



**College of Alberta
Dental Assistants**

College Connect

September 18, 2023

Introduction & Housekeeping

Presenters

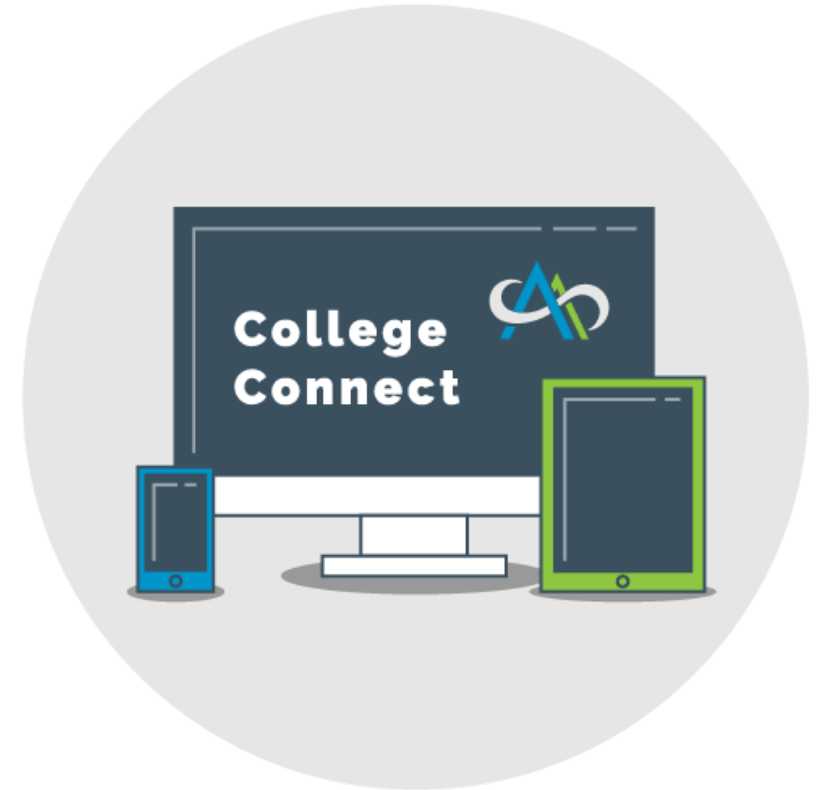
- **Luanne Menard**, Regulatory Compliance Advisor
- **April Slotsve**, Education and Practice Director
- **Jennifer Tewes**, Registrar

Housekeeping

- **connection issues** try reconnecting using same link
- use the **Questions feature** to submit questions live or to make comments
- length **60 minutes**
- session **recorded**

Content

- What's new at the College?
- What's the College working on?
- How can you contribute to the work of the College?
- What's involved in renewing your practice permit?



College Council

- 5 public members - Government
- 5 dental assistants - Merit based
- Work together to govern
- Focus on strategy



May Council Meeting

- Program Approval Committee appointment
- New Expense Policy
- Revised Governance Policies & Registration Policies
- Increased Treatment and Counselling Fund
- Monitored progress Strategic Plan
- Granted program approval status University of Alberta
- Rescinded program approval status NAIT
- Revised Standards of Practice (post mtg e-vote)

August Council Meeting

- Access to Evaluation and Innovation Fund
- 2024-2025 Council Calendar
- Audited Financial Statements Year Ended May 31, 2023
- 2022-2023 Annual Report



September Council Meeting

- Appointments to Program Approval Committee & Competence Committee
- Discussed trends
- Monitored progress of Strategic Plan
- Established terms for new Appeals Committee
- Call for Officer positions letters of intent
- Approved:
 - circulating amendments to Bylaws and SOP for comment
 - revisions to Governance Policies
 - Registrar Salary Scale
 - adjustment to Registrar salary & title
 - implementing new tools for registrar performance management

Council Learnings

- financial and governance
- NDAEB activities
- Council's role in strategic planning
- colonization in Canada
- registration and program approval functions
- Council's responsibility in registrar performance management



New Office Staff



- **Jasmine Chandi,**
*Regulatory Compliance
Advisor*
- **Nicole Stuckless,**
Administrative Assistant

**What questions do
you have for us?**



Topics

- CCP and Communications Reviews
 - Upcoming focus group dates
- Program Approval Committee
 - Members needed
- Practice Advice Questions
- Advice to the Profession



College Third Party Reviews

Continuing Competence Program and Communications

- review, assessment, analysis and research of the existing CCP and Communications program
- recommendations for improvement



