



MANITOBA DENTAL ASSOCIATION

**INSTRUCTIONAL GUIDE
FOR COMPLETING
DENTAL ASSISTANT
REGISTRATION
APPLICATION FORM**

MANITOBA DENTAL ASSOCIATION
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PREPARED BY: Office of the Registrar
MEMBER RATIFICATION: 15 December 2016

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

The new form is a three page document. It must be completed in its entirety by the person applying for registration and initial licensure. Your application cannot be processed unless all the necessary documents and payments have been received. An unsigned or incomplete form will be returned.

The form can be divided into five sections:

1. identification of your registration class;
2. required personal information;
3. required educational information;
4. required practice information; and
5. required declarations.

Please review every section carefully and provide accurate information. The signed forms will be retained in your file. An applicant's registration and licence to practise shall be cancelled if he or she submits false or misleading statements.

1. MDA POLICY ON SUBMISSION OF DOCUMENTS

Your original signature on the completed form is important for registration application. Applicants must return the completed and signed three page form. A photocopy of your signature cannot be accepted.

Please ensure supporting documents are in the form specified in the particular section. The process may 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.

Applicants are 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 appropriate office personnel are 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 application process for your records.

2. REGISTRATION AND INITIAL LICENSURE DOCUMENT REQUIREMENTS

A summary of the document requirements is provided on the *Checklists for Provisional and Full Registration*.

3. MDA POLICY ON NON-ENGLISH DOCUMENTS

Human resource limitations require the MDA to limit the registration process to English.

Certified translations of any document not in English is necessary. You cannot translate it yourself but need to arrange for the official translation. All acceptable translations must be accompanied by an original statement indicating the translator's number and/or seal, name, address and telephone number and that the translator belongs to one of the categories listed above.

Accepted translators include:

- consulate, high commission or embassy to Canada of the country issuing the documents;
- Canadian embassy, consulate, or high commission in country you emigrated;
- translator accredited by a professional association of translators in Canada. In Manitoba, it is the Association of Translators, Terminologists and Interpreters of Manitoba at <http://atim.mb.ca/en/home.htm>; or
- translator who has received accreditation through a federal, provincial or municipal government in Canada.

4. MDA POLICY ON ALTERNATIVE DOCUMENTS

Applicants should carefully review document requirements prior to submitting an application for registration. An applicant is expected to submit the required documents with their registration application. Issues of missing or incorrect documents will need to be addressed prior to your application being reviewed.

Documents in the wrong form (i.e. a copy where an original is required) will also need to be corrected prior to your application being reviewed.

The MDA will consider alternative documentation for the registration process only in exceptional circumstances where - for reasons beyond the control of the applicant - documents are inaccessible. This shall be done on an individual case basis.

5. REGISTRATION CATEGORY APPLICATION SECTION

The Registration Category application section is in the upper left corner of the front page. Please review carefully the restrictions conditions and limitations for the practice of dental assisting by members licensed in each category as described in *Bylaw A-10 (full registration)* and *Bylaw A-12 (provisional registration)*.

Please mark the box beside the category you are applying for registration. Full registration is available to applicants that have successfully completed a dental training programme and received a NDAEB certificate.

Provisional registration is only available to recent graduates of accredited dental assisting training programmes that are registered to perform the National Dental Assisting Examining Board (NDAEB) written examination (exam). It allows for employment in supervised practice while the recent graduate is waiting to perform the exam. Individuals licensed in this category have a maximum of nine months to successfully complete the exam and receive a NDAEB certificate. An individual will be removed from the MDA registry if he or she does not receive an NDAEB certificate within the nine months.

On receiving the NDAEB certificate, a provisionally licensed member must apply for full registration by completing and submitting the *Dental Assistant Change of Status Application Form* which is available on the MDA website.

The registration application fee is \$25.00. It must be included with your application and is non-refundable.

