

How to Complete the Registration Application Form Dental Hygiene

Getting Started

There are a number of documents that already exist that can assist the applicant in completing the registration form. These documents should be reviewed by the applicant prior to completing the application for registration. If you have questions regarding the registration form and or registration process please call 709-745-7304 (if you live in the St. John's metro area), toll free 1-855-863-8616 or send an e-mail to contact@nlchp.ca.

The *Health Professions Act* (HPA) requires that applicants provide the Newfoundland and Labrador Council of Health Professionals (Council) with proof for a number of its requirements i.e. Photo ID, insurance coverage etc. The policies established by the Council indicate that the Council will accept a *certified* copy of the documentation that is required. A certified copy means a copy of the original that has been seen and certified a Commissioner of Oaths, barrister, solicitor or a notary public.

In order to have your copies certified, you need to have your original document(s) with you. Individuals who certify documents may have their own procedure in relation to how copies are made. Once you have determined who is available in your area to certify documents, you can contact that individual and inquire about the procedure for having your documents certified and whether there is any associated cost. In determining who can certify documents in your area you can consult with a local lawyer as the lawyer is able to certify document(s) or may have other staff members who are Commissioners of Oaths. Alternatively, the staff members at the Court House in your area are generally Commissioners of Oaths. Further, some staff members of the regional health authorities, such as social workers, may be Commissioners of Oaths. In the event that you are seeking services of a Notary Public, the Minister of Justice keeps a listing of all Notary Publics and you can consult the Department of Justice for contact information. Council staff are Commissioners of Oaths and can certify documents at the office located at Suite 121, 510 Topsail Road, St. John's NL.

Documentation to be Reviewed Prior to Completion of the Registration Form

The *Health Professions Act* 2010 (HPA) outlines the duties, responsibilities and powers of the Newfoundland and Labrador Council of Health Professionals (the "Council") and the discipline specific Colleges. Applicants should pay particular attention to sections 19 (registration) section 20 (appeal) sections 22-27 which outline the Council's responsibility with respect to Quality Assurance, section 8 which establishes the discipline specific Colleges and sections 34-56 which outline the

discipline process to be followed by Council. The discipline specific Colleges have identified the requirements for registration, these requirements have been developed as regulations under the HPA and are the basis upon which the Council will evaluate applications for registration. The Registration Committee of the Council as provided for under section 19 of the HPA will all review applications for registration.

The Council is a public body that must comply with the objectives and principles of *the Access to Information and the Protection of Privacy Act* (ATIPPA). The information collected as part of the registration process is for Council use only and will be utilized for several purposes inclusive of registration, renewal, discipline and quality assurance.

Completion of the General Registration Form

Section A- Personal Information

The HPA and by-laws (section 6.5) of the Council requires that applicants provide the Council with a current address. All future correspondence including notification of the annual general meeting, notification of renewal of registrations, updates to the HPA, policies that have implications for registrants will be forwarded via-email unless otherwise stipulated by the applicant.

If you are not a Canadian citizen a “certified” copy of documentation supporting your ability to work in Canada must be provided. See Policy- Documentation Work Visa for additional information.

“Certified” means documentation must be certified by a commissioner of oaths, barrister or solicitor or alternatively documents must be notarized by a notary public.

Section B -Employment Information

The Council requires documentation with respect to your current employer; if you are not currently employed please proceed to question 3.

If you are self-employed please indicate this in the area Primary Place of Employment.

If you are working with more than one employer and or work with an employer and are also self-employed please answer question number 2.

Discipline specific regulations require Council to validate proof of proficiency in the English language. If English is not your first language, the following question (#3) aims to determine if you are able to communicate with your patients/clients in an effective manner. If you document your charts/notes in a language other than English you need to ATTACH a written plan as to how your patient/client record will be translated to enable communication with the patient/client and or other third party as required.

