



College of
Dental
Technologists
of Alberta

Candidate Information Guide

2026

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MERIT-BASED COUNCIL APPOINTMENTS

The College of Dental Technologists of Alberta (CDTA) uses a merit-based appointment process, rather than elections, to select new regulated Council members.

This approach helps ensure that Council effectively fulfills its mandate to protect the public interest by:

- Reducing potential misunderstandings that can arise through elections, which may create the perception that regulated Council members represent those who elected them. Council members serve the **public interest**.
- Ensuring that Council is composed of individual selected for their competencies, ensuring that Council is comprised of a diverse group of people with a broad range of skills, expertise, knowledge and perspective.

APPOINTMENT COMMITTEE

The Appointment Committee analyzes and evaluates expressions of interests, from regulated members, based on a standardized rubric. They may also conduct standardized interviews of candidates.

An analysis of the current Council's competencies based on the self-assessment contained herein will form a Council composition and reveal any knowledge or experience gaps not covered by the current Council.

It is through this lens that the committee may make a recommendation for a candidate to be appointed to Council. This recommendation is presented to Council for decision.

INTRODUCTION

This guide has been designed to assist regulated members interested in seeking appointment to the Council of the College of Dental Technologists of Alberta (CDTA).

All documents, listed on the checklist below, must be provided in support of your expression of interest. Any candidate who fails to provide all the documents listed in the checklist, by the deadline set by the Appointment Committee, shall not be eligible for appointment.

Please submit all required documents (refer to the expression of interest checklist) by email to appointmentcommittee@cdta.ca by **March 30, 2026**.

EXPRESSION OF INTEREST CHECKLIST

- Expression of Interest - Governance questionnaire
- Self-Assessment
- References
- Acknowledgement
- Conflict of interest declaration
- Eligibility for appointment declaration

Please note, submitting an expression of interest does not guarantee appointment as a Council member with the College of Dental Technologists of Alberta. We thank all candidates for their interest in Council.

KEY DATES

<p align="center">February 27, 2026</p>	<p align="center">Expression of interests open</p>
<p align="center">March 30, 2026</p>	<p align="center">Expression of interests close at 4:00 pm MDT</p>
<p align="center">March 30 – April 20, 2026</p>	<p align="center">Expression of interests Reviewed</p> <ul style="list-style-type: none"> • Additional documentation requested, as required • Interviews conducted, as required
<p align="center">April 20, 2026</p>	<p align="center">Appointment Committee recommendation provided to Council</p>
<p align="center">April 30, 2026</p>	<p align="center">New Council Members selected</p>
<p align="center">June 15, 2026</p>	<p align="center">New Councilors start their term/Attend first Council meeting</p>

FREQUENTLY ASKED QUESTIONS

What does a Councillor do?

Councillors are responsible for governing the College by making policy decisions that help meet the legislated mandate of the College, public protection. Councillors are not involved in running College programs or the day-to-day operations of the organization.

Council members must be aware that the following is expected of them (please note, this is not an exhaustive list). Council members must:

- Provide collective leadership, with no individual authority, and provide a unified voice on all Council decisions.
- Respect the separation of roles of Council and Administration.
- Be able and willing to participate thoughtfully and objectively in the constructive deliberation of issues, without bias or prejudice, while respecting the opinion of others.
- Be committed to honouring all Council decisions.
- Be strategic, thoughtful, objective and focused on the College’s legislated mandate, public protection.
- Carry out their role as a Councillor in the public interest, not registrant benefits, professional advancement, or advocacy for the profession.
- Carefully read and thoroughly consider Council meeting materials, to knowledgeably participate in discussions.
- Maintain confidentiality on all Council matters.

Will I be compensated for my time?

Yes. Councillors are paid an honorarium plus travel, accommodation and meal expenses for each Council-approved meeting attended. The amount paid does not necessarily represent full compensation for lost earnings.

HONORARIUM¹	
Council	\$169.00/half day ²
	\$290.00/full day ³
	\$454/over 8 hours

¹ Amounts are equal to Alberta Health rates for Public Members

² Up to 4 hours

³ Up to 8 hours

Will I get continuing competence credits for participating on Council?

Yes. Councillors can claim continuing competence credits for participation on Council as follows:

Activity	Supporting Documentation	Credits Awarded		
		1	3	6
Council Meeting	Copy of Minutes	up to 6 hours	6-12 hours	12 + hours

What is the time commitment?

Council generally meets four (4) times a year. **Councillors should expect to dedicate at a minimum of 4 hours per meeting, plus preparation time. Meetings may be schedule during regular business hours, evenings, or on the weekend.**

- Most Council meetings are held virtually, however, in person attendance may be required.
- Meeting dates are set well in advance to help members plan. Each meeting also required preparation time, such as reviewing materials in advance of meetings to be able to fully contribute to discussions and decisions.

