



COLLEGE OF
DENTAL HYGIENISTS
OF MANITOBA

NON-PRACTICING REGISTRATION REQUIREMENTS – RDH FROM ANOTHER PROVINCE OR JURISDICTION

This document outlines the requirements for dental hygienists to apply to the College of Dental Hygienists (CDHM) and serves as a checklist for out-of-province RDHs applying to the Non-Practicing Register.

Non-Practicing Registration Checklist – Out of Province RDH

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 (Verification of Registration)** 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 by mail.**
 - Make sure to request these ahead of time as **they can take a few weeks to arrive.**

- Evidence of Dental Hygiene Education (if not indicated on the Letter(s) of Good Standing).**
 - 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.

NOTE: If you have been registered but not practicing dental hygiene for 3 or more years, you may be required to complete a Dental Hygiene Refresher or Remedial Course that has been approved by the Board of Assessors. If you have completed a refresher or remedial course, please submit a notarized copy of 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) (if not indicated on the Letter(s) of Good Standing).**
 - Certificates must be notarized by a *Lawyer or *Notary Public. Not a Commissioner of Oaths.*

- 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

Declarations (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.

Payment of the Application Fee on submission, and the Non-Practicing Registration Fee once approved.

- Payments must be made online by Credit Card or by Interac e-Transfer.
- For the current list of fees see CDHM Fees and Payments on the CDHM website.

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 application requirements are complete, you will receive an email indicating the Non-Practicing Registration Fee invoice is ready for payment on your CDHM account.

NOTE: Registrants on the Non-Practicing Register are **not allowed** to practice dental hygiene in Manitoba. Registrants can only practice dental hygiene in Manitoba once they have transferred successfully to the Practicing Register.

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.*