

Courtesy Register Application Requirements

The Courtesy register permits out-of-province dentists to attend or provide a hands-on-course within the province of Alberta.

The Courtesy register allows for registration to a maximum of 30 days between January 1 to December 31 of each calendar year.

All application information and supporting documents must be supplied electronically to Registration@cdsab.ca. This includes notarized or certified documents.

Transcripts, Certificates of Standing, and Letters of Good Standing from other jurisdictions must be sent by email, directly from the source, to Registration@cdsab.ca. It is the responsibility of the applicant to ensure all documents are supplied.

Documents are reviewed and processed in the order in which they are received.

The Registrations team will provide email confirmation of receipt upon review and the start of the application. Any additional information required will be outlined by email to the applicant.

APPLICATION PREPARATION

The following information must be emailed to the CDSA directly from the source:

- Certificates of Standing (if applicable).
 - If currently **or** previously registered in any Canadian province.
 - Certificates of Standing are valid for 8 weeks from the date they are issued.
 - The applicant is responsible for ensuring this information is current.
 - The Certificate of Standing must be emailed directly to the CDSA from each regulatory body in which the applicant is/was registered. Certificates of Standing sent by the applicant will not be accepted.

- Letter of Good Standing (if applicable)
 - If currently **or** previously registered in the Yukon, Northwest Territories, Nunavut, the U.S.A. or Internationally.
 - This is to be included from any other dental professions currently or previously registered with (i.e, Hygienist, Assistant, etc.).
 - The letter must be emailed directly to the CDSA from each regulatory body in which the applicant is/was registered. Letters of Good Standing sent by the applicant will not be accepted.
 - Letters of Good Standing are valid for 8 weeks from the date they are issued.
 - The applicant is responsible for ensuring this information is current.

The following information must be supplied to the CDSA by the applicant. All documents must be clear and readable.

- Notarized or Certified copy of government issued photo identification.
 - Passport, citizenship card, or proof of permanent residency status.
 - Or a certified copy of the authorization issued by Citizenship and Immigration Canada of a person lawfully permitted to work in Canada.

- Notarized or Certified copy of dental degree(s) or diploma(s) earned.
 - Testimurs are not accepted.

- Criminal Record Check and Vulnerable Sector Check from within the last 12 months.
- Criminal Record Check and Vulnerable Sector Check Consent form.
- Proof of current HCP/CPR including AED or equivalent certification within the last 6 months.
- Consent for Release of Information form(s) for each jurisdiction in which the applicant is/was registered.

Courtesy Application

Application date: _____

CONTACT INFORMATION

The CDSA is governed by the *Health Professions Act* (the "HPA").

CDSA bylaws require a valid email address specific to the applicant for the purpose of receiving communications from the college.

Name: _____
(First Name) (middle name(s) or initial) (surname)

Preferred display name: _____

Is this name different from the one on your Degree(s)/Certificate(s): _____ (yes/no)

If yes, the name displayed is: _____

- If yes, a copy of legal documents of name change is attached.
(i.e. marriage certificate or legal name change decree)

Home Address:

_____ (City) Province/State (Postal/ZIP Code)

(_____) _____ (_____) _____
(Home Phone Number) (Cell Phone Number)

_____ (Email Address)

Work Address: (if available)

I do not currently have a practice address.

_____ (City) Province/State (Postal/ZIP Code)

(_____) _____ (_____) _____
(Home Phone Number) (Cell Phone Number)

_____ (Email Address)

I wish to receive mail from CDSA

- At my practice address
 At my home address

PERSONAL INFORMATION

Place of Birth: _____

Date of Birth: _____ / _____ / _____
Month Day Year

Gender identity: Male Female non-binary Other: _____

Additional language(s) spoken

As a courtesy to the public, this information will be provided within your listing on the online Registrant Lookup.

LOCATION & DATES OF REGISTRATION

Location: _____

Start date: _____

PRACTICE INFORMATION

1. Prior Registration in Alberta

Have you previously been registered with the CDSA or former Alberta Dental Association and College (ADA&C) Yes No

If yes, what was the permit number _____ Last year of registration _____

2. Other jurisdictions

Do you hold active dental healthcare registration in any of the following jurisdiction(s):
(Dentist, Hygiene, Assistant, etc)

- Canada
- United States of America
- Internationally
- Not applicable

If yes, indicate jurisdictions below.

