



**College of Alberta
Dental Assistants**

Annual Renewal

Guide for Online Leave of Absence (non-practicing) Renewal

This guide will show you, step-by-step, how to submit your online Leave of Absence (non-practicing) renewal.

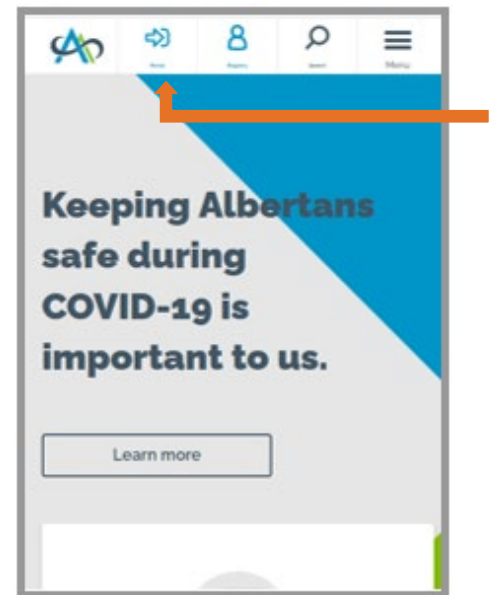
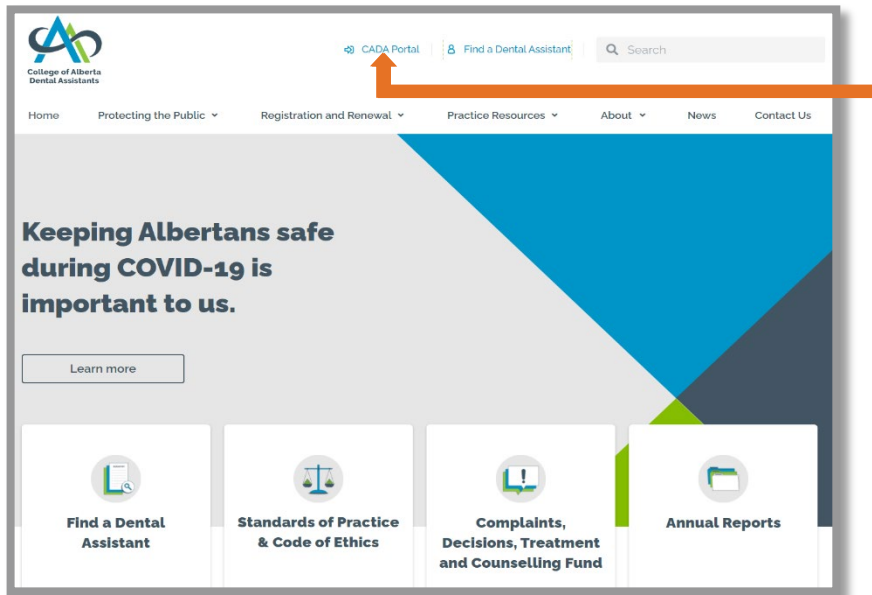
First Log In to the Portal

To begin, you need to log in to the Portal to access your Leave of Absence (non-practicing) Renewal Application form.

We start with the steps for getting logged in to the Portal. You can skip past the log in steps by [clicking here](#).

Logging in to the Portal

You need to go to our CADA Portal to login. To get there, go to our website abrda.ca and click [CADA Portal](#).



You will now be at the CADA Portal.

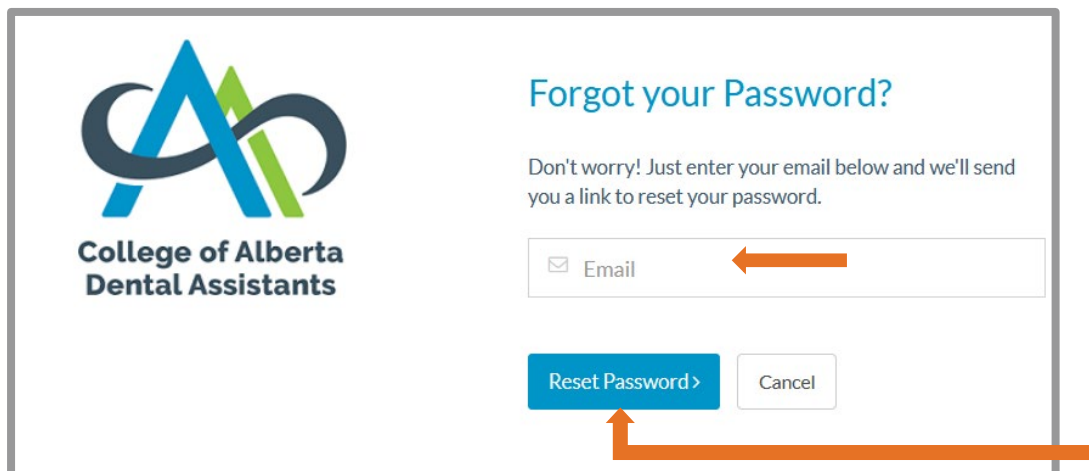
Enter the email address you have registered with the College (it is the email address you use to receive all CADA information).

