



**College of Alberta  
Dental Assistants**

# **Registration Policies**

# Contents

<b>Introduction .....</b>	<b>3</b>
<b>Registration.....</b>	<b>4</b>
RP1    Initial Application.....	4
RP2    Provisional Registration.....	6
RP2.1  Provisional Register to General Register Transfer .....	8
RP3    Courtesy Registration .....	9
RP4    Practice Permit Renewal .....	11
RP5    Practice Permit Reinstatement.....	13
RP6    Entry Practice Authorization.....	16
RP7    Advanced Practice Authorization .....	17
RP7.1  Authorization to Perform Nasopharyngeal Swabbing.....	20
<b>Non-Regulated Member Categories .....</b>	<b>22</b>
RP8    Honorary Membership – RESCINDED .....	22
RP9    Leave of Absence Membership.....	23
RP10   Student Membership.....	25
RP11   Membership Reviews .....	26
<b>Procedural, Administrative and Similar Registration and Membership Issues.....</b>	<b>28</b>
RP12   Reviews .....	28
RP12.1  Decisions and Timelines .....	30
<b>Good Character.....</b>	<b>32</b>
RP13   Good Character and Reputation.....	32
RP14   Criminal Record Check .....	35
<b>Cancellation.....</b>	<b>36</b>
RP15   Cancellation of Registration and Practice Permit.....	36
<b>Insurance.....</b>	<b>37</b>
RP16   Professional Liability Insurance.....	37

# Introduction

The College of Alberta Dental Assistants (“the College”) regulates the profession of dental assisting in the public interest as mandated in the *Health Professions Act* (“the Act”).<sup>1</sup>

The College administers the registration of dental assistants in accordance with the Act, the *Dental Assistants Profession Regulation* (“the Regulation”) and the *College Bylaws* (“the Bylaws”). These Registration Policies address criteria for the registration of individuals new to registration in Alberta, non-regulated member categories for individuals who intend to be registered in the immediate or near future and the reinstatement of previously registered individuals.

The Council, under the authority of the Act<sup>2</sup> and the Bylaws,<sup>3</sup> approves these Registration Policies. If there is any conflict, real or perceived, between these policies and the Act, the Regulation or the Bylaws, the legislation and bylaws take precedence. That is, the intent of these registration policies is to complement, yet be subordinate to the legislation and bylaws.

The Council, under the authority of the Act,<sup>4</sup> the Bylaws<sup>5</sup> and the Governance Policies,<sup>6</sup> appoints a registration committee to report and make recommendations to council regarding these policies and to make decisions regarding registration applications, and empowers the Registrar to implement these policies.<sup>7</sup>

To effectively support and guide the College as it administers the registration program these registration policies must evolve in response to changes in governing legislation and industry. To ensure currency each policy will be assigned a review schedule; updates will be approved and recorded accordingly. For clarity each individual policy will reflect its own approval history.

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<sup>1</sup> *Health Professions Act* (2000) (HPA) s.3

<sup>2</sup> HPA s.6

<sup>3</sup> Bylaws s.3(1)

<sup>4</sup> HPA s.9

<sup>5</sup> Bylaws s.11

<sup>6</sup> Governance Policies, Registration Committee Terms of Reference

<sup>7</sup> Governance Policies, Principles of Governance and Council/Registrar Relationship

# Registration

## RP1 Initial Application

Policy Type: Registration	Policy Number: RP1
Approval Date: September 17, 2016	Scheduled Review: April
Revised Date(s):	

## Policy Statement

The College regulates the profession of dental assisting in a manner that protects and serves the public interest. The College provides direction to and regulates the practice of regulated members. Therefore the College only authorizes regulated members to perform dental assisting services directly to the public including non-restricted activities. Individuals who meet the requirements for registration and intend to provide dental assisting services directly to the public must apply for and obtain registration with the College prior to practicing as a regulated member.

Registration requirements<sup>8</sup> address the entry-to-practice education, training and experience required to provide competent and safe care to patients and comply with applicable Canadian labour mobility agreements.

## Indicators

- (1) Applicants must ensure sufficient time to complete all registration requirements and be registered by the College prior to practicing as a dental assistant.
- (2) Applicants for registration must:
  - (a) submit a completed, current Registration Application to provide current personal, professional and employment information in accordance with the Act and Bylaws;<sup>9</sup>
  - (b) provide a copy of Canadian government issued identification which states legal name and date of birth;
  - (c) provide a copy of legal documentation confirming a name change, if the names on any application documentation differ;
  - (d) submit the application assessment fee and current registration fee payment;
  - (e) apply for registration via the Labour Mobility or National Dental Assisting Examining Board (NDAEB) Certificate requirements, as defined in the following Registration Requirements, and provide evidence of meeting the requirements;
  - (f) provide a copy of documents to verify dental education programs and any formal intra-oral upgrading education;

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<sup>8</sup> Dental Assistants Profession Regulation (DAPR) s.3, 4 and 5

<sup>9</sup> HPA s.28(1)(e); Bylaws s.18

- (g) identify if they currently hold, or previously held, dental assisting practice rights in another regulated jurisdiction and or practice rights in another regulated health profession. If so, contact the respective organization to request a current Verification of Standing form be sent to the College. Verification of Standing forms are considered valid for 30 days from the day they are written;
  - (h) provide written information about any investigation/discipline proceedings and or criminal offences. The Registrar reserves the right under section 8 of the Regulation to request further evidence as deemed necessary to make a decision;
  - (i) provide evidence of professional liability insurance in the amount required by the College Council; and
  - (j) provide any other evidence required by the Registrar.
- (3) All documentation submitted as part of an application for registration must either be in English or be accompanied by an official English translation.

## Registration Requirements

(4) If applying via **Labour Mobility**:

- (a) applicants must demonstrate current dental assisting practice rights in another regulated Canadian jurisdiction.

(5) If applying via **NDAEB Certificate**:

- (a) applicants must demonstrate currency of practice by applying within three years of graduation, or applicants must have completed an in-school clinical refresher at an accredited\* dental assisting program within the three years preceding the date of application, or applicants must demonstrate employment as a clinical dental assistant for at least 900 hours within the three years preceding the date of application; and
- (b) applicants who also demonstrate successful graduation from an accredited\* dental assisting program in Canada must also demonstrate successful completion of the NDAEB written examination; or
- (c) applicants who also demonstrate successful graduation from a non-accredited\* dental assisting or dental program must also demonstrate successful completion of the NDAEB written examination and successful completion of the NDAEB Clinical Practice Evaluation or successful completion of intra-oral upgrading at a CDAC-accredited dental assisting program.

\*Accredited by the Commission on Dental Accreditation of Canada.

