

College of Dental Hygienists
of British Columbia



Initial Registration Information Guide

In order to practice dental hygiene in British Columbia, applicants must be registered with the College of Dental Hygienists of British Columbia (CDHBC).

The classes of registration available are as follows:

FULL PRACTICING REGISTRATION

Full Practicing registration is for dental hygiene graduates planning to practice in British Columbia who meet ALL of the following requirements as per section 39(1) of the CDHBC bylaws:

- Graduation from a dental hygiene education program listed in Schedule I of the CDHBC Bylaws* or listed on the Temporary Approved List. For a current list of programs listed on Schedule I and the Temporary Approved List, please visit the CDHBC website at: <http://www.cdhbc.com/Practice-Resources/Regulation-and-Bylaws/Schedules/Schedule-I-Dental-Hygiene-Programs.aspx>
- Certification by the National Dental Hygiene Certification Board of Canada (NDHCB);
- Successful completion of a [CDHBC approved local anesthesia course](#), or the local anesthesia education included in all BC dental hygiene programs, and
 - (i) eligibility to perform local anaesthesia within the past three years; or
 - (ii) successful completion of a CDHBC approved local anesthesia refresher course, if applicable;
- Commencement of the Quality Assurance Program (QAP) assigned upon registration. For more information, please see page 3.
- Completion of the Jurisprudence Education Module (JEM). Information on accessing the JEM will be emailed to applicants upon submission of their online application. See page 4 for more information on the JEM.
- Proof of possession of professional negligence insurance in the amount of \$1 million per occurrence; Please note, as of March 1, 2017, a new process has been implemented that ensures all practicing dental hygienists in British Columbia pay fees to the College of Dental Hygienists of BC (CDHBC), the Canadian Dental Hygienists Association (CDHA), and the British Columbia Dental Hygienists Association (BCDHA) at one time. When you complete the CDHBC online application, payment for your CDHA/BCDHA membership (which includes your professional negligence insurance) will be collected as well. If you are currently registered in another jurisdiction and currently have CDHA insurance, please contact CDHA directly to discuss your membership options. For more information on this streamlined process and how it will affect you during CDHBC renewals, please visit our website at: <http://www.cdhbc.com/Documents/CDHBC-BCDHA-CDHA-Combined-Announcement-FINAL.aspx>
- Demonstration of good standing in every jurisdiction where currently or previously registered to practice dental hygiene or any other regulated profession (non-health care professions included), if applicable;
- Demonstration of good character, consistent with the responsibilities and standards expected of a registrant;

- Authorization and payment for a criminal record check;
- Submission of a complete registration application form and all the applicable fees as outlined in the application.

Graduates of Programs not listed in Schedule I or the temporary Approved List:

** Graduates from dental hygiene programs not listed in Schedule I or the Temporary Approved List may still apply for registration by meeting all of the requirements of section 39(1) of the CDHBC bylaws as well as meeting the following requirement (Section 39(2):*

- Successful completion of the CDHBC dental hygiene clinical exam, or
- Successful completion of a dental hygiene clinical exam administered by another Canadian jurisdiction. For information on the CDHBC Clinical Examination, please visit the CDHBC website: <http://www.cdhbc.com/Registration-Renewal/Clinical-Examination.aspx>. All information required for BC registration regarding the completion of a dental hygiene clinical examination is requested in the Registration Application Forms. Documentation regarding successful completion of a Clinical Examination in another Canadian Jurisdiction should come directly from the dental hygiene regulatory body of that jurisdiction.

Agreement on Internal Trade

If the applicant has been previously registered in the 'Full Practicing' category or equivalent and is in good standing in another Canadian jurisdiction recognized under the Agreement on Internal Trade (AIT) they are eligible to register in BC without being required to take any additional examinations prior to registration.

All information required regarding registration in good standing and AIT is requested in the

Registration Application. Please review the Registration Application carefully and provide all information required regarding registration in another Canadian jurisdiction. The CDHBC will require a letter of good standing from any and all jurisdictions where the applicant has been registered to practice dental hygiene. All applicants must notify CDHBC of all jurisdictions in Canada and internationally where they have been registered to practice dental hygiene.

New Registrants' Participation in the Quality Assurance Program (QAP):

All new CDHBC registrants must commence a Quality Assurance Program (QAP) upon initial registration.