Enter your password. Click [Sign In](#).

This screenshot shows the CADA Portal login form. The form includes the College of Alberta Dental Assistants logo, the 'CADA Portal' header, an 'Email' field, a 'Password' field, a 'Sign In' button, and a 'Forgot Password' link. Below the login fields, there is a link for new applicants: 'Are you a new applicant? [Activate now!](#)'. Orange arrows point to the 'CADA Portal' header, the 'Email' field, the 'Password' field, the 'Sign In' button, and the 'Activate now!' link.

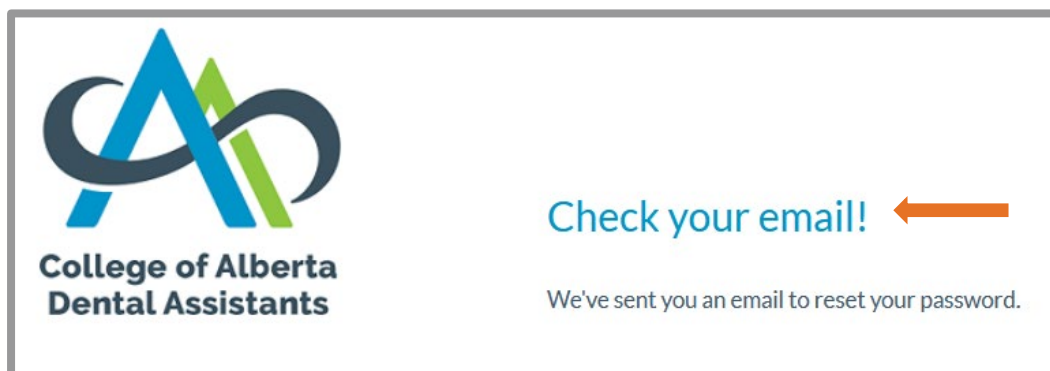
Forgot your password?

If you have forgotten your password, click the “Forgot Password” button and enter your email address; click “Reset Password” to receive the email with a link to reset your password.



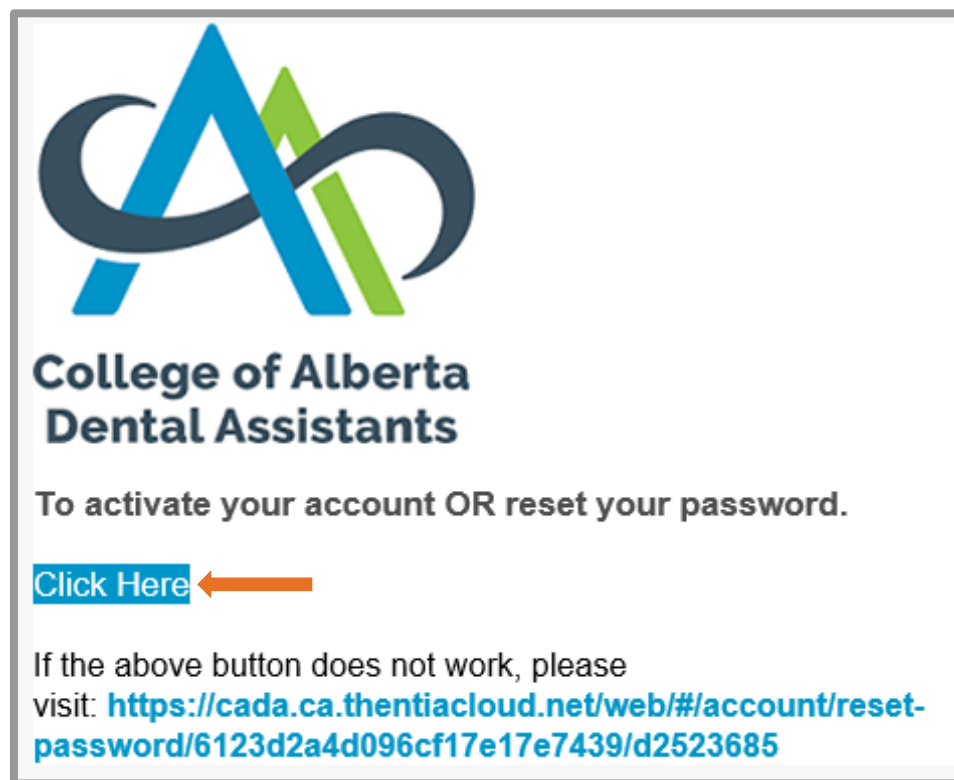
The screenshot shows a web form for password recovery. On the left is the College of Alberta Dental Assistants logo. The main heading is 'Forgot your Password?'. Below it is a message: 'Don't worry! Just enter your email below and we'll send you a link to reset your password.' There is a text input field with a placeholder 'Email' and an orange arrow pointing to it from the right. Below the input field are two buttons: a blue 'Reset Password >' button and a white 'Cancel' button. An orange arrow points from the bottom of the 'Reset Password >' button to the right, extending beyond the form's border.