## Registration

### RP2 Provisional Registration

Policy Type: Registration	Policy Number: RP2
Approval Date: February 7, 2015	Scheduled Review: April
Revised Date(s): Sep 17, 2016; Jul 31, 2019	

## Policy Statement

Provisional registration may be granted to registration applicants who have completed formal dental assisting education and are working toward completing the remaining registration requirements. Provisional registrants may practice as a dental assistant only while supervised.<sup>10</sup>

## Indicators

- (1) Applicants must ensure sufficient time to complete all provisional registration requirements and be registered by the College prior to practicing as a dental assistant.
- (2) Applicants for provisional registration must:
  - (a) submit a completed, current Registration Application to provide current personal, professional and employment information in accordance with the Act and Bylaws;<sup>11</sup>
  - (b) provide a copy of Canadian government issued identification which states legal name and date of birth;
  - (c) submit the application assessment fee and current registration fee payment;
  - (d) apply for provisional registration via the Accredited Program, Non-Accredited Program or Accredited Distance Delivery Program requirements, as defined in the following Provisional Registration Requirements, and provide evidence of meeting the requirements;
  - (e) provide a copy of documents to verify dental education programs and any formal intra-oral upgrading education;
  - (f) identify if they currently hold, or previously held, dental assisting practice rights in another regulated jurisdiction and or practice rights in another regulated health profession. If so, contact the respective organization to request a current Verification of Standing form be sent to the College. Verification of Standing forms are considered valid for 30 days from the day they are written;
  - (g) provide written information about any investigation/discipline proceedings and or criminal offences. The Registrar reserves the right under section 8 of the Regulation to request further evidence as deemed necessary to make a decision;

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<sup>10</sup> DAPR s.6(7)

<sup>11</sup> HPA s.28(1)(e); Bylaws s.18

- (h) provide evidence of professional liability insurance in the amount required by the College Council; and
  - (i) provide any other evidence required by the Registrar.
- (3) Newly-issued Provisional Practice Permits expire on November 30 of the registration cycle in which they are issued.
  - (4) Provisional status may be renewed up to a maximum of one year (365 days) total.
  - (5) Provisional status will be monitored every three months by the Registrar.
  - (6) Provisional registrants must successfully complete their registration requirements within one year (365 days) of registration on the Provisional Register.
  - (7) Provisional registrants who successfully complete their registration requirements must apply to be transferred to the General Register.
  - (8) Requests for an extension of provisional registration must include a written explanation as to why the extension is being requested, and any other appropriate documentation, if applicable. Provisional status extensions may be granted by the Registrar.
  - (9) Regulated members on the Provisional Register who do not meet the requirements to be transferred to the General Register by the expiry date of their registration and practice permit will be removed from the Provisional Register and their registration and practice permit will be cancelled.

## Provisional Registration Requirements

- (10) If applying via **Accredited Program**, applicants must demonstrate:
  - (a) successful graduation from an accredited\* dental assisting program in Canada; and
  - (b) eligibility to take the National Dental Assisting Examining Board (NDAEB) written examination.
- (11) If applying via **Non-Accredited Program**, applicants must demonstrate:
  - (a) successful graduation from a non-accredited\* dental assisting or dental program;
  - (b) successful completion of the NDAEB written examination; and
  - (c) initial completion of the NDAEB Clinical Practice Evaluation successful in at least one skill.
- (12) If applying via **Accredited Distance Delivery Program** applicants must demonstrate:
  - (a) proof of current enrollment in an accredited\* distance-delivery program;
  - (b) successful completion of the theoretical component of an accredited\* distance-delivery program; and
  - (c) successful completion of at least one intra-oral training program.

\*Accredited by the Commission on Dental Accreditation of Canada.

## Registration

### RP2.1 Provisional Register to General Register Transfer

Policy Type: Registration	Policy Number: RP2.1
Approval Date: Jul 31, 2019	Scheduled Review: April
Revised Date(s):	

## Policy Statement

Regulated members on the Provisional Register who have completed the registration requirements for entry onto the General Register must apply to the College for register status transfer and upgrading of their provisional practice permit to a registered practice permit.

## Indicators

- (1) Applicants must ensure enough time to complete all registration requirements and be transferred by the College prior to the expiry of their provisional registration.
- (2) Applicants must be in good standing to be eligible for provisional to general register transfer.
- (3) The Registrar will consider provisional to general register transfer when a complete application with supporting documentation is submitted.
- (4) Applicants for provisional to general register transfer must submit:
  - (a) a completed, current register status transfer application;
  - (b) evidence of completing the outstanding registration requirements;
  - (c) the applicable application assessment fee payment; and,
  - (d) any other evidence required by the Registrar.



## Registration

### RP3 Courtesy Registration

Policy Type: Registration	Policy Number: RP3
Approval Date: February 7, 2015	Scheduled Review: April
Revised Date(s): Sep 17, 2016	

## Policy Statement

Courtesy registration may be granted to dental assistants intending to offer continuing education related to intra-oral procedures in Alberta, or for those intending to teach dental assisting in Alberta on a temporary basis.

## Indicators

- (1) Applicants must ensure sufficient time to complete all courtesy registration requirements and be registered by the College prior to practicing as a dental assistant.
- (2) Applicants for courtesy registration must:
  - (a) submit the reason(s) for requesting courtesy registration;
  - (b) demonstrate successful graduation from a dental assisting or dental program;
  - (c) submit a completed, current Registration Application to provide current personal, professional and employment information in accordance with the Act and Bylaws;<sup>12</sup>
  - (d) provide a copy of Canadian government issued identification which states legal name and date of birth;
  - (e) submit the application assessment fee and current registration fee payment;
  - (f) apply for courtesy registration via the Labour Mobility or Substantial Equivalence requirements, as defined in the following Courtesy Registration Requirements, and provide evidence of meeting the requirements;
  - (g) provide a copy of documents to verify dental education programs and any formal intra-oral upgrading education;
  - (h) identify if they currently hold, or previously held, dental assisting practice rights in another regulated jurisdiction and or practice rights in another regulated health profession. If so, contact the respective organization to request a current Verification of Standing form be sent to the College. Verification of Standing forms are considered valid for 30 days from the day they are written;
  - (i) provide written information about any investigation/discipline proceedings and or criminal offences. The Registrar reserves the right under section 8 of the Regulation to request further evidence as deemed necessary to make a decision;

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<sup>12</sup> HPA s.28(1)(e); Bylaws s.18

- (j) provide evidence of professional liability insurance in the amount required by the College Council; and
  - (k) provide any other evidence required by the Registrar.
- (3) Applicants who are applying for the purpose of evaluating the credentials of registration and or provisional registration applicants that lead directly to Registration with the College must demonstrate:
- (a) current registration in good standing in another Canadian jurisdiction; or
  - (b) successful graduation from an accredited\* dental program; or
  - (c) successful completion of the National Dental Assisting Examining Board Clinical Practice Evaluation
- (4) Courtesy registration may be granted for a specified period of time, not to exceed one year (365 days).

