



August 21, 2017

**NOTICE OF EXPIRY OF NON-PRACTICING MEMBERSHIP  
ON THE NON-REGULATED MEMBERS REGISTER  
ON OCTOBER 31, 2017**

Renewal notices are now sent by email only.

**It is Your Responsibility to:**

- Make sure the CRDHA has your correct name; current postal address, email address, home/cellular telephone numbers, business address, and business phone number (if applicable).
- Renew your membership by October 31 each year, even if the Registrar fails to send a notice, or you don't receive such a notice.
- Review the registrant categories listed below before completing the renewal application.

**Renew Online**

- **before Saturday, September 30, 2017** to have your name entered in the Canadian Dental Hygienists Association (CDHA) early bird draw for a chance to win a \$250 gift card.
- **before Tuesday, October 10, 2017** to give the CRDHA office sufficient time to process your renewal application before the October 31 expiry date.
- **before 11:59 p.m. Tuesday, October 31, 2017 to avoid late payment penalties and cancellation of your membership.**

**Renewal Requirements**

- Section 8.5 of the CRDHA Bylaws requires that Non-Regulated Members **submit a complete application for renewal of their Non-Practicing membership, including fees, to the CRDHA office by October 31, 2017.**
- Renewal applications received after October 31 are considered late. A 20% late payment penalty will be applied to all renewal applications received after October 31, 2017.
- In accordance with the CRDHA Bylaws, failure to renew will result in cancellation membership.

**CRDHA MEMBERSHIP CATEGORIES**

**Non-Regulated Member Register - Non-Practicing Membership**

Non-Practicing Membership on the Non-Regulated Member Register may be selected by members who will not be engaged in the practice of dental hygiene on November 1, 2017 or at any time during the membership year ending October 31, 2018.

Non-Practicing Members are **not authorized** to practice dental hygiene in Alberta. In addition, Non-Practicing Members are **not authorized** to use the protected titles "dental hygienist", "registered dental hygienist", "DH", or "RDH" and to do so is a contravention of the Act. Disciplinary action can and will be taken against Non-Practicing Members who engage in the practice of dental hygiene or use the protected titles.

When a member moves to Non-Practicing Membership, their name is removed from all rosters of members authorized to provide restricted activities (e.g. local anaesthetic, orthodontics, etc.) and the member may be required to provide evidence of currency of practice in performance of the restricted activity in order to have the authorization reactivated.

Non-Practicing Membership provides CRDHA membership privileges and CDHA “Support” membership privileges. Non-Practicing Membership does not include liability (malpractice) insurance coverage.

### **Regulated Member Register - General Membership**

General Membership on the Regulated Member Register **must** be selected before you engage in the practice of dental hygiene either part-time or full-time on November 1, 2017 or at any time during the registration year ending October 31, 2018.

Under the Act, the following are considered to be engaged in the practice of dental hygiene: a clinician, educator, administrator, manager, health promoter, consultant, researcher, or sales representative who uses the title registered dental hygienist or any variation or abbreviation of the title; represents that he/she is a dental hygienist; and engages in activities that involve the knowledge, practice, teaching, or supervision of regulated members or students of the regulated profession.

Persons on the General Register receive a practice permit; all privileges of CRDHA/CDHA membership; liability (malpractice) insurance coverage; and are authorized to use the protected titles “dental hygienist”, “registered dental hygienist”, “DH”, or “RDH”. There is no refund of fees if you terminate practice at any time during the membership year.

### **Applying for Transfer from Non-Practicing Membership to General Membership**

The CRDHA’s *Policy on Transfers from Non-Practicing to General Membership* sets out the specific requirements that must be met for transfer to General Membership. The policy can be downloaded at: [http://www.crdha.ca/registration-renewal/transfer-\(non-practicing-to-practicing\).aspx](http://www.crdha.ca/registration-renewal/transfer-(non-practicing-to-practicing).aspx)

If you want to transfer to General Membership effective November 1, 2017, **the transfer application must be received in the CRDHA office by Tuesday, October 10, 2017** so the application can be reviewed and additional information can be gathered from you if necessary.