Check your email for the link to reset your password.



The screenshot shows a confirmation page. On the left is the College of Alberta Dental Assistants logo. The main heading is 'Check your email!'. Below it is a message: 'We've sent you an email to reset your password.' An orange arrow points from the right towards the heading.

The email with the link to set your password will look like this. Click on [Click Here](#).



You will now be at the Reset Password screen.

You will need to create a password that is unique to you. It must be a “strong” password (not weak or good).

Make sure you enter the same password in the New Password field and in the Confirm New Password field.

Click on the [Submit](#) button.

A screenshot of the 'Reset Password' screen. At the top left is the College of Alberta Dental Assistants logo. At the top right is a 'Sign In' button. The main heading is 'Reset Password'. Below it, there are two input fields: 'New Password' and 'Confirm New Password'. Both fields have orange arrows pointing to them from the right. Below the 'New Password' field, there is a green box with the word 'Strong' and a paragraph of text: 'We'll only accept your password if the rating shows "Strong". Your password must be at least 8 characters, contain a minimum of one upper case letter, one number and one special character. If you've got those and it's still not "Strong", try adding more characters.' At the bottom left, there is a blue 'Submit' button with an orange arrow pointing to it from the right.A screenshot of the 'Reset Password' screen, similar to the previous one. It has the same logo, 'Sign In' button, and 'Reset Password' heading. The 'New Password' and 'Confirm New Password' fields are present with orange arrows pointing to them. The 'Strong' password requirement text is also there. At the bottom, there is a blue 'Submit' button with an orange arrow pointing to it from the right.

Now that you've successfully reset your password, you will be at the Security Questions screen.

IMPORTANT NOTES

- Each time you sign in you must answer one of your Security Questions. This is two-stage authentication.
- The answer fields below and when you sign in are **case sensitive**. The way you enter your answers here is how you must enter them each time you sign in.

Select three different security questions from the dropdown options and enter your answer for each question.

Click on the **Submit** button.

Two-Stage Authentication: Security Questions

To help protect the privacy of your account, please select three questions below and provide their corresponding answers.

Security Question 1 *
Select...

Answer *

Security Question 2 *
Select...

Answer *

Security Question 3 *
Select...

Answer *

Submit

Log Out

Two-Stage Authentication: Security Questions

To help protect the privacy of your account, please select three questions below and provide their corresponding answers.

Security Question 1 *
Select...

Answer *

Security Question 2 *
Select...

Answer *

Security Question 3 *
Select...