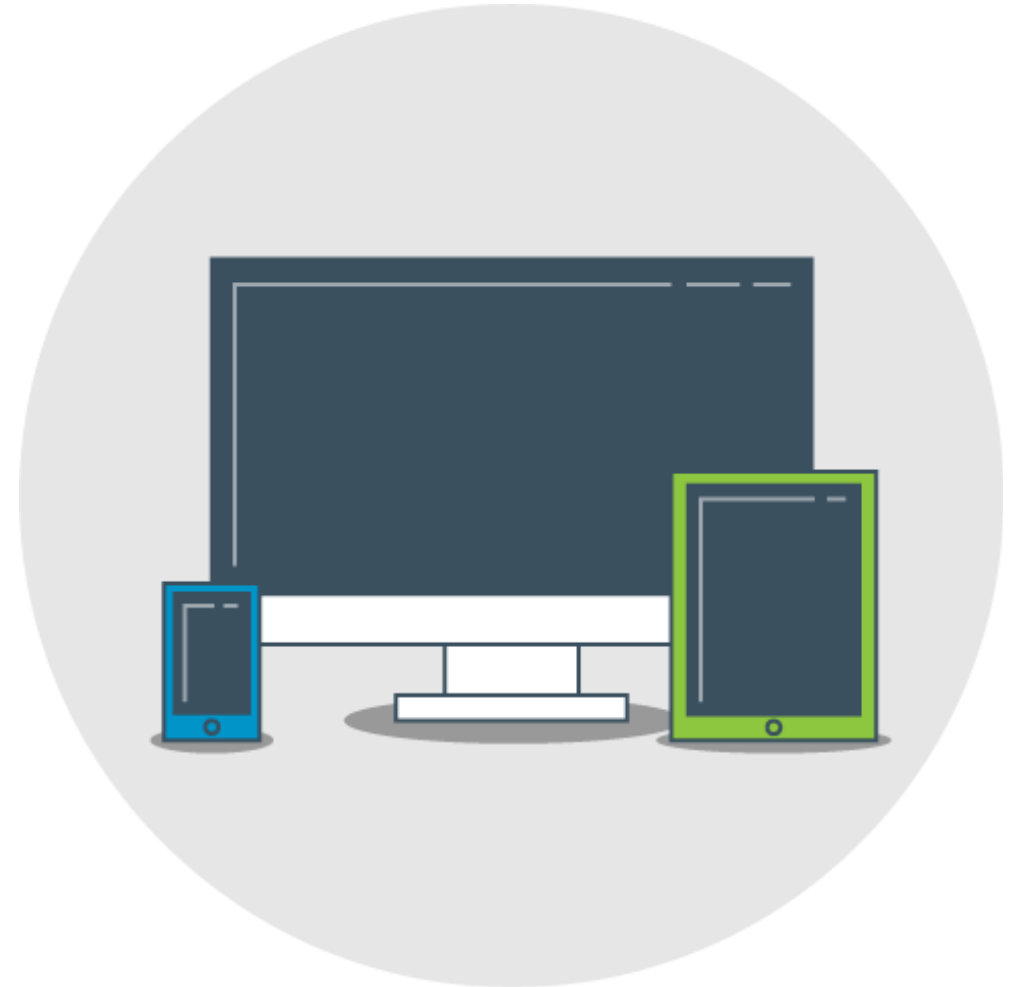
CCP In-person Focus Group

- Calgary - September 21
 - 6:30 - 9:00 PM
 - Acclaim Hotel Calgary Airport
123 Freeport Blvd NE
- Sign up now
 - <https://abrda.ca/front-page/help-improve-the-ccp/>



CCP Virtual Focus Groups

- 2 virtual focus groups coming up in October



Program Approval Committee

What does this committee do?

- review, recommend approval and monitor Alberta dental assisting programs and courses



Program Approval Members

Who are we looking for?



- background in education
- understanding of adult learning principles, program evaluation
- ability to evaluate teaching and learning outcomes

