

Policy number	R-01
Policy name	Register information
Approved	March 15, 2019
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Scheduled review	Q1 2027

POLICY

The College of Alberta Denturists requires all registrants in any category of membership, to complete and submit required personal and employment information at the time of initial registration and at any time when this information changes.

The following information is required to be collected from all registrants as per the *Health Professions Act, Denturists Profession Regulation*, and Bylaws. It is the registrant's responsibility to ensure that the information retained by the College is current and valid.

The following information will be collected for those regulated members on the general, provisional, and courtesy registers.

1. Full legal name
2. Practice/preferred name (if different from legal name)
3. Previous name (if applicable)
4. A passport-type photograph
5. Date of Birth
6. Proof of legal right to work in Canada (e.g., Canadian birth certificate, permanent residence card, passport, etc.)
7. Gender
8. Home mailing address
9. Personal email address
10. Personal phone number(s)
11. Education Information
 - a. Denturist program completed
 - b. Year of graduation
 - c. Any other education information related to the practice of the profession
12. Registration examination information
13. Employment information (for each clinic at which the member is employed)
 - a. Clinic name
 - b. Clinic address
 - c. Owner(s)' name(s) – including self
 - d. Clinic phone number
 - e. Clinic fax number
 - f. Clinic email address(s)
14. Conduct disclosures
 - a. Criminal record check with vulnerable sector search completed within the immediately preceding six months (at time of application)
 - b. If they have ever been convicted of, or been the subject of, a criminal offence or any offence related to the practice of the profession
 - c. If there has ever been a judgement in a civil action against the member with respect to their practice



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- d. If they have currently or have you previously been investigated by this College or any other regulatory body within Alberta or in another jurisdiction involving an allegation of unprofessional conduct
- e. If the member has ever been the subject of a finding of unprofessional conduct by this College or any other regulatory body within Alberta or in another jurisdiction
- f. If there have ever been any conditions imposed upon their practice permit by this College, or any College in Alberta or any other jurisdiction
- g. If they give permission for this College to contact any authority or organization in any jurisdiction to verify their declarations
- h. If they have had civil action taken against them in respect of their practice
- i. If they have been charged an/or convicted of an offence under the *Criminal Code (Canada)* or equivalent legislation in another jurisdiction
15. Other evidence of good character and reputation
16. Statement or proof of English language proficiency (at application)
17. Evidence of valid, current cardiopulmonary resuscitation certification at the Council's required level
18. Evidence of professional liability insurance at the level required by Council.
19. Date of member status change (if applicable)

The following information will be collected for those regulated members on applying for unregulated membership.

1. Full legal name
2. Previous name (if applicable)
3. A passport-type photograph
4. Date of Birth
5. Gender
6. Home mailing address
7. Personal email address
8. Personal phone number(s)
9. Education Information
 - a. Denturist program completed or enrolled in
 - b. Date of graduation (expected)
 - c. Any other education information related to the practice of the profession
10. Previous registration information (if applicable)
 - a. Past jurisdiction(s)
 - b. Proof of previous registration

The information recorded from these requirements allows the College of Alberta Denturists to maintain the registers as required by the *Health Professions Act*, the *Denturists Profession Regulation*, and the College Bylaws.

DEFINITIONS

none

APPENDICES

none

REFERENCES

Government of Alberta. (2001). *Health Professions Act*. Alberta, Author. Available at: <http://www.qp.alberta.ca/documents/Acts/H07.pdf>.

Government of Alberta. (2002). *Health Professions Act – Denturists Profession Regulation*. Alberta, Author. Available at: http://www.qp.alberta.ca/documents/Regs/2002_186.pdf

DOCUMENT HISTORY

Date	Action	Rationale
14/12/09	Initial approval	Required to ensure clarity
18/02/11	Review	
10/05/13	Review and amendment	
15/03/19	Review and amendment	Combine policies/for clarity
09/04/21	Review	As scheduled
18/11/22	Review	As scheduled
28/02/25	Review	As scheduled