



2021 Annual Report

COLLEGE OF DENTAL TECHNOLOGISTS OF ALBERTA



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ABOUT THE COLLEGE

The Profession of Dental Technology has been self-regulating under the Health Professions Act and Dental Technologists Profession Regulation since 2004.

The CDTA is the governing body established by the *Health Professions Act* and other provincial legislation to regulate the profession of Dental Technology in Alberta. Its mandate is to protect and serve the public interest through leadership and setting quality standards through self-regulation for RDT's and DT's in Alberta.

The CDTA fulfills its mandate to protect and serve the public in various ways. For example, it ensures that individuals seeking registration to practice dental technology in Alberta meet specific education, qualification and entry-to-practice competence requirements. The CDTA also sets standards and guidelines for conduct and practice ensuring the continuing competency of all RDT's and DT's.

ROLE OF REGISTERED DENTAL TECHNOLOGISTS (RDT) AND REGISTERED DENTAL TECHNICIANS (DT)

RDT's and DT's are regulated health-care professionals, trained and dedicated to bringing a smile to every face in need of their services.

Their scope of practice includes the design, fabrication, alteration and repair of dental appliances and prosthetics, restorative or orthodontics devices. This includes crowns, bridges, complete and partial dentures, orthodontics,

implants and other dental devices and appliances.

Members of the College of Dental Technologists of Alberta provide quality services to dentists, denturists, other regulated health professionals for patients in a safe, ethical and professional manner.

Mission

The College of Dental Technologists of Alberta is responsible for the protection of the public and will provide leadership and guidance to its members.

Vision

The College of Dental Technologists of Alberta provides support to members through leadership and relationships with government and other healthcare regulators. We will ensure public protection by continuously monitoring innovative advancements while providing progressive regulatory amendments.

COUNCIL'S ROLE

The College is governed by a Council of regulated members elected by the regulated members of the College and public members appointed by the government. The Council governs according to the Act, the Regulation and the Bylaws, while abiding by regulatory and governance policies and procedures.

Council's focus is on the organizational purpose and strategic direction of the College. Council governs the College in the public interest, on behalf of its regulated members. Council uses a dynamic planning process to create specific ends (desired results), with the emphasis on the future. Councillors have no individual authority. Council focuses on organizational oversight rather than operational or day-to-day management of the college or responding to regulated members' individual and/or collective interests.

Council

President	Gary Wakelam, RDT
Vice President	Tara Singleton, RDT
Treasurer	Pam Rehm, RDT
Council Member	Jason Lohr, RDT
Council Member	Linda Seymour, DT
Council Member	Joe Sleiman, RDT
Public Member	Douglas Cooper
Public Member	Catherine Mardon
Public Member	Terri Rowat (<i>April 1, 2021</i>)
Public Member	Brittany Stahl (<i>April 6, 2021</i>)

The Registration, Education and Competence

Registration

The Committee reviews and makes recommendations regarding any registration issues referred by the Registrar.

Education

Assess educational institutions and programs to ensure approved programs meet the needs of applicants and current Members of the College.

Competence

The Committee reviews competency program issues referred by the Registrar or a Hearings Tribunal. The Committee reviews and makes recommendations to Council regarding the CDTA's Continuing Competence Program.

Chair	Jason Lohr, RDT
Committee Member	Michel Carr, RDT
Committee Member	Brian Cook, RDT
Committee Member	Anthony Sawchuk, RDT
Committee Member	Pawl Ciechanowski, RDT

Finance Committee

The Finance Committee reviews and provides recommendations to the Council regarding the annual budget with respect to fees and expenditures. The committee is responsible to make recommendations to Council regarding financial policies and to review the financial management, risks, investments and activities of the organization.