In answering question 4 related to previous work jurisdictions, applicants need to understand that not all jurisdictions require practitioners to be registered (some jurisdictions call registration, licensing) as registering (or licensing) for some professions is a relatively new requirement.

For those who have been registered (licensed) to practice in another province, territory or country the regulations state that you MUST provide the NLCHP with a Letter of Good Standing from that regulatory body. If you have worked in more than one jurisdiction a letter is required from each jurisdiction even if you worked in that jurisdiction 30 years ago. For those who have worked in more than one jurisdiction, please ATTACH a separate sheet providing the information required in question 4. See Policy-Documentation Regulatory Body Letter of Good Standing.

The Registration Committee will **NOT** process applications until **ALL** information including letter(s) of good standing are received from each jurisdiction where the applicant is or has been previously registered (licensed).

A Letter of Good standing provides documentation to the NLCHP that you have not been the subject of an investigation and or disciplinary hearing. For applicants who have been the subject of an investigation or disciplinary hearing the Registration Committee will require documentation from the jurisdiction regarding the nature of the complaint and the follow-up in order to make a determination of whether the applicant will be registered in the province. Section 20 of the HPA makes provision for an appeal process for applications who do not meet the requirements for registration.

If you have been registered or licensed in another jurisdiction Letters of Good Standing (see section B of general registration form for details) MUST be mailed directly to the Registrar from the registering/licensing jurisdiction.

Dental Hygienists who are CURRENTLY registered/licensed with the Newfoundland and Labrador Dental Board (NLDB) MUST have a letter of Good Standing from the NLDB. The NLCHP has made arrangements to have Letter(s) of Good Standing forwarded directly to the NLCHP. Before a Letter of Good Standing is forwarded you MUST complete the NLDB consent form at the end of the Dental Hygiene Registration Application form as part of the registration process.

Section C -Consent to Release of Information

Consent is required by the NLCHP to confirm information that you have provided in your application. The Registration Committee as part of its responsibility will conduct random audits to verify information provided by the applicant. Where information is not correct the applicant will be the subject to the discipline sections of the HPA (sections 33-56). NLCHP is governed by the provision of the *Access to Information and Protection of Privacy Act* (ATIPPA) which specifically outlines the duties and obligations with respect to access to personal information and the protection of that information. Personal information is defined under section 2 (o) of ATIPPA. The information collected as part of the registration process is for Council use only and will be used for several purposes inclusive of

registration, renewal, discipline and quality assurance.

Council may be approached by researchers wishing to contact registrants regarding their willingness to participate in surveys/research. The Registrar will review the request with the chair of the health professional college(s) to determine if the information/request will be forwarded to those registrants who have provided consent to release their name and address to institutions/researchers conducting research.

Section D- Insurance

The HPA requires professionals to carry professional liability insurance (PLI).

Professional liability insurance can usually be purchased through health professional national or provincial associations. For individuals who are not members of such associations or where the association does not offer professional liability insurance as part of membership, professional liability insurance is available for purchase from a number of insurance brokers. See NLCHP Policy on Insurance Documentation.

Professional liability insurance for dental hygienists is available through the Canadian Dental Hygienists Association (CDHA). Registrants who obtain their professional liability insurance from CDHA must provide a certified copy of their AON –Certificate of Insurance.

Section E- Registration Category

Only complete the section of the registration form for which you are applying to be registered.

Section 1 -General Status

If you are presently a member of the Newfoundland and Labrador Dental Hygienists Association (NLDHA), a letter from the National Dental Hygiene Certification Board (NDHCB) will be sent to the NLCHP on your behalf verifying that you have graduated from an approved School of Dental Hygiene and proof of national certification. Applicants must complete the details requested for education institution etc. in section 1.

Applicants who are not a current member of NLDHA must complete the details requested for educational institution attended and provide a certified copy of your diploma/degree from the educational institution. Additionally, if your graduation date is in or after 1996, you must provide proof of successful completion of a certification process approved by the Newfoundland and Labrador College of Dental Hygienists (NLCDH). These documents should be forwarded as part of your application. For applicants who are unable to provide documentation view Policy on Documentation-Proof of Completion.