2026 meeting dates are:

- Monday, June 15th, 2026 @ 4:30 pm
Format: Virtual
- Monday, September 14, 2026 @ 4:30 pm
Format: Virtual
- Friday November 20 & Saturday November 21, 2026
FULL DAY
Format: In-Person
- We recognize that balancing Council responsibilities with your professional and personal commitments is important. To support participation, the majority of Council meetings are held virtually and scheduled in the evenings, making it more accessible for members across the province to attend. Your expertise and perspective are invaluable to the CDTA's work in protecting the public and guiding the profession in Alberta. We are grateful for the time and commitment Council members bring to this meaningful role and strive to structure the work in a way that is manageable and supportive.

- You should expect to devote additional time preparing for meetings. Materials are distributed at least 7 days in advance of the meeting and Council Members are expected to review the materials thoroughly before each meeting. The actual amount of time required to prepare may vary depending on the meeting agenda.

How long is the term of office?

Council Members are appointed on a three-year term unless they are filling a vacancy on Council. The term officially begins at the first meeting of the Council following the appointment.

For the purposes of the 2026 appointment cycle, the first meeting of new Councillors will be on June 15, 2026.

The following positions on Council are to be filled by appointment:

Position	Term Begins	Term	Term Expiry Date
3	April 30, 2026	3 Year	April 30, 2029
4	April 30, 2026	3 Year	April 30, 2029

ROLE OF A COUNCILLOR

The College of Dental Technologists of Alberta is a regulatory body with its primary purpose being to serve and protect the public interest. As such, the College receives its mandate from legislation rather than regulated members. The Council is focused on governance, not the administration or operation of the organization. When addressing governance issues, Council seeks to understand the viewpoints of all relevant stakeholders. The role of the Council must be public interest, not registrant benefits, professional advancement, or advocacy for the profession.

The *Health Professions Act* establishes the legislative framework or 'rules' in which the College operates and prevents the College and Council from operating as an association or carrying out association functions.

The College must focus on its mandate of protecting and serving the public interest, monitoring, and enforcing standards for registration, professional practice and conduct, standards of practice and continuing competence for the profession of dental technology in Alberta. Colleges must not engage in any association driven functions.

The *Health Professions Act* states that Council is the governing body of the College. Council's job is to ensure that all College activities and duties are carried out as set by regulation and legislation. The Council uses a system of governance that clearly delegates these duties to Administration. Council establishes outcome-based performance measures and empowers Administration to choose the most appropriate means to implement College policies and directives.

Council has a critical role, specifically, upholding the mandate of serving and protecting the public interest. To achieve this mandate, Council must provide effective governance, and clear outcome-based performance measures, which takes discipline and hard work.

As Council's role is not operational in nature, Council members must have skills and attributes that enable them to govern, not manage. Working as a collective is an important part of governing, as well as establishing a professional, dynamic, honest, and respectful working relationship with fellow Council members and Administration. Council members, hold fiduciary positions and must demonstrate honesty, fairness, and loyalty in governing the College.

4. The *Health Professions Act* states that Council is the governing body of the College. Council's job is to make sure that all College activities and duties are carried out as set by legislation. Council's role is to govern the organization by making clear the outcomes it expects the College Administration to produce.

Council uses a system of governance that clearly delegates achievement of those outcomes to Administration. Administration is authorized to choose the most appropriate means to achieve the goals and objectives, within policies set by the Council. Council does not get involved with the details of day-to-day operations of the organization.

What has been your experience in determining and establishing strategic, future-based outcomes for an organization?

5. What areas do you anticipate that you will need to work on to develop further or will be a challenge in the role of a Council member? Why? What support do you anticipate needing when transitioning into the role of Council member?

Candidate Name:

Candidate Signature:

Date:

SELF-ASSESSMENT

Demographics					
Practice environment	Urban (population > 50,000)		Rural (population < 50,000)		
Employment location (city)					
Practice Setting (please indicate all that apply)	Dental Office/Clinic		Denturist Office/Clinic	Research	Other
	Laboratory Employee		Educational Institute		Laboratory Owner
Practice experience	<5 years	6 – 10 years	11 – 15 years	16 – 20 years	>20 years
Gender	Female	Male	Prefer not to disclose		

Self-Assessment Rating Scale

When self-reflecting on the competencies and expectations required of a Dental Technologist or Technician serving on College Council, please consider your proficiency level based on the definitions outlined below. For each competency, mark the appropriate box on the form with an “X” to indicate your selected level.

Developing	Intermediate	Advanced	No experience
I am still developing the skills, abilities, experience, or knowledge identified in the competency and expectation. I have limited proven expression of interest of this competency and expectation.	I have developed and demonstrated the identified competency and expectation. The College can rely on my proficiency in applying this competency and expectation.	I have acquired and expanded on the competency and expectation and demonstrate advanced skills/knowledge/experience in the capabilities required. The College can rely on my competency as a role model of expected behaviour and skills.	I have not yet had experience with this competency.

Personal Attributes					
		Developing	Intermediate	Advanced	No experience
Communication	Clearly shares information and listens actively to understand others and convey key points effectively.				
Open-minded	Welcomes input from all sources, values different perspectives, and respects decisions even when they differ from personal views.				
Problem solving	Analyzes issues to identify key challenges and opportunities, developing realistic solutions.				
Objectivity	Makes fair, informed decisions using reliable information.				
Decision making	Ability to make thoughtful, well-informed decisions that align with the College's mandate, long-term goals and fiduciary duties.				
Critical thinking	Uses past experiences and emerging trends to identify opportunities and				

	create innovative solutions.				
Leadership	Encourages respectful collaboration and inclusion, inspires others, and fosters positive team environments.				
Self-awareness	Recognizes personal strengths, growth areas, and biases; seeks feedback and development.				
System awareness	Understands how College decisions affect the broader regulatory and public systems.				
Humility	Remains open to new perspectives and continuous learning.				

