



CDSBC

College of Dental Surgeons
of British Columbia

110 – 1765 West 8th Avenue
Vancouver BC Canada V6J 5C6

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www.cdsbc.org

APPLICATION INSTRUCTIONS FOR NON-PRACTISING CERTIFIED DENTAL ASSISTANT

This category of certification is for the dental assistant who is eligible to hold practising certification, but who is selecting non-practising status at this time.

Minimum credentials required:

- Diploma or certificate from a dental assisting/dental program
- National Dental Assisting Examining Board (NDAEB) certificate

Note: Non-practising CDAs must not practise as a CDA without first converting their non-practising certification to practising certification. CDAs may hold Non-Practising certification indefinitely. However, if you want to regain Practising certification, you will be required to meet the current Quality Assurance requirements.

Contents

- Form 22: Application for Certification as a Non-practising Certified Dental Assistant
- Form 18: Statutory Declaration (Certified Dental Assistant)
- Quality Assurance Form
- Commissioner for Oaths Information Sheet
- Criminal Record Check Authorization

Note: If you are a non-B.C. dental assisting program graduate, you must first complete the required assessment through this College before applying for certification.

Checklist

- ☐ Have you answered all questions on the application forms?
- ☐ Have you attached a passport-sized head and shoulder photograph to your application?

Note: Photo must be attached to application prior to notarization.

- ☐ Have you enclosed a copy of name change documents if your name has changed?

- ☐ If you graduated from a program not accredited by the Commission on Dental Accreditation of Canada, have you submitted proof of completion of the Clinical Practice Evaluation (CPE)?
- ☐ Have you signed and dated your application form?
- ☐ Have you completed and enclosed the Criminal Record Check (CRC) Authorization form? CDSBC will forward the CRC Authorization to the Ministry of Public Safety and Solicitor General on your behalf.
- ☐ Have you had the following **notarized** by a Commissioner for Oaths who has applied a stamp or seal?
 - Your **photo** on page 1 of the application.
 - The Statutory Declaration.
 - A photocopy of your **government issued photo identification** which displays your name, date of birth, signature and photo (ie. driver's license or passport). This is required for your CRC.
 - A photocopy of your **dental assisting/ dental program certificate or diploma** (required if not currently registered in another Canadian jurisdiction).
 - A photocopy of your **National Dental Assisting Examining Board (NDAEB) certificate** (required if not currently registered in another Canadian jurisdiction).
- ☐ If certified/licensed or previously certified/licensed in another jurisdiction, you will be required to:
 - request a Letter of Standing from that licensing or regulatory authority. Please contact CDSBC at registration@cdsbc.org to determine the appropriate timing for requesting your Letter of Standing.
 - complete a Quality Assurance Form.

NOTE: Please ensure you submit all required information. Incomplete information will delay the processing of your application. Incomplete applications may be returned.

Fees

Application Fee (non-refundable) _____ C\$354

Consent for a Criminal Record Check _____ C\$28

Certification Fee for 1 March 2022 to 28 February 2023 (non-refundable after certification is granted)

If certification is finalized between

1 March – 31 August _____ C\$83

Half-year pro-ration – if certification is finalized between 1 September – 28 February _____ C\$66

Please indicate how you would like to pay by checking off the appropriate box below:

- ☐ By Credit Card – Once your application has been received and reviewed, you will receive an email notification to pay the application and Criminal Record Check fees online. Once your certification is ready to be finalized, you will receive a second email notification to pay the certification fee online.
- ☐ By Cheque or Money Order – enclosed with application.

If paying by cheque or money order, note that the application and Criminal Record Check fees may be combined but a separate payment of the certification fee is required.

Please submit, by mail or courier, all completed forms, documents and fees (if not paying online) to:

College of Dental Surgeons of BC
110 – 1765 West 8th Avenue
Vancouver, BC V6J 5C6

PLEASE RETURN THIS PAGE ALONG WITH THE APPLICATION.