Transfer to General Membership will not be approved until the CRDHA office has confirmed that all transfer requirements have been met including: evidence of a minimum of 600 practice hours and 45 continuing competence credits **within the three-year period<sup>1</sup> immediately preceding the date the Registrar receives a complete application for transfer**, or proof of successful completion of a Council-approved dental hygiene refresher course completed no longer than twelve months prior to application for transfer; evidence of currency in performance of restricted activities; evidence of CPR certification at the health care provider level (HCP) issued in the past twelve months; verification of registration from any other jurisdictions (if applicable); successful completion of the CRDHA jurisprudence examination (if required); and payment of fees.

If you want to transfer to General Membership later in the membership year, you may submit a printed application for transfer to General Membership on the Regulated Member Register any time in the membership year. A transfer application form can be downloaded at: [http://www.crdha.ca/registration-renewal/transfer-\(non-practicing-to-practicing\).aspx](http://www.crdha.ca/registration-renewal/transfer-(non-practicing-to-practicing).aspx)

### **Reactivating Advanced Practice Certificates and Authorization to Perform Restricted Activities**

If an applicant for transfer was previously entered on the CRDHA Roster of members authorized to perform any of the following restricted activities: prescribing and administering local anaesthesia; prescribing and administering nitrous oxide/oxygen conscious sedation; prescribing Schedule 1 drugs; or performing orthodontic or restorative procedures; they may be required to provide evidence of currency of practice in performance of the restricted activity in order to have the authorization reactivated.

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<sup>1</sup>Example. If you apply for transfer to the General Register on January 5, 2018, you must provide evidence that you have completed a minimum of 45 hours of professional development and a minimum of 600 practice hours between Jan 5, 2015 and January 4, 2018.

## CANCELLATION OF REGISTRATION

Cancellation of registration, for any reason, will result in complete removal from the register. All communications from the CRDHA, including membership renewal information; journals and newsletters; and other notices or announcements; will be discontinued. Access to insurance programs and other benefits of registration will be forfeited.

### Cancellation of Registration by Request

In accordance with section 43(5) of the Act, a Non-Practicing Member who does not wish to maintain membership on the Non-Regulated Membership Register may request that their registration be cancelled. The online renewal process provides a "Cancel My Registration" option.

Persons who have requested cancellation of their registration on the Non-Regulated Membership Register may, at any time in the future, apply for reinstatement of their Non-Regulated Membership registration. Applicants for reinstatement must provide all documents, fees, assessments, and levies as set out in the CRDHA's reinstatement policies. Cancelled members should be aware that this may include the completion of written and clinical professional examinations.

### Cancellation of Registration for Default in Payment of Fees

In accordance with CRDHA Bylaw 8.5, persons on the Non-Regulated Membership Register must submit a complete application for renewal of their membership, including fees, by October 31 each year. In accordance with CRDHA Bylaw 8.7.1, default in payment of any fees, costs, dues, or levies will result in cancellation of membership/registration.

In accordance with section 8.8 of the Bylaws, if the registration of a Non-Practicing Member is cancelled for non-payment of fees, costs, dues, or levies, the Registrar may reinstate the registration upon payment of the fees, costs, dues, or levies due, as well as a fee for reinstatement as determined by Council.

## ADDITIONAL INFORMATION

### Fee Increases

CRDHA fees are comprised of two parts: (1) CRDHA fees and (2) Canadian Dental Hygienists Association Fees.

- The CDHA portion of membership fees for Non-Practicing Members has not changed for 2017-2018. It remains at \$95. The CDHA portion of fees for persons on the General Register has increased from \$191 to \$200 for 2017-2018.
- CRDHA fees have increased from \$110 to \$115 for Non-Practicing Members and from \$552 to \$599 for persons on the General Register. The CRDHA fee increases are a result of a decline in the number of new registrants and a substantial increase in costs associated with increased inspections, complaints, investigations, and disciplinary action. The CDHA and CRDHA fee increases are reflected in the fees listed on the 2017-2018 renewal application form.

### Liability Insurance Options for Members Applying for Transfer to General Membership

- Liability insurance premiums are inclusive in General Member renewal fees. Members may select:
  - "Plan 1": basic \$1M per claim, \$5M aggregate insurance policy, or
  - "Plan 2": enhanced \$2M per claim, \$5M aggregate insurance policy. Plan 2 may be of interest to members who are authorized to perform advanced practice procedures (e.g. local anaesthesia, nitrous oxide/oxygen conscious sedation, orthodontics, restorative, prescribing).
  - "Plan 3" may be of interest to members who operate an independent dental hygiene practice. "Plan 3" offers \$5M per claim, \$5M aggregate insurance. Members must contact the CDHA directly to ensure they meet the requirements to upgrade to "Plan 3". Additional fees for an upgrade must be paid directly to the CDHA.