Jurisdiction (Province/State/Country)	Registered/Licensed/Certified	
	From: M/D/Y	To: M/D/Y

- A Consent for Release of Information form is attached for each jurisdiction noted above.
- A Certificate of Standing has been requested from all Canadian jurisdictions I am currently active within as noted above.
- A Letter of Good Standing has been requested from all American and International jurisdictions I am currently active within as noted above.

Were you previously registered/licensed as a dental healthcare provider in any of the following jurisdictions?
(Dentist, Hygiene, Assistant, etc)

- Canada
- United States of America
- Internationally
- Not applicable

If yes, indicate jurisdictions below.

Jurisdiction (Province/State/Country)	Registered/Licensed/Certified	
	From: M/D/Y	To: M/D/Y

- A Certificate of Standing has been requested from all Canadian jurisdictions as noted above.
- A Letter of Good Standing has been requested from all American and International jurisdictions as noted above.
- I acknowledge that a Consent for Release of Information form will be supplied for each jurisdiction in which I am actively registered within noted above.

3. In-activity from Dentistry

Has there been a period during which you did not engage in the practice of dentistry on a continuous and regular basis? Yes No

If yes, indicate below.

Years(s)	Details	Location

4. Any Additional information

If there is any additional information that would be beneficial to the application, please indicate below.

CONDUCT INFORMATION

- A Criminal Record Check and Vulnerable Sector Check from within the last 12 months is attached.
- Consent for the release of information for the Criminal Record and Vulnerable Sector Check is attached.

All the following questions **must** be answered. A **written explanation** must be provided for all affirmative answers. The information provided is kept confidential to the CDSA. If you are unclear or unsure about how to respond to any of these questions, please contact staff for clarification.

1.	Have you ever been found guilty of a criminal offence, either in Canada or in any other jurisdiction? This includes a finding of guilt under the Criminal Code of Canada, the Controlled Drugs and Substances Act (Canada) [(formerly the <i>Narcotic Control Act (Canada)</i>)] and the <i>Food and Drugs Act (Canada)</i> or any other offences where the penalty could have involved you being incarcerated?	Yes	No
2.	Have you ever had any allegations of misconduct, including academic misconduct made against you or have you ever been suspended, required to withdraw, expelled, or penalized for misconduct from any or all components of any academic program? If yes, provide details of the allegations, suspensions, expulsion, or penalty imposed upon you.	Yes	No
3.	Has there ever been a judgment in a civil action against you in relation to your practice?	Yes	No
4.	Has your entitlement to practice dentistry ever been limited, restricted or subject to conditions in any jurisdiction at any time?	Yes	No
5.	Have you ever been refused registration in any jurisdiction?	Yes	No
6.	Have you ever voluntarily surrendered your registration/license/certificate?	Yes	No
7.	Have you ever practiced as a dentist without being registered/licensed/certified?	Yes	No
8.	At the present time, are there any investigations, reviews or proceedings taking place in any jurisdiction that could result in sanctions against you including conditions of your practice permit, or the suspension or cancellation of your authorization to practice dentistry?	Yes	No
9.	Do you have a mental or physical condition that could affect your ability to safely practice dentistry? Examples: mental or physical ailment, psychiatric disorder, addiction, blood borne pathogens	Yes	No

10.	Have/do you held/hold any other professional designation? If yes, provide a copy of the certificate. If yes, a Letter of Good Standing from all jurisdictions currently or previously registered is required.	Yes No
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PRIVACY AND SECURITY

The College of Dental Surgeons of Alberta (CDSA) collects the above information for the purposes of registration within the province of Alberta. The information is only used or shared as regulated by the *Health Professions Act (HPA)* and *Personal Information Protection Act (PIPA)*. The CDSA retains this information indefinitely in secured files. Business contact information may be shared with other organizations.

Some of the information CDSA collects must be publicly accessible pursuant to the HPA.

DECLARATION

I hereby make an application for registration as a Dentist under the Laws of the Province of Alberta under Part 2 of the *Health Professions Act*.

The College of Dental Surgeons requires a minimum of \$2 million in professional liability insurance. This insurance will be included in the annual practice permit fee.

