



College of Alberta Denturists

International Applications for Registration as a Regulated Member Administration Policy

The Registration Committee (“the Committee”) of the College of Alberta Denturists pursuant to the Health Professions Act, the Denturist Profession Regulation and the College’s By-Laws, will use the following general guidelines in dealing with applications by an International Applicant for Registration as a Regulated Member and for the issuance of a Practice Permit.

1. Upon receipt of the College issued registration application forms and full payment of invoiced application fee, the Committee will review and verify where necessary, the submitted application forms and documents including but not limited to;
 - i. Immigration Status in Canada, (legal right to work in Canada);
 - ii. IQAS report (original document);
 - iii. Character declarations;
 - iv. Submitted continuing competency form;
 - v. Disclosure of applications to other Canadian jurisdictions form; and
 - vi. Documentation related to practical experience.
2. If all matters of Item #1 are complete and acceptable to the Committee as substantially equivalent or evidentiary of alternative qualifications, then the applicant will be advised that they must successfully challenge a one-time sitting of the following:
 - i. College of Alberta Denturists- Denturist Qualification Examination-Part I; and
 - ii. College of Alberta Denturists- Denturist Qualification Examination-Part II.

Upon full payment of invoiced fees for the examinations, the examinations will be scheduled as soon as reasonably possible.

If the applicant is unsuccessful at one or both of the aforementioned examinations, the application will be refused and the applicant will be informed of the requirement of their attendance and successful graduation from a College Council approved Denturist training program. There is no provision for an appeal, review or rewrite of a failed examination.

3. Upon successful completion of Item #2, the applicant must then successfully challenge a one-time sitting of the following:
 - i. The Northern Alberta Institute of Technology (Nait) Denturist Clinical Assessment (IDE65), whereby the applicant must successfully complete all sections of the assessment and provide the College with the original Nait report document of their successful completion.

The Clinical Assessment is administered and conducted independent of the College, by Nait, and the College does not involve itself in matters pertaining to the administration of the assessment, including the assessment fees, dates and the process involved in the assessment.

If the applicant is unsuccessful at completing the aforementioned assessment, the application will be refused and the applicant will be informed of the requirement of their attendance and successful graduation from a College Council approved Denturist training program.

4. If the applicant successfully completes Item #3, the Committee will then require the applicant to submit required registration forms and payment of invoiced registration fees.
5. Upon receipt of properly completed issued registration forms and full payment of invoiced fees and if the application is approved, the Committee will direct the Registrar to issue a Committee approved Undertaking Document for execution by the applicant, which addresses matters pertaining to time specific requirements to be completed by the applicant, as follows:
 - i. Successful completion of specified continuing competency courses and/or specified number of hours of continuing competency courses;
 - ii. Direct supervised employment with a College approved Regulated Member for a specified period of time with a specified minimum weekly work hours, criteria or procedures to be completed and where the approved Regulated Member must provide a suitable report to the Committee upon completion of the specified employment period or at such times as request by the Committee;
 - iii. Successful challenge of the College of Alberta Denturists, Denturist Qualification Examination Part III; and
 - iv. Any other specified conditions at their sole discretion.
6. Upon receipt of the fully executed issued Undertaking Document, the Committee will then direct the Registrar to register the applicant in the general register of Regulated Members and to issue the applicant with a Practice Permit with Conditions, where the Conditions are defined in the Undertaking Document.

In the event that the Undertaking Document timelines span over more than one calendar year, then the applicant must comply with the requirements of renewal of a practice permit including the proper completion and return of renewal application forms and full payment of invoiced renewal fees.

7. Pursuant to the Undertaking Document, the applicant must successfully challenge the College of Alberta Denturists- Denturist Qualification Examination Part III. This examination will be scheduled in accordance with timelines specified in the Undertaking Document and upon full payment of invoiced fees for the examination and when appropriate facility space is available to conduct the examination.

If the applicant is unsuccessful at the aforementioned examination, the applicant's registration and practice permit will be immediately canceled and the applicant will be informed of the requirement of their attendance and successful graduation from a College Council approved Denturist training program.

8. Upon successfully completion of all items indicated in the Undertaking Document, the Committee will then direct the Registrar to issue a Practice Permit that does not have Conditions unless new Conditions are deemed necessary.

The above guidelines are not exhaustive or binding and the Registration Committee can, in its sole discretion upon review of an individual's application, make additions and/or deletions from the aforementioned.

The costs related to the any and all examinations, assessments, courses, completion of any and all forms, payment of invoiced fees, or any other matters related to such an application, is solely the responsibility of the applicant.

For the purposes of this policy, "International Applicant" means an applicant from a country other than Canada or for an individual who is residing in Canada, having immigrated from a country other than Canada and who has not previously been registered as a Denturist in Alberta or any other jurisdiction in Canada.

This Policy was reviewed and approved by Council on February 11, 2008.