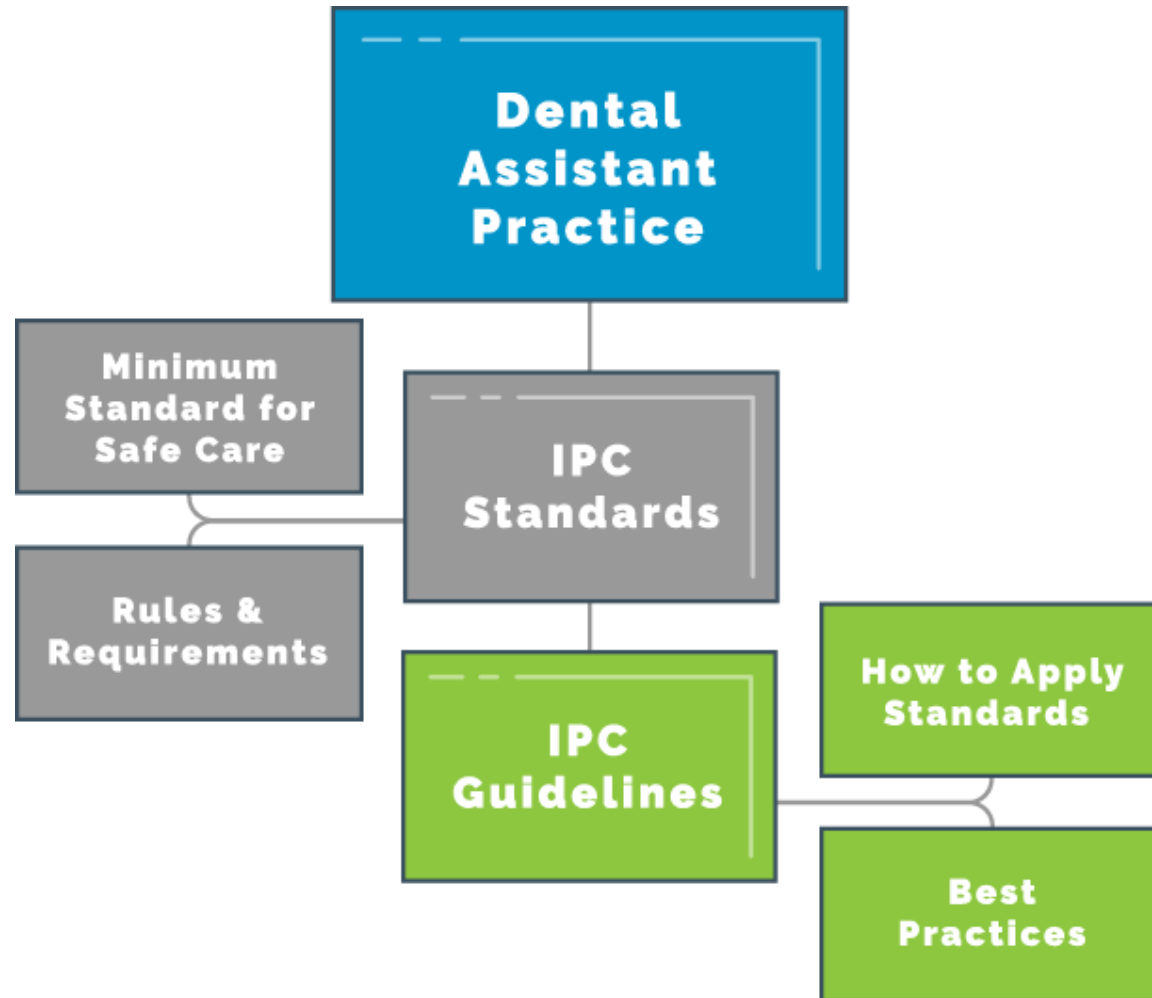
Practice Advice Questions

Cardiopulmonary Resuscitation & Basic Life Support

- What is best for my patient in an emergency?
- Can I help my coworker if they had a medical episode?



Practice Advice Questions



Advice to the Profession

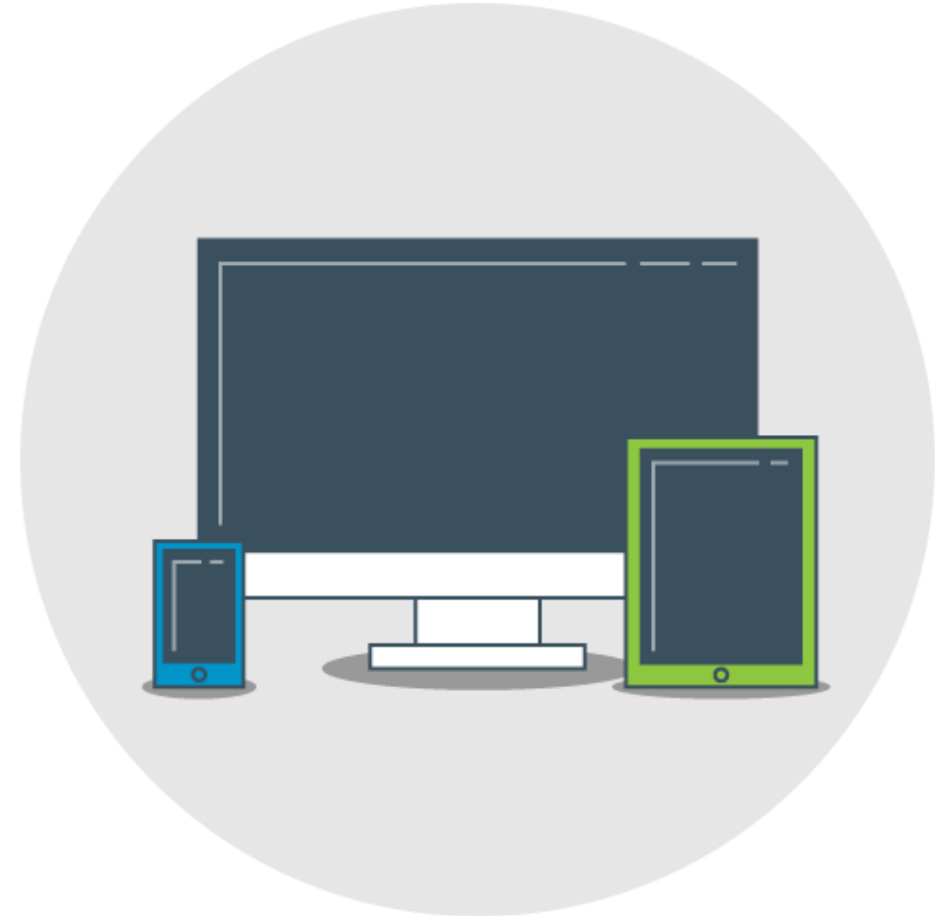
Articles about “hot topics” are covered in our Practice Resource section on the website - topics include:

- sedation
- changes to *Safety Code 30*
- infection prevention and control



Applicable Links

- [Advice to the Profession](#)
- [Annual Report](#)
- [CDSA Sedation Standards](#)
- [Focus Group](#)
- [Program Approval Committee](#)



**What questions do
you have for us?**



Annual Registration Renewal Season

- important dates
- step-by-step online permit renewal form
- overview of permit renewal requirements

Important Dates



Renewal opens in early October

Deadline: **November 30, 2023** - no extensions

Suspensions: December 1, 2023



Checklist

Preparing for Practice Permit Renewal

Before you complete your practice permit renewal form, follow this checklist:

PROFILE UPDATES

- Check that your name, email, mailing address and phone number in the CADA Portal are current; if you need to change your name, have verification ready to upload in the permit renewal form.

COMPETENCE REQUIREMENTS

- Complete your learning objectives for the current registration/plan year* - 2023 - and update your learning plans in the CADA Portal.
- Fulfill a minimum of 300 practice hours in a 3-year period (or equivalent - for example, recent education or refresher) and record your practice hours in the CADA Portal.
- Determine 2 proposed learning objectives for the upcoming registration/plan year** - 2024 - and record them in the CADA Portal.

PATIENT RELATIONS MODULE

- Complete the Patient Relations Module. It is a one-time requirement; if you haven't done it yet, or you're not sure, go to our [Professional Practice Learning Centre \(https://learningrda.ca/\)](https://learningrda.ca/).

