



COLLEGE OF
DENTAL HYGIENISTS
OF MANITOBA

APPLICATION PROCESS FOR INTERNATIONALLY EDUCATED DENTAL HYGIENISTS

February 2023

This document outlines the College of Dental Hygienists of Manitoba application process for
Internationally Educated Dental Hygienists

Application Process for Internationally Educated Dental Hygienists

Once you have received your National Dental Hygiene Certification Board (NDHCB) Exam results indicating you have passed, and completed any other required assessments, you are ready to begin the College of Dental Hygienists of Manitoba (CDHM) application process.

The CDHM is the regulatory and licencing body for dental hygienists in Manitoba. You are permitted to practice dental hygiene in the province of Manitoba when your application has been approved, and all fees have been paid. At that time your name will be placed on the CDHM register of dental hygienists.

The first step of the application process is to complete the '[CDHM Declaration for Internationally Educated Applicants](#)'. This form must be completed, signed, and returned to the CDHM office via email or regular mail. This document allows the CDHM to request the documents you have already provided to the NDHCB, so you will not need to duplicate this process. The remainder of the application process is completed online with assistance from the CDHM office.

Important: All steps, documents, and fees, including the declaration, must be completed and submitted before your CDHM application is reviewed.

Application Steps:

1. **Determine which register applies to you** – Practicing Register or Non-Practicing Register.

NOTE: If you are applying to the *Practicing Register*, and you have never been registered in Canada or elsewhere as a dental hygienist, choose “Practicing (Graduate)”; if you have been previously registered as a dental hygienist, choose “Practicing (Default)”.

2. **Review** the [Advance Practice Rosters](#) for information about additional practice skills. Additional documentation is required if you are applying for one or more of the these rosters.

3. **Create an Applicant Account** online here – [Applicant Account](#) - and begin entering the required information. You will need the following to complete the application:

4. **Apply for a Criminal Record Check (CRC)**, including vulnerable sector check, completed within the last 6 months, from the Manitoba police or RCMP detachment (dependent on where you live in Manitoba).

NOTE: If you are applying for a CRC through Winnipeg Police, please ‘share’ your CRC/VSC results with the “**College of Dental Hygienists**” (we are the agency) at <https://www.winnipeg.ca/police/pr/pic.stm> (the CRC will come directly to the CDHM if ‘shared’).

5. **Evidence of Dental Hygiene Education**

NOTE: Completion of the ‘**CDHM Declaration for Internationally Educated Applicants**’ authorizes CDHM to request education documentation on your behalf from the National Dental Hygiene Examining Board.

6. **CPR Certificate– Basic Life Support (BLS) course, completed in the last 12 months.**

NOTE: See the [Practice Direction for CPR](#) for a list of CDHM-approved CPR-BLS course providers.

7. **Memorandum of liability insurance coverage;** coverage must be for an amount of at least \$3,000,000 (*Dental Hygienists Regulation, sec. 29*).

NOTE: An invoice for the purchase of liability insurance is not sufficient. You must submit the memorandum that is issued by the insurer, in your name.

8. **Proof of Identification** with picture; must be notarized by a *lawyer or *notary public*.

NOTE: Examples of acceptable identification documents are a Canadian Driver's License, or a government-issued Passport.

****A Notary Public is a person authorized to verify the identity of a person signing a document that is required by law. A Commissioner of Oath cannot certify or verify documents.***

9. **Copy of the National Dental Hygiene Certification Board (NDHCB) Examination Certificate;** must be notarized by a *lawyer or *notary public*.

10. **Optional – Advanced Practice Application.** Review the [Advance Practice Rosters](#) information page to determine if you can apply. If you are applying for one or more Advanced Practice, you will complete the additional declaration(s) with your online application.

NOTE: If Advanced Practice skill(s) you are applying for is/are not on your dental hygiene transcript, you will need to submit a **notarized* copy of your Certificate of Completion for the educational module(s). You may also be required to submit a course outline/syllabus for the educational module(s), to assess CDHM equivalency.

11. **Complete the Declarations;** the online application will have the following declarations that must be completed:

- a. Personal Declaration
- b. Registration Declaration
- c. Continuing Competency Program (CCP) Declarations

12. **Payment of Application Fee.** See the [CDHM Fee Schedule](#) for a list of fees. Once you submit your completed online application, you will be required to pay the Application Fee. Fees are payable online by Visa or Mastercard.

13. Complete the following CDHM Modules:

- a. Ethics and Jurisprudence
- b. New Applicant Orientation
- c. Health Equity and Cultural Humility

NOTE: These modules will be available on your [CDHM online account](#).

14. Orientation Meeting with the Registrar. Once your application is submitted and all requirements are met, you will be contacted by the CDHM office to schedule a one-on-one meeting with the registrar. Once you have met with the Registrar, your application will be forwarded to the Board of Assessors for review.

NOTE: The Board of Assessors is a legislated Board, whose responsibility is reviewing and approving, or denying, applications. Criteria for requirements of registration are set out in *The Dental Hygienists Act section 9(1) (a) to (f) and the Dental Hygienists Regulation sections 8 to 12.*

15. Payment of Registration Fee. See the [CDHM Fee Schedule](#) for a list of fees. You will be notified, via email, of the Board of Assessors decision. If your application has been approved, the email notification will indicate that there is an invoice for the Registration fee ready for payment through your online CDHM Account. When the fee is paid, your name will appear on the CDHM Register of Dental Hygienists, and if you applied for the Practicing Register, you are then approved to practice dental hygiene in the province of Manitoba. Fees are payable online by Visa or Mastercard.