## **Courtesy Registration Requirements**

- (5) If applying via **Labour Mobility**, applicants must:
- (a) demonstrate current dental assisting practice rights in another regulated Canadian jurisdiction; and
  - (b) maintain dental assisting practice rights in the other jurisdiction while registered on the College's Courtesy Register.
- (6) If applying via **Substantial Equivalence**, applicants from jurisdictions that do not regulate dental assisting must:
- (a) provide written references with respect to competence and qualifications; and or
  - (b) demonstrate current membership in a provincial dental assisting association. Applicant must contact the respective organization to request a current Verification of Standing form be sent to the College to verify the membership. Verification of Standing forms are considered valid for 30 days from the day they are written

\*Accredited by the Commission on Dental Accreditation of Canada.

## Registration

### RP4 Practice Permit Renewal

Policy Type: Registration	Policy Number: RP4
Approval Date: September 17, 2016	Scheduled Review: March
Revised Date(s): Sep 17, 2022; May 27, 2023	

## Policy Statement

Regulated members who hold current registration and have the intention of continuing to practice as a dental assistant in the upcoming registration cycle must apply to the College for practice permit renewal.

## Indicators

- (1) Applicants for practice permit renewal must ensure sufficient time to complete all renewal requirements and be renewed by the College prior to practicing as a dental assistant in the new registration cycle.
- (2) Applicants must be in good standing<sup>13</sup> to be eligible for renewal.
- (3) Applicants for renewal must:
  - (a) submit a completed, current Renewal Form to provide current personal, professional, insurance and employment information in accordance with the Bylaws;<sup>14</sup>
  - (b) submit the current registration fee payment;
  - (c) complete the annual Continuing Competence Program requirements<sup>15</sup> for the current registration cycle;
  - (d) submit a Continuing Competence Program Learning Plan for the upcoming registration cycle;
  - (e) provide written information about any investigation/discipline proceedings and or criminal offences. The Registrar reserves the right under section 16(2) of the Bylaws to request further information or evidence, or to refer any application to the Registration Committee,<sup>16</sup> as deemed necessary to make a decision;
  - (f) provide evidence of professional liability insurance<sup>17</sup> in the amount required by the College Council;
  - (g) successfully complete the Patient Relations Learning Module; and,
  - (h) provide any other evidence required by the Registrar.
- (4) Renewal applications must be received by the College by 23:59:59 on November 30 of the current renewal period.

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<sup>13</sup> Bylaws s.1(6)

<sup>14</sup> Bylaws s.12 and 16

<sup>15</sup> Continuing Competence Program Policies

<sup>16</sup> Bylaws s.16

<sup>17</sup> Bylaws s.12

- (5) The Registrar will suspend the registration and practice permit of regulated members who do not submit a renewal application or status transfer application by the renewal deadline.

## Registration

### RP5 Practice Permit Reinstatement

Policy Type: Registration	Policy Number: RP5
Approval Date: April 11, 2015	Scheduled Review: January
Revised Date(s): Sep 17, 2016; Nov 26, 2016; Sep 9, 2017; Jul 31, 2019	

## Policy Statement

Individuals whose practice permit is Suspended and have the intention of returning to practice as a dental assistant must apply to the College for practice permit reinstatement.

Reinstatement requirements focus on the provision of competent and safe care to patients through demonstrated current practice and competence or through the refreshing of skills and knowledge. Reinstatement requirements are determined by the expiration date of the applicant's most recent practice permit issued by the College.

## Indicators

- (1) To be eligible for reinstatement, applicants must first attend to any outstanding:
  - (a) fines, fees, costs, assessments, penalties or levies;
  - (b) discipline orders issued pursuant to Part 4 of the Act; and
  - (c) Continuing Competence Program requirements.
- (2) Applicants must ensure sufficient time to complete all reinstatement requirements and hold a valid practice permit prior to returning to practice as a dental assistant.
- (3) Applicants for reinstatement must:
  - (a) submit a completed, current Reinstatement Application to provide current personal, professional and employment information in accordance with the Act and Bylaws;<sup>18</sup>
  - (b) submit the current Reinstatement Application Assessment Fee and Registration Fee payment;
  - (c) complete applicable reinstatement requirements, as defined in the following Reinstatement Requirements, and provide evidence of meeting the requirements;
  - (d) provide written information about any investigation/discipline proceedings and or criminal offences since last holding Registered Dental Assistant status. The Registrar reserves the right under section 8 of the Regulation to request further evidence as deemed necessary to make a decision;
  - (e) identify if they currently hold, or previously held, dental assisting practice rights in another regulated jurisdiction and or practice rights in another regulated health profession. If so, contact the respective

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<sup>18</sup> HPA s.28(1)(e); Bylaws s.18

organization to request a current Verification of Standing form be sent to the College. Verification of Standing forms are considered valid for 30 days from the day they are written;

- (f) provide a copy of documents to verify any formal intra-oral education since last holding Registered Dental Assistant status; and
  - (g) identify if they were practicing as a dental assistant while their practice permit was Suspended. If so, contact the respective employer to request an employment letter be provided to the College. Employment letters must include: employer name and contact information; length of employment; approximate number of hours worked; and type of services provided.
- (4) The Registrar may waive the National Dental Assisting Examining Board (NDAEB) written examination reinstatement requirements when verification of current dental assisting practice rights in good standing in another regulated Canadian jurisdiction is provided to the College by the respective regulatory authority.
- (5) The Registrar may waive the Clinical Refresher Course reinstatement requirement when:
- (a) verification of current dental assisting, or dental hygiene, practice rights in good standing in a regulated Canadian jurisdiction is provided to the College by the respective regulatory authority; or,
  - (b) verification of previous, within three years preceding the date of reinstatement application, dental assisting practice rights in good standing in another regulated Canadian jurisdiction is provided to the College by the respective regulatory authority; and, verification of a minimum 900 practice hours, within the three years preceding the date of reinstatement application, is provided to the College by the respective employer. Practice hours include work in dental education and the provision of clinical care. Employment letters must include: employer name and contact information; length of employment; approximate number of hours worked; and type of services provided.

## Reinstatement Requirements

- (6) Applicants for reinstatement whose most recent valid practice permit with the College expired **less than three years ago** must:
- (a) submit a learning plan with verification of learning identifying a minimum of two learning objectives completed within 365 days preceding the date of application for reinstatement; and
  - (b) demonstrate currency of practice by:
    - (i) applying for reinstatement within the three years following successful completion of a dental education program, or
    - (ii) providing proof of successful completion of a minimum seven-hour Clinical Refresher Course verified by a statement of competency from the educational institute within the three years preceding the date of application for reinstatement, or
    - (iii) providing proof of a minimum 300 hours of active engagement in dental assisting practice<sup>19</sup> obtained within the three years preceding the date of application for reinstatement, or

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<sup>19</sup> For the purpose of this policy, “active engagement in dental assisting practice” means that the professional services being performed by the individual are directly connected to the dental industry and either require or benefit from a dental assisting background.

