



**College of Alberta  
Dental Assistants**

## **Registration Policy 003**

Courtesy registration

# REG-POL-003 Courtesy registration

**Legislative authority:** This policy is established under sections 3, 6, and 9 of the *Health Professions Act*; section 7 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*. It guides Council and the Registrar and Chief Executive Officer (or delegate) in transparent, objective, impartial, and procedurally fair decisions on the Courtesy Register.

## 1.0 Purpose

This policy establishes the governance framework for registration on the Courtesy Register of the College of Alberta Dental Assistants. It confirms that decisions are transparent, objective, impartial, and made in accordance with legislation. Courtesy registration provides time-limited authorization for individuals registered in good standing with another Council-approved Canadian dental assisting regulator to provide education, research, or professional services in Alberta.

This policy ensures courtesy registration decisions remain within the College's statutory authority, comply with the *Fair Registration Practices Act*, and are defensible under the *Health Professions Act* and *Dental Assistants Profession Regulation*.

## 2.0 Scope

This policy governs all applications for registration on the Courtesy Register. It 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 join the Courtesy Register.

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 Courtesy Register** with stated limits, conditions, supervision, and timelines; or
2. **defer a decision pending completion of identified requirements**; or
3. **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 on the Courtesy Register are consistent, fair, and defensible:

1. **Public protection** is maintained through proportionate limits, conditions, and supervision that ensure safe, competent, and ethical practice.

2. **Legislative consistency** is maintained by aligning requirements and conditions with the *Health Professions Act*, the *Dental Assistants Profession Regulation*, the *Health Professions Restricted Activity 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 decisions transparently.
4. **Transparency and fairness** are embedded throughout to ensure compliance with the *Fair Registration Practices Act* and adherence to principles of objectivity, impartiality, and procedural fairness.
5. **Strategic alignment** ensures registration practices support the Strategic Plan.
6. **Time-limited authorization** ensures that courtesy registration is specific to an approved purpose and duration and is not a substitute for meeting entry-to-practice standards.

## 4.0 Registration

Registration requirements for the Courtesy Register are established under the *Dental Assistants Profession Regulation* and are verified by the Registrar and Chief Executive Officer (or delegate). Decisions are evidence-informed, transparent, objective, impartial, and procedurally fair in accordance with the *Fair Registration Practices Act*. Applicants must meet the foundational requirements set out in REG-POL-001 General Registration and any additional criteria specified in this policy.

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*.

### 4.1 Courtesy registration duration and expiry

Courtesy registration is time-limited and expires automatically upon completion of the approved period or specified terms unless renewed or extended by the Registrar and Chief Executive Officer (or delegate). The College may cancel courtesy registration earlier if the registrant ceases to meet eligibility requirements or breaches any limits or conditions of registration.

### 4.2 Registration pathways

The College recognizes two primary pathways to the Courtesy Register:

1. **Interjurisdictional professional services:** applicants registered in good standing with a Council-approved Canadian dental assisting regulator governing dental assistants in another jurisdiction recognized by Council who seek to provide services in Alberta for a specific purpose and time-limited period approved by the Registrar and Chief Executive Officer (or delegate).
2. **Education or research engagement:** applicants registered in good standing with a Council-approved Canadian dental assisting regulator in another jurisdiction coming to Alberta to teach, conduct research, or participate in demonstrations or clinical training for a defined period approved by the Registrar and Chief Executive Officer (or delegate).

Applicants who qualify under the *Labour Mobility Act* may meet the General Register requirements; courtesy registration under this pathway is considered only in exceptional, time-limited circumstances approved by the Registrar and Chief Executive Officer (or delegate).

Applicants from jurisdictions that do not regulate dental assisting may be considered under section 7(2) of the *Dental Assistants Profession Regulation*, based on a determination of substantial equivalence to the qualifications required for registration in Alberta.