### **General Members Must Display a Practice Permit**

If you apply for transfer to the General Register and meet the requirements for transfer, a practice permit will be sent for each place of employment you list on your application. Additional practice permits may be requested by members when their employment locations increase beyond those originally listed on the transfer application. Section 36(5)(a) of the Act requires that the practice permit be displayed where professional services are being provided.

### **Authorization to Perform Restricted Activities & Advanced Practice Certificates**

General Members who have successfully completed Council-approved courses in prescribing and administering local anaesthesia; prescribing and administering nitrous oxide/oxygen conscious sedation; prescribing Schedule 1 drugs; and performing orthodontic and/or restorative procedures; must apply for CRDHA authorization prior to performing these restricted activities in their practice. Once authorization is approved, an advanced practice certificate will be issued.

Advanced practice certificates must be displayed alongside the registrant's practice permit. Policies and application forms regarding authorization to perform restricted activities are available from the CRDHA office or from the CRDHA website at <http://www.crdha.ca/registration-renewal/advanced-practice-authorization.aspx>. There is no fee involved. Advanced practice authorization is cancelled when a member moves to Non-Practicing Membership.

### **Tax Receipts & Duplicate Receipts**

Once your renewal application has been approved, you may log onto the CRDHA website and print a 2017-18 tax receipt. Duplicate receipts for 2015-16 and 2016-17 are also available online.

If a printed renewal or transfer application is submitted and a third party issues a cheque for payment of your fees, **CRDHA must issue the tax receipt in the name of the person or agency that issued the cheque, unless directed otherwise at the time the payment is received.**

### **Continuing Competence Program Requirements**

Although the Continuing Competence Program does not apply to Non-Practicing Members, you are encouraged to continue participating in continuing competence activities and to submit your requests for continuing competence credits within 120 days of completion of a course or activity. This generally speeds up future requests for transfer to the General Register. The Continuing Competence Program Rules and reporting forms are available on the CRDHA website at: <http://www.crdha.ca/continuing-competence-events.aspx>.

If you transfer to the General Register, you must comply with the Continuing Competence Program. Completion of the CRDHA Self-Assessment package will assist you to identify your specific learning needs. Courses must relate to your identified learning needs. Taking multiple on-line courses simply to meet the Continuing Competence Program credit requirement without regard to your learning needs is not acceptable.

### **Sending a Renewal Application by Regular Mail**

In extenuating circumstances (e.g. member does not have access to a computer that has programs compatible with the CRDHA online renewal system), members may download and print a renewal application form from the CRDHA website at <http://www.crdha.ca/registration-renewal/annual-renewal.aspx> and return the completed form by mail to the CRDHA. Use of Xpresspost, registered mail, or courier service is recommended so delivery of the item can be tracked.

### **CHECKLIST FOR MAILED APPLICATIONS**

- All sections of the renewal application are complete.
- The Renewal Declaration Statement **or** the Cancellation by Request Statement on the last page of the application is signed and dated.

- If applying for transfer to the General Register:
  - a photocopy of my CPR Wallet Card (HCP level) issued no longer than twelve months prior to November 1, 2017 is enclosed; and
  - other documentation and information required by the transfer policy is enclosed.
  
- Payment “in full” is attached. Cheques or money orders, in Canadian funds, are made payable to the College of Registered Dental Hygienists of Alberta (CRDHA). Note: Sending an NSF cheque is equivalent to a default in payment of fees and may result in cancellation of your membership. There will be a \$40.00 charge for NSF cheques.

**Mailed applications for Transfer to General Registration, including fees and any other required documentation, must be received by Tuesday, October 10, 2017** so the office has time to review the application and request any additional documentation that may be required.

**Mailed applications to renew Non-Practicing Membership, including fees and any other required documentation, must be received in the CRDHA office by 4:00 p.m. on Tuesday, October 31, 2017.** A 20% late payment penalty will be applied to all renewal applications received after October 31, 2017.

***If you have questions regarding membership renewal,  
please contact the CRDHA office at  
780-465-1756 or toll free at 1-877-465-1756***