



2024 Renewal How-To-Guide

Applications for Renewal must be submitted using the online form accessed through the Registrant Portal with payment by credit card of the applicable fees. The form will be available in the Renewal tab of the Registrant Portal beginning in early September.

This document contains step-by-step instructions for entering information in the Registrant Portal before you begin Renewal and completing the Renewal form. In addition to this document, please utilize the following resources to assist you with your Renewal:

- [Registrant Portal How-To Guide](#)
- [Maintaining Your Registration webpage](#)
- [Renewal FAQs webpage](#)

Requirements for permit renewal are also outlined in the [Registration and Practice Permit Renewal Policy](#). Read the policy carefully.

The College has also sent several emails related to Renewal to all registrants on the General Register. Refer back to these emails, which include instructions, resources, and an outline of fees and deadlines.

If you have a question about Renewal and are unable to find an answer using the resources listed above, please [contact the College](#).

NOTE: This document contains instructions for renewing your practice permit on the general register. As of November 1, the ACDH will no longer have a non-practicing register, and renewing on the non-practicing register is no longer an option. Please visit the [Maintaining Your Registration webpage](#) for more information about your options if you are currently on the non-practicing register.

Before You Begin Your Renewal Form:

Most of the information required for Annual Renewal will be entered in the Registrant Portal prior to beginning the Renewal form. The Renewal form cannot be saved and must be completed in one sitting. This means that your information in the Registrant Portal must be complete and correct BEFORE you begin the Renewal form.











If you need to update information in the Portal once you have started the Renewal form, close the Renewal form and return to the Portal. Make the necessary updates, then re-open the Renewal form.

Review all of the steps on the following checklist.



ACDH Renewal Checklist

Use this checklist to ensure you're ready for Renewal *before* beginning the form.

WHAT TO DO	WHERE TO FIND IT
 <p>Update your Personal Information Review your name and contact information and make updates if necessary.</p>	<p>Links list: Name Change Request Form Email Change Request Form Update Registrant Contact Form</p>
 <p>Enter Your Continuing Competence Activities Review your CCP activities and makes updates if necessary.</p>	<p>Upload a New CCP Record Form (Continuing Competence tab)</p>
 <p>Review the Registration and Practice Permit Renewal Policy Read the policy and update the following items if necessary:</p>	<p>Registration & Practice Permit Renewal Policy</p>
 <p>Section 2: CPR Review your CPR and enter your most recent certification.</p>	<p>Upload a New CCP Record Form (Continuing Competence tab) New registrants: CPR Certification Form (Links list)</p>
 <p>Section 3: PLI Review your PLI and enter your upcoming policies.</p>	<p>Upload New Professional Liability Insurance Certificate Form (PLI Tab)</p>
 <p>Section 5: Practice Hours Review the practice hours you entered for the previous permit year.</p>	<p>Request for Practice Hours Correction Form (Practice Hours Tab) Estimated practice hours for Nov 2023 - Oct 2024 to be entered into the Renewal Form.</p>
 <p>Update Your Employment Information Review your employment information and update if necessary. Delete any duplicates.</p>	<p>Add Employment Information (Links list) OR edit existing entries (Employment tab)</p>
 <p>Update Your Education and Other Professional Registrations Review your information and update if necessary.</p>	<p>Links list: Update Education Information Update Other Professional Registrations</p>
 <p>Find answers to your questions Review the Renewal FAQs page and Portal Tips document</p>	<p>Renewal FAQs Portal Tips</p>
 <p>Get Ready to Pay Required Fees for Renewal Check the fee table and turn off pop-up blockers before beginning the form.</p>	<p>ACDH Fee Schedule</p>



Review and confirm that your personal, contact, and employment information is up-to-date and correct. Confirm that your education information and any professional registrations besides your ACDH registration are listed correctly. Make any necessary updates to this information using the appropriate form. For step-by-step instructions on how to enter information and complete forms in the Portal, read the [Registrant Portal How-To Guide](#).

Enter any Continuing Competence activities that you have not already entered. Read the [Continuing Competence Program Manual](#) and visit the [Continuing Competence FAQs page](#) for more details on how to correctly enter learning activities with the appropriate documentation. Your CPR certification must meet the minimum requirements of the [Registration and Practice Permit Renewal Policy](#) and be current (i.e., taken within the last 12 months) at the time of Renewal.

