

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):

My Exams

Exam	Date	Status	
JEM	-	Available	+

- 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. Once payment is processed your application is considered complete and activated
 - i. Practising prior to this time 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.