PROFESSIONAL LIABILITY INSURANCE (PLI)

- Renew your PLI so you are covered for December 1, 2023, through November 30, 2024. Get your new insurance certificate ready to upload in the permit renewal form.

EMPLOYMENT INFORMATION UPDATES

- Check that your employment status and, if applicable, employer contact information, in the CADA Portal is current. Make sure you have at least one employment record without an end date.

FEE AND PAYMENT

- The permit renewal fee is \$225.00. Have a credit card ready to pay the fee in the permit renewal form.

WHEN YOU'RE READY, COMPLETE THE ANNUAL PERMIT RENEWAL FORM

- Go to <https://abrda.ca/>, click on CADA Portal and log in, then choose Annual Renewal.

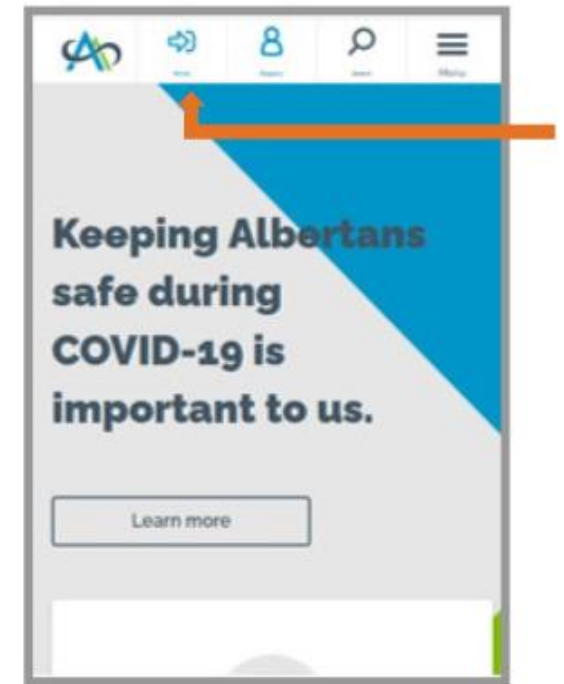
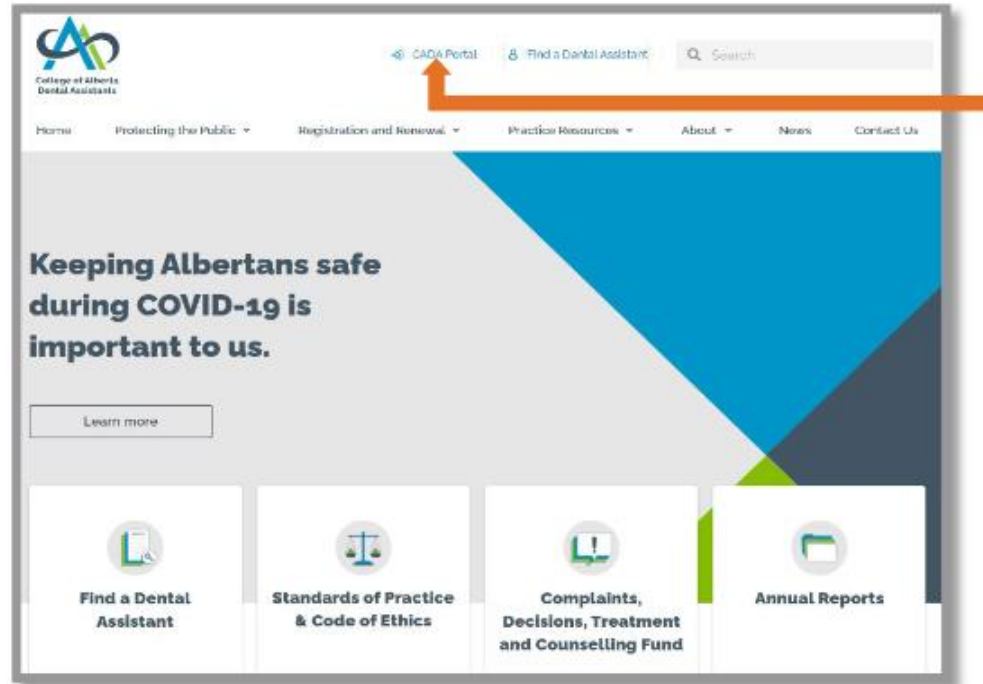
Get Ready!

Before you start your Permit Renewal Application, use this handy checklist to make sure you have everything you need!