APPLICATION FOR CERTIFICATION – NON-PRACTISING CERTIFIED DENTAL ASSISTANT

Surname _____

Previous Surname (if applicable) _____

First _____

Middle _____

Preferred Name _____

Your name on the application must be the same as your current legal name. If the name you are applying with is different than the one on any of your supporting documents, you must provide a copy of legal documents certifying the name change (ie. marriage certificate, legal name change decree).

Date of birth – M/D/Y _____ **Gender** ☐ female ☐ male

Place of birth – City/Province/Country _____

Identification – A **notarized** copy of government issued ID is required. (select one)

☐ Drivers license number _____ issued by (Prov/State) _____

☐ BC Identification Card number _____

☐ Passport number _____ issued by (Country) _____

Home

You must provide a valid home address and contact information, including an email address.

Address _____ Phone _____

City _____ Cell _____

Province _____ Postal Code _____

Main Email (for confidential/personal information from CDSBC) _____

Attach a passport sized photo taken within the past 12 months

Photo must be attached prior to notarization

Notary Stamp/
Seal here

(must overlap photo)

Privacy and Security

CDSBC must collect and manage certain personal information to fulfill its regulatory purpose as set out in the *Health Professions Act* (the “HPA”). Additionally, CDSBC is designated as a public body under the *Freedom of Information and Protection of Privacy Act (FOIPPA)*. CDSBC collects and manages information in accordance with the HPA, FOIPPA, and other applicable laws.

Some of the information CDSBC collects must be publicly accessible pursuant to the HPA. You may also wish for CDSBC to provide your contact information to other professional organizations for the purposes stated. Please provide your instructions below:

Consent Levels for Release of Information

The HPA and the CDSBC Bylaws require that certain information be included in the CDSBC register and be publicly accessible. **Level 1** includes a list of the information which will appear in the register and on the CDSBC web site. This is mandatory by law.

Level 1, below, is the minimum required however you may wish to allow for other use of your information as outlined below in Level 2 and Level 3. Please check one box below.

☐ **Level 1 (Minimum required by law)**

- Your name, class of certification and any additional qualifications recognized by CDSBC which you have acquired and of which the Registrar has been notified; and
- Any limits or conditions placed on your entitlement to provide the services of a CDA, and any notations or revocation or suspensions on your certification.

☐ **Level 2**

This consent level, in addition to **Level 1**, allows for personal contact information to only be released and used by CDSBC and the Certified Dental Association of British Columbia (CDABC).

☐ **Level 3**

This consent level, in addition to **Levels 1 & 2**, allows for personal contact information (mailing address) to be released to selected third parties for professional purposes only.

- Professional purposes may include CE opportunities, dental conferences, and information from component societies.
- This does not include commercial enterprises providing products or services.

Colleges or Universities Attended – Provide a **notarized** copy of your dental assisting/dental program certificate or diploma (required if not currently registered in another Canadian jurisdiction).

Name of Institution	City/Country	Dates attended M/D/Y – M/D/Y	Designation Received

Have you ever been or are you licensed/registered/certified elsewhere as a healthcare provider?

☐ Yes ☐ No If yes, complete the following:

Jurisdiction	Address	Time Period From M/D/Y – M/D/Y

IMPORTANT: If you are or have ever been certified/licensed in another province or country, you will be required to contact that provincial or national regulatory body to request a Certificate or Letter of Standing for your CDSBC application. The Certificate or Letter of Standing must be delivered directly to CDSBC from the licensing/regulating body in a sealed envelope.

The Certificate or Letter of Standing is valid for up to 30 days from the date that it was issued. If an applicant does not have their registration/certification process completed within 30 days from the date of issue, a new Certificate or Letter of Standing will be required. Before requesting your Certificate or Letter of Standing, please contact our office at registration@cdsbc.org to determine the appropriate timing of this request to ensure your Certificate or Letter of Standing is dated within our 30-day policy.

Have you successfully completed the National Dental Assisting Examining Board (NDAEB) written exam? – If yes, provide a **notarized** copy of your certificate (required if not currently registered in another Canadian jurisdiction).

