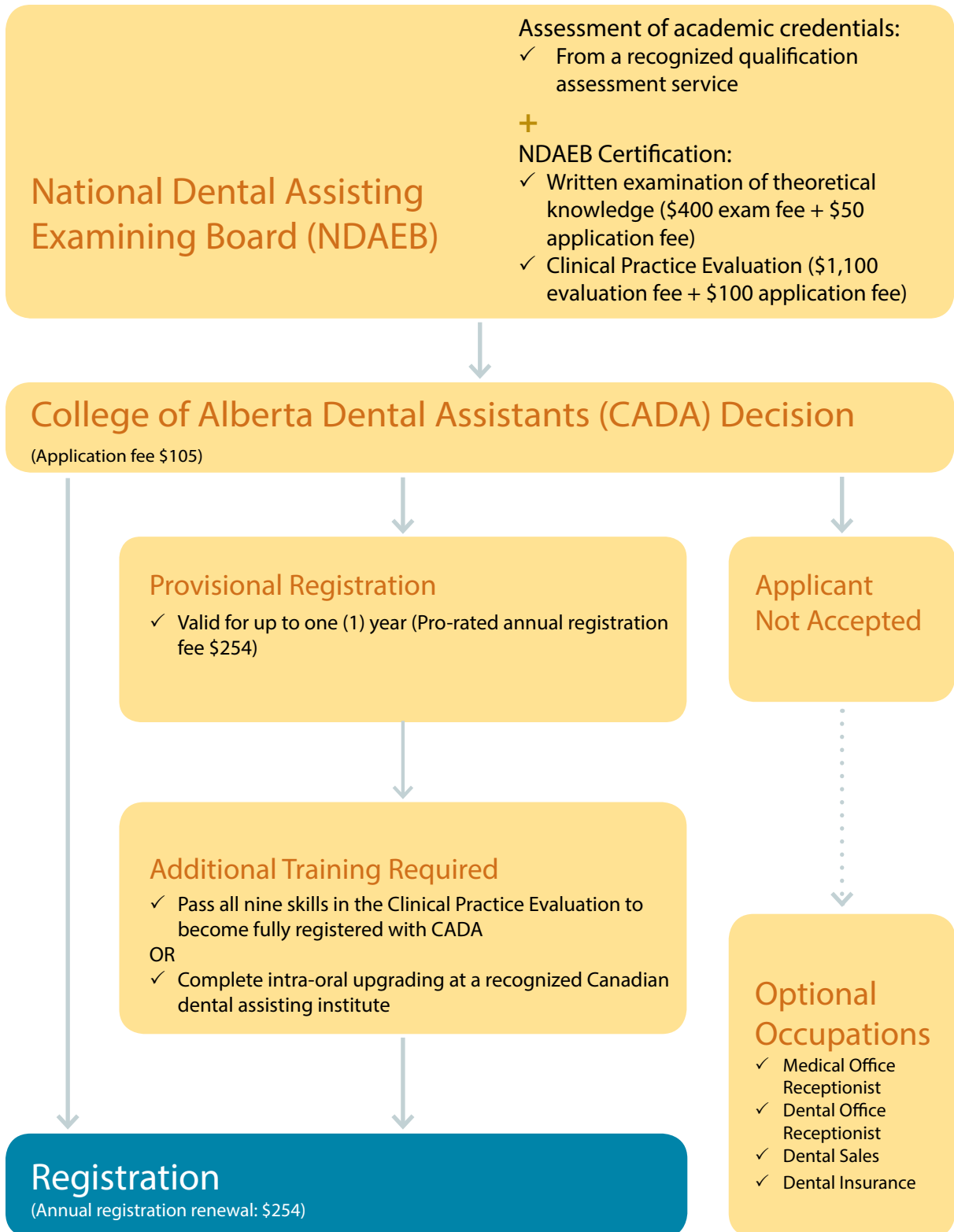


Dental Assistant

Registration Process



Dental Assistant Registration Process

Description of Occupation

Dental assistants are regulated healthcare professionals who provide a variety of intra-oral dental services directly to the public under the direction and/or supervision of other dental healthcare professionals. For more specific information, visit the College of Alberta Dental Assistants (CADA) website www.abrda.ca.

In addition to providing intra-oral dental services, dental assistants may also: provide chairside assistance during dental procedures delivered by other dental healthcare providers; obtain patient medical histories; provide for patient comfort before, during and after dental treatment; deliver pre and post-treatment instruction to patients and caregivers; provide oral hygiene instruction to patients and caregivers; observe patient conditions during treatment; perform infection prevention and control procedures; perform administrative roles such as receptionist, treatment coordinator, practice manager, dental assisting educator; and conduct research.

Dental assistants are commonly employed at both general and specialty dental practices in the private and public sector. They may also be employed in public health settings, at dental sales and insurance companies and at educational institutions.

