



College of Dental Hygienists of Manitoba
109-420 Des Meurons, Winnipeg, MB R2H2N9 www.cdhm.info
T: 204-219-2678 F: 204-219-2679 Email: cdhm@cdhm.info

CDHM 2015 Renewal Information Guide

Please mail your original, accurately completed renewal form and all required supporting documents to:

College of Dental Hygienists of Manitoba
109-420 Des Meurons Street
Winnipeg, MB R2H 2N9

PLEASE READ: No photocopies or email copies will be accepted. All required supporting documents must be received at the same time as the completed renewal form. (The only exception is CDSPI – please see second page for more details) **All accurately completed renewal forms must be postmarked or received by December 1, 2014.**

Partially completed renewal forms or renewal form submissions without all required supporting documents attached **will be sent back** to the registrant for completion. *The form must be completed in ink. Pencil will not be accepted and any mistakes must be struck through once and initialed.*

THIS IS A LEGAL DOCUMENT, WHITEOUT CANNOT BE USED.

General Instructions:

- Please complete all the sections that apply.
- Please mark off status of Practising, Non-practising or Cancellation in the appropriate section.
- Please complete, if applicable, the Alternative Practice Setting section.
- Please ensure the ***Declaration on the last page is signed and dated.***
- A late fee will be imposed on accurately or incomplete renewal forms **with missing documents or errors** postmarked or received **after December 1, 2014.** (Practising late fee: \$120.00, Non-practising late fee: \$55.00)
Due to the high volume of renewal documents, it is recommended that renewal forms by registrants be **received by November 14, 2014.** After November 14, 2014, the CDHM cannot guarantee processing by the December 1, 2014 deadline therefore a late fee will be applied on incorrectly submitted renewal forms by registrants.
- A single cheque made payable to the College of Dental Hygienists of Manitoba may be postdated to **January 14, 2015** (Multiple post-dated cheques will not be accepted.)
- There will be a \$30.00 charge for returned or non-sufficient funds (NSF) cheques.

Employment History & Practice Hours:

- This section is created to calculate your required practice hours. Each registrant must submit his/her estimated hours from January 15, 2014 to January 14, 2015.
- In accordance with *The Dental Hygienists Act* and regulations, a member of the Register of Dental Hygienists (Practising) must submit evidence that he or she has practised a minimum number of hours in the three-year period immediately preceding the year for which registration/renewal is sought.
- If any lapse of practice hours has occurred i.e. maternity leave, short term disability, new registrant or new graduate, please append this information on a separate piece of paper.
- Employment hours worked and declared in the years 2012, 2013 and 2014 will be totaled to ensure the minimum hour requirement has been achieved.
Minimum practice hours are as follows:
- If you graduated within 12 months of renewal (January 2015), there are no minimum practice hours.
- If you graduated within 24 months of renewal (January 2015), 400 practice hours are required.
- If you graduated more than 24 months of renewal (January 2015), 600 practice hours are required.

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Oral Anaesthetic, Orthodontic or Restorative Rosters:

- If you have completed additional dental hygiene education (Oral Anaesthetic, Orthodontic or Restorative) as a module over the last 12 months and wish to be included on that roster, ***Immediately*** complete and submit the appropriate declaration and a ***certified copy**** (***see bottom of page for details***) of the Certificate of Completion from the course/module.
- Declarations can be acquired by contacting the CDHM office by email at **cdhm@cdhm.info** or can be downloaded from the CDHM website at: **www.cdhm.info/registrationrenewal/declarations/**
- **Please be aware that the application must be accepted and approved by the CDHM prior to practising these procedures.**

Extended Practice Declaration:

- No photocopies, faxes or email copies will be accepted – the declaration must be completed in ink.
- Declarations can be acquired by contacting the CDHM office by email at **cdhm@cdhm.info** or can be downloaded from the CDHM website at: **www.cdhm.info/registrationrenewal/declarations/**

Alternative Practice Setting:

- The CDHM is collecting data regarding the number of Registered Dental Hygienists in Manitoba that work in an alternative setting such as a personal care home or the public health sector. A dental office is not considered an alternative practice care setting; Please check off the **yes or no** box and describe the practice setting in which you work in (if applicable).

CPR:

- Completed a certification or recertification of a Basic Rescuer Cardiopulmonary Resuscitation (CPR) Level C course or Health Care Provider.
- Online CPR Training that **does not include a hands-on component** will not be accepted.
- Submitting a copy of your CPR card is considered acceptable evidence. The CPR card must be valid from January 15, 2014 to November 30, 2014.

Malpractice/Liability Insurance:

- Evidence of professional liability (malpractice) insurance coverage in the amount of at Least \$3,000,000 (yearly aggregate) must be included with the accurately completed renewal form.
- Evidence must state that insurance is in place from January 1st, 2015 to December 31st 2015.
- Please submit a copy of your Professional Liability Insurance Form. (Claims Made Form)

For CDSPI subscribers:

- Please submit a copy of your Memorandum of Insurance provided by CDSPI as soon as it's available.

PLEASE NOTE: as in past years, CDSPI has sometimes been unable to supply proof of liability within the timeframe CDHM requires. Therefore, if you have purchased liability with CDSPI you may submit your renewal form with a note/addendum indicating that you will send your Memorandum of Insurance once it becomes available. It will be incumbent upon each registrant that the proof of insurance be received at the CDHM office by **January 14, 2015**. The invoice that CDSPI has sent you, or a copy of the cheque written to pay for the insurance **is not valid** evidence of insurance being in place for 2015.

The CDHM is not be responsible for acquiring the proof of liability insurance on your behalf.

CCP Declaration:

- Please sign the CCP Declaration whereby you are certifying that all information provided on the Continuing Competency forms to be submitted by the CCP **April 30** due date are complete, correct and true.

Certified copy*:

Applicants submitting documents from course modules taken in Manitoba must have documents certified as true copies by a Commissioner for Oaths or a Notary Public. If a Commissioner for Oaths is used, signatures must be accompanied by the Commissioner's printed name and the expiry date of their commission. Stamps and/or seals may also be used. Persons (doctors or dentists) whom sign passports as references are **not** able to certify documents unless they are in fact a recognized Commissioner for Oaths or Notary Public. **Applicants submitting documents from course modules taken outside of Manitoba** must have a Notary Public certify necessary documents.