Enter your Professional Liability Insurance on the PLI tab. Your PLI must meet the minimum requirements of the [Registration and Practice Permit Renewal Policy](#) and cover the entirety of the upcoming permit year (November 1, 2024 to October 31, 2025).

Review your practice hours from **previous years within your reporting period** on the Practice Hours tab. If your practice hours require a correction, fill out the Request for Practice Hours correction form. Your practice hours for the most recent permit year (November 1, 2023 to October 31, 2024) will be entered directly into the Renewal form.

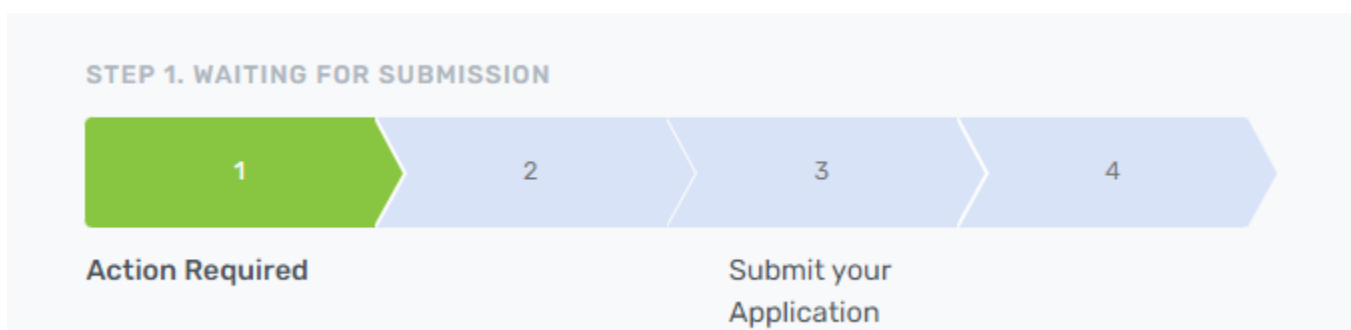
Payment must be made upon submitting the Renewal form. Ensure your pop-up blockers are turned off before starting the form. Have a credit card ready to complete payment for your permit fee.

Renewing on the General Register

1. Click on the Renewal tab in the Registrant Portal.

Education & Other Professional Registrations **Renewal** Payment Summary Library

At the top of the tab, you should see a status bar showing that you are on Step 1 of the Renewal process, "Waiting for Submission".



Read the information on this tab carefully. On this tab, you will be able to review the details of your most recent CPR entry, your reporting period, and your total number of continuing competence credits and practice hours for the reporting period.



2. When you are ready to begin your Renewal form, click the “Start My Renewal Application Button”.

Step 9: Proceed with your Renewal Application

If you have reviewed and completed all of the above steps and are ready to renew, please click the button below to begin your renewal application. Once you submit a Renewal Form or Cancellation Form, this button will no longer be accessible.

Start My Renewal Application

3. If you are missing required information, including PLI, CPR, or Continuing Competence credits, a warning will appear at the top of the form.

You will not be able to submit your Renewal form if any of these warnings appear. You must close the form, return to the Portal to make the necessary updates, then begin the form again.

Your Professional Liability Insurance does not meet requirements. Please ensure the effective and expiry dates of all policies cover the full permit year (November 1st to October 31st) and that there are no gaps between policies. To update your existing records, please close this form and go to the PLI tab in the [Registrant Portal](#).

Your CPR file on file does not meet requirements. Please close this form and go to the Registrant Portal to upload a CPR that was issued within the past 12 months.

The Continuing Competence credits you entered do not meet the minimum requirement of 45 credits. Please close this form and go to the Continuing Competence tab in the Registrant Portal to enter your remaining credits.

4. Verify your current registration information at the top of the form.

The screenshot shows a web interface for a Renewal Form. At the top, there is a blue header with the text "Renewal Form". Below the header, a message states: "Please note this form cannot be saved and needs to be completed in one sitting. Please ensure you have all the required documentation prior to starting the application." Below this message, there are four input fields with labels on the left and values in the boxes:

Registrant Number	T0001
Full Name	Janice Banana Chocolate-BonBon
Current Registrant Category	General
Current Permit Status	Active

At the bottom of the form, there is a note: "If you would like to cancel your registration instead of renewing, please go to the Cancellation Form in the [Registrant Portal](#)".



5. Check "Yes" to confirm that you have reviewed your registrant profile details and submitted all necessary updates.

Registrant Profile

It is your responsibility to ensure that personal information, education, employment and other professional registration information are up to date at all times. If you need to update your information, please close this form and submit your updates in the [Registrant Portal](#).