I understand that I cannot practice dentistry in the Province of Alberta until I am approved and have completed the CDSA Registration process.

I solemnly declare that the contents of this application are true and complete to the best of my knowledge and belief. I understand and agree that if I make a false or misleading statement or representation in respect to my application, I shall be deemed not to have satisfied the requirements for a Practice Permit. I further understand and agree that if a Practice Permit should be issued to me based upon a false or misleading statement or representation, that Permit is subject to immediate cancellation.

 Signature of Applicant

Dated this ____ day of _____, 20__.

This form can be either printed and signed or digitally verified signature or DocuSign.



APPLICATION FOR REGISTRATION ON THE COURTESY REGISTER

Courtesy Register Annual Fee One Time Credit Card Payment Authorization Form

Please complete and sign this form to authorize the College of Dental Surgeons of Alberta to make a one-time charge to the credit card listed below.

AUTHORIZATION

I, _____, authorize the College of Dental Surgeons of Alberta to charge the credit card account indicated below for the amount of \$500.00 on or after _____ for the purpose of the Courtesy Register Annual Fee. Year - Month - Day

APPLICANT CONTACT INFORMATION

Address _____ Phone Number _____

City and Province _____ Postal Code _____

Email _____

<p>Card Type: <input type="checkbox"/> VISA <input type="checkbox"/> Debit VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express</p> <p>Cardholder Name (as appears on front of card): _____</p> <p>Card Number: _____</p> <p>Expiration Date: _____ CVV Number: _____</p>

SIGNATURE _____ **DATE** _____

The College of Dental Surgeons of Alberta is hereby authorized to charge the credit card indicated in this authorization form according to the terms outlined above. This payment authorization is for the application fee indicated above, and is valid for one time use only. I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company, so long as the transaction corresponds to the terms indicated in this form.

Accounting records are kept in order to invoice and process the appropriate fees for applications. Information collected is used for the purpose noted above and then destroyed by confidential shredding.



**Consent to Request and Release of
Vulnerable Sector and Criminal Record Search**

(To be provided to the CDSA)

Legal Name: _____
(First Name) (Middle Name(s)) (Last Name)

Below are any former or other names I have used or are currently using:

1. _____
(First Name) (Middle Name) (Last Name)
2. _____
(First Name) (Middle Name) (Last Name)

I consent to a member of a police force or other authorized body to conduct a vulnerable sector criminal record search based on the above represented names and to provide the results. This search and results are necessary to apply to be registered as a dentist in Alberta by the College of Dental Surgeons of Alberta.

I understand that this means I am consenting in writing to a member of a police force or other authorized body to verify whether I am the subject of a notation made in accordance with section 6.3(2) of the *Criminal Records Act* (Canada).

Section 6.3(2) of the *Criminal Records Act* (Canada) outlines:

The Commissioner shall make, in the automated criminal conviction records retrieval system maintained by the Royal Canadian Mounted Police, a notation enabling a member of a police force or other authorized body to determine whether there is a record of an individual's conviction for an offence listed in Schedule 2 in response of which a record of suspension has been ordered.

I understand that the College of Dental Surgeons of Alberta requires a criminal record check, that includes a vulnerable sector check, as part of my application to be registered as a dentist in Alberta. I further understand that the College of Dental Surgeons of Alberta will review and use the results of the criminal record check and the vulnerable sector check to determine if I meet the requirements of registration. The details of the criminal record check and the vulnerable sector check may result in my application for registration being refused. If my application is refused, I understand that I will be notified in writing with reasons for the application refusal and appeal process.

I understand that it is my decision to provide the results of the searches to the College of Dental Surgeons of Alberta. If I do not provide the results, my application will be incomplete, and I will not be registered in Alberta.

By signing this consent form below, I confirm that I have accurately and truthfully represented my name and names, if applicable, and understand the content, meaning and effect of this consent. I understand and agree that if I make a false or misleading statement or representation with respect to my application, I will be deemed to have not satisfied the requirements to register as a dentist in Alberta. I also understand and agree that if a Practice Permit Certificate is issued based on false or misleading information that I provided, the Practice Permit Certificate will be immediately cancelled.

Signature of Applicant

Date