



**College of Alberta
Dental Assistants**

Registration Policy 005

Practice permit reinstatement

REG-POL-005 Practice permit reinstatement

Legislative authority: This policy is established under sections 3, 6, 9, 38 and 43 to 45 of the *Health Professions Act*; sections 8 and 9 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 reinstatement decisions for lapsed or cancelled practice permits.

1.0 Purpose

This policy establishes the governance framework for reinstating registration and practice permits that have lapsed or been cancelled for non-disciplinary reasons. It confirms that reinstatement decisions are made transparently, objectively, and in accordance with legislation.

This policy ensures 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*. It affirms the College's responsibility to uphold competence, ethical standards, and public confidence in the profession.

2.0 Scope

This policy governs all applications for reinstatement of registration and practice permits that have lapsed or been cancelled for administrative reasons such as non-renewal, voluntary withdrawal, or expiry.

It applies to Council, the Registrar and Chief Executive Officer (or delegate), the Registration Committee, and College staff involved in reinstatement assessment and decision-making. It also applies to individuals seeking reinstatement of registration and a practice permit following lapse, expiry, or administrative cancellation.

It does not apply to reinstatement following disciplinary cancellation, which is addressed under the *Health Professions Act* and College discipline procedures and this policy suite.

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

1. **approve the applicant for reinstatement** with stated limits, conditions, supervision, or timelines; or
2. **defer a decision pending completion of identified requirements**; or
3. **refuse reinstatement**, 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*; or
4. **require the applicant to complete additional competence**, currency, or ethical requirements prior to reinstatement approval.

3.0 Principles

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

1. **Public protection** is maintained by requiring evidence of competence, conduct, and ethical integrity before reinstatement.
2. **Legislative consistency** ensures reinstatement aligns with the *Health Professions Act*, *Dental Assistants Profession Regulation*, and *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** guide all decisions, ensuring they are objective, impartial, and procedurally fair in accordance with the *Fair Registration Practices Act* and REG-POL-008 Registration Decisions, Reviews and Timelines.
5. **Strategic alignment** ensures reinstatement practices support the Strategic Plan and reinforce the College's mandate to protect the public interest.
6. **Competence assurance** ensures applicants returning to practice meet current standards and are safe to resume restricted activities.

4.0 Registration

Reinstatement requirements are established under the *Dental Assistants Profession Regulation* and verified by the Registrar and Chief Executive Officer (or delegate) before approval; 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.

4.1 Eligibility to reinstate

Eligibility for reinstatement depends on whether the regulated member's practice permit was suspended or cancelled for non-disciplinary reasons.

1. Suspension

To reinstate a suspended practice permit, the regulated member must:

- a. submit a complete reinstatement application and pay all outstanding and current fees;
- b. provide proof of professional liability insurance consistent with REG-POL-010;
- c. confirm compliance with the Continuing Competence Program, including current learning plan and competence activities;
- d. confirm current practice consistent with REG-POL-011, if applicable; and
- e. satisfy any additional requirements determined by the Registrar and Chief Executive Officer (or delegate) to confirm safe, competent, and ethical practice.

2. Cancellation

To reinstate a cancelled registration and practice permit, the applicant must:

- a. provide evidence of good character and reputation consistent with REG-POL-009;
- b. provide proof of professional liability insurance consistent with REG-POL-010;
- c. demonstrate current practice and competence consistent with REG-POL-011 and the Continuing Competence Program;
- d. demonstrate English language proficiency, where required, under REG-POL-012;
- e. complete any required re-entry learning modules, including those related to the Standards of Practice, Professional Responsibilities and Legislation, and Code of Ethics; and satisfy any additional requirements determined by the Registrar and Chief Executive Officer (or delegate) to confirm safe, competent, and ethical practice.

4.2 Assessment and requirements

The Registrar and Chief Executive Officer (or delegate) may require an applicant to:

1. complete a refresher or upgrading program;
2. demonstrate recent practice hours or supervised return to practice activities; or
3. complete specified learning objectives through the Continuing Competence Program prior to reinstatement.

These determinations are risk-based and proportionate to the duration and circumstances of absence from practice, including any required competence audit or review outcomes. Operational procedures are outlined in REG-PRC-005 Practice Permit Reinstatement Procedure.

4.3 Decisions, timelines, and communication

1. The Registrar and Chief Executive Officer (or delegate) issues all reinstatement decisions in writing, specifying any limits, conditions, supervision, or timelines.
2. Written decisions include reasons and, where applicable, information on review or appeal rights.
3. 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.

Operational procedures are outlined in REG-PRC-005 Practice Permit Reinstatement Procedure.

5.0 Expected outcomes

1. **Public protection** is maintained as only competent and ethical individuals are reinstated to active practice.
2. **Reinstatement decisions** and processes are transparent, timely, and compliant with legislation.
3. **Applicants understand** reinstatement requirements, timelines, and potential conditions.
4. **Reinstatement administration** supports the Strategic Plan and fulfills obligations under the *Fair Registration Practices Act*.

5. **Strategic alignment** is maintained as reinstatement practices support the Strategic Plan and fulfill obligations under the *Fair Registration Practices Act*.
6. **Data on reinstatement** trends are monitored and reported annually to Council to ensure accountability and continuous improvement.

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, 9, 38 and 43 to 45

Dental Assistants Profession Regulation (Alberta Regulation 252/2005), sections 8 and 9

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-004 Practice Permit Renewal

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. **Cancelled permit:** a practice permit administratively cancelled by the Registrar and Chief Executive Officer (or delegate) for non-compliance with renewal or eligibility requirements.
3. **Currency of practice:** recent and relevant practice experience demonstrating continuing competence to perform restricted activities safely and effectively.
4. **Good standing:** registration status indicating no current suspension, restriction, or outstanding obligation to the College.
5. **Lapsed permit:** a practice permit that has expired due to non-renewal or voluntary lapse.
6. **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.
7. **Reinstatement:** the administrative process by which a former regulated member whose registration or practice permit has lapsed or been cancelled for non-disciplinary reasons is approved to resume practice.

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-001 General Registration REG-POL-002 Provisional Registration REG-POL-004 Practice Permit Renewal 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			

	<p>REG-POL-013 Cancellation of Registration and Practice Permit</p> <p>Standards of Practice (2023)</p> <p>Code of Ethics (2020)</p> <p>Strategic Plan (2025-30) Leading with Vision, Ensuring Public Trust</p>
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