Do you confirm that you have reviewed your registrant profile details (i.e., personal information, education, employment, and other professional registrations) and submitted all necessary updates? *

Yes

6. Select "Yes" if you want your middle name displayed on your practice permit.

If not, select "No".

Would you like your middle name to be displayed on your practice permit? *

Yes No

7. Select the primary language that you are able to practice dental hygiene in.

This field is defaulted to "English". Select any additional languages you able to practice in.

What language(s) are you able to practice dental hygiene in?

Primary Language *

English ▼

Other Language

▼

Other Language

▼

Other Language

▼



8. Enter your demographic information.

Select all ethnicities with which you identify. If you answered these questions on a previous Renewal form, your previous answers will automatically populate.

The following questions are adopted from the Statistics Canada Census survey.

Are you First Nations, Métis or Inuk (Inuit)? *

- Yes
 No
 Prefer not to say

Are you (select all that apply): *

- White
 South Asian (e.g., East Indian, Pakistani, Sri Lankan)
 Chinese
 Black
 Filipino
 Arab
 Latin American
 Southeast Asian (e.g., Vietnamese, Cambodian, Laotian, Thai)
 West Asian (e.g., Iranian, Afghan)
 Korean
 Japanese
 Other group
 Prefer not to say

9. Verify that your most recent CPR Issue Date is correct.

If your CPR is not up to date, close the Renewal form and go to the Continuing Competence tab in the Portal to update it. Then begin the form again.

Cardio Pulmonary Resuscitation (CPR)

CPR certification must be issued within the last 12 months. If you do not meet this requirement, you will not be able to submit the renewal application. Below is the issue date of the most recent CPR in your renewal application.

To add a new CPR record, *please close this form* and go to the Continuing Competence tab in the **Registrant Portal**. Once you have completed the new entry, open a new renewal form to begin again.

CPR Issue Date *

17/08/2024





10. Review your professional liability insurance entries.

Your PLI must cover the entirety of the upcoming permit year (November 1, 2024 to October 31, 2025). Any entries that do not expire before November 1, 2024 will appear in the table. If you need to add, edit, or void any PLI entries, close the Renewal form and go to the PLI tab in the Registrant Portal.

Professional Liability Insurance (PLI)

Your professional liability insurance (PLI) must cover the Nov 1, 2024 to Oct 31, 2025, permit year with no gaps in coverage. Please ensure you have the appropriate proof (i.e., insurance certificate) of professional liability insurance. **Membership receipts or cards will not be accepted.**

To review, add, or edit your PLI record, please go to the PLI tab in the [Registrant Portal](#).

Below is a list of your professional liability insurance records on file that cover a portion of the upcoming registration year. **Insurance records that expire prior to November 1, 2024, are not listed.**

Insurance Provider	Policy Number	Effective Date	Expiry Date
Example PLI	12345	01/11/2024	31/10/2025

11. Review your current reporting period, Continuing Competence Program Credits, and previously entered Practice Hours.

You will not be able to edit this information in the form. If you need to add or edit Continuing Competence entries, close the Renewal form and go to the Continuing Competence tab in the Registrant Portal.

If you need to update your practice hours for a **past permit year in your current reporting period**, please go to the Practice Hours tab in the Registrant Portal and fill out the Request for Practice Hours Correction form.

Continuing Competence Program Credits and Practice Hours

Within your three-year reporting period, you are required to complete and report a minimum of **45** Continuing Competence Program Credits and **600** Practice Hours.

If your reporting period is ending October 31st of this year, and you do not meet the above requirements, you will not be able to submit the renewal application.

If you would like to update your existing records, please close this form and go to the Continuing Competence tab and the Practice Hours tab in the [Registrant Portal](#).

Current Reporting Period	Nov 01, 2021 - Oct 31, 2024
Eligible Continuing Competence Program Credits in Current Reporting Period	21.00
Practice Hours Recorded in Current Reporting Period (up to Oct 31, 2023)	2700

Please estimate the number of hours you expect to work between November 1, 2023 to October 31, 2024, within each of these dental hygiene roles. If none, enter zero.

If necessary, you can correct these Practice Hours at a later date (after November 1) by submitting the Request for Practice Hours Correction form in the [Registrant Portal](#).



12. In the Renewal form, enter your estimated practice hours for the current permit year (November 1, 2023 to October 31, 2024).

