



**College of Alberta  
Dental Assistants**

## **Registration Policy 006**

Entry practice authorization

# REG-POL-006 Entry practice authorization

**Legislative authority:** This policy is established under sections 3, 6, 9, 43 and 44 of the *Health Professions Act*; sections 3 and 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*. It guides Council and the Registrar and Chief Executive Officer (or delegate) in transparent, objective, impartial, and procedurally fair decisions authorizing regulated members to perform restricted activities at entry-to-practice.

## 1.0 Purpose

This policy establishes the governance framework for authorizing regulated members of the College of Alberta Dental Assistants to perform restricted activities at entry-to-practice. It confirms that authorization decisions are made transparently, objectively, impartially, and in accordance with legislation. Entry Practice Authorization verifies that new regulated members have demonstrated the competencies required for safe, effective, and ethical performance of restricted activities at the start of independent practice.

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

## 2.0 Scope

This policy governs all applications for authorization to perform restricted activities at entry-to-practice.

It applies to Council, the Registrar and Chief Executive Officer (or delegate), the Registration Committee, and College staff involved in authorization assessment and decision-making. It also applies to all individuals applying for initial authorization to perform restricted activities upon registration.

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

1. **approve authorization for the applicant** to perform restricted activities at entry-to-practice, with or without limits, conditions, or supervision requirements; or
2. **defer a decision** pending completion of identified education, supervision, or competence requirements; or
3. **refuse authorization**, 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 authorization decisions are consistent, fair, and defensible:

1. **Public protection** is maintained by ensuring only competent, qualified, and ethical regulated members are authorized to perform restricted activities.

2. **Legislative consistency** is upheld by aligning requirements with the *Health Professions Act*, *Dental Assistants Profession Regulation*, *Health Professions Restricted Activity Regulation*, and *Fair Registration Practices Act*.
3. **Accountability** is maintained 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 decisions are objective, impartial, and procedurally fair.
5. **Strategic alignment** ensures authorization practices support the College's Strategic Plan.
6. **Competence assurance** ensures authorization decisions are evidence-informed and based on verified demonstration of required entry-to-practice competencies.

## 4.0 Authorization

Authorization to perform restricted activities at entry-to-practice is 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*.

### 4.1 Eligibility for authorization

To qualify for authorization to perform restricted activities at entry-to-practice, applicants must:

1. hold current registration with the College of Alberta Dental Assistants on the General, Provisional, or Courtesy Register;
2. have successfully completed a Council-approved dental assisting education program or education determined substantially equivalent under section 5 of the *Dental Assistants Profession Regulation*;
3. provide evidence of entry-to-practice competence through a Council-approved assessment, where not previously verified through registration; and
4. meet all direction and supervision requirements in the Standards of Practice before performing restricted activities.

Operational procedures are outlined in REG-PRC-006 Entry Practice Authorization Procedure.

### 4.2 Restricted activities

1. Authorized regulated members may perform only those restricted activities approved by the Registrar and Chief Executive Officer (or delegate) in accordance with the *Health Professions Restricted Activity Regulation* and the Standards of Practice, including Direction and Supervision requirements.
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*.

### 4.3 Decisions and communication

1. The Registrar and Chief Executive Officer (or delegate) issues all authorization decisions in writing, specifying the restricted activities approved, any limits or conditions, and applicable supervision requirements.

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. **Public protection** is assured through transparent, objective, impartial, and procedurally fair authorization practices that ensure only competent and ethical individuals perform restricted activities.
2. **Authorization processes** are timely, transparent, and compliant with legislation.
3. **Applicants understand** requirements, timelines, and supervision expectations associated with entry-to-practice authorization.
4. **Administration of authorization** supports the College's Strategic Plan (2025–2030) *Leading with Vision, Ensuring Public Trust*, 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, 9, 43 and 44

*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-001 General Registration

REG-POL-002 Provisional Registration

REG-POL-004 Practice Permit Renewal

REG-POL-005 Practice Permit Reinstatement

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

- 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.
- Entry-to-practice authorization:** authorization granted by the College confirming a regulated member’s eligibility and competence to perform restricted activities upon initial registration.
- 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 Direction and Supervision requirements in the Standards of Practice.
- Direction and supervision:** requirements set out in the Standards of Practice specifying the conditions under which a dental assistant performs restricted activities under a dentist’s supervision.
- Substantial equivalence:** a determination by the Registrar and Chief Executive Officer (or delegate) 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
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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-005 Practice Permit Reinstatement 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			