Applicants who graduated prior to 2009 will also require a confirmation of employment hours of work. Employment documentation can either be provided directly by the employer to the Council but it is preferable for the employer documentation to be mailed by the applicant as part of the application

process. For applicants who are self-employed a third party certified document is required to verify hours of work. Information on this documentation can be found in the Policy-Employment Documentation found on the website www.nlchp.ca.

Applicants who graduated prior to 2009 and do not meet the 1500 hours of practice required to register but who have completed a refresher course or re-entry program approved by the College must provide a certified copy of successful completion of the refresher or re-entry course as part of the application process.

Applicants who are using skills in restorative practice, orthodontic practice or who have completed coursework and evaluation for administering local dental anesthetic are requested to fill out section 3 of the registration application-Additional Skills. Please note on the form the documents which must accompany your application for registration.

Applicants then proceed to section F-Fees.

“Certified” means a copy of a document that is certified by a commissioner of oaths, barrister or solicitor or alternatively a document can be notarized by a notary public

Section 3 Non-Practicing status

Applicants for non-practicing status must comply with the regulations for General Status. Please see Section 1 for how to complete this section of the application form.

You will *not* require professional liability insurance if you register for non-practicing status. However, you will need to renew your insurance if you wish to change your category.

Applicants then proceed to section F-Fees.

Section -F Fees

For the first registration of dental hygienists in the province of Newfoundland and Labrador the registration period will be for 5 months. This is also the first registration for membership in the Newfoundland and Labrador College of Dental Hygienists (NLCDH). The College and Council have chosen the registration period for both to coincide with the expiry date of insurance policies for CDHA members. NLCHP and NLCDH fees are for the period June 1, 2013-November 30, 2013.

Cheque or money order for NLCDH membership and NLCHP fees must be made payable to the Newfoundland and Labrador Council of Health Professionals (NLCHP) and will be receipted separately.

Section G -Other Documentation

The documentation required under section E is mandated by the discipline specific regulations as provided for under the HPA.

Criminal record check and vulnerable sector checks are completed by the RNC or your local RCMP detachment. Please access www.rnc.gov.nl or www.rcmp-grc.gc.ca to obtain forms and other information regarding completion and processing. The processing time for obtaining criminal record and vulnerable sector checks is variable (generally in excess of 10 days) and should be taken into consideration when completing your application for registration. Criminal record and vulnerable sector check certificates must be dated within 90 days of receipt of application for registration. To view frequently asked questions developed by the RNC about criminal record check and vulnerable sector checks please access www.rnc.gov.nl. Please see policy on *Certificate of Good Conduct and Vulnerable Sector Check*.

Applicants must provide a certified copy of photo identification. See policy Documentation Identity. Please note where an individual's name differs from the name on documentation required for completion of education program and/or documentation on passing a registration exam a certified document to support the name change i.e. marriage certificate must be provided.

Section H- Declaration and Signature

Applicants must date and sign the general application form. The application deadline for the registration year June 1, 2013 to November 30, 2013 is **May 15, 2013**. Applications received after that date will be subject to a late processing fee and will only be processed as time permits.

Applications will **NOT** be processed until **ALL** documentation is received. Incomplete applications will be mailed back to applicants.

Applicants must date and sign the application. Completed applications must be forwarded to:

Registration Committee
Newfoundland and Labrador Council of Health Professionals
Suite 121, 510 Topsail Road
St. John's, NL
A1E 2C2

Important Information

The application DEADLINE for registration is **May 15, 2013**. Applications NOT received by that date are subject to a late penalty fee. Incomplete applications will be returned to the applicant and will NOT be processed.

*Please note that as of June 1, 2013 dental hygienists practicing in the province must be registered under the HPA, if not registered the individual is subject to sanctions as provided for under the HPA.