



August 21, 2017

NOTICE OF EXPIRY OF GENERAL REGISTRATION AND PRACTICE PERMIT 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; and current postal address, email address, home/cellular telephone numbers, business address, and business phone number.
- Renew your registration and practice permit by October 31 each year, even if the Registrar fails to send a notice, or you fail to receive such a notice.
- Review the registrant categories described on pages 2 and 3 of this notice before completing your renewal application.

Renew Online

- **before Saturday, September 30, 2017** to have your name entered in the Canadian Dental Hygienists Association's 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 mail out a new practice permit before the October 31 expiry date.
- **before 11:59 p.m. Tuesday, October 31, 2017 to avoid late payment penalties and suspension of your practice permit.**

Renewal Requirements

- Section 38 of the *Health Professions Act* (the "Act") and section 7.7 of the CRDHA Bylaws require that a **complete application for renewal of registration and a practice permit, including evidence of CPR certification and payment of fees, be submitted to the CRDHA by October 31, 2017.** Practicing dental hygiene in Alberta without registration or a valid practice permit is a violation of the Act for which penalties can and will be imposed.
 - In accordance with section 39 of the Act, if a complete application for renewal is not received by October 31, the member's practice permit will be suspended immediately and the member must stop practicing. Further, the practice permit and registration may be cancelled in accordance with section 43 of the Act.
 - 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.
- Section 11 of the Dental Hygienists Profession Regulation (the "Regulation") requires that applications for renewal **include evidence of holding current CPR certification at the health care provider level.**
 - To be considered current, CPR certification must be completed between November 1, 2016 and October 31, 2017.
 - The CPR course must be delivered in accordance with recommendations of the International Liaison Committee on Resuscitation (ILCOR) and must include, at a minimum, classroom instruction and practicum experience related to:
 - One and two person rescuer chest compressions for adults, children, and infants;
 - One and two person rescuer adult, child, and infant bag-valve mask technique; and rescue breathing;
 - Relief of choking in adults, children, and infants; and
 - Use of an automated external defibrillator.

Practice Permits Must be Displayed

- Section 36(5)(a) of the Act requires that General Members display their practice permit where they are providing professional services.
- A practice permit will be sent for each place of employment you list on your renewal application. Additional practice permits may be requested by members when their employment locations increase beyond those originally listed on the renewal application.

CRDHA MEMBERSHIP CATEGORIES

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 membership 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”. Transfer from General to Non-Practicing is not required when leaving dental hygiene practice during the membership year. There is no refund of General Membership fees if you terminate practice during the membership year.

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.

Applying for Transfer from Non-Practicing Membership to General Membership

A person who holds Non-Practicing Membership on the Non-Regulated Member Register may submit an application for transfer to General Membership on the Regulated Member Register at any time during the membership year. The CRDHA’s *Policy on Transfers from Non-Practicing to General Membership* sets out the specific requirements that must be met for transfer to the Regulated Member Register. The policy and transfer application can be downloaded from the CRDHA website 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).

Applicants for transfer should be aware that transfer to General Membership will not be approved until the CRDHA office has confirmed that all transfer requirements have been met.

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 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.

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.

A person whose registration is cancelled is **no longer authorized** to practice dental hygiene in Alberta and is **no longer 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 former members who engage in the practice of dental hygiene or use the protected titles while their registration is cancelled.

Cancellation of Registration by Request

In accordance with section 43(5) of the Act, any member who will not be engaging in the practice of dental hygiene and who does not wish to maintain CRDHA registration 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 may, at any time in the future, apply for reinstatement of their registration with the CRDHA. 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 Failure to Apply for Renewal and/or Default in Payment of Fees

In accordance with section 43 of the Act, the registration and practice permit of a General Member may be cancelled for failure to apply for a practice permit and for default in payment of fees, penalties, assessments, costs, or levies.

In accordance with CRDHA Bylaw 7.8, a member whose registration and/or practice permit is cancelled for default in payment of fees may apply to the Registrar for the practice permit to be re-issued and registration reinstated, upon providing such documents, fees, assessments, levies, and late payment fees as required.

ADDITIONAL INFORMATION

Fee Increases

The CRDHA annual renewal fee for General Members is comprised of three parts: (1) practice permit fee, (2) member fee, and (3) Canadian Dental Hygienists Association (CDHA) membership and liability insurance fee.