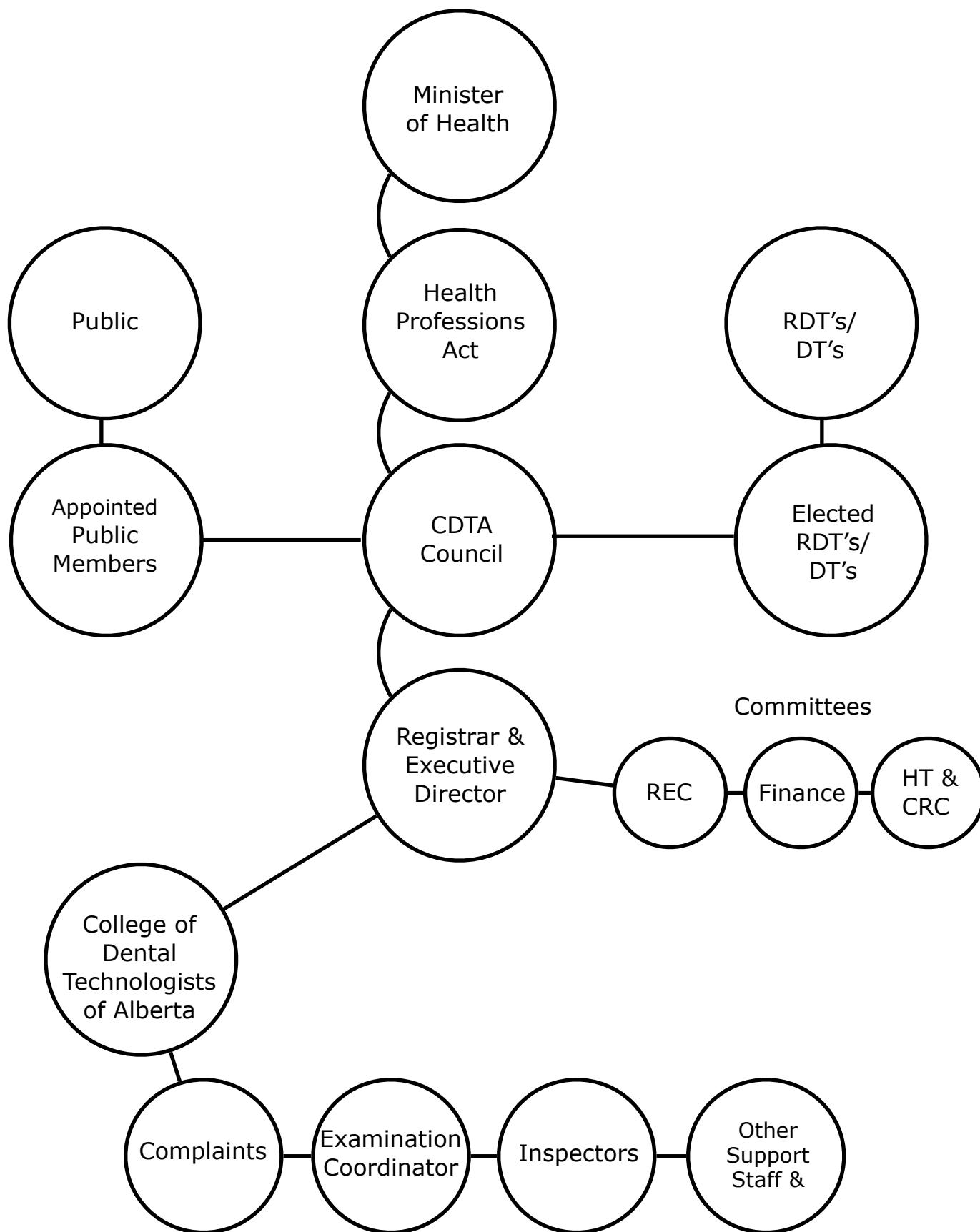
Chair	Pam Rehm, RDT
Committee Member	Carolyn Kincade, RDT
Committee Member	Monty Jensen, RDT

Office and Support Staff

Registrar/Executive Director	Tara Tremblay
Complaints Director	Carolyn Kincade, RDT
Examination Coordinator	Jason Lohr, RDT
Hearing Director	Tara Tremblay
Inspectors	Alexander Sinclair, DT Chelsey Lindahl, DT

Professional Services

Professional Services	
Legal Council	Richard Fraser, QC
Legal Council	Field LLP
Auditor	Bergeron & Co.
IT Services	Semper IT



GOVERNANCE

CDTA Bylaw Revisions

Officer Positions

- addition of a public member to the executive committee of Council.
- allow for public members to hold officer positions on Council (President, Vice-President, Treasurer)

Bill 30

Council amended the CDTA Bylaws to comply with the *Health Statutes Amendment Act* which included:

- Adjusting the composition of Council with public members increasing from two to six, which increased the total number of Council members from 8 (6 regulated, 2 public) to twelve (6 regulated, six public).
- changing the composition of hearings tribunals and complaint review commits to ensure that public members make up the minimum 50%.
- approval of amendments to the Council composition effective April 2023 that will reduce the composition of Council to a total of 8 (4 regulated members, 4 public members).

Bill 46

The CDTA continues to complete preparatory work for bylaw amendments that will comply with Bill 46. This included amending several College Bylaws in 2021.

Bylaws will be revisited and refined as an ongoing process to ensure alignment with any organizational and legislative changes.

Inter-regulatory Committees

Canadian Alliance of Dental Technology Regulators

The CDTA is an active member of the Canadian Alliance of Dental Technology Regulators (CADTR). This national organization focuses on common concerns within the profession on standards, labor mobility, and regulation. The CDTA along with other Regulated Jurisdictions in Canada have approved the National Essential Competencies for Dental Technology practice in Canada.

A national entry-to-practice assessment for dental technology in Canada is in the final stages of development. The first administrations of the national Dental Technology Entry to Practice Assessment (DTETPA) were conducted in 2021. The DTETPA supports consistent entry to practice standards for the profession of Dental Technology in Canada.

Alberta Federation of Regulated Health Professions (AFRHP)

The CDTA collaborates with other regulated health professions in the Province through the AFRHP. CDTA representatives actively participate on both the Board and Committees of the Federation.

