College of Dental Hygienists of Saskatchewan

Navigating Your Way

Application for Registration & Licensure

In accordance with the *Dental Disciplines Act* and Regulatory Bylaws, an individual must be registered and licensed with the College of Dental Hygienists of Saskatchewan (CDHS). An individual should select the appropriate category of registration & licensure:

Categories of Registration

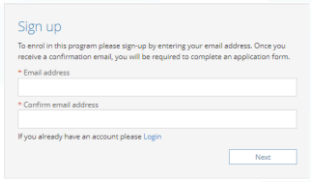
- Full
- Restricted

Categories of Licensure

- Full
- Conditional
- Non-practicing
- Temporary permit

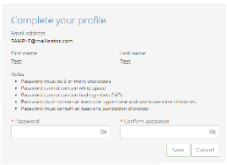
Step- by- Step Instructions:

1. Sign up for an account:
    a. Visit www.cdhsk.ca
    b. Select the REGISTRATION Tab
    c. Select APPLICATION
    d. Enter and confirm your email address, click Next
        i. The email address you use to set up your account will be the primary email for all CDHS correspondence

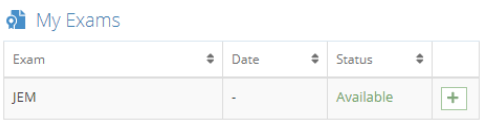


    e. Enter information into the required fields, click Sign up
    f. Confirm your email address:
        i. See email titled 'Verify your email'
        ii. Click the link *Verify Email & Create Password*
    g. Create an account password, click Save





2. Complete your Application Form:
    a. Log into the Registrant Portal
    b. Select APPLY:
        i. Choose the appropriate licence category: Full or Conditional (No LA)
    c. Complete the Application Form
        i. Enter all the information required by the form and select SAVE FOR LATER.
    d. Return to the Home Page of your account:
        i. Under 'My Exams' select the + icon for JEM
        ii. Complete the JEM
    e. Return to the Application Form and SUBMIT
    f. Remit payment for the Application Review Fee invoice
        i. Credit Card payment can be made directly on the invoice
        ii. Contact the CDHS for alternate payment options.



3. Send required documents to the CDHS:
    a. Notarized copies of required documents must be mailed or dropped off at the CDHS Office (by appointment):

        i. Dental Hygiene Credential
        ii. National Dental Hygiene Certification Exam Certificate
    b. Verification of Good Standing from the jurisdiction currently or previously licensed
        i. Not applicable for new graduates.
4. Application Review Process:
    a. Once all the components of your application are received, you will be notified that your application is in the queue for review
        i. Application review can take up to 10 business days
    b. You will be notified of the outcome of the review
        i. Approved: prompted to remit payment
    c. Remit payment for the outstanding invoice
5. Final Steps:
    a. On receipt of the email titled 'Welcome to the CDHS' an application is considered complete and activated.
        i. Practising prior to receipt of this email is considered unlawful
    b. A Certificate of Registration will be mailed to you
    c. Licence Permit and Tax receipt are available directly of your Registrant Portal account
        i. All licences expire October 31st

Additional Information

- Application for initial registration and licensure must be completed online through the Registrant Portal.
- An application form is considered a legal document, it is advised to keep a copy of your completed application form for your files.
- An application is considered filed with the CDHS once all required documents and the application fee have been received by the CDHS.
- Once filed, an application **may take up to 10 business days** to process.
- An applicant should not commit to employment start dates until they are registered and licensed.
- If your dental hygiene education program is not accredited by the Commission on Dental Accreditation of Canada or recognized by the CDHS, contact the CDHS for information.
- **If you have not held a practicing license in any jurisdiction for a period of 36 months or longer you are required to take a re-entry program approved by the Council.**
- Full registration remains valid unless revoked by the council; or, after a period of six months since the registrant last held licensure.
- Restricted registration is only valid for the specified time approved; or, until removed by the Registrar.
- Licensure is valid from the date of initial registration to October 31
    - An annual licensing year is from November 1 to October 31
- A $25.00 charge will apply to any payments returned for N.S.F.