CDHBC is required under the *Health Professions Act* to establish a Quality Assurance Program (QAP) to ensure public protection. The QAP will provide registrants with a **five-year cycle** during which time they must complete **75 hours** of Continuing Competency credits in order to maintain their practicing status. All registrants in a practicing category must participate in the Quality Assurance Program. The QAP Assessment Tool is an online tool that has to be completed by registrants at the beginning of their five-year QAP cycle. The results of the Assessment Tool will help define the registrant's Online Learning Plan (OLP). The OLP has been developed as part of the QAP as a useful mechanism that provides feedback and support for personal and professional development. The OLP is a place for registrants to create learning goals, develop action plans, record Continuing Competency credits, and reflect on learning. All registrants have their own online personal profile which can be accessed through the CDHBC website and serves as a place for registrants to update information, access their OLP, and renew registration each year.

Recent Graduates in the Quality Assurance Program (QAP):

Recent Graduates are defined as applicants who have graduated from an accredited dental hygiene program and have passed their National Dental Hygiene Certification Board (NDHCB) Examination within one year of applying for CDHBC registration, and who have never been previously registered to practice dental hygiene in any other jurisdiction. Given the recent completion of the NDHCB Examination, applicants classified as **recent graduates are exempt from completing the QAP Assessment Tool upon registering with the CDHBC.** Instead, upon registration applicants classified as recent graduates will commence a 5-year QAP cycle with an Online Learning Plan (OLP) comprised of four prescribed content categories that must be addressed through their Guided Learning Plan.

Registrants from Other Jurisdictions and Non-Recent Graduates in the Quality Assurance Program (QAP): Applicants previously registered in other jurisdictions and those not classified as a 'recent graduates' **must complete the online QAP Assessment Tool within 60 days of being granted registration to practice dental hygiene in BC. Failure to complete the QAP Assessment tool within 60 days of the initial date of registration may result in suspension of registration.**

For more information on the Quality Assurance Program, please review the [QAP Information Guide](#).

Jurisprudence Education Module (JEM)

The Jurisprudence Education Module (JEM) provides education and information on the legal framework that governs dental hygiene practice in BC. The JEM includes an overview of the BC Dental Hygienists Regulation, CDHBC Bylaws, Practice Standards, Scope of Practice and ethical obligations of registrants.

The JEM is an online learning module can be accessed once you submit your online

application with CDHBC. All CDHBC registration applicants must complete the JEM as part of the required documentation for their application. For more information, please visit: <http://www.cdhbc.com/Professional-Development/Jurisprudence-Education-Module.aspx>. Once you have been granted registration, the JEM will become part of your QAP and will need to be completed at least once during your QAP cycle.

CONDITIONAL REGISTRATION

Conditional registration is available to dental hygienists who meet all requirements listed for Full Practicing registration (see page 2), with the exception of CDHBC approved certification to administer local anaesthesia.

- Conditional registration may be granted for a maximum period of two years.
- Conditional registrants must not administer local anaesthesia.
- Conditional registrants may be eligible for Full Practicing registration upon providing proof in the form of a notarized copy of a certificate of successful completion of a CDHBC approved local anaesthesia course. A list of CDHBC approved local anaesthesia courses and their contact information can be found at: <http://www.cdhbc.com/Documents/Approved-LA-List-June-2017.aspx>.

NON-PRACTICING REGISTRATION

Non-practicing registration is available to dental hygienists who currently do not wish to practice dental hygiene. Non-practicing registration will be granted to those who meet the requirements for Full Practicing registration with the exception of:

- Local anaesthesia certification
- Professional negligence insurance
- The Quality Assurance Program

A Non-Practicing registrant may transfer to a practicing class of registration at any time, by providing proof of completion of all applicable requirements and paying the applicable transfer fee.

