



**MANITOBA DENTAL ASSOCIATION**

# **INSTRUCTIONAL GUIDE FOR COMPLETING DENTAL ASSISTANT LICENCE RENEWAL FORM**

**MANITOBA DENTAL ASSOCIATION**  
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The Manitoba Dental Association is the organization authorized by statute to register and license dental assistants and dentists in the Province of Manitoba. Our enabling legislation is *The Dental Association Act*.

New licence renewal forms have been developed to meet regulatory expectations. There has been significant effort to make the renewal form self explanatory. This instructional guide is to provide additional details clarifying requirements and expectations for members in completing the new licence renewal forms.

The new form is a two sided single page document. It must be completed in its entirety by the dental assistant member (member) applying for renewal. Your licence cannot be renewed until all documents and payments have been received. An unsigned or incomplete form may be returned and subject to late fees.

The form can be divided into four sections:

1. identification of your registration class;
2. required personal and practice information;
3. required declarations; and
4. a checklist to review prior to submitting renewal application.

The new MDA database will track the validity of member resuscitation training based on your continuing education submissions. The CPR expiration date in the MDA database is provided in the first section on your licence renewal form. If the date is before the 28 of February of the licensing year, please submit proof of your current valid resuscitation training. There is a note in the checklist to verify this situation.

Another difference is a more structured process for members to notify the MDA of changes in their registration class or training. Members must complete a *Dental Assistant Change of Status Application* for the following reasons:

1. change from provisional to full registration;
2. change from full registration to non-practising;
3. change from non-practising to full registration;
4. registration for orthodontic expanded practice; or
5. registration for scaling expanded practice.

A *Change of Status* Form is available on the MDA website - <https://www.manitobadentist.ca/professional-forms-assistant.cfm>

A final important change from the past renewal process is the inclusion of a series of declarations. Please review them carefully and provide accurate information. The signed declarations will be retained in your file. A member's licence to practice shall be cancelled if he or she submits a false or misleading statement.

## 1. MDA POLICY ON SUBMISSION OF DOCUMENTS

Your original signature on the completed form is important for licence renewal. Members must return the completed and signed two sided single page form. A photocopy of your signature cannot be accepted.

Please ensure supporting documents are in the form specified in the particular section. While the *Annual Renewal* does not require any certified documents for completion, the *Change of Status* process does require a combination of original and certified documentation depending on the nature of the document.

By legal definition, a certified copy is a copy issued by a court, a government, lawyer or notary public. To obtain a certified document, a member would need to:

1. take the original document to a legal authority;
2. the legal authority shall take a photocopy and;
  - either provide a covering affidavit or write on the document directly that the copy is a true, exact and unaltered copy of the original document; and
  - sign, stamp and date the photocopy.

The MDA will not accept photocopies where a certified copy is specified. The MDA will not accept copies sworn only by you to be true copies. It is the responsibility of the legal authority to perform the verification.

Members are also welcome to bring original documentation to the MDA and we will photocopy it here and hand it directly back to you. Please call ahead to ensure that a staff person is available.

Documents received by the MDA become the property of the MDA so you should retain your original and a copy of any documents you submit in the renewal process for your records.

## 2. REGISTRATION CATEGORY RENEWAL SECTION

The Registration Category Renewal section is in the upper left corner of the front page.

Please mark the box beside the category you are currently registered and payment preference. As noted above, a member wishing to change from one category to another should submit a *Dental Assistant Change of Status Application Form* available on the MDA website.

For members renewing in the Registered Dental Assistant category you need to select which payment option that you are choosing. Consistent with past practices, you are eligible to pay your licence renewal fee in two payments. Further details are included in the cover letter.

Only a dental assistant with full registration who is not planning to work as a dental assistant in the upcoming renewal year is eligible to apply for non-practising status. This category of renewal is appropriate for retired dental assistant who wish to remain connected to their profession or dental assistants for personal, health or education reasons being away from practise for a time coinciding with a renewal year (May 1<sup>st</sup> to April 30<sup>th</sup>). It is important to note that if you are planning to work as a dental assistant at all in a renewal year, you must remain in the full registration category.

If you are planning to no longer practise dental assisting in Manitoba and relinquish your registration and licence, please review, complete and submit the *Dental Assistant Cancellation form*.

**3. NAME AND REGISTRATION # SECTION**

The name and registration number of the member that is currently in the Registry is included. Please confirm this information is accurate. If there has been a name change, please identify the change and provide the necessary supporting documents as indicated in the section.

If there is an error in spelling or your registration number, please identify the error on the page. The administrator will correct identified error for future reference.

