

**REGISTRATION
AND
LICENSURE INFORMATION
FOR APPLICANTS**



SASKATCHEWAN DENTAL HYGIENISTS' ASSOCIATION

REGISTRATION AND LICENSURE INFORMATION FOR APPLICANTS

In order to practise dental hygiene in the province of Saskatchewan, applicants must:

- be registered with the Saskatchewan Dental Hygienists' Association; and obtain a licence

REGISTRATION

There are two categories of registration, as follows:

FULL REGISTRATION

Section 41

(2) A Person will be granted approval for full registration with the Association if the person:

- (a) has graduated from a Canadian Dental Association (CDA) or American Dental Association (ADA) accredited dental hygiene education program approved by the council*, and delivers to the registrar:
 - (i) a completed Application for Registration form;
 - (ii) a notarized copy, or other satisfactory evidence of his or her degree, diploma or certificate in dental hygiene;
 - (iii) proof of national certification in Canada;
 - (iv) proof of good character;
 - (v) notarized proof or other satisfactory evidence of good standing from the jurisdiction in which currently or last licensed; or
 - (b) has graduated from a dental hygiene education program which is not CDA or AMA accredited, but has had her or his qualifications approved by the registrar, and delivers to the registrar:
 - (i) proof of successful completion of the required practical examinations approved by the council: and
 - (ii) all items listed in subsection 41(2)(a)(i) to (v).
- (3) If the applicant for registration is registering for the first time following completion of dental hygiene education, the registrar may waive subsection 41(2)(a)(v).
- (4) Upon being granted full registration approval, the applicant must pay the non-refundable registration fee of \$100.00 in order to be placed on the register of the association as a full registrant.

* The program must be accredited at the time of graduation.

RESTRICTED REGISTRATION

- (5) A person will be granted restricted registration and placed on the register of the association as a restricted registrant if the person:
- (a) provides proof of current licensure in another jurisdiction approved by the council;
 - (b) undertakes to practise dental hygiene in the province of Saskatchewan only during a specified period of time and only for the purpose of participating in or conducting a clinical course, study club or research program sponsored by an agency approved by the credentials committee; and
 - (c) delivers to the registrar a completed application for restricted registration together with the non-refundable registration fee of \$100.00.

CERTIFICATE OF REGISTRATION

- (1) Upon approval of full registration and receipt of the registration fee, the registrar will issue the applicant a certificate of full registration that may contain limitations specified by the Act, or these bylaws.
- (2) A certificate of full registration is valid until removed by the council or if the registrant does not hold a full, conditional or nonpractising licence for a period of six months.
- (3) Upon approval of restricted registration, the registrar will issue to the applicant a certificate of restricted registration.
- (4) A certificate of restricted registration is valid until the end of the time specified in the certificate; or, until removed by the council.

LICENCE CATEGORIES FOR FULL REGISTRANTS

Section 44

- (1) A registrant may be issued one of the following licences to practise:
 - (a) full licence;
 - (b) conditional licence; or
 - (c) nonpractising licence.

FULL LICENCE

- (2) A person shall be granted a full licence as dental hygienist if the person:
 - (a) is registered with the association as a full registrant;
 - (b) pays the appropriate annual licence fee;
 - (c) provides satisfactory evidence that she or he has successfully completed a council approved education program in the administration of local anesthesia; and
 - (d) provides evidence of liability insurance as outlined in section 49 of the Bylaws.

CONDITIONAL LICENCE

- (3) A person shall be granted a conditional licence as a dental hygienist if the person:
 - (a) satisfies all the conditions in subsection 44(2) of these bylaws with the exception of subsection 44(2)(c); and
 - (b) undertakes to participate in a council approved education program in administering local anesthesia within two years of when the conditional licence is granted.
 - (c) A conditional licence holder shall only administer local anesthesia as part of her or his council approved education program.
- (4) A conditional licence holder shall be granted a full licence by the registrar upon successfully fulfilling the requirements of subsection 44(2)(c) of these bylaws.
- (5) A conditional licence holder who does not successfully complete a council approved local anesthesia education program within the two year period stated in subsection 44(3)(b) of these bylaws will not be issued a further conditional licence.

NON-PRACTISING LICENCE

- (6) A person shall be granted a nonpractising licence as a dental hygienist if the person:
 - (a) holds full registration with the association;
 - (b) pays the appropriate annual licence fee; and
 - (c) is not practising dental hygiene in the current licensing period.
- (7) A person may be granted a nonpractising licence for a total of no more than three consecutive licensing periods.
- (8) Continuing competency requirements must be met by members holding non-practicing licences.
- (9) Nonpractising members who apply for a full licence at any time in the current licensing period will have the nonpractising licence fees credited towards the fee for a full licence.

PERMIT CATEGORY FOR RESTRICTED REGISTRANTS

Section 45

TEMPORARY PERMIT TO PRACTISE

- (1) A person shall be granted a temporary permit to practise as a dental hygienist if the person:
 - (a) satisfies all the conditions for restricted registration outlined in subsection 41(5) of these bylaws; and
 - (b) pays the appropriate temporary permit fee.
- (2) A temporary permit to practise is valid for a period of no more than two months from the date of issue.

LICENCE RENEWAL

Section 47

- (1) No later than 45 days before licences expire, the registrar must notify full registrants by regular mail at their last known address of the amount of their licence renewal fee, and the day on which the fee is due.
- (2) The registrar may renew a licence to practise if the full registrant submits to the registrar:
 - (a) a completed application for licence renewal form;
 - (b) evidence of the required continuing education points as set out in section 52 of the bylaws;
 - (c) the appropriate fee for renewal of the licence; and
 - (d) any other outstanding fee, debt or levy owed to the association.
- (3) On receipt of the licence renewal fee and any arrears, the registrar must issue to the full registrant making payment a receipt under her or his hand and the seal of the association that the licensee is, subject to her or his compliance with the Act and these bylaws, entitled to practise dental hygiene in the province of Saskatchewan as a full registrant of the association.
- (4) Where the registrar does not receive a completed application for licence renewal form along with all required information and fees on or before midnight of January 14th, the licence of the full registrant will automatically expire.

REGISTRATION REQUIREMENTS FOR APPLICANTS WHO HAVE NOT BEEN LICENCED FOR AN EXTENDED PERIOD OF TIME

Section 50

- (1) Up to 36 months without a licence in any jurisdiction:
 - (a) Complete an application form for registration or re-instatement to the Register
 - (b) Provide evidence of 50 continuing education credits (30 of which are from category A –Dental Hygiene Practice) obtained within the past three years.
 - (c) Pay the appropriate registration or re-instatement fee.
 - (d) Pay the appropriate licence fee.
- (2) After 36 months without a licence the applicant would be required to take a re-entry program approved by Council.



SDHA
Ph: (306) 931-7342
Fx: (306) 931-7334
Email: SDHA@sasktel.net
P.O. Box 25040,
RPO River Heights
Saskatoon, SK S7K 8B7