FULL REGISTRATION (365-Day Rule Exempt)

Full Registration (365-Day Rule Exempt) allows dental hygienists to practice without a prior dentist's examination of clients. Dental hygienists wishing to register in this class must meet all registration requirements by already holding registration in the Full Practicing or Conditional category, and subsequently have the following additional qualifications:

- current cardiopulmonary resuscitation (CPR) qualifications consistent with those required of continuing care staff (Health Care Practitioner – HPC);
- a minimum of 3500 hours of clinical dental hygiene practice experience in the 5-year period prior to the date of application;
- hold a bachelor of dental hygiene degree, or have demonstrated the following abilities at a level equivalent to that ordinarily expected of a holder of a bachelor of dental hygiene degree, as assessed by an agency approved by the board:
 1. Ability to safely and effectively perform a needs assessment, develop a dental hygiene diagnosis and plan, implement and evaluate dental hygiene care, for clients with complex needs or disabling conditions;
 2. Ability to work effectively as a member of an interprofessional health care team;
 3. Ability to apply the standards of infection control and safe practice in alternative practice settings;
 4. Ability to make appropriate and timely referrals through the identification of abnormalities, conditions and circumstances which are outside the scope of dental hygiene practice or limit the registrant's ability to provide safe dental hygiene care.

*The Full Registration (365-Day Rule Exempt) Information Guide and Application forms can be found on the CDHBC website: <http://www.cdhbc.com/Registration-Renewal/365-Day-Rule-Exempt-Registration-Class.aspx> and are applicable to those who already hold registration in the Full Practicing or Conditional category, in addition to meeting the requirements as listed above. **One must be a registrant of the CDHBC, in the Full Practicing or Conditional category prior to applying for Full Registration (365-Day Rule Exempt).***

TEMPORARY REGISTRATION

Temporary registration may be available to dental hygienists who are registered in good standing in another jurisdiction, for the purpose of participating in or conducting an educational program sponsored by an agency approved by the Registration Committee. More information and an application package are available by contacting the CDHBC Registration Office.

STUDENT REGISTRATION

Student registration may be available to individuals currently enrolled in dental hygiene education programs approved by the Board. A student registrant may only practice under the direct supervision of a Full Practicing registrant. Student registration applicants must provide the following:

- recommendation from the program head specifying those procedures which they are competent to perform and the dates during which they may perform those procedures;
- signed confirmation from a Full Practicing registrant who will provide supervision and a complete application form with the appropriate fees.

More information and an application package is available by contacting the CDHBC Registration Office.

IMPORTANT INFORMATION REGARDING REGISTRATION:

- All applicants must submit a completed registration application online, submit all required documentation and fees in order to be considered for approval. Only completed applications will be considered for approval.
- All applications take **2 to 6 weeks to process** from the date on which all complete and required documents are received.
- All initial registration applicants must provide a notarized copy of government issued photo identification.
- Full, Conditional and Non-Practicing registration applicants must provide **all following three fees for their College registration**: non-refundable application fee (\$100), initial registration fee (\$525) and the annual registration fee (\$495 practicing or \$250 non-practicing) The annual registration fee is \$290 between September 1st and February 28th each year (half year annual registration fee).
- The registration application fees must be paid online by Credit Card (Visa, MasterCard), Visa Debit Card or Debit Card (Interac® Online) payment with an online application submission.
- The annual registration period or practice year is from March 1st to the last day of February of every year. New registrants' annual registration will expire the last day of February of each year, unless otherwise specified. All registrants are required to renew registration each year prior to the last day of February in order to remain registered as of March 1st of the new practice year that follows.
- A list of CDHBC approved local anesthesia courses and their contact information is available on the CDHBC website at: <http://www.cdhbc.com/Documents/Approved-LA-List-June-2017.aspx>.
- The *National Dental Hygiene Certification Board of Canada* can be contacted as follows: 1929 Russell Road, Suite 322, Ottawa, Ontario, K1G 4G3 Ph: (613) 260-8156 Fax: (613) 260-8511 Website: www.ndhcb.ca
- The *Canadian Dental Hygienists Association* is a possible source of professional negligence insurance and other benefits, and may be contacted as follows: 96 Centrepointe Drive, Ottawa, Ontario, K2G 6B1 Ph: (613) 224-5515 or 1-800-267-5235 Fax: (613) 224-7283 Website: www.cdha.ca
- The *British Columbia Dental Hygienists Association* is a provincial affiliate of CDHA and is a possible source of BC employment information and other member services, and may be contacted at: #301- 9600 Cameron Street, Burnaby, BC V3J 7N3 Ph: (604) 415-4559 Fax: (604) 415-4579 Website: www.bcdha.bc.ca



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