CONTINUING EDUCATION

Infection Prevention and Control Collaborative Project

A collaborative project between the CDTA the College of Alberta Dental Assistants, the College of Alberta Denturists and the College of Registered Dental Hygienists of Alberta, to develop joint infection prevention and control (IPC) guidelines, began in July of 2020. The joint guidelines were in development at December 31, 2021 and are expected to be released in 2022.

Restricted Activities

The College worked closely with NAIT to develop approved advanced training in IPC/Patient Care Responsibilities required to meet the legislated pre-requisites for regulated members to be authorized to perform restricted activities. The advanced training is supported by the collaborative IPC guideline project.

Regulated members must complete the advanced training in order to be authorized to perform the restricted activities described in the Dental Technologists Profession Regulation. The work was ongoing at December 31, 2021 and is expected to conclude in 2022.

MESSAGE FROM THE PRESIDENT AND EXECUTIVE DIRECTOR/REGISTRAR

The College of Dental Technologists of Alberta (CDTA) continues to recognize that self-regulation is a privilege and is committed to its mandate of public protection. The CDTA serves and protects the interest of Albertans by regulating the Profession of Dental Technology in the Province of Alberta.

The COVID-19 pandemic continued to impact the College and its registrants as we navigate the ever-evolving landscape. Through the ongoing collaboration with other Alberta oral healthcare regulatory colleges, regulated members received consistent messaging that ensured alignment in practice guidelines and information.

The Council and staff undertook preparatory work on bylaw amendments to comply with Bill 46. The work is expected to extend into 2022 as significant changes are made to the College's Standards of Practice, Code of Ethics, Policies and Bylaws.

During 2021, the CDTA Council welcomed two new public members and look forward to their continuing contributions to the Council. The Council thanks the public members who have served well past the expiration of their terms allowing the Council to continue to function effectively.

All Council, Committee and member meetings were held virtually in 2021. The benefits of meeting virtually include limiting travel, reduced time commitments, reduced meeting costs and ease of scheduling. The College plans to continue to use a virtual meeting platform whenever possible for the foreseeable future.

The College office remained closed to visitors except in exceptional circumstances. Work-from-home arrangements were implemented for staff. Electronic communications, virtual conferencing and other communication tools allowed the College to operate with full business services.

The fast pace of technological change in the industry affecting the scope of practice for the profession continued to outpace necessary legislative amendments. The Council is committed to meeting the needs of Albertans by allowing its members to practice to their full scope, while accommodating new technologies and practice models. Accommodating these changes to meet the needs of Albertans will require modernization of current legislation.

The content of this Annual Report were approved by the CDTA Council. Information contained in this Annual Report reflects activities for the fiscal year January, 1 through December, 31 2021. Statistical information is reported at December 31 ,2021, unless otherwise indicated.

PUBLIC MEMBER'S REPORT

Introduction

The College of Dental Technologists of Alberta (CDTA) is a self-regulating profession pursuant to the Health Professions Act of Alberta (HPA). The HPA requires that Councils of self-regulating Colleges be comprised of Elected Members from within their profession as well as a ratio of Public Members.

CDTA and Bill 30

Bill 30 (Health Statutes Amendment Act) came into force on July 29, 2020. The changes to the HPA included increasing the number of public members appointed to the Council, Complaint Review Committees and Hearing Tribunals of the College. The ratio of public members increased from 25% to 50%, which in turn increased the current number of Council members from 8 to 12.

The CDTA plans to reduce the total number of Council members back to 8 by April 30, 2023 through a staggered election transition model.

This model will provide for continuity of Council members to support long-term projects of the College and preserve institutional memory for the organization. The change to staggered election terms is supported by trends in regulatory governance and is a common model for the election/appointment of Councils in regulatory organizations. The election of Council members will occur annually as Council terms expire.

Current Public Members

There are currently four public members.

- Douglas Cooper was appointed October 2014.
- Dr. Catherine Mardon was appointed March 2018.
- Dr. Terri Rowat was appointed April 2021.
- Brittany Stahl was appointed April 2021.

Public Members Involvement

The CDTA Council meets monthly from September to June. Meetings have been virtual since March of 2020. They typically last about 1 hour. In addition to Council meetings, there are Committee meetings that some public members attend.

CDTA and the Government Organization Act Discrepancy

The Government Organization Act does not recognize the manufacture of dental appliances as a Restricted Activity. However, the Health Professions Act does require mandatory registration for individuals engaged in the manufacture of dental appliances. This significant grey area in the legislation governing the profession in Alberta allows for the unregulated manufacture of dental appliances and prostheses. This gap in Alberta's current Legislation also makes it difficult for the CDTA to enforce mandatory registration compliance required under the Health Professions Act.

On February 24, 2021, Council submitted a request to Government to amend the list of restricted activities in Alberta to include the manufacture of dental appliances and prostheses. The Council is committed to continuing to work on this initiative.