- (iv) providing proof of successful completion of the NDAEB clinical practice evaluation within the three years preceding the date of application for reinstatement.
- (7) Applicants for reinstatement whose most recent valid practice permit with the College expired **three or more years ago** must:
- (a) demonstrate successful completion of the NDAEB written examination, or proof of NDAEB certificate; and
  - (b) demonstrate successful completion of a minimum seven-hour Clinical Refresher Course verified by a statement of competency from the educational institute, or successful completion of the NDAEB clinical practice evaluation, either to be completed within the three years preceding the date of application for reinstatement.

\*Accredited by the Commission on Dental Accreditation of Canada.

## Registration

### RP6 Entry Practice Authorization

Policy Type: Registration	Policy Number: RP6
Approval Date: May 27, 2018	Scheduled Review: January
Revised Date(s): Jul 31, 2019	

## Policy Statement

The College grants regulated members authorization to practice intraoral duties and restricted activities based on recognized formal education, National Dental Assisting Examining Board (NDAEB) certification, labour mobility and or substantial equivalency.

## Indicators

- (1) *Entry Practice* skills include the following intraoral duties and restricted activities:
  - (a) exposes dental radiographs (restricted activity);
  - (b) obtains dental impressions;
  - (c) applies and removes dental dam;
  - (d) performs selective coronal polish;
  - (e) applies anticariogenic agents;
  - (f) applies pit and fissure sealants;
  - (g) applies topical anesthetic;
  - (h) applies treatment liner where no pulpal involvement;
  - (i) applies and removes matrix band and wedge;
  - (j) applies desensitizing agents;
  - (k) performs suture removal.
- (2) New registration applicants approved for entry on the general, provisional or courtesy register will be granted authorization to perform the Entry Practice skills identified in Indicator (1) of this policy.
- (3) Despite Indicator (2), applicants approved for the general, provisional or courtesy register who successfully complete some skills but not all the skills on the NDAEB clinical practice evaluation (CPE) or through upgrading at an educational institution with an accredited\* dental assisting program, or equivalent program, will be granted authorization to perform the skills they successfully completed. The remaining skills will be authorized as the regulated member provides verification of successful CPE results or additional upgrading at an educational institution with an accredited\* dental assisting program, or equivalent program.

\*Accredited by the Commission on Dental Accreditation of Canada.



## Registration

### RP7 Advanced Practice Authorization

Policy Type: Registration	Policy Number: RP7
Approval Date: May 27, 2018	Scheduled Review: January
Revised Date(s): Jul 31, 2019; Nov 30, 2019; May 1, 2021	

## Policy Statement

Regulated members may be authorized for the following advanced practices:

- Orthodontic;
- Preventive;
- Probing; and,
- Prosthodontic.

Regulated members of the College who intend to provide advanced practice dental assisting services directly to the public must apply for and obtain authorization from the College prior to practicing any advanced practice competencies. To qualify they must successfully complete formal education through a course approved by the College Council, or a course deemed by the College to be substantially equivalent and be authorized by the College prior to performing any advanced practice procedures listed in the College's *Advanced Practice Authorization Policy*.

Regulated members authorized by the College to perform advanced practice competencies<sup>20</sup> may only do so under the direction, and supervision where required, of a Dentist or Registered Dental Hygienist who is authorized by their practice permit to order and perform the advanced practice.

## Advanced Practices

### 1. Orthodontic Competencies

- a. place and remove orthodontic separators
- b. select, fit and cement orthodontic bands
- c. insert orthodontic appliances
- d. place and bond orthodontic brackets and bondable attachments
- e. insert, ligate and remove orthodontic archwires, which were formed by a dentist, using individual elastomeric ligatures, chain elastomeric ligatures, wire ligature ties (separate and continuous) and self-ligation mechanisms;
- f. trim and or bend distal ends of orthodontic archwires;
- g. place and remove orthodontic accessories; and,
- h. remove orthodontic bands, brackets and bondable attachments with hand-held instruments.

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<sup>20</sup> For this policy, "competence" means the combined knowledge, skills, attitudes and judgement required to provide professional services.

1.1. Despite section 1, the dentist must perform:

- a. the final fitting, adjustment and or activation of any appliance; and,
- b. a final check of brackets, bands and attachments.

## **2. Preventive Competencies**

- a. perform scaling using hand-held instruments and ultrasonic instruments.

2.1. Despite section 2, scaling performed by a Regulated Member is limited to areas with a pocket depth of 4 mm or less, as directed by a Dentist or Registered Dental Hygienist provided that the prescribing Dentist or Registered Dental Hygienist assessed<sup>21</sup> the patient, within the six months preceding the date of service, to determine the patient has healthy gingival and periodontal tissues, and no overt or radiographic signs of alveolar bone loss.

2.2. Despite section 2.1, if there has been any change to the condition in the oral cavity since the assessment<sup>22</sup> such as evidence of any major dental restorations i.e. crown(s), bridge(s) and or implant(s) or the initiation of orthodontic treatment, the patient should be reassessed<sup>23</sup> by a Dentist or Registered Dental Hygienist prior to the dental assistant performing preventive periodontal scaling.

## **3. Probing Competencies**

- a. full mouth periodontal probing; and,
- b. periodontal screening and recording assessment.

## **4. Prosthodontic Competencies**

- a. place intermediate restorative materials for temporary restoration of a tooth, and remove excess material from occlusion or contour with hand instruments and slow speed rotary handpiece;
- b. select or fabricate and fit provisional acrylic crowns, inlays, onlays and bridges intra-orally using self-curing or light curing materials, or prefabricated or custom fabricated acrylic shells, and remove excess material from occlusion or contour extra-orally with slow speed rotary handpiece;
- c. cement provisional crowns, inlays, onlays and bridges using temporary cement, and remove excess temporary cement with hand instruments;
- d. remove provisional crowns, inlays, onlays or bridges and cement with hand instruments; and,
- e. place and remove gingival retraction cord with or without hemostatic agents (no epinephrine) in sulcus.

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<sup>21</sup> For this policy, “assessed/assessment/reassessed” means a Dentist or Registered Dental Hygienist has completed at minimum the following:

- 1. reviewed the patient dental and health history;
- 2. performed or reviewed the results of a full-mouth probe or a Periodontal Screening and Recording (not applicable when primary dentition present);
- 3. examined radiographs (when available); and,
- 4. conducted a clinical examination.

<sup>22</sup> See definition above.

<sup>23</sup> See definition above.

