



GENERAL INFORMATION ABOUT APPLYING FOR REGISTRATION WITH THE CRDHA

REGISTRATION IS MANDATORY

All Service Providers Must Register

In accordance with section 46 of the Alberta *Health Professions Act* (the “Act”), a person must apply for General registration if the person intends to provide one or more of the following services in the Province of Alberta:

- Professional services directly to the public;
- The manufacture of dental appliances or conducting of laboratory tests that are used by other regulated members to provide professional services directly to the public;
- The teaching of the practice of a regulated profession to regulated members or students of the regulated profession; and
- The supervision of regulated members who provide professional services to the public.

A person must hold General registration and a Practice Permit whether he or she intends to practice dental hygiene as an independent practitioner, employee, contractor or volunteer for any portion of the year - even if it is just one day.

General registration is for applicants who wish to engage in activities/services that involve the knowledge and/or practice of dental hygiene as a clinician, educator, administrator/manager, health promoter, consultant, researcher or sales representative. A Practice Permit will be issued upon registration on the General Register. A person must not participate in a working interview unless he or she is registered and holds a Practice Permit. Practice Permits must be renewed annually.

Moving to Alberta

If a person is licensed/registered in another jurisdiction in Canada the person must also apply for registration with the College of Registered Dental Hygienists of Alberta (“CRDHA”). Regardless of a person’s license status in any other province, state or country, that person must comply with the Act, the Dental Hygienists Profession Regulation (the “Regulation”) and the CRDHA registration process if he or she will be involved in any of the activities listed above in the Province of Alberta. A completed application for CRDHA General Registration must be approved before a person provides any of the above listed services in Alberta.

It is recommended that an application for registration be initiated and, if possible, completed prior to moving to Alberta.

Applications for registration from persons who are not graduates of the University of Alberta Dental Hygiene Program, which is the program approved by Council, may have their applications considered in accordance with section 5 of the Regulation, which requires the applicant’s qualifications to be substantially equivalent to the University of Alberta Dental Hygiene Program. Substantial equivalence is determined based on a review of the applicant’s program of study. Following the review of a complete application for registration, the CRDHA may approve the application, with or without conditions, defer registration or refuse the application for registration. In each case, the CRDHA is guided by an assessment of what is in the best interests of the public.

Applications for registration from persons who are registered in good standing and hold current certification, licensure or registration to practice dental hygiene in another Canadian jurisdiction may have their applications considered pursuant to the applicable national and provincial trade and labour mobility agreements and section 4 of the Regulation, which deals with equivalent jurisdictions.

Applicants should apply to the regulatory college for which their educational qualifications are the best match. For example, a person who has been educated as a dentist and wants to work in Alberta should apply to the Alberta Dental Association and College. A person who has been educated as a dental assistant should apply to the College of Alberta Dental Assistants.

Applications for Registration

Once you submit the online Registration Package Request form you will be sent detailed information regarding applying for registration with the CRDHA, including an application for General Registration.

An application for registration must be made on the required form. All applications will be reviewed on an individual basis.

It is important to start the registration process well in advance of any pre-arranged employment start dates to ensure sufficient time for processing the application. The time required for the registration process to be completed may vary considerably from one applicant to another. The application process generally takes four to six (4-6) weeks but may take longer if applications are incomplete or if an application is received between September and November, our annual membership renewal period.

Applicants will receive notification via email and/or regular mail confirming that the CRDHA has received their application. If the application is not complete, the notice will list the items missing from the application. All supporting documentation should be received within six (6) months of receipt of the application form by the CRDHA office. An application will not be considered complete until all required information, documentation and fees are received, and all required qualification and competence assessments have been completed. When an application is complete, it will be considered and the applicant will be notified of the decision on the application.

Enquiries

The Registrar's office would be pleased to answer any questions regarding an application for registration to practice dental hygiene in Alberta. All correspondence, enquiries and application forms should be directed to:

Registrar, College of Registered Dental Hygienists of Alberta
Suite 302, 8657 - 51 Avenue NW
Edmonton, AB T6E 6A8
Phone: (780) 465-1756 ♦ Fax (780) 440-0544
Email: info@crdha.ca