- For 2017-2018, increased revenue is required to address the substantially increasing costs related to inspections, complaint, investigation and discipline processes, all of which are primary responsibilities of a regulatory college. From 2013 to 2017, costs related to inspections and professional conduct issues have increased from \$20 per member to \$82 per member. Due to a decline in the number of new registrants over the past few years and the increased cost of fulfilling our regulatory responsibilities, the 2017-2018 practice permit portion of fees has been increased by 12.5% from \$378 to \$425. Other actions taken in this year’s budget to absorb the increased cost was to reduce the resources allocated to other expense areas such as advertising, printing, and postage. Although this is a substantial increase in one year, the CRDHA practice permit fees have generally been lower than comparable dental hygiene regulatory colleges. A chart comparing practice CRDHA’s fees with other dental hygiene regulators is provided below.

Regulatory College Fee Comparisons (Fall 2016 Survey)				
DH Colleges	No. of Members	Practice Permit/ License Fee	Provincial Membership Fee	CDHA Fee
CRDHA	3070	\$378 (2016-2017) \$425 (2017-2018)	\$174	\$191 (2016-2017) \$200 (2017-2018)
CDHBC	3600	\$495	\$175	Same as above
CDHM	750	\$440	\$125	Same as above
CDHO	12,000	\$400	\$224	Same as above

- The Canadian Dental Hygienists Association (CDHA) has provided notice that their fees for 2017-2018 have increased from \$191 to \$200 for practicing dental hygienists. Therefore, 2017-2018 CRDHA General member fees will be as follows: practice permit fee (\$425) + membership fee (\$174) + CDHA member and liability insurance fees (\$200) = \$799.

Liability Insurance Options for Members Renewing in the General Membership Category

- 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.

Authorization to Perform Restricted Activities & Advanced Practice Certificates

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

Once a member’s renewal application has been approved by the CRDHA office, a member can log onto the CRDHA website to print a 2017-18 tax receipt. Duplicate receipts for 2015-16 and 2016-17 are also available online.

If a printed renewal application is mailed in to the CRHDA, and an employer or other third party issues a cheque for payment of the renewal fees, **CRDHA must issue the tax receipt in the name of the employer or person who issued the cheque, unless directed otherwise at the time the payment is received.**

Continuing Competence Program Requirements

General Members must comply with the requirements of the CRDHA Continuing Competence Program (CCP). General Members must obtain a minimum of 45 program credits and a minimum of 600 practice hours in each three-year reporting period. If the minimum program credits and/or practice hours are not achieved, application for renewal of a practice permit will be denied.

Members are reminded to submit their requests for continuing competence credits within 120 days of completion of a course or activity. Practice hours are to be reported with the annual application for renewal of membership. Continuing Competence Program Rules and reporting forms are available on the CRDHA website at <http://www.crdha.ca/continuing-competence-events.aspx>

Completion of the CRDHA Self-Assessment package will assist you to identify learning needs specific to your practice. Courses must relate to your identified learning needs. Taking multiple on-line courses simply to meet the CCP credit requirement without regard to your actual learning needs is not acceptable.

Sending a Renewal Application by Regular Mail

In extenuating circumstances (e.g. member’s computer does not have programs that are 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.

Renewal applications sent by mail must be received before 4:00 p.m. Tuesday, October 31, 2017. A 20% late payment penalty will be applied to all renewal applications received after October 31.

CHECKLIST FOR MAILED RENEWAL APPLICATIONS

- All sections of the renewal application are completed.
- The Renewal Declaration Statement **or** the Cancellation by Request Statement on the last page of the application form is signed and dated.
- A photocopy of my CPR Wallet Card (HCP level), issued between November 1, 2016 and October 31, 2017, is attached. Note: the renewal application will be considered incomplete if evidence of CPR certification is not enclosed, and in accordance with section 39 of the Act, the member's practice permit will be suspended immediately and may be cancelled in accordance with section 43 of the Act.
- 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 suspension of your practice permit. There will be a \$40.00 charge for NSF cheques.
- Ensure your complete application for renewal **is delivered to the CRDHA office by Tuesday, October 10, 2017 to give the office sufficient time to mail out a new practice permit before the October 31 expiry date**. Mailed renewal applications, including fees and evidence of CPR certification, must be received in the CRDHA office by 4:00 p.m. on Tuesday, October 31, 2017 to avoid late payment penalties and suspension of your practice permit.

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