## Indicators

- (1) The College may:
  - (a) authorize a regulated member to perform an advanced practice upon application; and,
  - (b) utilize recognized third-party organizations to assist with the administration of its advanced practice authorization processes.
- (2) A regulated member who has successfully completed an education course that meets the criteria set out in the College's *Approval of Advanced Practice Education Courses Policy* or a course deemed by the College to be substantially equivalent may apply for authorization to perform advanced practice procedures.
- (3) A regulated member must not perform advanced practice procedures until they have been notified in writing that their application has been approved and their name has been added to the College's roster of regulated members authorized to perform advanced practice procedures.
- (4) For entry onto the roster as a practitioner authorized to perform an advanced practice, the applicant must submit:
  - (a) completed and current advanced practice authorization application to make a request;
  - (b) evidence of successful completion of advanced practice approved education course;
  - (c) the current application assessment fee payment; and,
  - (d) any other evidence required by the Registrar.Alternatively:
  - (e) completed and current advanced practice authorization request as part of the initial application for dental assistant registration and practice rights;
  - (f) evidence of successful completion of advanced practice approved education; and,
  - (g) any other evidence required by the Registrar.
- (5) All documentation submitted as part of an application for advanced practice must either be in English or be accompanied by an official English translation.
- (6) Each application for entry onto an advanced practice roster will be reviewed on an individual basis.

## Registration

### RP7.1 Authorization to Perform Nasopharyngeal Swabbing

Policy Type: Registration	Policy Number: RP7.1
Approval Date: February 12, 2021	Scheduled Review: January
Revised Date(s):	

## Policy Statement

For the COVID-19 public health emergency, *Alberta Health Ministerial Order (MO) 645/2020*<sup>24</sup> enables the College to authorize regulated members to perform the following restricted activity in Alberta for the purposes of COVID-19 testing:

- To insert or remove instruments, devices, fingers, or hands beyond the point in the nasal passages where they normally narrow for the purposes of nasopharyngeal swabbing.

Any authorizations granted by the College under this policy will be limited to the duration of MO 645/2020.

## Indicators

- (1) To be eligible for authorization to perform nasopharyngeal swabbing, the regulated member must be listed on the general register and hold a valid practice permit.
- (2) Eligible regulated members must apply for and obtain authorization from the College to engage in supervised clinical training for nasopharyngeal swabbing and for the unsupervised performance of nasopharyngeal swabbing.
- (3) For nasopharyngeal swabbing competence development, related to MO 645/2020 only, the College approves education and training in accordance with Alberta Health Services' approved requirements, and to meet the College's requirements for authorization to perform nasopharyngeal swabbing.
- (4) Applicants for authorization to perform nasopharyngeal swabbing must submit to the College:
  - (a) a Notification and Supervision Consent Form including confirmation of theory education and supervisor consent;
  - (b) a Completion of Nasopharyngeal Swabbing Training Form including confirmation of clinical training;
  - (c) verification of competent performance of nasopharyngeal swabbing;
  - (d) the current advanced practice authorization assessment fee payment; and,
  - (e) any other evidence as required by the Registrar.

<sup>24</sup> <https://open.alberta.ca/publications/ministerial-order-645-2020-health>

- (5) Regulated members must not perform nasopharyngeal swabbing for clinical training purposes until they have been notified in writing by the College that their Notification and Supervision Consent Form was received, and they are authorized to perform nasopharyngeal swabbing for clinical training purposes.
- (a) The Registrar, or their delegate, will assess a submitted Notification and Supervision Consent Form and provide a decision to the applicant within five (5) business days of receiving the Form.
- (6) Regulated members authorized by the College to perform nasopharyngeal swabbing for clinical training purposes may only do so under the direction and supervision of an Alberta regulated health care practitioner who is authorized by their respective regulatory body and competent to perform nasopharyngeal swabbing and supervision.
- (a) The Alberta regulated health care practitioner who is providing direction and supervision must be on-site and available to assist when the restricted activity is being performed on a person.
- (7) Regulated members must not perform nasopharyngeal swabbing unsupervised until they have been notified in writing by the College that their Completion of Nasopharyngeal Swabbing Training Form was received, and they are authorized to perform nasopharyngeal swabbing unsupervised.
- (a) The Registrar, or their delegate, will assess a submitted Completion of Nasopharyngeal Swabbing Training Form and supporting verification of competence, and provide a decision to the applicant within five (5) business days of receiving the form.
- (8) Verification of the competent performance of the nasopharyngeal swabbing means the service is performed at an acceptable level, consistently over time and in a variety of situations.
- (a) The verification can be provided by either the regulated health care practitioner who consented to supervise the regulated member, or by a representative of Alberta Health Services in the setting where the nasopharyngeal swabbing is performed.
- (9) Regulated members authorized by the College to perform nasopharyngeal swabbing may only do so once they have met any other criteria required by their employer.<sup>25</sup>
- (10) All documentation submitted as part of an application for authorization to perform nasopharyngeal swabbing must either be in English or be accompanied by an official English translation.
- (11) Each application for entry onto the roster to perform nasopharyngeal swabbing will be reviewed on an individual basis.

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<sup>25</sup> *Alberta Health Ministerial Order 645/2020*

## Non-Regulated Member Categories

### **RP8 Honorary Membership – RESCINDED**

Policy Type: Registration	Policy Number: RP8
Approval Date: September 20, 2014	Scheduled Review:
Revised Date(s): Sep 17, 2016; Nov 2017	
RESCINDED November 30, 2019	

## Non-Regulated Member Categories

### RPg Leave of Absence Membership

Policy Type: Registration	Policy Number: RPg
Approval Date: February 7, 2015	Scheduled Review: June
Revised Date(s): Sep 17, 2016	

## Policy Statement

Leave of absence status is intended for registered dental assistants who require a temporary leave from the dental industry and have the intention of returning.

## Indicators

- (1) To be eligible for leave of absence status, the applicant must hold current registered dental assistants status.
- (2) Individuals who hold leave of absence status must 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 labs, dental education, denture labs).
- (3) Leave of absence status may be renewed for a maximum of three consecutive registration cycles, at which point the individual must meet the requirements to reinstate to registered dental assistant status or the individual must submit a cancellation request. Cancellation following a leave of absence does not prohibit any individual from applying for reinstatement at a later date.
- (4) Completion of the current registration cycle Continuing Competence Program requirements is required to initially apply for leave of absence membership for the upcoming registration cycle.
- (5) Individuals who hold leave of absence status must reinstate their registered dental assistant status prior to returning to practice in the dental industry.
- (6) Leave of absence status may be cancelled in accordance with the Act.<sup>26</sup>

## Renewal

- (7) Applicants must ensure sufficient time to complete all renewal requirements and be renewed by the College prior to the deadline.
- (8) Applicants for renewal must:
  - (a) submit a completed, current Renewal Form to provide current personal, professional and employment information;
  - (b) submit the current leave of absence status fee payment;

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<sup>26</sup> HPA s.43

- (c) continue to comply with the leave of absence status Indicators; and
- (d) provide any other evidence required by the Registrar.

(9) Renewal Forms must be received by the College by 23:59:59 on November 30.

(10) The leave of absence status of applicants who do not submit a renewal by the deadline will be cancelled.