The fee for initial licensure varies depending on the time of year. Further details are included in *Bylaw B-13 (registration and certification fees)* that is appended to this document. It must be included with your application but shall be returned if your application does not meet the requirements for registration.

6. NAME AND DATE OF BIRTH SECTION

The current legal name and date of birth of the applicant must be included.

You will need to provide a certified copy of government issued identification with a current photograph (i.e. passport, valid provincial driver's licence) with your application.

If your current name is different than the name on your dental assisting, dental or NDAEB certificate please identify the change and provide the necessary supporting documents as indicated in the section (certified copy of a legal document certifying name change like a marriage certificate, legal name change decree).

Certified translations of these documents are necessary if they are not in English. Please review the MDA Policy on Non-English Documents in section 3.

7. CITIZENSHIP AND IDENTIFICATION SECTION

The section on citizenship and identification is required to confirm your entitlement to work in Canada.

Please list the countries that you currently have citizenship. Canadian citizens and permanent residents must submit a certified copy of their birth certificate, passport, citizenship card or other proof of permanent residency status. If a birth certificate is submitted, another piece of government issued photo identification will need to be provided to meet the requirements of the *Name and Date of Birth Section*.

Applicants who are neither Canadian citizens nor permanent residents will need to submit a certified copy of the authorization issued by Citizenship and Immigration Canada allowing them to work or study in Canada.

8. FLUENCY SECTION

Please identify any languages you can speak and write in well. If there is insufficient space on the application form, please attach an additional sheet.

There is no further language proficiency documentation an applicant must provide in the MDA registration process. Applicants need to be aware that the registration application process and all communications with the MDA will be in English and most Manitobans can communicate in English.

You should be reasonably fluent in English.

For individuals considering application, the recommended language proficiency benchmarks for dentists, dental assistants and dental specialists include:

- CLB (English level 7 or higher in all four skills (speaking, listening, reading, and writing))
- TOEFL (minimum scores of 600 PBT, 250 CBT or 100 ITB) and
- IELTS (a minimum band of 6.5 for the General test).

While the MDA does not require evidence that you meet these benchmarks for registration, some of the third party assessment organizations (universities, colleges, national examining bodies) may require proof.

9. PRACTICE LOCATION AND HOME ADDRESS SECTIONS

In order to effectively protect the public interest, the MDA requires members to provide not only the location of their primary work address 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.

On the application form, identify your primary work address. If you are practising dental assisting in more than one location, include a separate sheet with the necessary location and contact details.

The practice address you identify on the application 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 work address may provide a personal or home address unless or until a longer term relationship with a specific practice location develops.

Unless you request otherwise, the MDA will use your home address as your preferred mailing address.

All applicants must submit a telephone number and e-mail address. Members are expected to acquire an e-mail address to improve regulatory communications.

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

10. GRADUATE OF DENTAL TRAINING PROGRAMME SECTION

All applicants must complete this section. The name of the educational institution and location (city, country), type of diploma, certificate or degree (DA, DDS, DMD), the start and completion dates of your training programme must be described.

Applicants will need to have a letter from the Programme Director or Dean of each programme sent to the MDA confirming your successful completion of that programme. This must be an original letter sent directly to the MDA.

Applicants will need to provide a certified copy of their graduation degree from each completed dental training programme.

Only applicants from accredited dental assisting training programmes are eligible to apply for provisional registration.

Certified translations of these documents are necessary if they are not in English. Please review the MDA Policy on Non-English Documents in section 3.

11. NDAEB CERTIFICATE SECTION

All applicants must complete this section. Applicants to the full registration category are expected to submit an NDAEB certificate as evidence of completing their written examination.

For provisional registration applicants, proof of registration for the NDAEB written examination is required.

The requirement for an NDAEB certificate will be waived under the labour mobility provisions of the *Agreement on Internal Trade* for those applicants to the full registration category without an NDAEB certificate but are currently licensed in the same category in another Canadian jurisdiction.