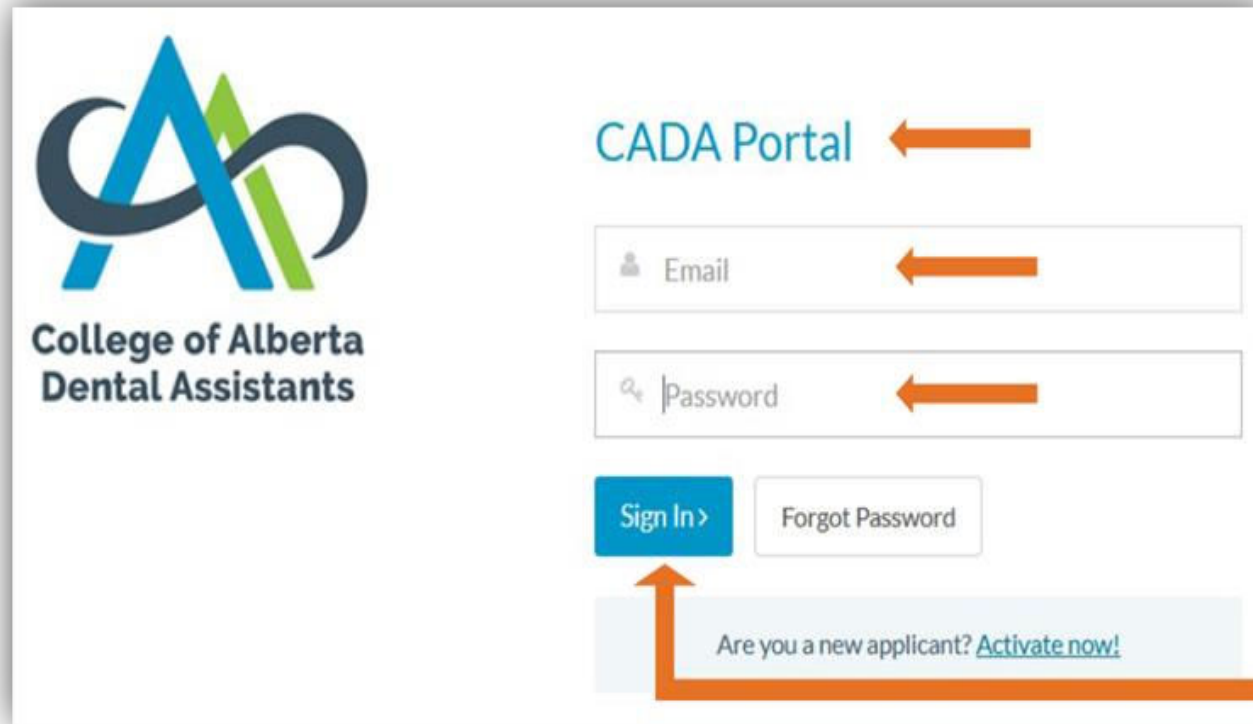
Practice Permit Renewal Step-by-Step

To get to the CADA Portal Login

1. go to our website
abrda.ca
2. click [CADA Portal](#)



CADA Portal Login



The screenshot shows the login interface for the College of Alberta Dental Assistants (CADA) Portal. On the left is the CADA logo, which consists of a stylized 'A' in blue and green, with a dark blue infinity symbol-like shape. Below the logo is the text "College of Alberta Dental Assistants". To the right of the logo is the text "CADA Portal" with an orange arrow pointing to it. Below this are two input fields: "Email" with a person icon and "Password" with a magnifying glass icon, both with orange arrows pointing to them. Below the input fields are two buttons: a blue "Sign In >" button and a white "Forgot Password" button. At the bottom, there is a light blue box containing the text "Are you a new applicant? [Activate now!](#)" with an orange arrow pointing from the link to the "Sign In >" button.

CADA Portal

Email

Password

Sign In > Forgot Password

Are you a new applicant? [Activate now!](#)

CADA Portal Homepage

The screenshot displays the CADA Portal Homepage. On the left is a blue navigation menu with the following items: Profile, Registration (with sub-items: Registration Details, Application History, Employment Status, Practice Permit), Continuing Competence (with sub-items: Self-assessment, Objectives & Learning Plans, Practice Hours, Audit), Annual Renewal, and Registration Change Request. The main content area is titled 'Welcome' and contains five cards. The first row includes 'My Learning Plans' (document icon), 'My Practice Permit' (download icon), and 'My Public Profile' (person icon). The second row includes 'My Renewal' (refresh icon) with a status indicator 'Available Now' and 'My CCP Audit' (checkmark icon) with a status indicator 'You Are Selected'. An orange arrow originates from the bottom right and points directly to the 'My Renewal' card.

Click on
“My Renewal”

Step 1 - Renew Practice Permit

Practice Permit Renewal Application

1 Renew Practice Permit

Step 1 of 12

If you will be practicing as a dental assistant during the upcoming registration year (December 1 through November 30), submit this application to renew your Practice Permit.

If you won't be practicing during the upcoming renewal year, you may choose to submit a [Registration Change Request](#).

- ★ I want to renew my current Practice Permit for: General Register

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Step 2 - Deadline, Fee and Privacy Information

Practice Permit Renewal Application

2 Deadline, Fee and Privacy Information


Step 2 of 12

Your Practice Permit renewal deadline is November 30.

Your Practice Permit Renewal Fee is \$225.00.

We collect, use and disclose your personal information as required for reasonable matters including fulfillment of statutory requirements. We also protect the information we collect. [Learn more here](#) about what information we collect and how we use, disclose and protect it.

I Acknowledge and Understand that:

 I provide my consent to the College to collect, use and disclose my personal information as required for reasonable matters including fulfillment of statutory requirements.

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Step 3 – Profile Updates

Keep your contact
information current.

It is part of our
Standards of Practice.

Practice Permit Renewal Application

3 Profile Step 3 of 12

Please review the information on this page, and update it if needed, to ensure that all your information is current.

Name

Date of Birth*

Mailing Address

Address Line 1*

Address Line 2

City*

Country*

Province

Primary Phone*

Alternate Phone

Email Address*

This will become your new login when changed.

Step 4 - Current Year Continuing Competence

Practice Permit Renewal Application

4 Current Year Competence Requirements

Step 4 of 12

You must participate in the Continuing Competence Program (CCP) every registration year, in whole or in part, that you hold a valid practice permit. Participation in the CCP includes:

- completing a self-assessment
- creating a learning plan with a minimum of two learning objectives
- recording completed learning activities with verification
- recording practice hours or equivalency with verification.

I fully understand the Continuing Competence Program (CCP) requirements and I have completed the CCP requirements for the current registration year. I understand that failure to comply with any or all CCP requirements may result in cancellation or suspension of my Registration and/or Practice Permit, and subsequent notification pursuant to statutory requirements.