Enter practice hours for each dental hygiene practice role. If you do not work in a type of dental hygiene role, enter "0" (zero) for that role. An example of a Practice Hours entry is below:

Practice Year *

November 1, 2023 - October 31, 2024

Clinician Practice Hours (e.g., clinical practice) *

1200

Educator Practice Hours (e.g., teaching at an education institution) *

250

Researcher Practice Hours (e.g., scientific research) *

0

Administrator Practice Hours (e.g., business management) *

100

Health Promoter Practice Hours (e.g., public health) *

0

Consultant Practice Hours (e.g., sales/marketing) *

0

Total Practice Hours ⓘ

1,550

13. Check to make sure your total practice hours are accurate.

Total Practice Hours ⓘ

1,550



14. Review your dental hygiene education information to confirm it is up-to-date.

You will need to use the scroll bar to scroll to the right side of the table to see the complete information for each education entry.

If you need to update your dental hygiene education information, close the Renewal form and go to the Education tab in the Registrant Portal.

Check the “Yes” box when you have reviewed your information and confirmed it is correct.

Dental Hygiene Education Information

If you need to update your education information, please close this form and access the Education tab in the [Registrant Portal](#).

Education Program	Other Program	Education Level	Graduation Date	City	Pr
University of Alberta		Diploma	01/01/2018	Edmonton	Alberta
University of Alberta		Bachelor	30/06/2019	Edmonton	Alberta

Do you confirm that you have reviewed your dental hygiene education details and submitted all necessary updates? *

Yes

15. Review your other post-secondary education information to confirm it is up-to-date.

You will need to use the scroll bar to scroll to the right side of the table to see the complete information for each education entry.

If you need to update your post-secondary education information, close the Renewal form and go to the Education tab in the Registrant Portal.

Check the “Yes” box when you have reviewed your information and confirmed it is correct.

Post-Secondary Education Information

If you need to update your education information, please close this form and access the Education tab in the [Registrant Portal](#).

Education Institution	Field of Study	Other Field of Study	Education Level	Graduation Date
SAIT	Dental Assisting		Certificate	30/06/2015

Do you confirm that you have reviewed your post secondary education details and submitted all necessary updates? *

Yes



16. Review your employment information to confirm it is up-to-date.

You will need to use the scroll bar to scroll to the right side of the table to see the complete information for each education entry.

If you need to update employment information, close the Renewal form and go to the Employment tab in the Registrant Portal.

Check the “Yes” box when you have reviewed your information and confirmed it is correct.

Employment Information

A list of your current employer(s) is provided in the table below.

If you need to update your employment information, please close this form and access the Employment tab in the [Registrant Portal](#).

Primary Employer	Place of Employment	Address	City	Province/State	Postal Code/ZIP	
<input checked="" type="radio"/> Yes <input type="radio"/> No	ABC Dental	4112 17 Ave SW	Calgary	Alberta	T2E 0R4	Canada
<input type="radio"/> Yes <input type="radio"/> No	Happy Teeth Corp	2327 Spiller Road SE	Calgary	Alberta	T1O 5N5	Canada
<input type="radio"/> Yes <input type="radio"/> No	Healthy Smile Clinic	905 30 Ave NW	Calgary	Alberta	T4T N6P	Canada
<input type="radio"/> Yes <input type="radio"/> No	Downtown Dental	3953 University Ave	Calgary	Alberta	T9R 2B3	Canada

Do you confirm that you have reviewed your employment details and submitted all necessary updates related to your current employer(s)? *

Yes

17. 16. Answer the question, “Are you currently seeking employment in dental hygiene?”

This question is optional.

Are you currently seeking employment in dental hygiene?

Yes No



18. Carefully read and respond to each of the declaration questions. Answer “yes” or “no” to each question.

Declaration

1. Has any registration, license or permit entitling you to practice dental hygiene or any other health profession in any province, territory, state, or country ever been denied, cancelled, suspended, approved with conditions or otherwise limited or restricted in any other way? *

Yes No

If you answered yes to the question above, please provide a brief explanation ⓘ

2. Have you ever had a finding in the nature of professional misconduct, unskilled practice, incompetency, or incapacity, or a like finding, made against you either in Alberta or elsewhere as a dental hygienist or in a health profession other than dental hygiene? *

Yes No

If you answered yes to the question above, please provide a brief explanation ⓘ

19. If you answer “yes” to any of the declaration questions, you must provide a brief explanation in the box provided.

Please provide specific information, even if you have provided it to the College before.