12. EXPANDED PRACTICE MODULES

Applicants who have completed an expanded practice module for orthodontic assisting or scaling at an accredited dental assistant training programme must complete this section.

Applicants with the appropriate documents evidencing successful completion of one or more of these modules shall be approved to perform these additional activities in practice.

A failure to provide this information at the time of registration will not preclude registration but may affect your approval for placement on the expanded practice rosters. Members may apply at a later date for inclusion on the expanded practice rosters by submitting a *Dental Assistant Change of Status Application*.

If you are seeking recognition of an expanded practice module, a certified copy of your module certificate is required.

13. HEALTH PROFESSION REGISTRATION AND LICENSURE HISTORY SECTION

All applicants must complete this section submitting the requested information, documents and *Consent to Release Regulatory Information* forms. *Letters of Good Standing* must be sent directly from the governing body to the MDA.

14. CPR TRAINING SECTION

All applicants must submit evidence that he or she has completed an approved resuscitation or life support training programme prior to being licensed in the Province. Any certificate from a training programme must be valid at the time of registration. No online CPR training programmes will be accepted.

15. HEALTH AND CONDUCT DECLARATIONS

A number of declarations on issues relevant to the public interest in the practice of dental assisting are required by all applicants. 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.

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 cancellation of his or her registration and licence.

16. DECLARATION OF ETHICAL PRACTICE

All applicants must review and agree to the terms of the *Declaration of Commitment to Ethical Practice and the Public Interest* before being licensed to practise dental assisting in the Province of Manitoba.

17. SIGNATURE SECTION

Please review the document and statements carefully. Once satisfied, identify the location and date. Sign the document and have it witnessed and sealed by a commissioner for oaths, notary or lawyer.

A registration and initial licence cannot be reviewed unless it is an original signed by the applicant with a notarized witness.

Retain a copy of the completed form and any supplementary documents for your records.

18. FEES

The registration application fee is \$25.00. It must be included with your application and is non-refundable.

The fee for initial licensure varies depending on the time of year. Further details are included in *Bylaw B-13 (registration and certification fees)* that is appended to this document. It must be included with your application but shall be returned if your application does not meet the requirements for registration.

19. FINAL NOTE

If you have any questions or are unsure of information that needs to be submitted, please contact the MDA for assistance.

**BY-LAW NO. B-13
DENTAL ASSISTING
THE MANITOBA DENTAL ASSOCIATION**

A By-law for the registration and certification fees to be paid by Registered Dental Assistants.

FEES TO BE PAID FOR . . .

1) Registration Certificate \$25.00

2) Annual renewal of the Registration Certificate:

- a) For a new graduate their first certificate, before September 1ST in their year of graduation; \$120.00
- b) For a first certificate, but not a new graduate, after September 1ST; \$120.00
- c) For all others, including certificate paid in one payment; \$240.00
- d) For certificate paid in two payments

April 30 - \$130.00

September 15 - \$130.00

3) A 30-day grace period for the renewal of the Registration Certificate fee payment is hereby instituted. A penalty for late renewal payment will be \$2.50/day until the certificate fee has been paid, to a maximum of \$75.00. If the certificate renewal fee is unpaid at the expiration of the grace period, the Dental Assistant's certificate is cancelled. This cancellation will be published in the Bulletin of the MDA.

In order to re-register the Dental Assistant must apply in writing to the Board of the MDA for reinstatement. A reinstatement notice will be published once the Board directs the Registrar to reinstate the Dental Assistant's lapsed certificate.

DONE AND PASSED by the Board of Directors of the Manitoba Dental Association at Winnipeg, in Manitoba this **2nd day of November A.D. 2013.**

President

Secretary

This by-law will become effective on the 13th of December 2013, unless ten (10) registered dental assistants request on or before the 12th day of December 2013 in writing, its ratification at a general meeting of registered dental assistants of the Association pursuant to ss. 43(2) of *The Dental Association*.
