



**College of Alberta  
Dental Assistants**

# **Registration Policy 001**

General registration

# REG-POL-001 General registration

**Legislative authority:** This policy is established under sections 3, 6, and 9 of the *Health Professions Act*; sections 3 to 5 of the *Dental Assistants Profession Regulation*; section 7 of the *Health Professions Restricted Activity Regulation*; sections 3 to 9 of the *Fair Registration Practices Act*; and the *Labour Mobility Act*.

## 1.0 Purpose

This policy establishes the governance framework for registration on the General Register of the College of Alberta Dental Assistants. It confirms that registration decisions are made transparently, objectively, impartially, and in accordance with legislation. Registration on the General Register authorizes regulated members to perform the restricted activities listed for dental assistants in the *Health Professions Restricted Activity Regulation*, subject to education, competence, and supervision requirements in the Standards of Practice. This policy ensures registration decisions remain within the College's statutory authority, are transparent and defensible under the *Health Professions Act*, *Dental Assistants Profession Regulation*, and comply with the *Fair Registration Practices Act*.

## 2.0 Scope

This policy applies to all applications for registration with the College of Alberta Dental Assistants. Every applicant begins under REG-POL-001 General Registration, which establishes eligibility for registration and confirms whether an applicant meets the standards for the General Register.

This policy applies to Council, the Registrar and Chief Executive Officer (or delegate), the Registration Committee, and College staff involved in registration assessment and decision-making. It also applies to all individuals applying to become regulated members, including those applying under labour mobility provisions.

Following assessment under this policy, the College, through the Registrar and Chief Executive Officer (or delegate), may:

1. **approve the applicant for registration on the General Register**; or
2. **approve the applicant with conditions or limitations, including eligibility for Provisional Registration** under REG-POL-002, if General Register requirements are not yet met; or
3. **defer a decision pending completion of identified requirements**; or
4. **refuse registration**, with written reasons and information on review or appeal rights provided in accordance with REG-POL-008 Registration Decisions, Reviews and Timelines, sections 33 and 34 of the *Health Professions Act*, and the *Fair Registration Practices Act*.

## 3.0 Principles

The College applies the following principles to ensure registration decisions are consistent, fair, and defensible:

1. **Public protection** is achieved by confirming that applicants meet competence, conduct, and ethical standards to practice safely and ethically.
2. **Legislative consistency** is maintained by applying eligibility requirements uniformly and ensuring alignment with the *Health Professions Act*, *Dental Assistants Profession Regulation*, and the *Fair Registration Practices Act*.

3. **Accountability** is upheld as Council sets policy and standards, and the Registrar and Chief Executive Officer (or delegate) applies them consistently and records all decisions transparently.
4. **Transparency and fairness** are embedded throughout registration processes to ensure compliance with the *Fair Registration Practices Act* and adherence to principles of objectivity, impartiality, and procedural fairness.
5. **Strategic alignment** ensures that registration practices support the College's Strategic Plan.

## 4.0 Registration

Registration requirements are established under the *Dental Assistants Profession Regulation* and verified by the Registrar and Chief Executive Officer (or delegate) before registration is approved.

### 4.1 Foundational requirements (applicable to all registration categories)

To be eligible for registration, renewal, or reinstatement under any pathway, applicants and regulated members must:

1. demonstrate good character and reputation consistent with REG-POL-009;
2. hold professional liability insurance consistent with REG-POL-010;
3. demonstrate English language proficiency where required under REG-POL-012;
4. maintain current practice and continuing competence in accordance with REG-POL-011 and the Continuing Competence Program; and
5. meet any additional requirements determined by the Registrar and Chief Executive Officer (or delegate) to confirm safe, competent, and ethical practice.

Applicants under the Labour Mobility Pathway are deemed to have met education and competence requirements verified by their originating regulator under section 4 of the *Dental Assistants Profession Regulation* and the *Labour Mobility Act*. Only foundational elements such as good character, professional liability insurance, and language proficiency (where applicable) apply.