# Non-Regulated Member Categories

## RP10 Student Membership

Policy Type: Registration	Policy Number: RP10
Approval Date: February 7, 2015	Scheduled Review: October
Revised Date(s): Nov 2017	

### Policy Statement

The purpose of student membership is to engage with individuals aspiring to join the dental assisting profession in Alberta.

The College may grant Student Membership<sup>27</sup> to an individual who meets the requirements.

### Indicators

- (1) To be considered eligible for student membership individuals must be:
  - (a) enrolled in an Alberta dental assisting program approved by the College; or
  - (b) enrolled in a recognized<sup>28</sup> Canadian distance delivery program and be residing and or be employed in Alberta.
- (2) Individuals must apply for student membership by submitting an application as prescribed by the College. The student membership application must include:
  - (a) personal contact information;
  - (b) dental assisting education details;
  - (c) current dental employment information, if applicable; and
  - (d) completed applicant's statement.
- (3) There is no fee for student membership.
- (4) Student membership will be considered valid through the time in which the member is enrolled in the dental assisting program as identified on the student membership application form and verified by the program.
- (5) Student membership may be cancelled in accordance with the Bylaws.

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<sup>27</sup> Bylaws s.20(1)(a)

<sup>28</sup> Following completion of the program individuals must be eligible for dental assistant registration in Alberta.

## Non-Regulated Member Categories

### RP11 Membership Reviews

Policy Type: Registration	Policy Number: RP11
Approval Date: September 9, 2017	Scheduled Review: May
Revised Date(s):	

## Policy Statement

If the College refuses an application for non-regulated membership or cancels a non-regulated membership the individual may appeal the College's decision. The College will respond in a consistent and timely manner.

## Indicators

- (1) An individual whose:
  - (a) application for registration as an Other Member has been refused pursuant to article 10.05 of the Bylaws;  
or
  - (b) application for renewal of registration as an Other Member has been refused pursuant to article 10.05 of the Bylaws; or
  - (c) membership as an Other Member has been cancelled pursuant to article 10.06.1 of the Bylaws,may within 30 days of the date that the College has sent its refusal or cancellation decision, request a review by the Council of that decision in accordance with Indicator (2) below.
- (2) A request for a review by the Council must:
  - (a) be in writing;
  - (b) set out the reasons why the Other Member membership should be approved, renewed or reinstated, as the case may be;
  - (c) include payment of a fee in the amount of \$100.00 by money order or certified cheque; and
  - (d) be given to the Registrar who must then provide a copy of the request to the Council.
- (3) On receiving a letter of request, the Registrar must notify the individual within 30 days of the time and place at which the Council will conduct the review. The Council review will be based solely on the record of documents associated with the application refusal, renewal refusal or cancellation, as the case may be. The individual and the Registrar are not permitted to make in-person or written submissions to the Council.
- (4) The Council review must be commenced no later than 90 days after the Registrar receives the letter of request.
- (5) On considering a request for review under Indicator (2) above, the Council may:

- (a) confirm, reverse or vary the refusal, renewal or reinstatement decision; and
  - (b) make any further orders that the Council considers necessary for the purpose of carrying out its decision, including the refund or reimbursement of Other Membership fees or the fee referred to in Indicator (2)(c) above.
- (6) Upon concluding its review, the Council must prepare a decision in writing (including reasons) and must send the Registrar and the individual a copy of its decision within 30 days of making its decision.

# Procedural, Administrative and Similar Registration and Membership Issues

## RP12 Reviews

Policy Type: Registration	Policy Number: RP12
Approval Date: September 9, 2017	Scheduled Review: May
Revised Date(s):	

## Policy Statement

The College occasionally receives requests or concerns that are not specific to matters addressed through other policies or the Act. This process allows for these issues to be addressed on a voluntary and remedial basis with a view to addressing issues to the satisfaction of all parties.

## Indicators

- (1) With the exception of issues dealt with pursuant to processes, reviews or appeals set out in the Act, where a Regulated Member or Other Member of the College has a concern with respect to a procedural, administrative or similar aspect of his/her registration, practice permit or membership, as the case may be, that individual may request clarification from the Registrar in relation to his or her concerns by complying with Indicator (3) below.
- (2) An individual who has a concern regarding a procedural, administrative or similar aspect of his or her registration, practice permit or membership, as the case may be, may send the Registrar a request for the Registrar to consider the individual's concern and to, at the Registrar's discretion, offer a proposed resolution relating to the concern.
- (3) A request for a review must:
  - (a) be in writing;
  - (b) set out the reasons why the review is being requested; and
  - (c) be given to the Registrar.
- (4) The Registrar will conduct the review within 60 days of receipt of the request for review and on making a decision must give the applicant a copy of the Registrar's decision with the reasons for the decision.
- (5) If an individual is unsatisfied with a decision made by the Registrar, then the individual may appeal to the Registration Committee by complying with Indicator (6) below.
- (6) A request for an appeal must:
  - (a) be in writing;
  - (b) set out the reasons for the appeal;
  - (c) include payment of a fee in the amount of \$100.00 by money order or certified cheque; and
  - (d) be given to the Registrar, who must give a copy of the request to the Registration Committee.

- (7) On receiving a letter of request, the Registrar must notify the individual within 30 days of the time and place at which the Registration Committee will conduct the review.
- (8) The Registration Committee review will be based solely on the record of documents associated with the initial request for review and the Registrar decision, as the case may be. The individual and the Registrar are not permitted to make in-person or written submissions to the Registration Committee.
- (9) The Registration Committee review must be commenced no later than 90 days after the Registrar receives the request for an appeal.
- (10) On considering a request for an appeal under Indicator (6) above, the Registration Committee may:
  - (a) confirm the decision of the Registrar; or
  - (b) refer the matter back to the Registrar to reconsider the decision.
- (11) Upon concluding its review, the Registration Committee must prepare a decision in writing (including reasons) and must send the Registrar and the individual a copy of its decision within 30 days of making its decision.
- (12) If an individual is not satisfied with the decision of the Registration Committee, then the individual may appeal to the Council by complying with Indicator (13) below.
- (13) A request for an appeal must:
  - (a) be in writing;
  - (b) set out the reasons for the appeal;
  - (c) include payment of an additional fee in the amount of \$100.00 by money order or certified cheque; and
  - (d) be given to the Registrar, who must give a copy of the request to the Council Chair.
- (14) On receiving a request for an appeal, the Registrar must notify the individual within 30 days of the time and place at which the Council will conduct the review. The Council review will be based solely on the record of documents associated with the initial request for review, the Registrar decision, the requests for appeals and the Registration Committee decision, as the case may be. The individual, the Registrar nor the Registration Committee are permitted to make in-person or written submissions to the Council.
- (15) The Council review must be commenced no later than 90 days after the Registrar receives the letter of request for an appeal.
- (16) On considering a request for an appeal under Indicator (13) above, the Council may:
  - (a) confirm the decision of the Registrar and or the Registration Committee;
  - (b) refer the matter back to the Registrar to reconsider the decision; or
  - (c) make any further order the Council considers necessary for the purposes of carrying out its decision.
- (17) Upon concluding its review, the Council must prepare a decision in writing (including reasons) and must send the Registrar, the Registration Committee and the individual a copy of its decision within 30 days of making its decision.