CDTA and Bill 46 (Health Statutes Amendment Act)

Bill 46 received Royal Assent in December 2020 and included a suite of amendments to the Health Professions Act (HPA).

One major change requires the divestment of professional association functions by regulatory colleges. The guidance document provided by the Government of Alberta gave an overview of the requirements for review and categorization of activities, reports and divestment plans. Every college was required to complete a review of its bylaws, policies and operations to identify which activities the college undertakes that reflect a role that fits into the four categories defined by government. This was reviewed by Council and provided to the government in March 2022.

A second major change affects the continuing competence program established and operated by CDTA. There is now an explicit requirement for continuing competence programs to be self-directed in nature. The HPA will require regulated members applying to renew their practice permit to meet the requirements for continuing competence. The CDTA will establish the

new continuing competence standards of practice as quickly as possible, with a current target of early 2023.

The public Members are encouraged and supportive of the recent updates of policies regarding Human Resources, Governance, Registration and Infection Prevention and Control Guidelines.

The Public Members recommend continuing legal input from the same legal counsel to ensure consistency and to assist the College.

The Public Members encourage the Council to continue to develop relationships with educational and training institutes to insure articulation between professional preparation programs and necessary competencies as identified by the College.

In April 2021, Council approved a NAIT online course Client Care for Dental Technologists.

CDTA and Fiscal Accountability

The CDTA annual financial statements were audited prior to the in May 2022. The CDTA is in a positive financial position. During the pandemic and due to continuance of online committee meetings, the CDTA committee expenses for travel has significantly reduced. The committee is provided documentation and appropriate time for engaged in all budgetary discussions for the College. Voted has been unanimous and in favor of all spending decisions this year.

The Public Members commend the CDTA Council and membership, as well as the Executive Director/Registrar, in their efforts to maintain quality standards for themselves and the public they serve.

Respectfully submitted,

Catherine Mardon
Douglas Cooper
Brittany Stahl
Terri Rowat

REGISTRATION AND RENEWAL OF PRACTICE PERMITS

A Dental Technologist/Technician is a Regulated Health Care Professional who is knowledgeable and skilled in the fabrication, duplication, alteration or repair of dental prosthetics and orthodontic devices which are prescribed by a Dentist, Denturists or other regulated health care professional. All Dental Technologists and Technicians must be registered with the College of Dental Technologists of Alberta (CDTA) and must work within their designated scope of practice under the Health Professions Act.

Applications For Registration

The CDTA ensures that only qualified Dental Technologists/Technicians are registered and meet the requirements to provide safe and effective professional services. Candidates applying for registration must fulfill the requirements as indicated in the Health Professions Act and Dental Technologists Profession Regulation in order to proceed with an application for registration with the CDTA.

Entry-to-Practice Assessments

New applicants are required to successfully complete the Canadian Alliance of Dental Technology Regulators' (CADTR) Dental Technology Entry-To-Practice Assessment. This is a two part assessment that is administered annually in three locations across Canada. The CDTA is a voting member of CADTR and was involved in the development and approval of the DTETPA.

This national entry-to-practice assessment ensures consistent entry-to-practice standards within Canada and provides successful candidates to meet the requirements for registration as Registered Dental Technologists required for labour mobility.

NAIT Graduates

NAIT provides the only approved dental technology program in the province of Alberta. Students graduating from the NAIT Dental Technology program

are subject to a mandatory entry-to-practice assessment prior to obtaining licensure.

In 2021, the CDTA shifted from the provincially administer practical examinations to a national dental technology entry-to-practice assessment (DTETPA) administered by the Canadian Alliance of Dental Technology Regulators.

Throughout their registration at NAIT students have the opportunity to become voluntary student Members of the CDTA.

Practicum Students

The Practicum Student program is approved by Council and is a minimum of two years in duration. In 2021, the Practicum Student was modernized by the Registration, Education and Competence Committee and approved by Council. As a part of the practicum student program, candidates are required to successfully complete either the practical examinations administered by the CDTA or the DTETPA.

Substantial equivalency

The CDTA received one application from individual registered in another regulated jurisdiction in 2021.

Application Reviews

Council received no requests for application review in 2021.

