



# Reinstatement Application Checklist

## For Reinstatement on the General Register of the Alberta College of Dental Hygienists (ACDH or the College)

This checklist is for applicants who:

- Were previously regulated members on the General Register of the ACDH (or CRDHA or ADHA)
- Had their registration cancelled either by the College or at their request; and
- Are applying for reinstatement to the General Register.

The application form cannot be saved and must be completed in one sitting. Before starting your application, please use this checklist to ensure that you have prepared and gathered all the necessary documentation before starting your application. Read the [Portal Tips](#) document for additional information about completing the form.

As part of your application for reinstatement, you must provide evidence of competence to practice in one of two ways:

1. Provide evidence of the following obtained within the last 3 years:
  - a. 600 hours of practice as a dental hygienist **AND**
  - b. 45 credits (hours) of professional development. These activities must be uploaded to the Continuing Competence tab in the Applicant Portal **BEFORE** you open the application form.
2. Provide evidence of successful completion of a Council-approved dental hygiene refresher course dated within the last 12 months. This will be uploaded to the application form.

**Please see the Reinstatement Application Information document for information about each requirement.**

**The following documents must be uploaded in the online application form in the Applicant Portal:**

### Documentation Required

	Evidence of employment history that matches what is entered in the application form (see section 5 of the <a href="#">Registration and Permit Practice Renewal Policy</a> ) <b>AND</b> Evidence of continuing competence program credits that matches what has been entered in the Portal (see section 3 of the <a href="#">Continuing Competence Program Manual</a> )
	Evidence of successful completion of a Council-approved dental hygiene refresher course
	Evidence of successful completion of the ACDH Jurisprudence Examination dated within the last 3 years
	Completion certificate for the e-Learning course " <a href="#">Protecting Patients from Sexual Abuse and Misconduct</a> "
	Evidence of professional liability insurance (see section 3 of the <a href="#">Registration and Practice Permit Renewal Policy</a> )
	Evidence of current CPR certification (see section 2 of the <a href="#">Registration and Practice Permit Renewal Policy</a> )
	Completed <a href="#">CPR Certification Declaration Statement for Instructors</a>
	TWO (2) valid pieces of government-issued identification
	Payment of the application fee of \$350 CDN, by credit card through the application form or the Applicant Portal.



# Reinstatement Application Checklist continued

## Guidelines for documents uploaded to the application form:

The College will verify each uploaded document. In order to avoid delays or problems uploading, please ensure that:

- Documents are clear, legible, and complete.
- Documents are scanned (by phone app or scanner) or downloaded from an email or website whenever possible. Do not upload pictures of documents or screenshots of partial documents.
- Documents are saved using one of the following file extensions: .doc, .docx, .pdf, .jpg, .jpeg, .png, or .heic.
- Document names do not include special characters (\ / : \* ? " < >). The system will only accept alphanumeric file names.

## Applicants must arrange to have the following documentation submitted directly to the College by the issuing organization:

Documentation Required	
	A Vulnerable Sector Check completed within 1 year from the date the application is made complete. Click here to <a href="#">download a letter</a> that can be used as part of your request. Contact the College if you require an Agency Code. (see section 4 of the <a href="#">Registration and Permit Practice Renewal Policy</a> )
	A <a href="#">Verification of Registration/Certification/ Licensure form</a> completed by the regulatory college in each jurisdiction where you have been a regulated health professional.

## Guidelines for Documents

The College will accept original or electronic documents sent directly from the issuing organization to the College. Electronic documents can be sent to [registration@acdha.ca](mailto:registration@acdha.ca). Paper documents can be mailed to:

Registration Team  
 Alberta College of Dental Hygienists  
 Suite 302, 8657 - 51 Avenue NW  
 Edmonton, AB, T6E 6A8

If it is not possible to have a document sent directly to the College from the issuing organization, the College may consider a **notarized** copy of the original document, or an original document sent from the applicant in the original, sealed envelope. The College may contact the issuing organization to verify the document in these cases.

Note: A notarized copy is one which is certified as a *true copy* of the original by a lawyer, judge, MLA, or other individual designated as a Notary Public. A Notary Public must sign, stamp, and seal notarized documents. Photocopies or electronic copies of notarized documents will not be accepted. A Commissioner of Oaths **cannot** notarize documents.

## Advanced Restricted Activities

If you were previously listed on any Advanced Restricted Activities Roster(s), your name would have been removed from the Roster(s) on the date that your registration was cancelled. If you would like practice an Advanced Restricted Activity as part of your dental hygiene practice, you are required to reapply for entry onto the Advanced Restricted Activities roster(s). Please read the [Advanced Restricted Activities Policy](#) on the ACDH website and complete the application form linked in the Applicant Portal. This separate application must be submitted to the College **within 6 months of completing your education**, or with the appropriate evidence of currency.