

2023 Application Checklist

The following information and documentation must be submitted to the CDTA before your application will be considered complete. Incomplete application will not be considered.

- Completed Application Form
 - *Name(s)*: Please provide any name(s) under which you have been registered as a person under the law and any names under which you have practiced professionally (previous or practice name).
 - *Email*: The College must be able to contact you at all times. As your registration with the College is not linked to your place of employment, you are required to provide a personal email address that is unique to yourself.
 - *Home Mailing Address*: Applicants are required to provide the College with the home address and update that information anytime there are changes.
 - *Current Employment*: Applicants are required to provide information relating to your primary employment. Should you have any changes to your employment, you are required to notify the College immediately.
- A criminal record check from all jurisdictions within which you hold or have ever held a license to practice Dental Technology. The criminal records check must be dated no more than 90 days prior to the date of application. The CDTA accepts Canadian criminal records checks obtained from mycrc.ca.
- Certificate of completion from a trauma-informed practice course. <https://cdta.ca/bill-21-mandatory-continuing-education>
- Proof of citizenship, or that you have been lawfully admitted to Canada and are authorized to work in Canada (copy or passport, birth certificate, work permit, permanent residency or authorization under the Immigration and Refugee Protection Act (Canada)).
- Other Registration: If you currently hold registration in another Canadian jurisdiction, you are required to provide this information.
- Graduate Institution Syllabus – translated to English as appropriate (original or certified copy).
- Graduate Diploma – translated to English as appropriate (original or certified copy).

- Proof of registration or successful completion of the National Dental Technology Entry-to-Practice Assessment administered by the Canadian Alliance of Dental Technology Regulators.
- Payment of all applicable application and registration fees. All fees are non-refundable. (<https://cdta.ca/fees>)

Alternative proof of qualifications will be considered, on a case by case basis, in instances that an applicant cannot obtain the above listed documents for reasons beyond the applicant's control.

Referral to the Registration Committee

An application for registration will be referred to the Registration Committee if there are concerns as to whether the applicant has satisfied the requirements for registration or if there may be a reason to impose terms, conditions or limitations on the practice permit. Examples of applicants who are referred to the Registration Committee are:

- first-time applicants where there is a question that they have satisfied the requirements for registration;
- experienced applicants from other regulated jurisdictions who may not have satisfied all of the requirements for registration;
- applicants who have been Inactive or Retired, or who have had their license revoked or resigned, who wish to re-apply for registration;
- applicants with previous offences, discipline decisions or other findings that are relevant to their suitability to practise Dental Technology.

The Registration Committee generally meets once every eight weeks to review referrals.

The Registration Committee will typically review an application referral at the next available meeting of the Committee and may require the applicant to submit additional documentation or be interviewed before rendering a decision.

The Registration Committee will review referrals with reference to CDTA regulations and policies.

Additional information that is typically requested may include:

- a completed professional portfolio
- a letter of good standing from jurisdictions in which the applicant has practised Dental Technology
- a copy of any past discipline, professional negligence, malpractice or criminal decisions involving the applicant