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Get Help

The screenshot displays the website for the College of Alberta Dental Assistants. At the top left is the logo, which consists of a stylized 'A' and 'D' in blue and green, with the text 'College of Alberta Dental Assistants' below it. To the right of the logo are two navigation links: 'CADA Portal' with a double arrow icon and 'Find a Dental Assistant' with a person icon. A large orange arrow points down from the 'Find a Dental Assistant' link. Below the navigation links is a horizontal menu with four items: 'Home', 'Protecting the Public' (with a small icon), 'Registration and Renewal' (with a small icon), and 'Practice Resources' (with a small icon). The main content area is divided into three columns. The first column is titled 'STANDARDS OF PRACTICE' and contains 'CODE OF ETHICS' and 'CONTINUING COMPETENCE'. The second column is titled 'LEGISLATION, REGULATION & RESOURCES' and contains 'GUIDELINES AND FAQS'. The third column is titled 'ADVICE TO THE PROFESSION' and contains 'INFECTION PREVENTION AND CONTROL'. Under 'CONTINUING COMPETENCE', there is a list of links: 'Competence Program Manual', 'Competency Profile', 'Self-Assessment', 'CCP Requirements', 'CCP Audit', 'CCP Forms & Resources', 'CCP FAQs', and 'CCP Workshops'. Two orange arrows point to the left towards the 'CONTINUING COMPETENCE' section and its list of links.

College of Alberta Dental Assistants

[CADA Portal](#) | [Find a Dental Assistant](#)

[Home](#) | [Protecting the Public](#) | [Registration and Renewal](#) | [Practice Resources](#)

STANDARDS OF PRACTICE	LEGISLATION, REGULATION & RESOURCES	ADVICE TO THE PROFESSION
CODE OF ETHICS		
CONTINUING COMPETENCE	GUIDELINES AND FAQS	INFECTION PREVENTION AND CONTROL
Competence Program Manual	Practice FAQs	Needlestick Info
Competency Profile	Social Media Use Guide	
Self-Assessment	Therapeutic Relationships and Professional Boundaries Guide	
CCP Requirements		
CCP Audit		
CCP Forms & Resources		
CCP FAQs		
CCP Workshops		

Current Practice

Regulated members must show proof of current practice.

What if I haven't worked 300 hours? How else can I show my practice is current?

- graduate of a dental assisting program less than 3 years ago
- Clinical Refresher Course less than 3 years ago
- other current practice rights as a dental assistant
- other qualifications that show practice is current (substantial equivalence)

Step 5 - Learning Objectives for Next Year

Record 2 **Proposed**
Learning Plans for 2024.

Choose **Proposed** for the
Status.

Practice Permit Renewal Application

5 Learning Plans for Next Year Step 5 of 12

You must record at least 2 proposed Learning Plans that you intend to complete in Plan Year 2023.

You must choose "Proposed" for the Status.

Plan Year	Competency No.	Learning Objective	Status	Completion Date
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[+ Add CCP Objective](#) ←

★ You have not yet met this requirement.

Record your proposed Learning Plans by clicking the "+Add CCP Objective" button above.

Need help? [Review our Learning Records - How to Guide.](#)

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Step 6 - Patient Relations Module

Practice Permit Renewal Application

6 Patient Relations Module Requirement

Step 6 of 12

Before renewing your Practice Permit you must complete the Patient Relations Module.

The Module is a one-time requirement. It doesn't matter when you completed the Module, as long as you've done it.

If you haven't completed it yet, you must do so before you can continue with this renewal application. You'll find the Patient Relations Module in our [Professional Practice Learning Centre](#).

Not sure if you've completed the module, go to our [Professional Practice Learning Centre](#) Open the Patient Relations module and go to Unit 5: Final Module Exam/Certificate. If you've successfully completed it, a Certificate of Completion will be available to you.

I have completed the Patient Relations Module. I fully understand that failure to comply may result in cancellation or suspension of my Registration and/or Practice Permit, and subsequent notification pursuant to statutory requirements

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The *Health Professions Act* requires that you complete education to recognize and prevent sexual abuse of and sexual misconduct toward patients.

Step 7 - Employment Information

Make sure to

1. review
 2. update/confirm
- each of your employment records.

Practice Permit Renewal Application

7 Employment Information Step 7 of 12



You must review and update/confirm each of your employment records. Follow these steps:


1. Click Edit.
2. Enter missing information, if applicable.
3. Update incorrect information, if applicable.
4. Check "The information for this Employment Status is up to date."
5. Click Save.
6. Repeat these steps for each employment record shown below.

If you have a current employer or employment status that isn't shown below, click the + Add Employment button to add a record.

You can proceed to the next step when:

- your employment records all show "Yes" in the Updated column, and
- you have at least one employment record without an End Date

Employer	Status	Updated/Confirmed	
N/A	Caring for Family	Yes	 ←
abc	Employed in dental field	Yes	

 ←

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Step 8 - Professional Liability Insurance

Enter your Professional Liability Insurance (PLI) information.

Upload a copy of your PLI certificate.

8 Professional Liability Insurance Step 8 of 12

You must provide your professional liability insurance (PLI) information and a copy of your PLI certificate.

The PLI must be your own for the profession of dental assisting and meet the following criteria:

- name of the insured must be the same as the name of the person applying for registration/renewal;
- coverage is written on an occurrence form;
- insured for a minimum of at least two-million dollars (\$2,000,000.00) per occurrence; and,
- annual aggregate limit is at least three million dollars (\$3,000,000.00).