### **4.3 Core eligibility requirements**

To qualify for registration on the Courtesy Register, applicants must demonstrate:

1. registration in good standing with a Council-approved Canadian dental assisting regulator governing dental assistants in another jurisdiction, or evidence of substantially equivalent qualifications where no regulatory body exists;
2. good character, reputation, and a criminal record check consistent with REG-POL-009;
3. professional liability insurance consistent with REG-POL-010;
4. English language proficiency where required under REG-POL-012;
5. confirmation of the specific purpose, duration, and location of the intended activities; and
6. submission of documentation and information requested by the Registrar and Chief Executive Officer (or delegate) to verify eligibility and to establish limits and conditions.

Operational procedures are outlined in REG-PRC-003 Courtesy Registration Procedure.

### **4.4 Limits and restricted activities**

1. Courtesy registrants may practice only within the purpose and timeframe approved by the Registrar and Chief Executive Officer (or delegate).
2. Performance of restricted activities must comply with the *Health Professions Restricted Activity Regulation* and the Standards of Practice, including Direction and Supervision requirements, and any limits stated in the decision.

### **4.5 Decisions, duration, expiry, and communication**

1. The Registrar and Chief Executive Officer (or delegate) issues all registration decisions in writing, specifying the approved purpose, duration, limits, conditions, and any reporting expectations.
2. Written decisions include reasons and, where applicable, information on review or appeal rights in accordance with REG-POL-008 Registration Decisions, Reviews and Timelines.
3. Courtesy registration is time-limited and expires on the date stated in the decision, upon completion of the approved activity, or on cancellation or suspension. Extensions may be considered only upon written request with reasons and evidence of continuing need.
4. 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.

## 5.0 Expected outcomes

1. **Public protection** is maintained through transparent, objective, impartial, and procedurally fair registration practices that ensure only qualified individuals are authorized to practice within approved limits and timeframes.
2. **Applicants and stakeholders** have clear information on requirements, timelines, limits, and conditions for courtesy registration.
3. **Registration decisions and processes** are timely, evidence-informed, and compliant with the *Health Professions Act*, *the Dental Assistants Profession Regulation*, *the Health Professions Restricted Activity Regulation*, and *the Fair Registration Practices Act*.
4. **Accountability and continuous improvement** are demonstrated through monitoring of registration data, annual reporting to Council, and adjustments to processes where trends or risks are identified.
5. **Strategic alignment** is sustained as registration administration supports the Strategic Plan and reinforces the College's mandate to govern in the public interest and fulfills obligations under the *Fair Registration Practices Act*.

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), section 7

*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-001 General Registration

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

## 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 Canadian dental assisting regulator:** A regulatory authority in Canada governing the practice of dental assisting that has been approved by Council as having equivalent legislative mandate, registration standards, and public-protection requirements to those of the College for the purpose of registration or labour-mobility consideration.
3. **Courtesy register:** a register established under section 7 of the *Dental Assistants Profession Regulation* for individuals authorized to engage in time limited practice for a specific purpose approved by the Registrar and Chief Executive Officer (or delegate).
4. **Courtesy registrant:** an individual registered on the Courtesy Register who may practice only under the limits and conditions set by the College and for the approved duration.
5. **Good standing:** registration with another regulatory body that is active, current, and free from restriction, suspension, or disciplinary sanction.
6. **Specific purpose:** a defined event, project, or educational activity approved by the Registrar and Chief Executive Officer (or delegate) for which courtesy registration is granted.
7. **Substantial equivalence:** a determination by the Registrar and Chief Executive Officer (or delegate) under section 7(2) of the *Dental Assistants Profession Regulation* that an applicant’s education, training, and experience provide competence substantially equivalent to the qualifications required for registration in Alberta.
8. **Unregulated jurisdiction:** A province or territory in Canada in which dental assisting is not governed by a statutory regulatory body authorized under legislation to issue practice permits or equivalent licences.
9. **Verification of standing:** a document issued directly to the College by another regulatory body, professional association, or employer confirming an applicant’s current membership, good standing, or professional status; valid for 30 days from the date of issue.

## 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	<p>REG-POL-001 General 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 Standards of Practice (2023) Code of Ethics (2020) Strategic Plan (2025-30) Leading with Vision, Ensuring Public Trust</p>			