

Application Check List

Application for Transfer from Non-practicing to General Registration

To avoid delays in processing your transfer application, please use the following checklist to ensure that you have completed all the steps necessary before mailing your Application for Transfer to the College of Registered Dental Hygienists of Alberta (CRDHA).

Print in ink. If a section is not relevant to your situation, write "N/A" in the space.

Have you:

- Completed all sections of the Application form?
- Signed and dated the Statutory Declaration section?
- Attached the following documentation?
 - Evidence of meeting the CRDHA Continuing Competence Program requirements
 - Evidence of a minimum of 600 practice hours within the 3 years immediately preceding the date the Registrar receives the completed application for transfer¹ (including signed letter(s) from employer(s), on company letterhead, verifying employment history)
 - Evidence of having obtained a minimum of 45 continuing competence program credits within the 3 years immediately preceding the date the Registrar receives the application for transfer (Supporting documentation for courses listed)

OR

- Evidence of completion of a Council-approved dental hygiene refresher education course, completed no longer than 12 months prior to application for transfer
- Evidence of current CPR certification at the Health Care Provider level
- CPR Certification Declaration Statement
- Evidence of liability insurance (photocopy of CDHA "Active" membership card or enclose the fees for CDHA membership)
- Requested that the following documentation be submitted directly to CRDHA?
 - Verification of registration / certification / licensure in **each** jurisdiction where you are or have been registered / certified / licensed as a dental hygienist or as an other health professional, if applicable
 - Results of the online CRDHA Jurisprudence Examination, if applicable
- Enclosed your application for recognition of restricted activity knowledge and skills (e.g. local anaesthesia) and/or **supporting documentation**, if applicable? (e.g. Employer verification of currency in administration of LA)
- Enclosed the appropriate fees in the form of a certified cheque or money order made payable to CRDHA?

¹If you apply for transfer to General Registration on January 5, 2016, you must provide evidence that you have completed 600 practice hours and 45 hours of professional development between January 5, 2013 and January 4, 2016.