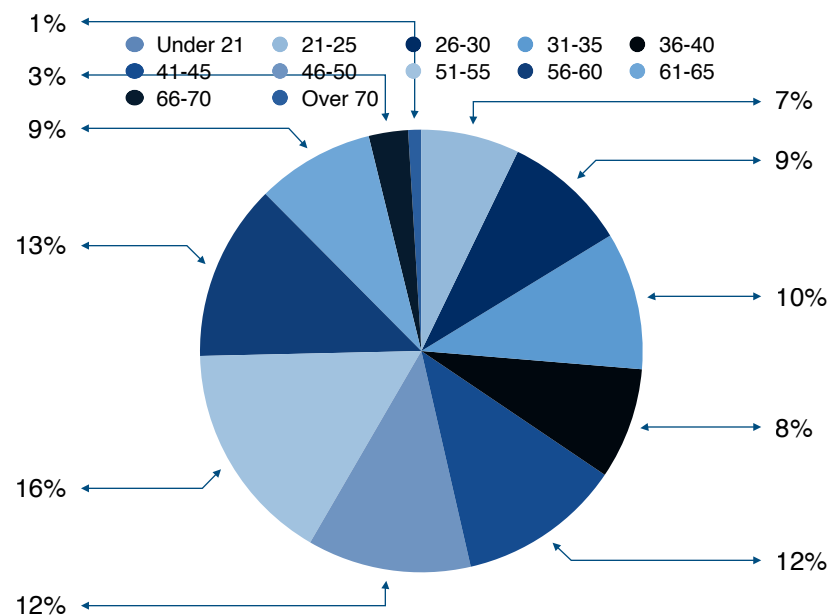
Inspections

The CDTA's council-appointed inspectors conduct inspections in accordance with Part 3.1 of the *Health Professions Act*. Inspectors assess compliance with mandatory registration under the *Act*. In 2021, 8 inspections were conducted.

Membership Statistics

Member Statistics				
	2021	2020	2019	2018
Dental Technologist	232	211	232	230
Dental Technologist RAA	63	67	64	64
Dental Technologist (conditions)	13	5	5	3
Dental Technician	166	182	172	166
Dental Technician RAA	32	17	15	14
Dental Technician (conditions)	14	46	34	7
Practicum Student	11	13	12	15
Educational Student	15	6	15	3
Inactive Regulated	N/A	N/A	32	37

Age Demographics



CONTINUING COMPETENCE REPORT

The Dental Technologists Profession Regulation, requires regulated members to complete 60 hours of continuing competence in each 5 years of registration.

CDTA members have flexibility to acquire Continuing Competency credits from both "technical" and "non-technical" activities provided that the credits obtained from non-technical activities DO NOT exceed one-third of the total required credits.

Technical: learning activities that are directly related to the scope of practice of dental technology as defined by the Health Professions Act.

Non-Technical: learning activities that relate to Dental Technologists other responsibilities.

Credits are awarded on an hour-for-hour basis unless otherwise indicated. Professional development activities are self-selected and do not need pre approval; however, they must comply with Section 16 of the Dental Technologists Profession Regulation and CDTA Competency profile.

CONTINUING COMPETENCE AUDIT

The CDTA conducts audits of continuing competence to approximately 10% of the Regulated Members on an annual basis in order to verify that regulated members are meeting the legislated CCP requirements. Audited members are chosen, at random, based on the last digit of their registration number as outlined in the CDTA's audit policy.

A summary of the 2021 is as follows:

Full Compliance	36
Incomplete - Remediation Required	6
Non Compliance - Suspension Issued	9
Compliance - Post Suspension	6
Non Compliance - Cancellation of Practice Permit	3

PROFESSIONAL CONDUCT AND COMPLAINTS

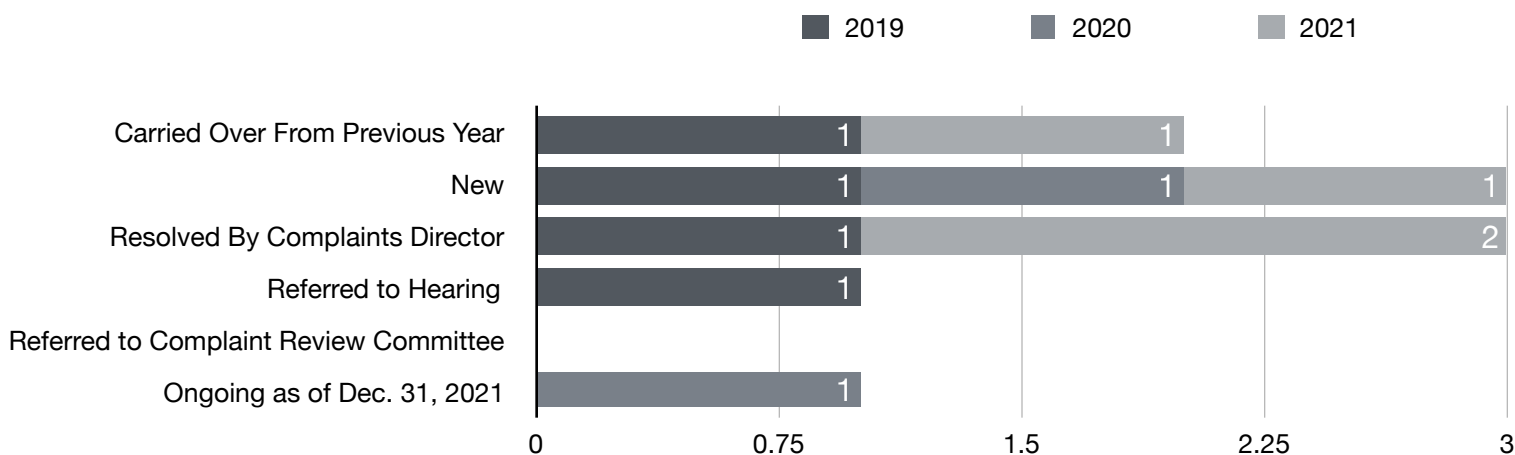
As part of the College's mandate, the College is charged with the responsibility to protect the Public from unprofessional conduct of its regulated members. In their practice, Dental Technologists and Technicians have limited interaction directly with the Public.

