



## Courtesy Regulated Membership Registration Guide

The *Health Professions Act* (HPA) requires that any person practicing as a denturist in Alberta must be registered with the College of Alberta Denturists. Please know that practice, as defined in the HPA, is

In their practice, denturists do one or more of the following:

- (a) assess, diagnose and treat persons missing some or all of their natural teeth,
- (b) design, construct, repair, alter and fit any complete or partial denture for the purpose of restoring and maintaining function and appearance,
- (b.1) teach, manage and conduct research in the science, techniques and practice of denturism, and
- (c) provide restricted activities authorized by the regulations.

If you wish to practice any aspect of the profession, as defined above, you must apply to the College for registration.

The guide below will assist you as you work through the process.

### DEMOGRAPHICS

The College must collect specific information about you, as per the HPA, in order to discharge its duties and responsibilities under the Act.

#### Name(s)

Please provide any name(s) under which you have been registered as a person under the law and any names under which you have practiced professionally (previous or practice name).

#### Email

The College must be able to contact you at all times. As your registration with the College is not linked to your place of employment, you are required to provide a personal email address that is unique to yourself.

#### Photo

As per the *Denturists Profession Regulation*, you must provide the College with a passport-type photograph of yourself. You may upload this in your application or submit it to the College after submission of your application. Your application will not be approved until this is received by the College.

## CHARACTER REFERENCES

At the time of initial registration or reinstatement, please provide two discrete character references to the College. Your referees must not be of relation to yourself. You may upload these in your application or submit them to the College after submission of your application. Your application will not be approved until these are received by the College.

## CASL ACKNOWLEDGEMENT

The College is legally permitted, without your consent, to provide you with information that is regulatory in nature or which impacts your registration with the College. Canadian Anti-spam legislation has been put into place to protect consumers and businesses from the misuse of digital technology, including spam and other electronic threats. As such, the College requires your permission to provide you with any information that is not regulatory in nature.

Should you wish to receive information about upcoming events or educational opportunities, please check this box.

## HOME MAILING ADDRESS

Please provide the College with the home address at which you may receive posted articles.

## CRIMINAL RECORD CHECK (WITH CATEGORY A VULNERABLE SECTOR SEARCH)

As per the HPA and the *Denturists Profession Regulation*, applicants must provide the College with a criminal record check and category A vulnerable sector search that is current within the immediately preceding six months.

Please note that:

- The criminal record check must show that the search was conducted by the applicant's local police department no more than six months before the date of application
- The College must receive the original copy of the record check in order to verify its authenticity
- The name on the report must match the name that appears on the applicant's registration application
- The report must indicate that a search was completed on all names the applicant is currently using or has used
- The date of birth that appears on the report must match that of the applicant
- Online checks by commercial vendors will not be accepted
- The costs relating to obtaining a Criminal Record Check will be the responsibility of the applicant
- The College will retain submission of your Criminal Record Check for your registration file

The original document must be provided to the College. You may upload a copy of your criminal record check with your application, and then attest to sending it to the College.

## PROFESSIONAL LIABILITY INSURANCE

As per the *Denturists Profession Regulation*, all registrants must possess professional liability insurance (PLI), at all times during registration, at an amount determined by Council. Council states that all members must have a minimum of \$2,000,000 CAD PLI per occurrence with a \$2,000,000 aggregate.

The College does not provide this to members as this would be a conflict of interest. You may attain PLI through various ways, including, but not limited to:

- Denturists Association of Alberta
- Private PLI – please ensure that your policy meets the Council requirements

You **MUST** possess PLI, for the time frame in which you are registering with the College, prior to applying to the College. You must attest to possessing the required PLI at the time of application.

Any false or misleading statements made on an application for registration may have impact on your registration with the College and your ability to practice the profession in Alberta.

## LANGUAGE

The *Denturists Profession Regulation* requires that all denturists be sufficiently proficient in English to be able to engage safely and competently in the practice of denturism.

Please provide the information requested. You may be contacted by the College in follow up.

## CITIZENSHIP

The *Denturists Profession Regulation* requires that an applicant for registration as a regulated member provide proof of Canadian Citizenship or proof of having been lawfully admitted to and entitled to work in Canada.

If you are a Canadian citizen, please upload a copy of your birth certificate

If you are NOT a Canadian citizen, please upload a copy of your documentation that entitles you to work in Canada.

You may upload these in your application or submit them to the College after submission of your application. Your application will not be approved until these are received by the College.

## CPR CERTIFICATION

The *Denturists Profession Regulation* requires that an applicant for registration as a regulated member provide evidence of current cardiopulmonary resuscitation (CPR) at a level required by Council. Individuals are required to hold current certification at all times. Members are required to ensure recertification prior to certificate expiry.

Council requires that regulated members hold current CPR certification. This course must include:

- Didactic learning and assessment
- Hands-on training and assessment for CPR for adult, child and infant
- Hands-on training for effective ventilation using a barrier device
- Hands-on training for automated external defibrillator (AED)
- Hands-on training for relief of foreign-body airway obstruction for adult, child and infant

This certificate should include:

- Member's name
- Name of issuing organization
- Name of course completed
- Date of completion of certification
- Date of expiration of certification
- Signature of authorized CPR instructor

## OTHER REGISTRATION

Please provide information pertaining to your registration in your host province.

## CURRENT EMPLOYMENT

Please provide information relating to your primary employment. Should you have additional sites of employment, you will be able to enter these, through the member profile, once you are registered.

Please provide information pertaining to your reason for working in Alberta.

## EDUCATION

Please provide information regarding your entry-to-practice education.

If you have additional education, outside of denturism, you may provide it here.

## DECLARATIONS

The HPA and the *Denturists Profession Regulation* require that all applicants for registration provide declaration to the College in regard to matters of professional conduct.