Obtaining Licensing in Alberta

Registration with CADA is mandatory for all individuals who wish to practice the profession of dental assisting or make use of the protected titles “Dental Assistant (DA)” and/ or “Registered Dental Assistant (RDA)” in Alberta.

Internationally educated dental professionals may begin the application process before they arrive in Alberta. They should start by contacting the National Dental Assisting Examining Board (NDAEB) to request information about assessments, exam eligibility and the application process.

Contact information, links to the forms and other resources are at the end of this document.

Residency Requirement

There is no residency requirement to register with the CADA.

Registration Requirements

Internationally educated individuals may apply to CADA for registration when they have met the following requirements:

1. Academic Credentials

Provide verification of the completion of a formal dental assisting educational program, or other formal allied dental healthcare educational program such as dentistry or dental hygiene.

- Contact the educational institution you graduated from and ask for certified copies of your diploma/certificate and academic transcripts.
- If documents are in a language other than English you must also provide certified translated documents.

2. National Board Certificate

Provide proof of successful completion of the National Dental Assisting Examining Board (NDAEB) written examination, clinical practice evaluation (CPE) and the National Board Certificate. Contact the NDAEB office directly to request information about assessments, exam eligibility and the application process, including scheduling and fees.

The NDAEB will require internationally educated applicants to start with a **Credential Assessment** by the NDAEB Candidate Eligibility Assessment Committee to determine your eligibility to apply for the national written examination. You will need to provide the following to the NDAEB office:

- \$150.00 credential assessment fee.
- Certified true copies of academic transcripts and certificate/diploma.
- Completed NDAEB Dental Assisting Course Work Report.
- Signed consent form permitting the NDAEB to share your personal information with the Candidate Eligibility Assessment Committee.
- Proof of name change, if the name appearing on the academic records or other documents is different than the name of the applicant.
- Original report from a **Qualifications Assessment Service**. Contact and apply directly with one of the three recognized agencies who specialize in the authentication and comparison of international academic credentials to Canadian standards.

The assessment agency will require you to submit your academic records for review, i.e. certified/notarized copies of transcripts and diplomas (translated into English).

For details on how to obtain an assessment and to download an application, visit the assessment agency websites at the addresses provided at the end of this document.

Assessment reports will be sent to you and to the NDAEB.

Following the Credentials Assessment by the Candidate Eligibility Assessment Committee, the NDAEB office will contact you to let you know if you are eligible to apply for the national certification process, or if you must first complete upgrading or training at a recognized Canadian dental assisting education program. Please note that the College of Alberta Dental Assistants (CADA) only recognizes academic upgrading completed through institutions that have a dental assisting or allied dental healthcare program that is accredited by the Commission on Dental Accreditation of Canada (see the CADA website to search for accredited programs).

The first step in the national certification process is to successfully complete the **written examination**. The examination ensures you have the theoretical knowledge to practice as a dental assistant in Canada. The examination consists of two hundred (200) multiple-choice questions and the passing score is between 60% and 65%. To apply you will need to provide the following to the NDAEB office:

- Completed and signed Examination Application Form.
- Verification of completion of education.
- \$450.00 examination and application fee.
- Recent photograph of yourself.

After successfully completing the NDAEB written examination, you must either take the NDAEB Clinical Practice Evaluation (CPE), or take intra-oral upgrading at a recognized Canadian educational institute. The CPE is a half-day clinical evaluation testing nine (9) intra-oral skills. You must be successful in at least one (1) of the nine (9) skills evaluated on the CPE, or successfully complete intra-oral upgrading in lieu of the CPE, before you may apply for registration with the CADA.

Notes:

You must be successful on all nine (9) skills in the CPE or complete intra-oral upgrading at a recognized Canadian dental assisting educational program to become fully registered with CADA,

If you are successful in at least one (1) of the nine (9) skills evaluated on the CPE, you may be granted provisional registration for up to one (1) year to allow you to start practicing the profession in Alberta while you work toward meeting the outstanding requirements. During that time, your authorized activities will be limited. You may practice the profession performing only those intra-oral skills authorized by CADA.

3. Personal Identification and Contact Information

Provide a copy of Canadian-issued government identification that states your legal name and date of birth.

Provide personal contact information i.e. mailing address, telephone number, email etc. and employment contact information, if applicable.

4. Professional Information

Provide professional information, including:

- Discipline, investigations and criminal records, if applicable.
- Current or previous registration, certification or licensure in other jurisdictions, if applicable.
- Current or previous registration, certification or licensure in any other health regulated health profession.

5. Liability Insurance

Current Canadian liability insurance is mandatory for all regulated members and is included with CADA registration.

6. Fees

All applicants for registration are required to pay the Application Assessment Fee and the Registration Fee. The Registration Fee is prorated mid-way through the registration cycle.