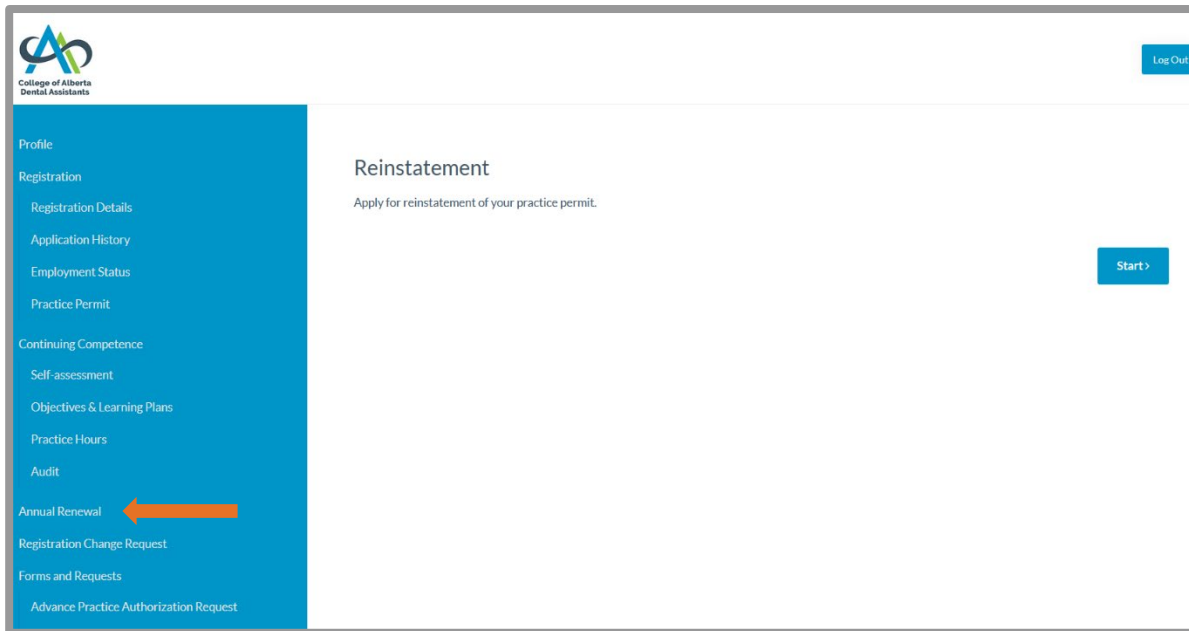
Answer *

Submit

Log Out

Next, Renew

Once you have logged in, your home page will look like this: Click on “Annual Renewal” to access your Leave of Absence (non-practicing) Renewal Application.



Step 1 – Renew Leave of Absence (non-practicing)

Check the statement “I want to renew my current Leave of Absence (non-practicing) status” to proceed with the renewal.

Click [Next](#).

A screenshot of the 'Leave of Absence Renewal Application' form, Step 1 of 8. The title 'Leave of Absence Renewal Application' is at the top. Below it, a progress bar shows '1 Renew Leave of Absence' and 'Step 1 of 8'. The main text explains that users can renew their Leave of Absence status for the upcoming registration year (December 1 through November 30). It provides links for 'Review this information' about Leave of Absence and reinstating a Practice Permit. At the bottom, there is a radio button selection: 'I want to renew my current Leave of Absence (non-practicing) status.' (selected, with an orange arrow pointing to it) and 'I want to reinstate my Practice Permit.' (unselected). A 'Next >' button is in the bottom right corner, with an orange arrow pointing to it.

Note: The steps in this guide take you through applying to renew your current Leave of Absence (non-practicing) status. If you will be returning to practice during the upcoming renewal year, click on [Registration Change Request](#) for information.

Step 2 – Deadline, Fee and Privacy Information

This page gives you information on the deadline, fees and privacy information.

Read the acknowledgement statement and check the box.

Click [Next](#).

Leave of Absence Renewal Application

2

Deadline, Fee and Privacy Information

Step 2 of 8

Your Leave of Absence renewal deadline is November 30.

Your Leave of Absence Renewal Fee is \$75.00.


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.

<Previous

Next>



Step 3 - Profile

This page has your contact information. You need to review it and make any updates to ensure your information is current.

All fields marked with * are required.

Click **Next.**

Leave of Absence Renewal Application


3

Profile

Step 3 of 8

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

Name

 Update

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.

< Previous

Next >

Step 4 – Employment Information

You need to review and update/confirm each of your employment records.

- If any of your employment records are no longer current, add an end date.
- Update/correct information in your current employment records. (Note that you can't edit some fields like Employer Name. If the practice you work at changed names, add a new employment record with the current information.)
- Add records as needed to show your current information.

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

Leave of Absence Renewal Application

4 Employment Information Step 4 of 8

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

Click the +Add Employment button below to tell us about your employment.

