



# REGISTRATION REQUIREMENTS – RETURNING TO THE PROFESSION

This document outlines the requirements for dental hygienists who are not currently registered to practice dental hygiene in any Jurisdiction and would like to return to the practice and apply for registration with the College of Dental Hygienists of Manitoba (CDHM).

## Registration Checklist for Dental Hygienists Returning to the Profession

This check list outlines the registration requirements for dental hygienists who are not currently registered to practice dental hygiene in any jurisdiction, and are 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 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.**
    - 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.**
    - The CDHM will accept electronic Official Transcripts if they are shared via **MyCreds** to [cdhm@cdhm.info](mailto:cdhm@cdhm.info).
  
  - If you have not practiced dental hygiene in 3 or more years, you will be required to complete a Dental Hygiene Refresher or Remedial Course that has been approved by the Board of Assessors. You are also required to submit the notarized record of completion and related documents as your proof of education.
- 
- 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.policeresolutions.ca/checks/services/winni 2>
  - **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](mailto: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 \$3,000,000 in Liability Insurance Coverage.**
- Policy must include run-off coverage (sometimes called enduring or tail coverage) for a minimum of two years after the last date of practice.
  - 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.**
  - Extended Practice is based on hours of practice.
    - Must submit evidence of 3000 most recent practice hours (evidence of practice hours can be a letter from an employer, on office letterhead, or contact the CDHM office for other examples).

**NOTE:** The Board of Assessors may require evidence of current practice for the Skills Based Advanced Practices, or a Refresher course will be required prior to approval.

- Declaration (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 modules required by Council (through CDHM Online Account).**
  - 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 or 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 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.*