Continuing Competency Requirements

Regulated members of CADA must participate in the CADA Continuing Competence Program (CCP). This program assesses, maintains and monitors ongoing knowledge, skills, attitudes and judgments of professional dental assistants. New registrants must complete the CCP Learning Module and Quiz during their initial registration cycle. Each year regulated members are required to complete the following CCP requirements:

- Complete one hundred (100) hours in the dental field, or three hundred (300) in the past three (3) years.
- Complete the Competency Self-Assessment.
- Complete and submit a Proposed Learning Plan by the renewal deadline.
- Undertake appropriate Learning Activities to complete your proposed Learning Objectives.
- Maintain verification (proof) of your completed Learning Activities.

Failure to meet the CCP requirements is considered unprofessional conduct and may result in loss of Practice Permit. Without a valid Practice Permit, you are not legally able to practice as a dental assistant in Alberta.

Payment

The following fees will apply during the registration process. Fees are in Canadian dollars and may change without notice.

College of Alberta Dental Assistants Application Fee	\$105
College of Alberta Dental Assistants Registration Fee	\$254*
National Dental Assisting Examination Board Assessment Fee	\$150
National Dental Assisting Examination Board Examination Application Fee	\$50
National Dental Assisting Examination Board Examination Fee	\$400
National Dental Assisting Examination Board Clinical Practice Application Fee	\$100
National Dental Assisting Examination Board Clinical Practice Examination Fee	\$1,200
Credential Assessment Fee (by a recognized assessment service)	Fees vary

**The CADA registration fee is pro-rated mid-way through the registration cycle. Contact the CADA and NDAEB for the most up-to-date fees.*

Notes:

- College of Alberta Dental Assistants registration fee includes Practice Permit and Liability Insurance.
- Applicants may take the National Dental Assisting Examining Board written examination more than once. The initial fee is listed above. The fee to re-write the exam is \$225.
- Applicants may also take the National Dental Assisting Examination Board Clinical Practice Examination more than once. The re-write fee (per skill) is \$200.

Average Earnings

The overall average earnings for all Dental Assistants, according to the Alberta 2013 Wage and Salary survey:

Average hours worked per week	32.5
Average wage per hour	\$26.99
Average salary per year	\$45,370.00

Employment Options

You can also consider working in Alberta in a related occupation such as Medical/Dental Office Receptionist, in dental sales or insurance.

For more information about additional employment options, go to the following website: [Alberta Learning Information Service \(ALIS\) Occupational Profiles — Dental Assistant](http://www.alis.alberta.ca/occinfo) (for information on all occupations see www.alis.alberta.ca/occinfo).

Contact Information

College of Alberta Dental Assistants (CADA)
Suite 166, 14315 118 Avenue
Edmonton, Alberta T5L 4S6
Telephone: (780) 486-2526
Toll-free telephone (within Alberta): 1-800-355-8940
Fax: (780) 486-2728
Email: contact@abrda.ca
Website: www.abrda.ca

National Dental Assisting Examining Board (NDAEB)
Suite 205, 2255 St. Laurent Blvd.
Ottawa, Ontario K1G 4K3
Telephone: 1-613-526-3424
Fax: 1-613-526-5560
Email: office@ndaeb.ca
Website: www.ndaeb.ca

Assessment Agencies recognized by NDAEB:

International Qualifications Assessment Service (IQAS)
9th Floor, 108 Street Building 9942 - 108 Street
Edmonton, Alberta T5K 2J5
Phone: 780-427-2655 Fax: 780-422-9734
Website: www.work.alberta.ca/iqas
Type of report required: **Basic report with dental assisting course work report review**

International Credential Evaluation Service (ICES)
3700 Willingdon Avenue
Burnaby, British Columbia, V5G 3H2
Telephone: (604) 432-8800
Fax: (614) 435-7033
www.bcit.ca/ices
Type of report required: **Comprehensive Report**

World Education Services - Canada (WES)
45 Charles Street East, Suite 700
Toronto, Ontario, M4Y 1S2
Telephone: (416) 972-0070
Fax: (416) 972-9004
www.wes.org/ca
Type of report required: **Course-By-Course Report**
Note: WES reports completed in the USA will not be accepted by the NDAEB.

Resources

This information is an overview of the registration process. For the most current information on Dental Assistant registration visit the College of Alberta Dental Assistants at www.abrda.ca.

College of Alberta Dental Assistants Application Forms and Information:

[Registration Categories](#)

[Registration Eligibility](#)

[Application Form](#)

Examinations:

[International Applicants General Information](#)

[NDAEB Application Procedures for International Applicants](#)

[National Dental Assisting Examination Board \(NDAEB\) Written Examination Information](#)

[Clinical Practice Evaluation \(CPE\) Information](#)

Training and Continuing Competency:

[CADA Accredited Programs List](#)