1. Has any registration, license or permit entitling you to practice dental hygiene or any other health profession in any province, territory, state, or country ever been denied, cancelled, suspended, approved with conditions or otherwise limited or restricted in any other way? *

Yes No

If you answered yes to the question above, please provide a brief explanation ⓘ

My registration with a previous College was cancelled because I did not renew when I went back to school.



20. If you have any supporting documents to support or supplement your explanation, upload them by clicking the “Select from device” button.

Additional Document 

Select from device

I certify to the best of my knowledge that the information provided

21. Carefully read the declaration statement.

Once you have read it, click “Yes.”

I certify to the best of my knowledge that the information provided on this form and any attachments is complete and true, and knowing that it is of the same force and effect as if made under oath and by virtue of the *Canada Evidence Act*. I understand that making a false statement on this application could result in the rejection of the application. I authorize the ACDH to seek additional information from educational institutions, regulatory agencies, employers, or other sources as necessary in order to process my application for renewal of membership; and I also authorize all such institutions, agencies, employers, or other sources to release such information to the ACDH and for so doing let this be your good and sufficient authority. *

Yes

22. Carefully read the payment statement.

Once you have read it, click “Yes.”

I recognize that payment and submission of this form may not mean my application for renewal is approved, and after review by the College, there may be additional actions required on my part. *

Yes

23. In order for the payment page to appear once you submit your form, you must turn off your pop-up blockers.

Ensure that your browser allows pop-ups so that you can complete payment after submitting the form.

Your Renewal application will not be processed by the College until the form and payment have both been received.

The Permit fee for 2024 – 2025 is \$599.00. For applications submitted after 11:59 PM MT on October 14, the Administrative Fee of \$150.00 will apply.



Payment of Renewal Fee

After clicking "Submit," a separate browser window will open, directing you to the credit card payment page. This is where you can make the payment for your renewal fee.

Please ensure that your browser allows pop ups.

If you are having issues with the popups in your browser, you can also pay the renewal fee through the [Registrant Portal](#).

Your renewal application will not be reviewed or processed by the College until both the form submission and payment are successfully completed.

Invoice Date

26/09/2024

Permit Fee

\$599.00

Administrative Fee

\$0.00

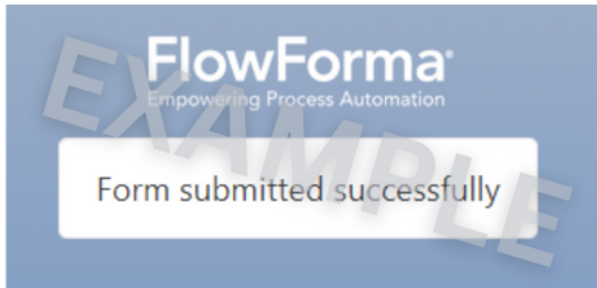
Invoice Amount

\$599.00

24. Click "Submit" at the bottom of the form to submit your Renewal application to the College. After submitting the form, DO NOT close the window until you see the image confirming that the form has been submitted.

End of Renewal Form

After submitting this form, DO NOT close this window until you see the image below confirming that the form has been submitted.



Click "Submit" below to submit your application form.

Submit

Close



25. Complete your payment in the pop-up payment window.



ACDH

Alberta College of Dental Hygienists

PAYMENT INFORMATION

\$599.00 CAD		
VISA ▼		
Name on card		
Card number		
01 ▼	2024 ▼	Card cvd

ADDRESS INFORMATION

Name	
Email	Phone number
Address line 1	Address line 2
City	Postal/zip code
Alberta ▼	Canada ▼

26. Go to the Payment Summary tab in the Registrant Portal to verify your payment.

If your Renewal form has been paid for, you will see a status of “PAID.” If you have paid but the status does not reflect that, please refresh the page.

Status	General Receipt	Tax Receipt	Invoice Header	Amount	Invoice Date	Paid Date	Invoice Number
Paid			Renewal Fee	599.00	Sep 30, 2024	Sep 30, 2024	1027027

If you have not yet completed payment, you will see a status of “Click to Pay.”

Status	General Receipt	Tax Receipt	Invoice Header	Amount	Invoice Date	Paid Date	Invoice Number
Click to Pay			Renewal Fee	599.00	Sep 30, 2024	Sep 30, 2024	1027027

Click the “Click to Pay” button under the status column to complete your payment.