# Procedural, Administrative and Similar Registration and Membership Issues

## RP12.1 Decisions and Timelines

Policy Type: Registration	Policy Number: RP12.1
Approval Date: May 30, 2020	Scheduled Review: May
Revised Date(s):	

### Policy Statement

The *Fair Registration Practices Act* (the FRPA) requires the College to carry out registration practices that are transparent, objective, impartial and procedurally fair. To be transparent the College makes registration processes and timelines publicly available. To be procedurally fair while regulating in the public interest, the College follows an established process for registration requests that is consistent with the Act, the Regulation and the FRPA. This policy outlines the processes for making timely registration decisions, responses and reasons.

### Indicators

- (1) The College will notify the applicant of receipt of their application within three (3) business days of receiving the application.
- (2) Each application is subject to the prescribed assessment fee. The assessment fee is non-refundable.
- (3) The College will conduct an initial application assessment within ten (10) business days of receiving the application.
  - (a) If the application is deemed incomplete, the College will notify the applicant of the outstanding requirement(s) and what further documentation is required to make the application complete. The applicant will be given forty-five (45) days to make the application complete. The College will assess additional supporting documentation within ten (10) business days of receiving it.
  - (b) If the application is complete and does not meet the eligibility requirements, the College will notify the applicant of the outstanding requirement(s) and what further documentation is required to demonstrate that the requirement has been met. The applicant will be given forty-five (45) days to satisfy the requirement(s) and provide verification to the College. The College will assess additional supporting documentation within ten (10) business days of receiving it.
  - (c) If the application is complete and meets the eligibility requirements, the College will make a registration decision and notify the applicant of the result within five (5) business days. The applicant must provide payment for the applicable registration fee within the forty-five (45) application period to be granted practice rights.

- (d) If the applicant in (3)(a) does not make the application complete within forty-five (45) days, the applicant's application will be considered as expired and the applicant will forfeit the assessment fee. If the applicant begins a new application in the future, the applicant must pay the assessment fee again.
  - (e) If the applicant in (3)(b) does not meet the eligibility requirements within forty-five (45) days, a registration decision will be made based on the submission as provided by the applicant, the applicant will forfeit the assessment fee. If the applicant begins a new application in the future, the applicant must pay the assessment fee again.
  - (f) If the applicant in (3)(c) does not provide payment for the applicable registration fee within forty-five (45) days, the applicant's application will be considered as expired and the applicant will forfeit the assessment fee. If the applicant begins a new application in the future, the applicant must pay the assessment fee again.
- (4) Original applications and supporting verification documents will not be returned to applicants.
  - (5) All eligibility requirements with time restrictions (e.g. verification of standing, current practice rights, practice hours, vulnerable sector check) must be current when the application is deemed complete. If the applicant's requirement(s) expire it may result in a change to eligibility. In the case of an expired verification of standing or vulnerable sector check it will need to be reissued within the forty-five (45) day period.
  - (6) Any time a registration decision includes imposing conditions on an approval, to defer a registration or to refuse an application, the College will provide the applicant, within ten (10) days, written reasons for the decision and information as to how the applicant may request a review of the decision.
  - (7) Application decisions, responses and reasons will be provided via email.

## Expected Outcomes

Applicants to the College will remain informed of the status of their application and understand the decision-making processes and timelines. The College will make registration and advanced practice decisions in a consistent and timely manner. Applicants eligible for registration and practice rights will be authorized to practice in a reasonable time. Applicants not eligible for registration and practice rights will be informed in a reasonable time and understand the options for appeal.

## Good Character

### RP13 Good Character and Reputation

Policy Type: Registration	Policy Number: RP13
Approval Date: March 2, 2019	Scheduled Review: May
Revised Date(s):	

## Policy Statement

As a measure toward ensuring that Albertans receive safe, quality oral health care from dental assistants, the College requires that regulated members demonstrate good character and reputation.<sup>29</sup>

## Indicators

- (1) Applicants for initial registration or registration reinstatement must identify:
  - (a) outstanding complaints and current investigations;<sup>30</sup>
  - (b) findings of unprofessional conduct and alternative complaint processes;<sup>31</sup>
  - (c) conditions/restrictions on practice;<sup>32</sup>
  - (d) criminal convictions and or conditional discharges that have not been pardoned;<sup>33</sup>
  - (e) civil action judgements with respect to the applicant's practice;<sup>34</sup> and,
  - (f) any other information that may impact their ability to provide dental assisting services.<sup>35</sup>
- (2) Applicants for initial registration or registration reinstatement must provide the following as evidence:
  - (a) for all matters identified in Indicator (1) of this policy, written information providing details of the matters to enable the Registrar to identify the nature of the declared information and how it relates to the practice of dental assisting;
  - (b) for all matters identified in Indicator (1) of this policy, written information describing the applicant's actions in the matters and how the applicant has been impacted by the matters;
  - (c) Criminal Record Check<sup>36</sup> with Vulnerable Sector Check;<sup>37</sup> and,

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<sup>29</sup> HPA s.28(1)(e)

<sup>30</sup> HPA s.28(1)(i)

<sup>31</sup> HPA s.28(1)(j)

<sup>32</sup> HPA s.28(1)(k)

<sup>33</sup> HPA s.29.1(1)

<sup>34</sup> HPA s.28(1)(l)

<sup>35</sup> DAPR s.3(iv)

<sup>36</sup> HPA s.28(1)(h)

<sup>37</sup> Registration Policy RP14 Criminal Record Check



- (d) Verification of Standing Form, letter of standing or similar information issued by the regulatory body.<sup>38</sup>
- (3) Applicants for practice permit renewal and practice permit reinstatement must identify:
- (a) findings of unprofessional conduct and alternative complaint processes;<sup>39</sup>
  - (b) criminal convictions and conditional discharges that have not been pardoned;<sup>40</sup>
  - (c) current criminal charges;<sup>41</sup>
  - (d) findings of professional negligence;<sup>42</sup> and,
  - (e) any other information that may impact their ability to provide dental assisting services.<sup>43</sup>
- (4) Applicants for practice permit renewal and practice permit reinstatement must provide the following as evidence:
- (a) for all matters identified in Indicator (3) of this policy, written information providing details of the matters to enable the Registrar to identify the nature of the declared information and how it relates to the practice of dental assisting;
  - (b) for all matters identified in Indicator (3) of this policy, written information describing their actions in the matters and how they have been impacted by the matters; and,
  - (c) Verification of Standing Form, letter of standing or similar information issued by the regulatory body.
- (5) The Registrar will assess any concern related to good character and reputation identified through an application for registration and or a practice permit, or identified through any other means.
- (6) The applicant or regulated member must provide any other evidence required by the Registrar<sup>44</sup> including, but not limited to:
- (a) the level of remorse and insight shown by the applicant;
  - (b) character references;
  - (c) medical assessments; and,
  - (d) completion of relevant treatment, education or remediation.
- (7) The Registrar will assess, on an individual basis, the risk of any identified concern related to good character and reputation by considering factors including, but not limited to:
- (a) behaviour which led to the offence;
  - (b) number of offences;
  - (c) length of time since offence(s) occurred;
  - (d) nature and severity of the offence;

