



**College of Alberta
Dental Assistants**

Program Approval Policy 004

Program approval monitoring and reporting

PAP-POL-004 Program approval monitoring and reporting

Legislative authority: This policy is established under the *Dental Assistants Profession Regulation*, the *Fair Registration Practices Act*, the *Health Professions Act*, the *Health Professions Restricted Activity Regulation*, and the *Labour Mobility Act*. Authority is further supported by the Bylaws of the College of Alberta Dental Assistants (2023).

1.0 Purpose

This policy establishes requirements for education institutions to report material program changes and participate in monitoring activities conducted by the College of Alberta Dental Assistants that may affect program approval status.

This policy clarifies when changes to program structure, delivery, governance, or resources require notification to the College and may trigger regulatory review.

This policy supports monitoring and reporting mechanisms that allow the College to maintain regulatory visibility into program performance and changes that may affect entry-to-practice readiness.

This policy ensures program monitoring, reporting, and change notification processes are transparent, consistent, and defensible.

2.0 Scope

This policy applies to Council, the Registrar and Chief Executive Officer (or delegate), the Program Approval Committee, and any individual participating in program approval review activities on behalf of the College.

This policy applies to education programs holding preliminary approval, provisional approval, approved status, or approved status with conditions.

This policy applies to monitoring activities, reporting obligations, notification requirements, regulatory review, and regulatory response arising from material program changes.

This policy does not apply to routine operational activities that do not materially affect program design or delivery.

Operational procedures supporting this policy include program approval procedures, monitoring processes, review activities, and decision documentation procedures approved by the Registrar and Chief Executive Officer (or delegate).

3.0 Principles

The College applies the following principles to ensure program change notification and review practices are lawful, consistent, and accountable:

1. **Public interest** is upheld by ensuring the College maintains regulatory confidence that education programs continue to prepare graduates for safe and competent dental assisting practice.
2. **Regulatory visibility** ensures the College maintains awareness of program performance and changes affecting program structure, delivery, or outcomes.
3. **Evidence-informed oversight** ensures regulatory review is based on documented evidence and relevant program information.
4. **Proportionality** ensures regulatory response is appropriate to the level of risk or concern associated with the program change.
5. **Transparency and fairness** ensure that education institutions understand their reporting obligations and the potential regulatory implications of program changes.
6. **Strategic alignment** ensures program approval oversight supports the Strategic Plan (2025-30) Leading with Vision, Ensuring Public Trust.

4.0 Program monitoring, reporting, and change notification

The College requires education institutions to participate in monitoring activities and notify the College of material program changes that may affect program approval status or regulatory confidence in entry-to-practice readiness.

4.1 Program monitoring and reporting

1. Programs holding preliminary approval, provisional approval, approved status, or approved status with conditions may be subject to monitoring activities established by the College.
2. Monitoring may include:
 - a. annual or periodic reporting
 - b. submission of program information or outcome data
 - c. verification activities
 - d. review of program documentation or operational changes
 - e. any additional monitoring or verification activities the College considers necessary to maintain regulatory confidence in entry-to-practice readiness
3. Monitoring activities support the College's ability to identify potential risks to program performance and determine whether regulatory review is required.

4.2 Program change notification

1. Education institutions must notify the College in advance when a material program change is proposed and must not implement material program changes requiring College review until the College has completed its review.
2. Material program changes may include:
 - a. significant changes to curriculum structure, learning outcomes, or assessment methods used to evaluate student competence
 - b. changes to clinical education models or placement structures
 - c. significant changes in program length or delivery format
 - d. changes affecting faculty capacity or program leadership

- e. changes in program ownership or governance
 - f. suspension, relocation, or closure of a program
3. Education institutions must provide sufficient information to allow the College to determine whether regulatory review is required.

4.3 Regulatory review of program changes

1. Where a material program change is identified, the College may conduct regulatory review to determine whether the change affects program approval status.
2. Regulatory review may include document review, interviews, verification activities, outcome analysis, or other evidence gathering the College considers necessary.
3. Regulatory review may occur within the monitoring, scheduled review, or focused review processes established under PAP-POL-002 Program Approval Status and Review.

4.4 Regulatory response

1. Where program changes affect regulatory confidence in program performance or entry-to-practice readiness, the College may initiate regulatory response.
2. Regulatory response may include one or more of the following:
 - a. request for additional information
 - b. enhanced monitoring
 - c. focused review
 - d. imposition of conditions
 - e. change in program approval status
 - f. removal of program approval
3. Regulatory response decisions are made in accordance with PAP-POL-002 Program Approval Status and Review and PAP-POL-003 Program Approval Decision Making.

5.0 Expected outcomes

1. **Public interest** is strengthened through regulatory oversight of program changes that may affect entry-to-practice readiness.
2. **Education institutions understand their obligations** to notify the College of material program changes.
3. **Program monitoring, reporting, and change review support evidence-informed** oversight of approved education programs.
4. **Regulatory response mechanisms support transparency, accountability, and public confidence** in the College program approval framework.
5. **Strategic alignment** ensures program approval oversight supports the Strategic Plan (2025-30) Leading with Vision, Ensuring Public Trust.

This policy is reviewed annually, or sooner if required by legislative, regulatory, or strategic change.

6.0 Related legislation and references

Legislation and regulation

Dental Assistants Profession Regulation (Alberta Regulation 252/2005)

Fair Registration Practices Act

Health Professions Act

Health Professions Restricted Activity Regulation (Alberta Regulation 22/2023)

Labour Mobility Act

College authority and governance

Bylaws of the College of Alberta Dental Assistants (2023)

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

Governance Policies of the College of Alberta Dental Assistants

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

Related College policies

PAP-POL-001 Program Approval and Course Recognition Framework

PAP-POL-002 Program Approval Status and Review

PAP-POL-003 Program Approval Decision Making

PAP-PRC-001 Program Approval Application and Review Procedure

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:** The governing body of the College as established by legislation and the Bylaws. Council exercises authority for program approval and course recognition decisions in accordance with legislation, the Bylaws, and College policy.
3. **Material program change:** A change to program structure, delivery, governance, curriculum, clinical education, or resources that may reasonably affect the program’s ability to meet College requirements or support entry-to-practice readiness.
4. **Program approval:** The formal determination by Council that an education program meets College requirements and is recognized for regulatory purposes, including entry-to-practice eligibility, subject to any applicable approval status, conditions, monitoring, or review requirements.
5. **Registrar and Chief Executive Officer (or delegate):** The individual appointed by Council to manage the operations of the College and implement Council policy.

8.0 Document information

Policy type	Program Approval			
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	March 23, 2026			
Effective date	March 23, 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	Bylaws of the College of Alberta Dental Assistants (2023) Code of Ethics (2020) PAP-POL-001 Program Approval and Course Recognition Framework PAP-POL-002 Program Approval Status and Review PAP-POL-003 Program Approval Decision Making Program Approval Standards Strategic Plan (2025-30) Leading with Vision, Ensuring Public Trust			