



**College of Alberta  
Dental Assistants**

## **Program Approval Policy 005**

Program approval evidence and documentation

# PAP-POL-005 Program approval evidence and documentation

**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 expectations for the collection, verification, documentation, and management of evidence used in program approval, monitoring, and review activities conducted by the College of Alberta Dental Assistants.

This policy ensures that program approval status decisions are supported by reliable evidence and that documentation practices support transparency, accountability, and defensible regulatory decision making.

This policy supports the College mandate to protect and serve the public interest by ensuring that evidence used to determine program approval status reflects program performance, graduate outcomes, and entry-to-practice readiness of graduates.

This policy ensures that evidence and documentation practices align with legislative obligations and support the Strategic Plan (2025-30) Leading with Vision, Ensuring Public Trust.

## 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 evidence submitted by education institutions and to evidence generated through regulatory oversight activities conducted by the College.

This policy applies to evidence obtained through monitoring, scheduled review, focused review, or program change notification processes.

This policy does not apply to operational education delivery activities conducted by education institutions.

Operational procedures supporting this policy include evidence submission requirements, verification activities, documentation practices, and record management procedures approved by the Registrar and Chief Executive Officer (or delegate).

## 3.0 Principles

The College applies the following principles to ensure evidence and documentation practices support lawful, consistent, and defensible regulatory oversight:

1. **Public interest** is upheld by ensuring that program approval status decisions rely on credible evidence demonstrating safe and competent preparation for dental assisting practice.
2. **Evidence integrity** ensures that information used in program approval status decisions is reliable, verifiable, and relevant to College requirements.
3. **Transparency** supports clear documentation of evidence reviewed, analysis conducted, and decision rationale.
4. **Accountability** ensures that evidence supporting program approval status decisions is recorded and maintained as part of the College regulatory record.
5. **Proportionality** ensures that evidence requirements and verification activities are appropriate to the level of regulatory concern, program change, or review activity.
6. **Strategic alignment** ensures evidence and documentation practices support the Strategic Plan (2025-30) Leading with Vision, Ensuring Public Trust.

## 4.0 Evidence and documentation requirements

The College requires that program approval status decisions be supported by documented evidence demonstrating compliance with College requirements. The College implements program approval through structured procedures governing application review, monitoring, verification activities, program change review, and decision documentation.

### 4.1 Evidence submission

1. Education institutions seeking program approval must submit evidence demonstrating that the program meets College requirements.
2. Evidence submissions may include, but are not limited to:
  - a. program curriculum and learning outcomes
  - b. clinical education models and placement arrangements
  - c. faculty qualifications and staffing capacity
  - d. program governance and leadership structures
  - e. assessment methods and student evaluation processes
  - f. graduate outcome data or other program performance indicators
3. The College may establish specific evidence submission requirements through program approval standards or operational procedures.

### 4.2 Evidence verification

1. The College may verify evidence submitted by education institutions through regulatory review activities.
2. Verification activities may include:
  - a. document review
  - b. interviews with program representatives

- c. site visits or virtual reviews
  - d. outcome analysis
  - e. verification of clinical education arrangements
  - f. any other verification activities the College considers necessary
3. Verification activities support regulatory confidence in program performance and entry-to-practice readiness.

#### **4.3 Evidence from monitoring and review**

1. Evidence used in program approval status decisions may include information obtained through monitoring and review processes established under PAP-POL-002 Program Approval Status and Review and PAP-POL-004 Program Approval Monitoring and Reporting.
2. Evidence sources may include:
  - a. annual program reports
  - b. monitoring submissions
  - c. findings from scheduled review
  - d. findings from focused review
  - e. program change notifications
  - f. complaints or other regulatory information relevant to program performance
3. Evidence considered by the College may include both quantitative indicators and qualitative information relevant to program performance and entry-to-practice readiness.

#### **4.4 Documentation of evidence review and decision support**

1. The College maintains documentation of evidence reviewed as part of program approval activities.
2. Documentation may include:
  - a. evidence submissions received
  - b. analysis conducted by reviewers
  - c. committee review materials
  - d. recommendations provided to Council
  - e. Council decision records
3. Documentation supports transparency, accountability, and defensible regulatory decision making.

#### **4.5 Record retention**

1. The College maintains records of program approval evidence and related documentation in accordance with College record management policies and applicable legislation.
2. Records are maintained to support:
  - a. regulatory oversight
  - b. decision transparency
  - c. compliance reporting
  - d. future monitoring and review activities

## 5.0 Expected outcomes

1. **Public interest** is strengthened through program approval status decisions supported by credible and documented evidence.
2. **Evidence and documentation** practices support transparent, accountable, and defensible regulatory decision making.
3. **Education institutions understand evidence** expectations for program approval and ongoing monitoring.
4. **Clear documentation supports consistency** in program approval status decisions and regulatory oversight.
5. **Strategic alignment** ensures program approval evidence practices support 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-POL-004 Program Approval Monitoring and Reporting

PAP-PRC-001 Program Approval Procedure

PAP-PRC-003 Program Change Notification and Regulatory 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 status decisions in accordance with legislation, the Bylaws, and College policy.
3. **Evidence:** Information, documentation, data, indicators, or verification obtained by the College that supports evaluation of program compliance with College requirements and entry-to-practice readiness expectations.
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. **Program Approval Committee:** A governance committee established by Council to review program approval matters and make recommendations to Council.
6. **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			
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Review schedule	Annually or sooner if required by legislative, regulatory, or strategic change.			
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Related documents	Bylaws of the College of Alberta Dental Assistants (2023) Code of Ethics (2020) PAP-POL-001 Program Approval and Course Recognition Framework Program Approval Standards Strategic Plan (2025-30) Leading with Vision, Ensuring Public Trust			