



COLLEGE OF
DENTAL HYGIENISTS
OF MANITOBA

REGISTRATION REQUIREMENTS – OUT OF PROVINCE RDH

This document outlines the documents required for applicants to apply to the CDHM and serves as a list for all out of province RDH applicants

Registration Checklist Out of Province RDHs

This check list outlines the registration requirements for RDHs applying for registration in the province of Manitoba. To be considered registered in Manitoba **all** requirements must be met. Some documents are required to be mailed to the CDHM directly, these documents may take time to arrive, please request them early.

- Letter(s) of good standing** of dental hygiene practice sent directly from your current jurisdiction, and each jurisdiction in which you have been registered during the past five years. Letters of Good Standing must be sent directly from the regulatory body to the CDHM.
- Evidence of dental hygiene education**
 - Notarized Diploma

Or;

 - Official Transcripts must be mailed directly from the school to the CDHM office.
 - If you need to request a transcript it must be sent to us by mail.
 - Make sure to request these ahead of time as they can take a few weeks to arrive.
 - If you have completed a Dental Hygiene Refresher or Remedial Course that has been approved by the Board of Assessors please submit the record of completion and related documents as your proof of education as well.
- Successful completion of the Canadian National Dental Hygiene Certification Examination (NDHCE)**
 - Certificates must be **notarized** by a *lawyer or notary public*. **Not a Commissioner of Oaths**
- A current Criminal Record Check (CRC) with a Vulnerable Sector Check (VSC),** completed within the last 6 months.
 - **Residents of Winnipeg:** Criminal Record Checks will be completed online through the Winnipeg Police Criminal Record Check Portal: <https://www.policerelutions.ca/checks/services/winnipeg/>
 - **Residents outside of Winnipeg:** Will need to go in person to their local RCMP Detachment: <https://www.rcmp-grc.gc.ca/detach/en/find/MB>
 - **Third-party Criminal Record Checks are not accepted.**
 - **Applicants will have to email their Criminal Record Checks to cdhm@cdhm.info**
- Completion of a CPR - BLS course in the last 12 months.** For more information on CPR requirements see: [Practice Direction for CPR](#)
- Proof of three million Liability Insurance Coverage**
 - Must be a copy of your **policy memorandum/certificate of insurance**
 - **The receipt for your liability insurance is not accepted.**

- Proof of Picture Identification**
 - Must be notarized by a *lawyer or notary public* **Not a Commissioner of Oaths**
 - Can be one of the following:
 - Driver's license
 - Valid passport
 - Canadian citizenship certificate card
 - Permanent residence card
 - Canadian Forces identification card

- Proof of Completion of Additional Dental Hygiene Practice Modules**
 - Includes Local Anaesthetic, Restorative, and Orthodontic.
 - Must submit a copy of the Certificate of Completion **signed by a Notary Public.**
 - **If you took the course as part of your education program you will need to arrange for official transcripts to be mailed directly to the CDHM**

- Complete all modules required by council**
 - Ethics and Jurisprudence Module
 - New Applicant Orientation Module
 - Health Equity and Cultural Humility Module

- The fee for registration** is \$300.00 for the application and \$550.00 registration fee totaling \$850, payable by Visa or Mastercard

- Completion of Mandatory Orientation Meeting with Registrar.** Once your application is submitted and all requirements are met you will be contacted by the CDHM to schedule a one-on-one meeting with the registrar. Upon completion of this meeting your application will then be forwarded to the Board of Assessors.

The application fee is paid first then once your application documents are complete, you will receive an email for when your practicing fee is ready for payment on your CDHM account. **Note:** Payment of your practicing fee will activate your license. You will not be permitted to practice until this fee is paid.

All requirements for registration are set out in The Dental Hygienists Act section 9(1) (a) to (f) and the Dental Hygienists Regulation sections 8 to 12.

** 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 a document.*