You have no current employment records. You must add your current employment record(s) to continue with your Renewal.

+ Add Employment

< Previous

Next >

Add Employment Status

Select the employment status that applies to your current situation.

Employment Status *

Select...

Start Date *

YYYY-MM-DD

☐ The information for this Employment Status is up to date.

✕ Cancel

✓ Create

Leave of Absence Renewal Application

4 Employment Information

Step 4 of 8



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	No	 ←
abc	Employed in dental field	No	

← 

◀ Previous

Next ▶

When you click the “Edit” button, the Edit Employment screen will open.

After you enter your information in the Edit Employment screen, make sure to check the box stating, “The information for the Employment Status is up to date”.

Click [Save](#).

Edit Employment

Enter the last date this employment status applied to you as your End Date.

Employment Status *

Caring for Family

Start Date *

2021-07-01

End Date *

YYYY-MM-DD

☐ The information for this Employment Status is up to date.

Existing employment details must either have an end date or be flagged as containing up to date information.

✕ Cancel

✓ Save

You need to ensure your employment records all show “Yes” in the Updated/Confirmed column, and you have at least one employment record without an End Date.

Click **Next**.

Leave of Absence Renewal Application

4

Employment Information

Step 4 of 8



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	
Test	Employed in dental field	Yes	 

+ Add Employment

< Previous

Next >



Step 5 – Applicant's Statement – My Responsibilities

Read each statement and select “I agree” or “I disagree”.

For each statement you select “I disagree”, a text box will appear for you to provide information.

Click [Next](#).

Leave of Absence Renewal Application

5

Applicant's Statement - My Responsibilities

Step 5 of 8

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 meet annual renewal requirements by the renewal deadline.

☐ I agree ☐ I disagree

I will not perform any professional services which are directly connected to the dental industry in Alberta and either require or benefit from a dental assisting background (e.g. dental assisting, dental hygiene, dental administration, health authorities, dental insurance, dental sales, dental education, dental or denture labs) while holding Leave of Absence (non-practicing) status.

☐ I agree ☐ I disagree

I understand that Leave of Absence with the College does not authorize me to perform any dental assisting practices or use the protected titles nor does it provide me with malpractice insurance.

☐ I agree ☐ I disagree

I will contact the College before I return to performing professional practices.

☐ I agree ☐ I disagree

I understand that I must fulfil the reinstatement requirements in place at the time I apply for reinstatement.

☐ I agree ☐ I disagree

I will not return to practicing the profession or using the protected titles until my Practice Permit is reinstated.

☐ 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

< Previous

Next >

Step 6 – Applicant's Statement – True and Correct Application

Read and check the acknowledgement statement certifying the information in the application is true and correct.

Click [Next](#).

Leave of Absence Renewal Application

6

Applicant's Statement – True and Correct Application

Step 6 of 8

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

< Previous

Next >



Step 7 – Terms and Conditions

Read the terms and conditions.

Click [Accept](#).

Leave of Absence Renewal Application

7

Terms and Conditions

Step 7 of 8

- 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, your registration and practice permit will be cancelled.
- Fees are subject to change at any time.
- The official receipt of payment will only be issued in the name of the registrant.

< Previous

Accept >



Step 8 – Fee and Payment Information

Enter your information to submit your fee payment. The fee is \$75.00.

Click [Process Payment](#).

Leave of Absence Renewal Application

8

Fee and Payment Information

Step 8 of 8

Summary

	(\$ Amount)
Leave of Absence Renewal Fee	75.00
Total	75.00

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 *

Select... ▾

Expiration Date *

January ▾

2022 ▾

Security Code (3 digits on back of card) *

Process Payment

Guide for Online Leave of Absence (non-practicing) Renewal

October 2022 – Page 15

Printing your Receipts

To print your receipt, click on Invoices and Receipts in the menu.

Click on “Review” to open the receipt, then click on the print icon.

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

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

An orange arrow points to the 'Review' button for the first invoice (000614).

Important Dates and Information

Our registration year goes from December 1 – November 30.

We will send you an email when you can access your Online Leave of Absence (non-practicing) Renewal Application form.

The renewal **deadline is November 30**. You must submit your Online Leave of Absence (non-practicing) Renewal Application by November 30.

If you don't renew by November 30, we will suspend your Registration on December 1. If we suspend your Registration and you have not reinstated it after 30 days, we will cancel your registration. At that point, you must apply for registration again before you can practice.