As a result, Regulated Members of the CDTA are at low risk for complaints and the CDTA receives only a small number of complaints annually. The CDTA has never received a complaint alleging boundary violations by one of its Regulated Members.

Complaints directed to the College of Dental Technologists are dealt with in accordance with part 4 of the Health Professions Act.

Common examples of unprofessional conduct include:

- Displaying lack of knowledge or a lack of skill or judgement in the provision of professional services
- Contravening the HPA, Regulation, Code of Ethics or Standards of Practice
- Contravening other legislation that applies to the profession
- Representing that a person was a regulated member in good standing, while the person's registration or practice permit was suspended or cancelled
- Misrepresenting the conditions on a person's registration or practice permit
- Failing or refusing to cooperate with the requirements of a continuing competence program or the instructions of the Competence Committee
- Failing or refusing to cooperate with an investigator



- Any conduct that harms the integrity of the Profession

Patient Relations Program

Bill 21 amended the *Health Professions Act* to provide specific direction to Colleges intended to prevent sexual abuse and sexual misconduct towards patients by regulated health care professionals.

The CDTA required all regulated members on the general register to complete the mandatory online training program *Protecting Patients from Sexual Abuse and Misconduct*. Completion of the program became a registration requirement effective January 1, 2021. Hearing tribunal roster members and college staff completed trauma informed training.

Information regarding the complaints process is easily accessible on the colleges website.

A fund for treatment and counselling that provides access to treatment and counselling for patients who are victims of sexual abuse or sexual misconduct by regulated members of the college was established by contract with a third party provider.

Funding for Treatment and Counselling

Reporting Period	January 1, 2021 through December 31, 2021		
	Related to Sexual Abuse	Related to Sexual Misconduct	Total
Number of Complaints	0	0	0
Number of Patients that Accessed the Fund	0	0	0
Amount of Money Dispersed	\$0.00	\$0.00	\$0.00

AUDITED FINANCIAL STATEMENTS

COLLEGE OF DENTAL TECHNOLOGISTS OF ALBERTA FINANCIAL STATEMENTS

December 31, 2021

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INDEPENDENT AUDITOR'S REPORT

Bergeron

&Co.

CHARTERED PROFESSIONAL ACCOUNTANTS
COMPTABLES PROFESSIONNELS AGREES

INDEPENDENT AUDITOR'S REPORT

To the Members of College of Dental Technologists of Alberta

Opinion

We have audited the accompanying financial statements of College of Dental Technologists of Alberta, which comprise the statement of financial position as at December 31, 2021, and the statements of operations, changes in net assets, and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the financial statements present fairly, in all material respects, the financial position of College of Dental Technologists of Alberta as at December 31, 2021, and the results of its activities and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for profit organizations.

Basis/or Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the College in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of

financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the College's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the College or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the College's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit, in accordance with Canadian generally accepted auditing standards, we exercise professional judgement and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the College's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained,

whether a material uncertainty exists related to events or conditions that may cast significant doubt on the College's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the College to cease to continue as a going concern.

- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

COLLEGE OF DENTAL TECHNOLOGISTS OF ALBERTA

STATEMENT OF OPERATIONS

For the year ended December 31, 2021

REVENUE	2021	2020
Membership Dues	\$ 407,485.00	\$ 393,130.00
Interest, assessment, and other revenue (Note 8)	12,849	6,957
	420,694	400,087
EXPENSES		
Wages and benefits	133,347	109,641
Insurance	61,323	61,143
Rent (Note 9)	24,633	36,030
Professional fees	23,014	72,321
Education expenses	21,636	4,234
Postage and courier	17,636	18,297
Interest and bank charges	16,441	7,014
Memberships and subscriptions	6,148	5,507
Office and general	4,240	1,929
Conferences and seminars (Note 10)	3,850	3,550
Amortization of tangible capital assets	3,699	3,871
Telephone	1,842	1,597
Equipment rental	1,197	931
Advertising and promotion	988	-
Subcontracting	945	200
Travel	701	315
Amortization of intangible assets	86	144
Training	-	2,063
Computer and Internet services	-	1,574
	321,726	330,361
EXCESS OF REVENUES OVER EXPENSES	\$ 98,968.00	\$ 69,726.00

COLLEGE OF DENTAL TECHNOLOGISTS OF ALBERTA
STATEMENT OF OPERATIONS
For the year ended December 31, 2021