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<sup>38</sup> DAPR s.4

<sup>39</sup> HPA s.127.1(1),(2)

<sup>40</sup> HPA s.127.1(4); HPA s.40; Bylaws s.16

<sup>41</sup> HPA s.127.1(4)

<sup>42</sup> HPA s.127.1(3)

<sup>43</sup> DAPR s.3(iv)

<sup>44</sup> DAPR s.4; HPA s.29.1(1)(e)

- (e) completion of sanctions;
  - (f) relevance to the practice of the profession;
  - (g) evidence of rehabilitation; and,
  - (h) whether the offence(s) demonstrate risk to the provision of safe, quality care.
- (8) The Registrar may consult the Registration Committee, as necessary, in order to assess an applicant's good character and reputation.

## Good Character

### RP14 Criminal Record Check

Policy Type: Registration	Policy Number: RP14
Approval Date: March 2, 2019	Scheduled Review: May
Revised Date(s): Nov 30, 2019; May 27, 2023	

## Policy Statement

Applicants for registration with the College must submit a Criminal Record Check to provide evidence of the Good Character and Reputation information disclosed in their application. A Criminal Record Check will disclose if the applicant has been charged or convicted of a criminal offence under the *Criminal Code* of Canada.

## Indicators

- (1) Applicants for registration must provide the results of a Canadian Criminal Record Check.
- (2) The Criminal Record Check results must be issued within ninety (90) days of the date of registration application.
- (3) The applicant is responsible for any cost associated with getting a Criminal Record Check.
- (4) In accordance with Registration Policy RP13 Good Character and Reputation, the Registrar, or their delegate, will assess any information identified by a Criminal Record Check.

## Cancellation

### RP15 Cancellation of Registration and Practice Permit

Policy Type: Registration	Policy Number: RP15
Approval Date: September 12, 2020	Scheduled Review: May
Revised Date(s):	

## Policy Statement

The Act<sup>45</sup> gives the Registrar the authority to cancel a regulated member's registration and practice permit if the regulated member does not apply for a practice permit under section 38(1), is in default of payment of the practice permit fee or fails to pay a penalty, costs or any other fees, levies or assessments due under the Act or the Bylaws. This policy outlines the process for the Registrar to cancel a regulated member's registration and practice permit.

## Indicators

- (1) Within ten (10) business days of the practice permit renewal deadline or default of payment for penalty, costs or any other fees, levies or assessments, the Registrar will give notice to the regulated member of cancellation of registration and practice permit.
  - (a) The notice will indicate the regulated member's registration and practice permit will be cancelled in thirty (30) days if the regulated member does not apply for reinstatement of their practice permit and/or make the outstanding payment(s) as described in the notice (including any late payment fees).
- (2) Notice of cancellation may be provided by the Registrar via mail, courier and/or electronic means using the last known contact information of the regulated member.

## Expected Outcomes

Regulated members who fail to comply with the practice permit requirements in the Act, the Regulation the Bylaws, and the College's policies and procedures are held accountable for their decisions. The Registrar will make cancellation decisions in a consistent manner and in a reasonable time. Regulated members subject to cancellation of registration and practice rights will be informed and understand how they can avoid cancellation of registration and practice rights.

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<sup>45</sup> HPA s.43(1)

## Insurance

### RP16 Professional Liability Insurance

Policy Type: Registration	Policy Number: RP16
Approval Date: September 18, 2021	Scheduled Review: April
Revised Date(s): Mar 12, 2022	

## Policy Statement

Every regulated member, with a valid practice permit and regardless of role or employment environment, of the College must obtain and maintain their own professional liability insurance (also known as errors and omissions insurance or malpractice insurance) for the professional capacity of a dental assistant. The professional liability insurance policy form must be occurrence based and include the following characteristics:

- a minimum of at least two-million dollars (\$2,000,000.00) per occurrence; and,
- an annual aggregate limit of at least three-million dollars (\$3,000,000.00).

All fees or costs for obtaining and maintaining professional liability insurance are the responsibility of the regulated member.

## Indicators

- (1) Applicants, as part of the initial registration application, and regulated members, as part of practice permit renewal, must provide evidence of having the required professional liability insurance coverage.
- (2) Regulated members, upon request, must provide evidence of having continuous professional liability insurance coverage.
- (3) Applicants and regulated members can demonstrate professional liability insurance coverage by providing evidence in the form of:
  - (a) a copy of the professional liability insurance policy certificate; or,
  - (b) written confirmation from the insurer; or,
  - (c) a completed professional liability insurance declaration; or,
  - (d) proof of third-party professional liability insurance.
- (4) Evidence of professional liability insurance coverage must state:
  - (a) policy number;
  - (b) name of the insured that is the same as the name of the regulated member;
  - (c) address of the insured;
  - (d) policy period; and,

- (e) coverage details that meet the College's professional liability insurance requirements described in this Policy.
- (5) Regulated members must inform the College in writing of any change to their professional liability insurance coverage, including insurer name, start date, expiry date, policy number, coverage amounts and endorsements.
  - (a) Written notification of the change must be provided by the regulated member to the College within fifteen (15) days of the change occurring.
- (6) To ensure compliance with the professional liability insurance requirement, the Registrar, or the Registrar's delegate, may at any time make a written request for an applicant or regulated member to provide evidence of professional liability insurance coverage.
  - (a) Within fifteen (15) days of the written request, the applicant or regulated member must provide the requested evidence to the Registrar, or the Registrar's delegate, for inspection.

## **Expected Outcomes**

Adequate resources to protect the public will be available should an adverse event (including any actual or alleged negligent act, error or omission, misstatement or misleading statement committed) occur in the performance of dental assisting services for others by a regulated member.

Applicants and registrants will have a clear understanding of the professional liability insurance requirement and will satisfy the College that they have met the requirement by providing evidence acceptable to the College of the professional liability insurance.

A regulated member who fails to maintain professional liability insurance, as described in this policy, or to provide satisfactory evidence of maintaining professional liability insurance within fifteen (15) days of a request from the College, may be referred by the Registrar to the Complaints Director to determine whether that should be the subject of discipline proceedings under Part 4 of the Act.