☐ Yes ☐ No ☐ N/A

Have you successfully completed the NDAEB Clinical Practice Evaluation (CPE)? – If yes, provide a **notarized** copy of your certificate (required if not currently registered in another Canadian jurisdiction).

☐ Yes ☐ No ☐ N/A

Application Questions

All of the following questions **must** be answered. A written explanation must be given for all affirmative answers (use a separate sheet if necessary). Information provided is **confidential** to CDSBC.

If you are unclear or unsure about how to respond to any of these questions, please contact staff for clarification.

Do you have a medical condition that could affect your ability to safely practise dentistry? (Examples: mental or physical ailment, psychiatric disorder, addiction, blood borne pathogens)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
While attending at a post-secondary institution, have allegations of misconduct, including academic misconduct, ever been made against you?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been suspended, required to withdraw, expelled or penalized by a post-secondary institution for any type of misconduct?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you currently charged with a criminal or other offence in Canada or elsewhere?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been convicted of a criminal or other offence in Canada or elsewhere?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been the subject of complaints in relation to your practice of dentistry or any other profession with the registration/licensing authority?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has any regulatory action been taken against you as a result of any complaint, investigation or disciplinary proceeding?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
At the present time, are there any investigations, reviews or proceedings taking place in any jurisdiction concerning your practice of dentistry or any other profession?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been found guilty of professional misconduct or incompetence in any jurisdiction?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has your registration as a dental healthcare provider or any other profession ever been suspended, revoked or restricted in any way?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever voluntarily surrendered your licence/registration as a professional in another jurisdiction?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been denied registration/licensure by any health profession regulator in any jurisdiction?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever practised as a Certified Dental Assistant or other professional without a license/registration?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Authorization and Oath

- I am applying to be certified as a non-practising certified dental assistant with the College of Dental Surgeons of British Columbia ("CDSBC") pursuant to the Bylaws made under the Health Professions Act (the "HPA"). In consideration of CDSBC's processing of my application, by my signature below, I authorize CDSBC to make reasonable and lawful enquiries about me, including enquiries seeking confidential or personal information (in documentary form or otherwise) from any regulatory authority, hospital, educational program, institution or law enforcement agency (collectively, the "Certification-Related Information"), and to then consider and use the Certification-Related Information, all for the purpose of determining my fitness for certification as a practising certified dental assistant in British Columbia.
- I have read and understood CDSBC's Standards and Guidance documents, including the Code of Ethics, which facilitate the delivery of competent and ethical patient-centred care. I understand that I am responsible for applying these standards and guidelines in my practice.
- I acknowledge and understand that in order to practise safely, I must be both competent and fit to practise. Competent – in that I have the requisite knowledge, skills and experience. Fit to practise – in that I am not impaired by some physical, mental or addiction issue that affects my ability.
- I recognize that those who, in good faith, furnish Certification-Related Information to CDSBC in connection with my application for certification have reasonable expectations that such Certification-Related Information will be kept confidential.
- I further understand that CDSBC may take disciplinary action against me, including action to revoke my certification, if I have, by omission or commission, knowingly given false or misleading information in the course of completing this application for registration.
- As a non-practising CDA, I declare I will not practise as a certified dental assistant in B.C. without first converting my certification to practising status.

Note: Practise includes work in provision of clinical care, dental education and research.

Signature _____

Date – M/D/Y _____



QUALITY ASSURANCE FORM

Continuous Practice

Please provide details of continuous practice as a licensed/regulated dental healthcare provider (defined as 600 hours over the preceding three years). Acceptable continuous practice activities include the provision of clinical dental treatment, employment as a dental educator, or full-time enrollment in a dental education program.

Note: Hours spent working as an unregistered assistant are not recognized as continuous practice hours.

Year	Practice Location – City, Prov/State	# of Hours/Year
20 ____		
20 ____		
20 ____		
20 ____		

Continuing Education (CE)

Please provide a summary of continuing education credits received *and* attach a copy of your continuing education transcript from your licensing/regulatory authority (defined as 36 credits over the preceding three years).