**4. PRACTICE ADDRESSES SECTION**

In order to effectively protect the public interest, the MDA requires members to provide not only the location of their primary work location but also any other location where he or she practises dental assisting. Members are responsible to report these locations and any changes in a timely manner.

If you are uncertain if you have reported all the locations where you currently work as a dental assistant, please mark 'no' and include the details. On the renewal form, identify your primary practice address. If you are practising dental assisting from more than one location, include a separate sheet with the necessary location and contact details.

The practice address you identify on the renewal form will be the practice address available on the public registry. Secondary or satellite practice addresses will be included in the MDA database.

Members without a set practice address may provide a personal or home address until a longer term relationship with a specific practice location develops.

Retain a copy of this information for reference in completing future licence renewals.

**5. PREFERRED MAILING AND CONTACT ADDRESS SECTION**

The information on the form is the most current information the MDA has on where you would like communication and information directed. It may or may not be your primary practice location depending on your prior request.

If there is an error or you prefer a different location or contact information be used, please mark 'no' and identify the changes.

All members are expected to submit a telephone number and email address. Members shall be expected to acquire an email address to improve regulatory communications.

**6. OTHER JURISDICTIONS SECTION**

With the potential for dental assistants to practise in multiple jurisdictions, there is a need for the MDA to be aware and monitor issues related to the practise of dental assisting that may impact the public interest in Manitoba.

A member licensed to practise dental assisting in any other jurisdiction at the time of renewing their licence shall mark the 'yes' box and provide the names of those jurisdictions on a separate sheet included with their renewal form.

## **7. DECLARATIONS - FRONT PAGE SECTION**

There are two statements in the last section on the front page. A member must select the statement that is consistent with the registration category identified in the registration category renewal section in the upper left corner of the front page.

Only a dental assistant with full registration who is not planning to work as a dental assistant in the upcoming renewal year should declare non-practising status. It is appropriate for retired dental assistant wishing to remain connected to the profession or dental assistants for personal, health or education reasons being away from practise for a time coinciding with a renewal year (May 1<sup>st</sup> to April 30<sup>th</sup>). If you are planning to work as a dental assistant at all in a renewal year, you must remain in the full registration category.

A member that initials the last statement must complete and submit a *Dental Assistant Cancellation Form*. If a member retiring from practice wishes to become a non-practising member, he or she must also complete the *Dental Assistant Cancellation Form*. Information on the implications of retirement or resignation is provided on the *Dental Assistant Cancellation Form*.

## **8. DECLARATIONS - SECOND PAGE SECTION**

The second page identifies a number of declarations on issues relevant to the public interest in the practise of dental assisting. In reviewing the statements, it is essential to be honest not only with the MDA but also yourself.

Affirmative responses will be reviewed in the context of patient safety and the public interest. Most affirmative responses will require no further information than submitted with the application. Essential supports and follow up will be available to ensure safe practice. If conditions on practice are necessary, they will be developed in a consensual manner and focused to patient protection.

If you answer in the affirmative to a question in the Health and Health History Section, please enclose a signed and completed *Consent to Release Health Information Form* for each relevant health care provider.

If you answer in the affirmative to one or more of the first three questions in the Regulatory Conduct Section, please enclose a copy of the complaint, findings, restrictions or decision and reasons for decision from the applicable regulatory body.

In order to avoid delays in licence renewal, you must attach a sheet with details relevant to any statement answered in the affirmative. A licence cannot be renewed without a complete signed declaration and written explanations for any affirmative statements.

The need for accurate and truthful completion of the declarations cannot be overstated. A false or misleading statement will subject a member to licence cancellation.

## **9. SIGNATURE SECTION**

Please review the document and statements carefully. Once satisfied, identify the location and date. Sign the document and have it witnessed. Under the signature of the witness, have them print their name.

A licence cannot be renewed unless it is an original signed by the member applying for renewal and witnessed by another person. Retain a copy of the completed form and any supplementary documents for your records.

**10. CHECKLIST SECTION**

**Please review the green checklist on the upper right corner of the front page prior to mailing. Confirm all the items identified in the renewal form and on the checklist are included in the envelope.**

**In the checklist section, your CPR expiry date will be identified. If the expiry date is before April 30 of the present year, you must submit evidence of currently valid basic resuscitation certification (CPR) with your renewal application. Your licence cannot be renewed unless proof of valid CPR status is provided.**

**If you are unsure of information that needs to be submitted, please contact the MDA.**

**You are encouraged to submit your renewal early to allow for an opportunity to identify and submit missing or incomplete documents. Members are responsible to ensure all documents and payments are at the MDA office before the deadline and may be subject to the prescribed late fees if their renewal application is incomplete.**