### 4.2 Registration pathways

The College recognizes two primary pathways to registration on the General Register:

1. **Labour mobility:** applicants with practice rights in good standing with another Council-approved Canadian dental assisting regulator who qualify for registration under section 4 of the *Dental Assistants Profession Regulation* and the *Labour Mobility Act*.
2. **Education and competence assessment:** applicants who have completed a Council-approved dental assisting education program, or whose education and experience have been determined under section 5 of the *Dental Assistants Profession Regulation* to be substantially equivalent to the entry-to-practice competencies established by Council, and who have demonstrated entry-to-practice competence through a Council-recognized assessment. For the purposes of section 5 of the *Dental Assistants Profession Regulation*, the National Dental Assisting Examining Board certificate is the assessment currently recognized by Council to confirm entry-to-practice competence.

Applicants entering under Labour Mobility provisions are assessed in accordance with section 4 of the *Dental Assistants Profession Regulation* and the *Labour Mobility Act*. Core eligibility requirements in section 4.2 apply to applicants under the Education and Competence Assessment pathway.

Applicants who do not yet meet all requirements for the General Register may be eligible to apply under REG-POL-002 Provisional Registration, which establishes a separate register under section 6 of the *Dental Assistants Profession Regulation*.

### **4.3 Core eligibility requirements (education and competence assessment pathway)**

To qualify for registration through the Education and Competence Assessment, applicants must demonstrate:

1. completion of a Council-approved dental assisting education program;
2. evidence of entry-to-practice competence through a Council-recognized assessment;
3. good character and reputation as defined in REG-POL-009;
4. proof of professional liability insurance under REG-POL-010;
5. current practice as defined in REG-POL-011; and
6. English language proficiency where required under REG-POL-012.

Operational procedures are outlined in REG-PRC-001 General Registration Procedure.

### **4.4 Core eligibility requirements (labour mobility pathway)**

To qualify for registration through the Labour Mobility Pathway, applicants must demonstrate:

1. current registration and good standing with another Canadian dental assisting regulatory authority recognized under section 4 of the *Dental Assistants Profession Regulation* and the *Labour Mobility Act*;
2. evidence of entry-to-practice competence through registration in the originating jurisdiction, which the College accepts as substantially equivalent to Alberta's entry-to-practice requirements;
3. good character and reputation as defined in REG-POL-009;
4. proof of professional liability insurance under REG-POL-010; and
5. English language proficiency where required under REG-POL-012.

Operational procedures are outlined in REG-PRC-001 General Registration Procedure.

### **4.5 Restricted activities**

1. Registration on the General Register authorizes members to perform the restricted activities listed for dental assistants in the *Health Professions Restricted Activity Regulation*, in accordance with supervision and competence requirements set out in the Standards of Practice and REG-POL-006 Entry-to-Practice Authorization.
2. An individual who meets the requirements must not engage in the practice of dental assisting or perform restricted activities until registration on the appropriate register is approved and a valid practice permit has been issued by the College in accordance with section 46 of the *Health Professions Act*.

## 4.6 Decisions, timelines and communication

1. The Registrar and Chief Executive Officer (or delegate) issues registration decisions in accordance with this policy and applicable legislation. Applicants who meet all requirements are approved for registration on the General Register. Where requirements are not yet fully met but may be satisfied within a reasonable period, the application may be considered under REG-POL-002 Provisional Registration.
2. All decisions are communicated in writing with reasons and, where applicable, include information on review or appeal rights in accordance with REG-POL-008 Registration Decisions, Reviews and Timelines. Published timelines for acknowledgment, completeness checks, and decisions apply as set out in the *Fair Registration Practices Act*, and all decisions must be transparent, objective, impartial, and procedurally fair.
3. The College maintains a record of all decisions to support accountability, transparency, and compliance reporting.

## 5.0 Expected outcomes

1. **The public is assured** that only qualified and competent individuals are authorized to practice safely and ethically.
2. **Registration processes are transparent, timely, and compliant** with legislative and regulatory requirements.
3. **Applicants understand registration requirements, pathways, and timelines**, supporting informed and fair participation in the registration process.
4. **Administration of registration** supports the College's Strategic Plan.

This policy is reviewed annually, or sooner if required by legislative, regulatory, or strategic change, by the Registrar and Chief Executive Officer (or delegate) to confirm continued alignment with legislation, Council policy, and evolving standards of regulatory practice.