NET ASSETS	Invested in <u>capital assets</u>	<u>Unrestricted</u>	Total <u>2021</u>	Total <u>2020</u>
Balance, beginning of year	\$ 12,881.00	\$ 660,036.00	\$ 672,917.00	\$ 603,191.00
Excess of revenues over expenses	(3,785)	102,753	98,968	69,726
Investment in capital assets	2,999	(2,999) -	-	-
Balance, end of year	\$ 12,095.00	\$ 759,790.00	\$ 771,885.00	\$ 672,917.00

COLLEGE OF DENTAL TECHNOLOGISTS OF ALBERTA
STATEMENT OF FINANCIAL POSITION
December 31, 2021

	ASSETS	
CURRENT	<u>2021</u>	<u>2020</u>
Cash and cash equivalents	\$ 769,409	\$ 656,074
Term Deposit (Note 4)	339,921	-
Accounts receivable (Note 3)	6,524	4,725
Prepaid expenses	6,368	55,719
TOTAL CURRENT ASSETS	1,122,222	716,518
INVESTMENTS (Note 4)	-	339,921
TANGIBLE CAPITAL ASSETS	11,966	12,666
INTANGIBLE ASSETS	130	216
TOTAL ASSETS	\$ 1,134,318	\$ 1,069,321
	LIABILITIES	
CURRENT		
Accounts payable and accrued liabilities	\$ 9,573	\$ 33,688
Deferred membership revenue (Note 7)	352,680	362,716
TOTAL LIABILITIES	362,433	396,404
	NET ASSETS	
Net assets invested in capital assets	12,095	12,881
Unrestricted net assets	759,790	660,036
TOTAL NET ASSETS	771,885	672,917
TOTAL LIABILITIES AND NET ASSETS	\$ 1,134,318	\$ 1,069,321

COLLEGE OF DENTAL TECHNOLOGISTS OF ALBERTA
CASH FLOW STATEMENT
For the year ended December 31, 2021

OPERATING ACTIVITIES	<u>2021</u>	<u>2020</u>
Excess of revenues over expenses	\$ 98,968	\$ 69,726
Add (deduct):		
Charges to income not involving cash	3,786	4,015
Amortization of tangible capital assets	-	(9,921)
Interest reinvested	102,754	63,820
Net change in non-cash working capital		
Balances related to operations		
Due from employees	(1,788)	(3,025)
Interest receivable	(12)	3,604
Prepaid expenses	49,350	(39,357)
Accounts payable and accrued liabilities	(24,114)	9,841
Deferred membership revenue	(9,856)	14,456
	116,334	49,339
INVESTING ACTIVITIES		
Purchase of tangible capital assets:		
Computer hardware	(2,999)	(2,681)
INCREASE IN CASH AND CASH EQUIVALENTS	113,335	46,656
CASH AND CASH EQUIVALENTS, beginning of year	656,074	609,418
CASH AND CASH EQUIVALENTS, end of year	\$ 769,409	\$ 656,074

COLLEGE OF DENTAL TECHNOLOGISTS OF ALBERTA
NOTES TO FINANCIAL STATEMENTS
December 31, 2021

1. PURPOSE OF THE NOT-FOR-PROFIT ORGANIZATION

The College of Dental Technologists of Alberta is constituted under the provisions of the Health Professions Act of Alberta. The purpose of the College is to regulate the profession of Dental Technologists and Dental Technicians in Alberta pursuant to the Act and Regulations of the Act, and to administer and manage the affairs of the College consistent with the Bylaws, Standards of Practice and Code of Ethics.

The College is a not-for-profit organization and is therefore exempt from income tax.

2. ACCOUNTING POLICIES

These financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations and include the following significant accounting policies:

Management's use of estimates

a) The preparation of financial statements in accordance with Canadian accounting standards for not-for profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the reporting date, and the reported amounts of revenues and expenses for the reporting period. Actual results could differ from these estimates. Significant financial statements items that require the use of estimates are as follows: useful life and amortization of tangible capital assets, accrued liabilities and deferred revenues. These estimates are reviewed

periodically and adjustments are made, as appropriate, in the statement of operations in the year they become known.

Revenue recognition

b) The organization uses the deferral method of accounting for contributions. Under this method, contributions restricted to expenses of future periods are deferred and recognized as revenue in the period when the related expenses are incurred.

Education, assessment and administrative revenues are recorded as revenue when received or receivable if it is measurable and when the collectability is reasonably assured.

Investment income, which is reported on an accrual basis, includes interest income. Membership fees are recognized as revenue for the period in which it relates to.

Financial instruments

c) Financial assets and liabilities are measured initially at fair value, except for certain related party transactions which are measured at carrying amount or exchange amount as appropriate. Subsequent measurement is at amortized cost.

Financial assets measured at amortized cost consist of cash and cash equivalents.

Financial liabilities measured at amortized cost consist of accounts payable and accrued liabilities.

Transaction costs related to financial instruments which are subsequently measured at amortized cost are included in the original cost of the asset and liability and recognized in income over the life of the instrument using the straight-line method.