Enter your PLI information

Name of Broker *

Broker Phone Number *

Master Policy Number *

Policy Period Start Date *

Policy Period End Date *

I hold professional liability insurance in the type and amount required by the College, and I will notify the College within 15 (fifteen) calendar days in writing of any changes to my PLI coverage.

- include a copy of your PLI certificate.

0 files uploaded.

Please upload your PLI supporting document.

Step 9 - My Responsibilities

- Read each statement carefully.
- Select “I agree” or “I disagree.”
- When you select “I disagree,” a text box will appear for you to provide information.


Practice Permit Renewal Application

9 Applicant's Statement - My Responsibilities Step 9 of 12


I have complied with these Reporting Requirements:

I will, as soon as reasonably possible, report the following to the Registrar:


- if another college makes a decision of unprofessional conduct about me
- if another governing body makes a decision that my conduct constitutes unprofessional conduct
- if there are any findings of professional negligence against me
- if I am charged with or convicted of a criminal offence
- if there is anything else that may have a negative impact on my fitness to practice dental assisting

I agree I disagree 


I will notify the College of name, address and employment information changes.

I agree I disagree 


I will practice in accordance with the Health Professions Act, Dental Assistants Profession Regulation, Standards of Practice and Code of Ethics.

I agree I disagree 


I will perform only those practices and Restricted Activities I am authorized for and I am competent in after proper education, training and experience.

I agree I disagree 

I will meet annual renewal requirements by the renewal deadline.

I agree I disagree 

I fully understand my responsibilities and that failure to comply with any or all of the above may result in cancellation or suspension of my Registration and/or Practice Permit, and subsequent notification pursuant to statutory requirements.

I agree I disagree 

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Step 10 – True and Correct Application

You are declaring that the information in your application is true and correct.

Practice Permit Renewal Application

10 Applicant's Statement - True and Correct Application Step 10 of 12

★ I certify that the information given and made part of this application is true and correct in every aspect.

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Step 11 - Terms and Conditions

You are accepting the terms and conditions.

Practice Permit Renewal Application

11 Terms and Conditions

Step 11 of 12

- The registration cycle begins December 1 and ends on November 30 of the following year.
- Once your application is approved, fees are non-refundable.
- If you don't renew before December 1, you won't be authorized to practice as a dental assistant and your registration will be suspended.
- Fees are subject to change at any time.
- The official receipt of payment will only be issued in the name of the registrant.

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Accept >

Step 12 - Fee and Payment

Practice Permit Renewal Application

12 Fee and Payment Information Step 12 of 12

Summary

	(\$) Amount
Practice Permit Renewal Fee	225.00
Total	225.00

Credit Card Payment

Enter the required information in the following fields and click Process Payment to complete your payment. Your fees will be processed immediately and securely online.

Cardholder Name *

Credit Card Number *

Credit Card Type *

Expiration Date *

Security Code (3 digits on back of card) *

[Process Payment](#)

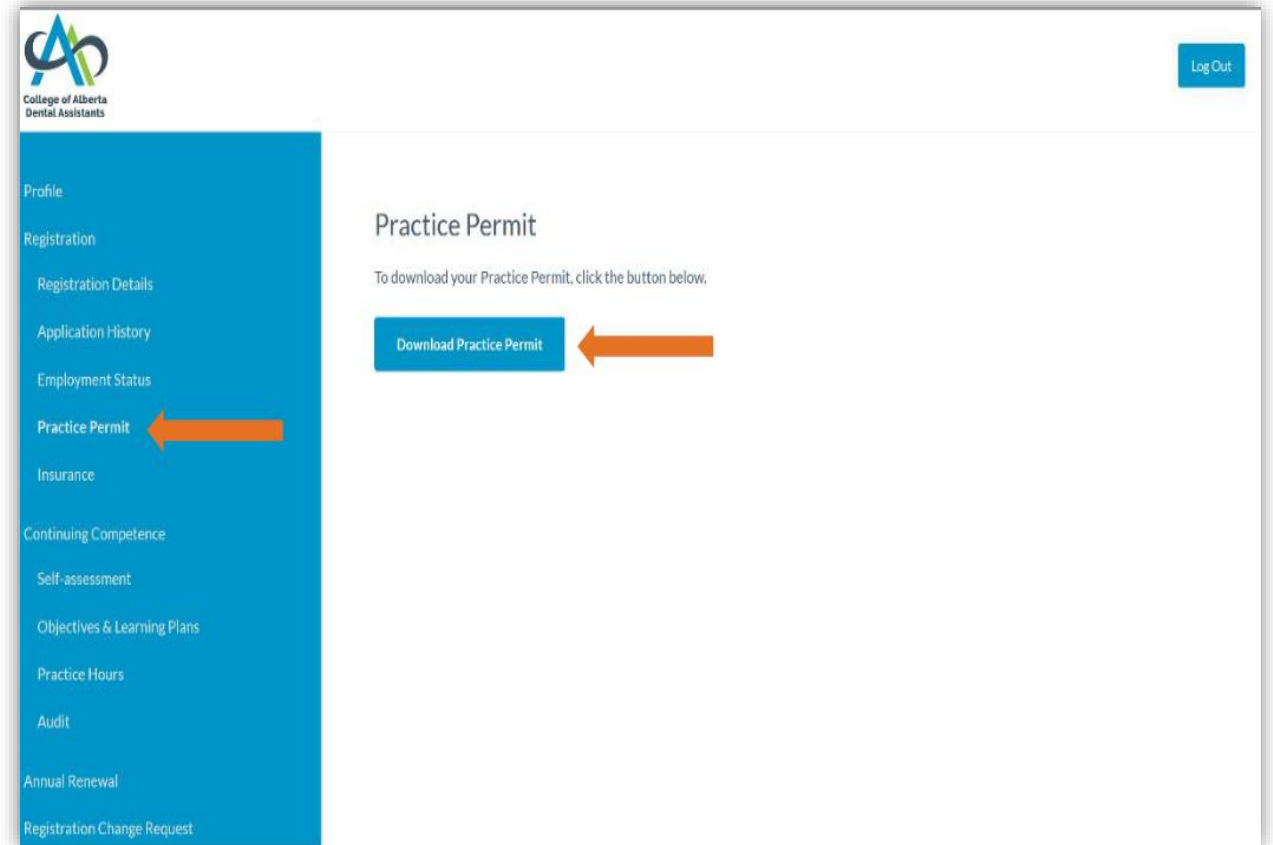
✓ Your application is approved

Congratulations, we've approved your Practice Permit Renewal renewal.