## 6.0 Related legislation and references

### Legislation and regulation

*Health Professions Act*, sections 3, 6, and 9

*Dental Assistants Profession Regulation* (Alberta Regulation 252/2005), sections 3 to 5

*Health Professions Restricted Activity Regulation* (Alberta Regulation 22/2023), section 7

*Fair Registration Practices Act*, sections 3 to 9

*Labour Mobility Act*

### College authority and governance

Bylaws of the College of Alberta Dental Assistants (2023), sections 3 and 11

Standards of Practice (2023) of the College of Alberta Dental Assistants, including Direction and Supervision requirements for restricted activities

Code of Ethics (2020) of the College of Alberta Dental Assistants

Strategic Plan (2025–30) Leading with Vision, Ensuring Public Trust

Governance Policy on Council and Registrar and Chief Executive Officer (or delegate) Relationship (2024)

Registration Committee Terms of Reference (2024)

## Related College policies

REG-POL-002 Provisional Registration

REG-POL-006 Entry Practice Authorization

REG-POL-007 Advanced Practice Authorization

REG-POL-008 Registration Decisions, Reviews and Timelines

REG-POL-009 Good Character, Reputation and Criminal Record Check

REG-POL-010 Professional Liability Insurance

REG-POL-011 Current Practice

REG-POL-012 English Language Proficiency

REG-POL-013 Cancellation of Registration and Practice Permit

## 7.0 Definitions

1. **College of Alberta Dental Assistants:** the regulatory body established under the *Health Professions Act*, responsible for governing the practice of dental assisting in Alberta to protect and serve the public interest. For the purposes of policies, the term “College” refers to the College of Alberta Dental Assistants.
2. **Council-approved program:** a dental assisting education program approved by Council as meeting the education requirement for registration on the General Register and Provisional Register.
3. **Council recognized entry-to-practice assessment:** an assessment recognized by Council as demonstrating entry-to-practice competence for registration on the General Register. The National Dental Assisting Examining Board certificate is an example of acceptable evidence.
4. **Labour mobility:** the process through which an individual registered and in good standing with another Canadian dental assisting regulator may obtain registration in Alberta in accordance with section 4 of the *Dental Assistants Profession Regulation* and the *Labour Mobility Act*.
5. **Practice permit:** authorization issued by the College under section 43 of the *Health Professions Act* permitting a regulated member to engage in the practice of dental assisting and perform restricted activities subject to competence and supervision requirements.
6. **Restricted activity:** a procedure or service listed in the *Health Professions Restricted Activity Regulation* that a dental assistant may perform when authorized under the *Health Professions Act* and in compliance with supervision requirements in the Standards of Practice.
7. **Substantial equivalence:** a determination by the Registrar and Chief Executive Officer (or delegate) as authorized under section 5 of the *Dental Assistants Profession Regulation* that an applicant’s education and experience are equivalent to the entry-to-practice competencies established by Council.



## 8.0 Document information

|                   |  |      |                  |                     |
|-------------------|--|------|------------------|---------------------|
| Policy type       | Registration   |      |                  |                     |
| Policy owner      | Registrar and Chief Executive Officer (or delegate) of the College of Alberta Dental Assistants  |      |                  |                     |
| Approved by       | Council of the College of Alberta Dental Assistants  |      |                  |                     |
| Approval date     | November 22, 2025  |      |                  |                     |
| Effective date    | January 1, 2026  |      |                  |                     |
| Review schedule   | Annually or sooner if required by legislative, regulatory, or strategic change.  |      |                  |                     |
| Approval history  | Version  | Date | Council Motion # | Summary of Revision |
| Related documents | REG-POL-002 Provisional Registration<br>REG-POL-006 Entry Practice Authorization<br>REG-POL-007 Advanced Practice Authorization<br>REG-POL-008 Registration Decisions, Reviews and Timelines<br>REG-POL-009 Good Character, Reputation and Criminal Record Check<br>REG-POL-010 Professional Liability Insurance<br>REG-POL-011 Current Practice<br>REG-POL-012 English Language Proficiency<br>REG-POL-013 Cancellation of Registration and Practice Permit<br>Standards of Practice (2023)<br>Code of Ethics (2020)<br>Strategic Plan (2025-30) Leading with Vision, Ensuring Public Trust |      |                  |                     |