

2025 Checklist

Preparing for Practice Permit Renewal



PROFESSIONAL LIABILITY INSURANCE (PLI)

- ☐ Renew your professional liability insurance. Have a copy of your **Dec 1, 2025–Dec 1, 2026**, PLI Certificate ready to upload in your renewal form.

Do not upload these: your insurance receipt, confirmation email, policy, or last year's (2024–25) 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 LEARNING REQUIREMENT

If it's your first time renewing:

- ☐ Complete the Patient Relations **Module** in the [Professional Practice Learning Centre](#).

Every year after:

- ☐ Complete the Patient Relations **Refresher** in the [Professional Practice Learning Centre](#).

The full **Module** is a prerequisite to the **Refresher**. Not sure if you've completed the full **Module**? Log in to the [Learning Centre](#) to find out.

COMPETENCE REQUIREMENTS

- ☐ Complete at least 2 learning objectives for the current Plan Year* – **2025** – in the CADA Portal.
- ☐ Demonstrate current practice by uploading proof of at least **300 practice hours** in the CADA Portal. **What's eligible?** Employment or volunteer hours in the dental field within 3 years before the day you apply to renew. (For example, if you renew on November 15, 2025, you must provide proof of at least 300 hours between November 15, 2022, and November 15, 2025.) **What to upload?** Use the [Practice Hours Verification Form](#) or payroll records showing your name, employer, and hours worked. Black out any personal information like your SIN. **Not enough hours?** Other options include recent graduation or a refresher course.
- ☐ Propose 2 learning objectives for the upcoming Plan Year* – **2026** – 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 are 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 **2025** = Dec. 1, 2024, through Nov. 30, 2025. Plan Year **2026** = Dec. 1, 2025, through Nov. 30, 2026.

Have questions? Need help? Email renewal@abrda.ca or call (780)486-2526

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