



COLLEGE OF
DENTAL HYGIENISTS
OF MANITOBA

REGISTRATION REQUIREMENTS – NEW DENTAL HYGIENE GRADUATES

This document outlines the requirements for new dental hygiene graduates applying for registration with the College of Dental Hygienists of Manitoba (CDHM). It serves as a checklist of requirements for those who have recently graduated from an accredited dental hygiene educational institution in Canada.

Registration Checklist for Recent Dental Hygiene Graduates

This checklist outlines the registration requirements for dental hygienists 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.

- Evidence of dental hygiene education**
 - Notarized Diploma
 - *Must be notarized by a Lawyer or *Notary Public, **not a Commissioner of Oaths.***
- 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 the CDHM by mail.***
 - *Make sure to request these ahead of time as **they can take a few weeks to arrive.***

- 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.policereliefsolutions.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 minimum \$3,000,000 in 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 Photo 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 'Advanced Practice' Dental Hygiene Requirements (optional)**
 - Skills-based Advanced Practices include Oral Anaesthetic, Restorative, and Orthodontic.
 - Must submit a copy of the Certificate of Completion from an approved educational institution, **signed by a Lawyer or *Notary Public.**
 - **If you took the course as part of your initial dental hygiene education program you will need to arrange for official transcripts to be mailed directly to the CDHM.**

NOTE: Students who have graduated from the University of Manitoba, School of Dental Hygiene, were required to hold a CDHM Student Registration and are not required to submit proof of completion to apply for the Oral Anesthetic Roster.

- Declarations (through CDHM online account)**
 - Complete the Declaration establishing prior professional conduct in Manitoba or any jurisdiction, findings of misconduct, current investigation of professional conduct, criminal convictions relevant to practice, and fitness to practice.
 - Complete the Continuing Competency Program Declaration.

- Complete all educational modules required by Council**
 - Ethics and Jurisprudence Module
 - New Applicant Orientation Module
 - Health Equity and Cultural Humility Module
 - Indigenous Cultural Safety Module

- Payment of the Application Fee on submission and Practicing Registration Fee once approved.**
 - Payments must be made online by Credit Card.
 - For the current list of fees see [CDHM Fees and Payments](#).

- 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 must be paid first then once your remaining application requirements are complete, you will receive an email indicating the Practicing Registration Fee invoice is ready for payment on your CDHM account.

NOTE: Payment of your Practicing Registration Fee will activate your license. You are **not allowed** to practice until the Practicing Registration 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.*