



**College of Alberta  
Dental Assistants**

## **Registration Policy 008**

Registration decisions, reviews and timelines

# REG-POL-008 Registration decisions, reviews and timelines

**Legislative authority:** This policy is established under sections 3, 6, 9, 40, 43 and 45 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*. It guides Council and the Registrar and Chief Executive Officer (or delegate) in transparent, objective, impartial, and procedurally fair registration decisions, reviews, and communications consistent with legislative timelines.

## 1.0 Purpose

This policy establishes the governance framework for registration decisions, reviews, and timelines for applicants and regulated members of the College of Alberta Dental Assistants. It confirms that all decisions are made transparently, objectively, impartially, and in accordance with legislation. This policy ensures the College complies with the *Fair Registration Practices Act*, maintains accountability in decision-making, and provides timely, written communication that supports fairness, defensibility, and public confidence in registration processes.

## 2.0 Scope

This policy governs all registration decisions, reviews, and timelines under the *Health Professions Act* and *Fair Registration Practices Act*.

It applies to Council, the Registrar and Chief Executive Officer (or delegate), the Registration Committee, and College staff involved in registration assessment, decision-making, and internal review. It also applies to applicants and regulated members seeking registration, renewal, reinstatement, or authorization.

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

1. **approve the application for authorization**, with or without limits, conditions, or supervision requirements; or
2. **defer a decision pending receipt of additional information or clarification** required to complete the assessment; 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 registration decisions are consistent, fair, and defensible:

1. **Public protection** is maintained by ensuring only competent, qualified, and ethical regulated members are approved for registration or renewal to practice safely.

2. **Legislative consistency** is upheld by aligning requirements 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 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 registration practices support the College's Strategic Plan and reinforces the College's mandate to protect and serve the public interest.
6. **Competence assurance** ensures registration decisions are evidence-informed and based on verified demonstration of required entry-to-practice competencies.

## 4.0 Registration decisions, reviews, and timelines

Registration decisions, reviews, and communication are conducted in accordance with this policy and applicable legislation. Decisions are transparent, objective, impartial, and procedurally fair.

Registration decisions, reviews, and timelines are established under the *Health Professions Act* and *Fair Registration Practices Act* and are administered by the Registrar and Chief Executive Officer (or delegate) in accordance with this policy. All decisions and reviews are evidence-informed, transparent, objective, impartial, and procedurally fair.

### 4.1 Decision Authority

The Registrar and Chief Executive Officer (or delegate) or the Registration Committee makes registration decisions in accordance with applicable legislation, Council policy, and approved procedures. Decisions are evidence-informed and remain within the College's statutory authority.

### 4.2 Timelines

Applications are acknowledged, assessed for completeness, and decided within published timelines that comply with the *Fair Registration Practices Act*. Timelines for acknowledgment, completeness checks, decision issuance, and review are published on the College's website and reviewed annually for accuracy and accessibility.

Operational procedures supporting timelines and decision tracking are outlined in REG-PRC-008 Registration Decisions, Reviews and Timelines Procedure.

### 4.3 Decisions, reviews, and communication

1. The Registrar and Chief Executive Officer (or delegate) issues registration, review, and appeal decisions in accordance with this policy and applicable legislation. Decisions are evidence-informed, transparent, objective, impartial, and procedurally fair in compliance with the *Fair Registration Practices Act*.
2. All decisions are communicated in writing with reasons and, where applicable, include information on review or appeal rights. 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 decision-making practices.
2. **Registration decisions** and reviews are timely, consistent, and compliant with the *Fair Registration Practices Act*.
3. **Applicants and regulated members receive written communication** of decisions, reasons, and review or appeal rights within published timelines.
4. **Decision and review data** are monitored, analyzed, and reported to support accountability, transparency, and improvement of College processes.
5. **This policy supports the College's Strategic Plan** and fulfills legislative 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 to 5

*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-003 Courtesy Registration

REG-POL-004 Practice Permit Renewal

REG-POL-005 Practice Permit Reinstatement  
REG-POL-006 Entry Practice Authorization  
REG-POL-007 Advanced Practice Authorization  
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. **Decision:** a determination made by the Registrar and Chief Executive Officer (or delegate) or the Registration Committee regarding an application for registration, renewal, reinstatement, or authorization.
3. **Review:** a formal reconsideration process available to an applicant or regulated member who disagrees with a registration decision, conducted by an individual or group not involved in the original decision.
4. **Timelines:** the published timeframes for acknowledgment, completeness checks, decision making, and communication required under the *Fair Registration Practices Act*.

## 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-003 Courtesy Registration REG-POL-004 Practice Permit Renewal REG-POL-005 Practice Permit Reinstatement			

	<p>REG-POL-006 Entry Practice Authorization REG-POL-007 Advanced Practice Authorization 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>
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