



**SDHA**

Saskatchewan Dental  
Hygienists' Association

**REGISTRATION  
AND  
LICENSURE INFORMATION**

## REGISTRATION AND LICENSURE INFORMATION

In order to practice dental hygiene in the province of Saskatchewan, applicants must be registered AND licensed with the Saskatchewan Dental Hygienists' Association.

### REGISTRATION

There are two categories of registration:

#### 1. FULL REGISTRATION

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 and delivers to the Registrar:

- i. a completed Application for Registration and Licensure form, including appropriate fees
- ii. a Notarized copy of his/her Dental Hygiene diploma or certificate
- iii. a Notarized copy of his/her National Dental Hygiene Certificate Board Examination certificate
- iv. a copy of government issued identification
- v. a certificate of completion from the SDHA Jurisprudence Education Module
- vi. a Letter of Good Standing from all jurisdiction the applicant is currently licensed and/or previously applied for licensing in

(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 NDHCB and the registrar, and provides:

- (i) proof of successful completion of the required practical examinations approved by the council: and
- (ii) all items listed above in Section (a) i, ii, iii, iv, v and vi

#### **Certificate of Registration:**

- Upon approval of full registration and receipt of the registration fee, the registrar will issue the applicant a certificate of full registration which may contain limitations specified by the Act, or bylaws
- A certificate of full registration is valid until removed by the council or if the registrant does not hold a full, conditional or non-practicing license for a period of six months

#### 2. RESTRICTED REGISTRATION

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 practice 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

### **Certificate of Registration**

- Upon approval of restricted registration, the registrar will issue to the applicant a certificate of restricted registration.
- A certificate of restricted registration is valid until the end of the time specified on the certificate; or, until removed by the Registrar

### **LICENCE CATEGORIES**

A registrant may be issued one of the following licenses to practice:

- (a) full license;
- (b) conditional license; or
- (c) non-practicing license.

SDHA license fees also include active membership in the Canadian Dental Hygienists Association (CDHA). CDHA membership includes liability insurance coverage, which is a requirement for licensure in Saskatchewan.

### **FULL LICENCE**

A person shall be granted a full license as a dental hygienist if the person:

- (a) is registered with the association as a full registrant
- (b) pays the appropriate annual license fee
- (c) provides satisfactory evidence that she or he has successfully completed a council approved education program in the administration of local anesthesia

### **CONDITIONAL LICENCE**

A person shall be granted a conditional license as a dental hygienist if the person:

- (a) is registered with the association as a full registrant
  - (b) undertakes to participate in an approved education program in administering local anesthesia within two years of when the conditional license is granted
  - (c) a conditional license holder shall only administer local anesthesia as part of her or his council approved education program
- A conditional license holder shall be granted a full license by the registrar upon successfully fulfilling the approved local anesthesia requirements.
  - A conditional license holder who does not successfully complete a council approved local anesthesia education program within the two year period will not be issued a further conditional license.
  - If, in the opinion of the Registrar, extraordinary circumstances exist relating to the failure of a conditional licence holder to successfully complete a Council approved local anesthesia education program, the Registrar can grant her or him a further opportunity to successfully complete the program, taking into account the need to protect the public.

### **NON-PRACTISING LICENCE**

A person shall be granted a non-practicing license as a dental hygienist if the person:

- (a) holds full registration with the association
  - (b) pays the appropriate annual license fee
  - (c) is not practicing dental hygiene in the current licensing period
- A person may be granted a non-practicing license for a total of no more than three consecutive licensing periods.
  - Non-practicing members remain on their same 3-year CCP reporting cycle and must fulfill the CCP requirements.

- Non-practicing members who apply for a full license at any time in the current licensing period will have the non-practicing license fees credited towards the fee for a full license.

#### **PERMIT CATEGORY FOR RESTRICTED REGISTRANTS TEMPORARY PERMIT TO PRACTISE**

A person shall be granted a temporary permit to practice as a dental hygienist if the person:

- (a) satisfies all the conditions for restricted registration
  - (b) pays the appropriate temporary permit fee
- A temporary permit to practice is valid for a period of no more than two months from the date of issue.

#### **LICENCE RENEWAL**

No later than 45 days before licenses expire, the registrar must notify full registrants by regular mail at their last known address of the amount of their license renewal fee, and the day on which the fee is due.

The registrar may renew a license to practice if the full registrant submits to the registrar:

- (a) a completed application for license renewal form
- (b) evidence of the required continuing competency program credits
- (c) the appropriate fee for renewal of the license
- (d) any other outstanding fee, debt or levy owed to the association

On receipt of the license renewal application and 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 bylaws, entitled to practice dental hygiene in the province of Saskatchewan as a full registrant of the association.

Where the registrar does not receive a completed application for license renewal form along with all required information and fees on or before midnight of October 31, the license of the full registrant will automatically expire.

#### **REQUIREMENTS FOR APPLICANTS WHO HAVE NOT BEEN LICENSED FOR AN EXTENDED PERIOD OF TIME**

Up to 36 months without a license in any jurisdiction:

- (a) complete an application form for Licensure and Registration or re-instatement
- (b) provide evidence of 50 continuing education credits (30 of which from Category A – Dental Hygiene Practice) obtained within the past three years (including the Jurisprudence Education Module)
- (c) pay the appropriate registration or re-instatement fee
- (d) pay the appropriate license fee

After 36 months without a practicing license, the applicant will be required to take a re-entry program approved by Council.