date stated in the decision, on transfer to the General Register, on failure to meet a requirement by the stated deadline, or on cancellation or suspension.
3. Extensions may be granted only on written request supported by reasons and evidence of progress.
4. Transfer to the General Register occurs by application. When all requirements for the General Register are confirmed as met, the Registrar and Chief Executive Officer (or delegate) reviews the application and, if satisfied that the requirements are complete, approves registration under REG-POL-001 General Registration in accordance with the *Health Professions Act*.
5. 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.

5.0 Expected outcomes

1. **The public is assured** that provisional registrants practice safely under appropriate supervision and limits while progressing to full registration.
2. **Provisional registration** processes are transparent, timely, and compliant with legislation.
3. **Applicants understand** requirements, supervision expectations, timelines, and the pathway to the General Register.
4. **Renewal and registration data** for provisional registrants are monitored and reported annually to Council to ensure accountability and continuous improvement.
5. **Strategic alignment** is maintained as provisional registration supports the Strategic Plan.

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, and 9

Dental Assistants Profession Regulation (Alberta Regulation 252/2005), section 6

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-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. **Direct supervision:** the supervisor is present in the practice setting and available to intervene immediately.
3. **General supervision:** the supervisor is readily available for consultation and can attend if required.
4. **Provisional register:** a register established under section 6 of the *Dental Assistants Profession Regulation* for individuals authorized to engage in time-limited, supervised practice while completing requirements for the General Register.
5. **Provisional registrant:** an individual registered on the Provisional Register who may practice only under limits and conditions set by the College.
6. **Practice permit:** authorization issued by the College under section 43 of the *Health Professions Act* permitting a regulated member to engage in the practice of dental assisting and perform restricted activities subject to competence and supervision requirements.
7. **Supervisor:** a dentist, or a regulated member on the General Register who meets Standards of Practice requirements and any supervision criteria set by the College.
8. **Substantial equivalence:** a determination by the Registrar and Chief Executive Officer (or delegate) under section 5 of the *Dental Assistants Profession Regulation* that an applicant’s education and experience are equivalent to the entry-to-practice competencies established by Council.

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 | | | |
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| Approval history | Version | Date | Council Motion # | Summary of Revision |
| Related documents | REG-POL-001 General 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 Standards of Practice (2023) Code of Ethics (2020) Strategic Plan (2025-30) Leading with Vision, Ensuring Public Trust | | | |