Governance					
		Developing	Intermediate	Advanced	No experience
Legal/regulatory	Understands legislation and regulatory decision-making processes.				
Governance understanding	Understands board/council roles and the distinction between governance and operations.				

Financial literacy	Interprets budgets and financial statements; understands financial accountability.				
Risk management/ prevention	Identifies and mitigates risks to ensure compliance and organizational resilience.				
Policy	Develops or operates within policy frameworks.				
Human resources	Understands HR laws and good employment practices.				
Planning	Sets strategic direction and aligns goals and resources to achieve them.				
Public service	Demonstrates commitment to public protection and prioritizes the public interest.				

Industry		Developing	Intermediate	Advanced	No experience
College mandate, trends, and priorities	Understands the broader environment, including the public policy context, political, social, and financial considerations				

	impacting or involving the College. This may include trends in technology impacting the Regulated Profession, current standards of patient-centered care, best practices in the context of public safety, emerging areas of priority, practitioner expectations and needs, and trends in the workplace.				
Executive Skills/Experience					
		Developing	Intermediate	Advanced	No experience
Experience	Board or committee chair				
	Board or committee member				
	Oversight of senior management				
Consensus builder	Works collaboratively to achieve and support shared decisions.				
Public speaking/ presentation skills	Comfortable presenting information in meetings or forums.				
Stakeholder relations	Communicating with stakeholders may include dental technologists				

	(technicians), other regulators in Alberta and nationally, government representatives.				
Facilitation	Ability to guide discussions and helps groups reach decisions efficiently.				

Candidate Name:

Candidate Signature:

Date:

REFERENCES

Candidate Contact Details

Candidate (Regulated Member) Name:	Registration Number:
Email:	Phone:

	Reference 1	Reference 2	Reference 3 ⁴
Reference (Regulated Member) Full name			
Phone number			
Email			
CDTA Registration Number			
Date			
Reference Signature			

The Appointment Committee or College staff may contact the references in support of the expression of interest.

⁴ CDTA Bylaws Part 3(13)(2)

References (a) An expression of interest shall be accepted when the candidate, a regulated member, submits three (3) references from regulated members in good standing who are eligible for appointment to Council.

ACKNOWLEDGMENT

I acknowledge that the information provided in support of my expression of interest has been completed honestly in my expression of interest for a role as a Council member with the College.

I understand if appointed to Council, it will be my responsibility to:

- Uphold the College's mandate of serving and protecting the public interest, regardless of professional and/or personal self-interest.
- Uphold the Council Code of Conduct and any Council member agreements.
- Avoid conflicts of interest by being aware of what is a conflict of interest, ask if unclear, and if in a conflict-of-interest situation, declare and follows required steps as laid out in the College's Council Code of Conduct.
- Make decisions that are consistent with and support the College's values and the expectations of the government of Alberta's bills, Acts, and regulations.
- Maintain all information and knowledge gained as a result of the position on Council in the strictest of confidence and in accordance with applicable federal and provincial legislation and College policies.
- Uphold Council's authority to make decisions and understand that individual Council members do not have the authority to make decisions on behalf of Council or the College.
- Be willing and able to prepare for, attend, and participate in activities of Council and the College.
- Become familiar with and be bound by the College's Bylaws, regulation, and governing policies.
- Understand the importance of developing and maintaining a respectful and professional relationship within Council and with Administration.

I understand that the Appointment Committee will review my expression of interest to ensure compliance with the CDTA Bylaws and that any expression of interest that conflicts with the Bylaws, will not be accepted.

Candidate Name:

Candidate Signature:

Date:

Please submit all required documents by email to appointmentcommittee@cdta.ca by March 30, 2026.

KEY TERMS

Administration	The Registrar/Executive Director of the College. The College’s senior leader within the organization and the Council’s sole employee.
Bias or prejudice	Bringing in a perspective, belief, or feeling, consciously or unconsciously, that shows an inclination for or against something or someone. Acting in a manner that is free from bias or prejudice means that the individual can separate their perspective, belief, or feeling and contribute to discussions and decisions in a manner that is impartial, fair, objective, and in a manner that has the best interest of the College’s mandate in mind.
Empowers	Provides the authority to accomplish something and/or takes steps to bring about a stronger, more confident, and capable individual, team, environment, or organization.
Experience	The individual has applied and practiced the competency.
Fiduciary position	The individual holds a position that requires them to act honestly, prudently, and in the best interest of the College on all matters as required by law.
Honour(s)/Honouring	The individual upholds and respects the decisions made by Council as a whole and does not undermine the decision to or with others.
Understand(s)	The individual appreciates and knows the framework, key concepts, and the expression of interest of these in the situation.