Year	# of Credit Hours Obtained/Year
20 ____	
20 ____	
20 ____	

Name of Applicant: _____

Signature (required) _____ **Date – M/D/Y** _____

MAKE SURE YOU HAVE SIGNED THIS FORM.



STATUTORY DECLARATION (CERTIFIED DENTAL ASSISTANT)

IN THE MATTER OF AN APPLICATION FOR CERTIFICATION WITH THE COLLEGE OF DENTAL SURGEONS OF BC, IN THE PROVINCE OF BRITISH COLUMBIA, CANADA

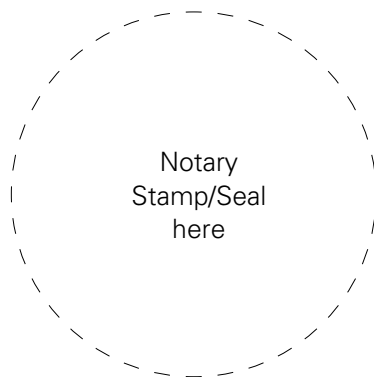
I, _____ (name of applicant), declare that the answers given to the questions in this application and the information I supplied on this application, are true, complete, and accurate in every respect, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if it were made under oath and by virtue of the *Canada Evidence Act*.

Signature of Applicant _____

DECLARED before me at the city of _____, in (country) _____, this _____ day of _____, 20____.

A Commissioner for Oaths or Notary Public _____

(Must include a stamp or seal of Commissioner for Oaths or Notary Public)





CRIMINAL RECORD CHECK AUTHORIZATION

Applicant Name

Surname _____ First name _____ Middle name _____

Other names used or have used (e.g. maiden name, birth name, previous married name, preferred name)

Surname _____ First name _____ Middle name _____

Surname _____ First name _____ Middle name _____

Surname _____ First name _____ Middle name _____

B.C. Driver's Licence # (if applicable) _____

Consent for Release of Information and Acknowledgements

- I hereby consent to a criminal record check pursuant to the *Criminal Records Review Act (CRRRA)* to determine whether I have a conviction or outstanding charge for any relevant or specified offence(s) as defined under that *Act* (CRRRA check). I hereby consent to a check of available law enforcement systems as further described below, including any local police records.
- I hereby consent to a Vulnerable Sector search to check if I have been convicted of and received a record suspension (formerly known as a pardon) for any sexual offences as per the *Criminal Records Act*. For more information on Vulnerable Sector searches, please visit the Royal Canadian Mounted Police (RCMP) website: <http://www.rcmp-grc.gc.ca/en/types-criminal-background-checks>. I understand that as part of the Vulnerable Sector search, I may be required to submit fingerprints to confirm my identity. In addition, where the results of a check indicate that a criminal record or outstanding charge for a relevant or specified offence(s) may exist, I agree to provide my fingerprints to verify any such criminal record.
- My organization and I will be notified that I have an outstanding charge or conviction for a relevant or specified offence(s), and that the matter has been referred to the Deputy Registrar of the Criminal Records Review Program (CRRP) for review.
- The Deputy Registrar of the CRRP will determine whether or not I present a risk of physical or sexual abuse to children and/or physical, sexual, or financial abuse to vulnerable adults as applicable; the determination will include consideration of any relevant or specified offence(s) for which I have received a record suspension (formerly known as a pardon).
- If I am charged with or convicted of any relevant or specified offence(s) at any time subsequent to the criminal record check authorization herein, I agree to report the charge(s) or conviction(s) to my organization, in a timely manner, with a new criminal record check authorization.

