

# 2024 Checklist

## Preparing for Practice Permit Renewal



### PROFESSIONAL LIABILITY INSURANCE (PLI)

- Renew your professional liability insurance so you are covered from December 1, 2024, to December 1, 2025. Have a copy of your **Dec 1, 2024-Dec 1, 2025 PLI Certificate ready to upload** in your renewal form. **Do not upload** your insurance receipt, confirmation email, policy, or last year's (2023-24) PLI Certificate – we don't accept them.

Common providers of PLI for dental assistants include [Prolink](#) and the [Association of Alberta Dental Assistants](#).

### PATIENT RELATIONS MODULE

- Complete the Patient Relations Module. 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/>).

### COMPETENCE REQUIREMENTS

- Complete at least 2 learning objectives for the current Plan Year\* - 2024 - and record details in the CADA Portal.
- Fulfill at least 300 practice hours in a 3-year period (or equivalent, for example: recent education or refresher). Record your practice hours and upload verification in the CADA Portal. Use our [Practice Hours Verification Form](#) or provide a copy of payroll records that show *your name, employer name and practice hours* (redact other personal information).
- ASSESS your practice and propose 2 learning objectives for the upcoming Plan Year\* - 2025 - and record them in the CADA Portal.

### 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.

### 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.

\* Plan Year 2024 = Dec. 1, 2023, through Nov. 30, 2024. Plan Year 2025 = Dec. 1, 2024, through Nov. 30, 2025.

*Have questions? Need help? Email [renewal@abrda.ca](mailto:renewal@abrda.ca) or call (780)486-2526*

Aug. 8, 24