You can access your updated Practice Permit in the Registration menu to the left.

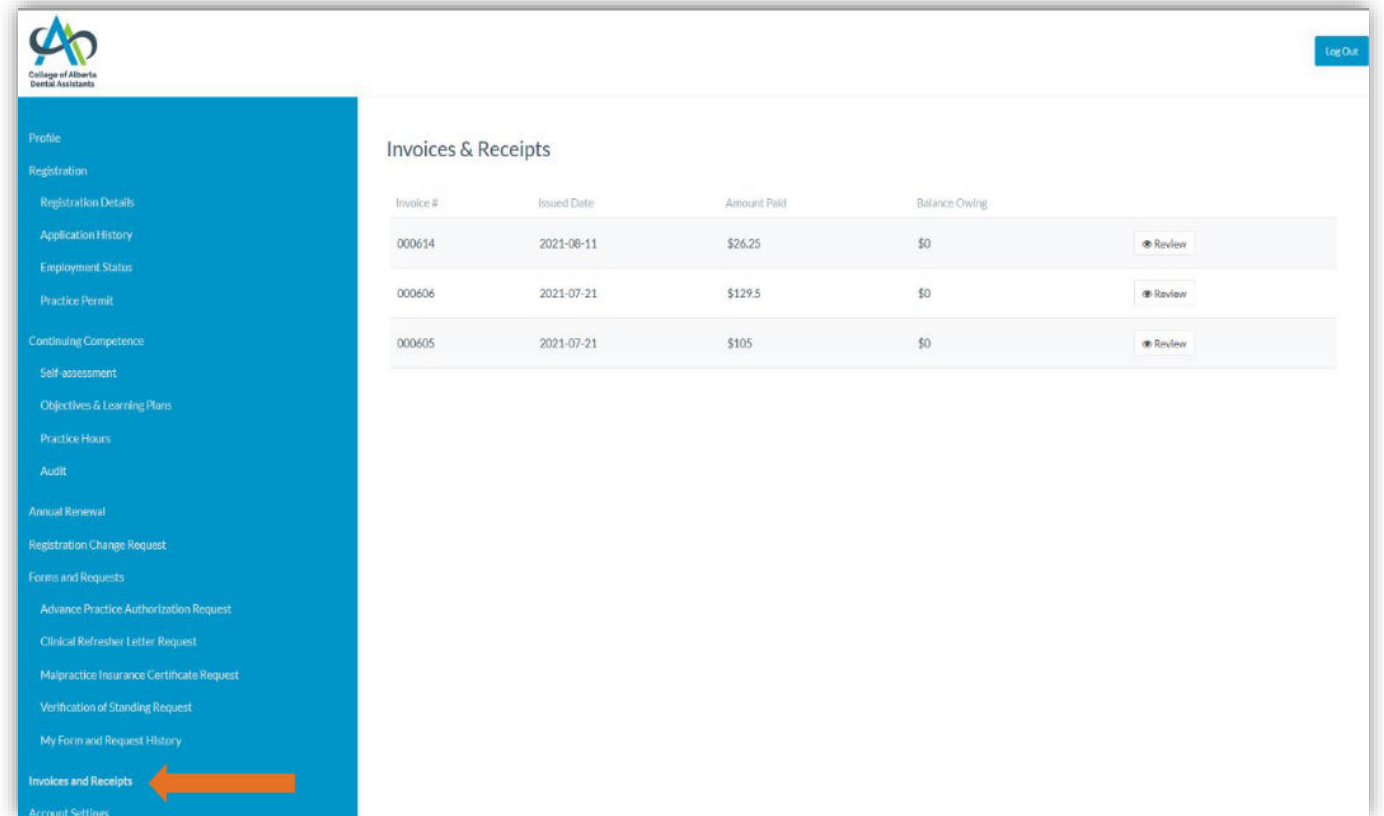
Printing Your Practice Permit

1. click on Practice Permit on the main menu in your CADA Portal
2. click Download Practice Permit
3. send it to your printer



Printing Your Receipt

1. click on Invoices and Receipts in the menu
2. click on "Review" to open the receipt
3. click on the print icon



The screenshot displays the user interface of the College of Alberta Dental Assistants. On the left is a blue sidebar menu with various options. The 'Invoices and Receipts' option is highlighted with an orange arrow. The main content area is titled 'Invoices & Receipts' and contains a table with the following data:

Invoice #	Issued Date	Amount Paid	Balance Owning	
000614	2021-08-11	\$26.25	\$0	Review
000606	2021-07-21	\$129.5	\$0	Review
000605	2021-07-21	\$105	\$0	Review



**College of Alberta
Dental Assistants**

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Regulatory Compliance Team

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**What questions do
you have for us?**





**College of Alberta
Dental Assistants**

Thank you for attending

Next College Connect – November 15, 2023