Financial instruments impairment

a) Financial assets measured at cost or amortized cost are tested for impairment if there are indications of possible impairment. The amount of the write-down is recognized in net income. A previously recognized impairment loss may be reversed to the extent of the improvement, either directly or by adjusting the allowance account, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment loss not been

recognized previously. The amount of the reversal is recognized in net income.

Cash and cash equivalents

b) Cash and cash equivalents are comprised of amounts on deposit at financial institutions and money market investments that are readily convertible to cash.

Tangible capital assets

c) Purchased tangible capital assets are recorded at cost. Contributed tangible capital assets are recorded at fair value at the date of contribution. Amortization is recorded at the following rates, which have been established by estimates of useful lives. Additions during the current year are amortized at one-half their normal rates, and no amortization is taken in the year of disposition. Amortization expense is reported in the statement of operations.

Computer hardware	30% declining balance
Furniture and Fixtures	20% declining balance

When a tangible capital asset no longer has any long-term service potential for the College, the excess of its net carrying amount over any residual value is recognized as an expense in the statement of operations.

Contributed materials and services

a) Volunteers contribute many hours per year to assist the organization in carrying out its service delivery activities. Because of the difficulty of determining their fair value, contributed services are not recognized in the financial statements. Contributed materials are recognized at their fair value.

3. ACCOUNTS RECEIVABLE

	<u>2021</u>	<u>2020</u>
Due from employees	\$ 4,813	\$ 3,025
Interest receivable	1,711	1,700
	<hr/>	<hr/>
	\$ 6,524	\$ 4,725

4. TERM DEPOSITS

Current	<u>2021</u>	<u>2020</u>
Guaranteed investment certificate, maturing on February 7, 2022, bearing interest at 1.25 %	\$ 339,921	-
	<hr/>	
Long-term	<u>2021</u>	<u>2020</u>
Guaranteed investment certificate, maturing on February 7, 2022, bearing interest at 1.25 %	-	\$ 339,921
	<hr/>	

An amount of 30,0005 of the Guaranteed investment certificate maturing on February 7, 2022 collateral for the line of credit and the credit card.

5. TANGIBLE CAPITAL ASSETS

		Net Book Value			
	<u>Cost</u>	<u>Accumulated Amortization</u>	<u>2021</u>	<u>2020</u>	
Computer hardware	\$ 81,174	\$ 73,611	\$ 7,563	\$ 7,162	
Furniture and fixtures	7,644	3,241	4,403	5,504	
	<hr/>	<hr/>	<hr/>	<hr/>	
	\$ 8,818	\$ 76,852	\$ 11,966	\$ 12,666	
	<hr/>				

6. CREDIT FACILITIES

The College Has arranged for an operating line of credit with Scotia Bank authorized to \$25,000, and TD Bank authorized to \$50,000. The line of credit is secured by a GIC with Scotia Bank and General Security Agreement with TD bank. Interest is payable monthly on any outstanding balance at bank prime plus 1% and prime plus 3.00% respectively.

The lender's prime as at December 31, 2021 is 2.45%.

The College has a credit card facility agreement authorized to \$5,000 and bearing interest at 19.99% secured by a GIC.

7. DEFERRED MEMBERSHIP REVENUE

	Opening	Funds received	Funds used	Ending
Membership dues	\$ 352,716	\$ 402,535	\$ 409,971	\$ 345,280
Examination	10,000	1,500	11,500	-
	<u>\$ 362,716</u>	<u>\$ 404,035</u>	<u>\$ 421,471</u>	<u>\$ 345,280</u>

8. INTEREST, ASSESSMENT AND OTHER INCOME

	<u>2021</u>	<u>2020</u>
Late fees and penalties	\$ 7,400	-
Interest income	4,493	6,317
Advertising incomes	955	640
	<u>\$ 12,848</u>	<u>\$ 6,957</u>

8. LEASE COMMITMENTS

The College has entered into lease agreements for office premises expiring on January 31, 2023 for a total amount of \$26,755. Minimum lease payments for the next two years are as follows:

2022	\$ 24,697
2023	2058
	<u>\$ 26,755</u>

10. RELATED PARTY TRANSACTIONS

Members of the executive council and Manager have received honoraria totalling \$3,600 (2020 - \$3,300). These transactions were made in the normal course of business and were measured at the exchange amount which is the amount established and agreed to by the related parties.

11. FINANCIAL RISKS

The College is exposed to various risks through its financial instruments. The following describes the exposures to those risks, how they arise, any changes in risk exposures from the previous period, and any concentrations of risk.

Credit risk:

Credit risks arise from its cash and cash equivalents. Cash and cash equivalents are deposited with reputable, major financial institutions to limit the credit risk exposure.

Interest rate risk:

The College is exposed to interest rate risk with respect to the following financial instruments: cash and cash equivalents. Changes in interest rates can affect the fair value of investments and the cash flows related to interest income and expense.

12. COMPARATIVE INFORMATION

Certain corresponding figures have been reclassified to conform with the current year's presentation.