For the purpose of completing my *CRRA* check as described above, I authorize the collection and/or consent to the disclosure of my personal information within Canada, as follows:

- Pursuant to the *Freedom of Information and Protection of Privacy Act (FoIPPA)*, I hereby consent to the disclosure by the Ministry of Public Safety and Solicitor General to the Deputy Registrar of the CRRP of my name(s), alias(es), Correctional Service Number (CS#), history of contact with BC Corrections, and my date of birth as found on the BC Corrections' client management software, CORNET.
- Pursuant to *FoIPPA*, I hereby consent to the disclosure by the Deputy Registrar of the CRRP to the Criminal Records Review Unit of the RCMP (CRRU) of my name(s), alias(es), CS#, date of birth, gender, driver's license/BCID#, and history of contact with BC Corrections. I also authorize the collection, by the CRRU and other federal government institutions under the *Privacy Act*, of the same information and of any and all personal information relating to this *CRRA* check in support of my application, for the purpose of conducting a check of criminal investigations, charges, convictions and information in police databases, including incidents that did not result in conviction. For the same purpose, I also authorize the provision to the CRRU of my personal information by all queried federal, provincial and municipal Law Enforcement Agencies in Canada as well as other authorized public bodies under *FoIPPA*.
- Pursuant to *FoIPPA*, the *Privacy Act*, and any other relevant applicable provincial and federal legislation, I hereby consent to the disclosure to the Deputy Registrar of the CRRP by the CRRU, the BC Municipal Law Enforcement Agencies as well as other authorized public body agencies of any personal information relating to my *CRRA* check. This personal information may include:
 - (a) Criminal record check or fingerprint-based criminal record verification by searching the Canadian Police Information Centre database;
 - (b) A police information check, including the Police Records Information Management Environment (PRIME-BC) and the Police Reporting and Occurrence System (PROS).
- I acknowledge that in certain instances, although no identified occurrence(s) resulted in a charge or conviction, the CRRU may assess that I pose a public safety risk and advise Security Programs Division that it will terminate its check of law enforcement systems accordingly, with the result that my *CRRA* check may not be concluded.
- In addition to the foregoing, and as may be required for the Deputy Registrar of the CRRP to make a determination pursuant to s. 4 (2) and 4 (3) *CRRA*, I further authorize the release to the Deputy Registrar of the CRRP of any documents in the custody of the police, the courts, corrections and crown counsel relating to any outstanding charges or convictions for any relevant or specified offence(s) as defined under the *CRRA* or any police investigations, charges, or convictions deemed relevant by the Deputy Registrar of the CRRP.

☐ **I have read and understand the Consent for Release of Information and Acknowledgements above. I hereby consent to these terms as indicated by my signature below. This consent is valid from the date signed.**

Applicant Signature _____

Date – M/D/Y _____

CRRP Collection Notice

The Security Programs Division (SPD) will collect your personal information for the purpose of fulfilling the criminal record check requirements of the *Criminal Records Review Act* and in accordance with section 26(c) and 27(1)(a)(i) and (b) of the *Freedom of Information and Protection of Privacy Act (FoIPPA)*. Additionally, SPD may collect personal information under section 26(e) and 27(1)(a)(i) and (b) of *FoIPPA* for the purpose of evaluating the Criminal Records Review Program and activities to better serve you. Should you have any questions about the collection, use, or disclosure of your personal information, please contact the Policy Analyst of the Criminal Records Review Program, Security Programs Division via mail to PO Box 9217 Stn Prov Govt Victoria, BC V8W 9J1; email to criminalrecords@gov.bc.ca; or by telephone at 1-855-587-0185 (option 2).



COMMISSIONER FOR OATHS INFORMATION SHEET

According to Section 60 of the *BC Evidence Act*, the following persons are, because of their office or employment, commissioners for taking affidavits for British Columbia:

- a) a judge of a court in British Columbia;
- b) justices;
- c) registrars, deputy registrars, district registrars and deputy district registrars of the Supreme Court;
- d) practising lawyers as defined in section 1 (1) of the *Legal Profession Act*;
- e) notaries public;
- f) the local government corporate officer and that person's deputy;
- g) the secretary treasurer of a board of school trustees;
- h) the directeur général of a francophone education authority as defined in the *School Act*;
- i) coroners;
- j) government agents and deputy government agents;
- k) other classes of office holder or employment the Attorney General prescribes.

Note: For persons outside of British Columbia, persons or agencies equivalent to the above in other provinces or states may provide legal notarization of CDSBC application documents.