

Navigating Your Way

Register Change

In accordance with the *Dental Disciplines Act* and Regulatory Bylaws, a dental hygienist must hold licensure in one of three categories; full, conditional, or non-practicing. A dental hygienist must comply to the permissions subject to that licence category to be placed on the respective register. If a dental hygienist requires a change to their licence category within the licensing year, November 1st – October 31st, they may make application for register change.

Register Change Non-Practicing to Full: This register change is commonly used when a dental hygienist is non-practicing at the time of licensure renewal but plans to return to practice within the licensing year (for example, return from maternity or medical leave).

Step-by-Step Instructions:

1. Make Application for Register Change:
 - a. Visit www.cdhsk.ca
 - b. Select the REGISTRATION Tab
 - c. Select Register Change (NP to Full) **or**;
 - d. Log into the Registrant Portal

2. Under Change My Registration:
 - a. Select CHANGE

3. Complete you Register Change Form:
 - a. Complete/Confirm all required fields (*)
 - b. Liability Insurance
 - i. You must upload a copy of your insurance certificate, compliant with the CDHS PLI Policy
 - c. Employment in Saskatchewan
 - i. If you have committed to a start date it is important to note this on the form
 - d. Select SUBMIT

4. Register Change Review Process:
 - a. The CDHS will review the Register Change Form
 - i. This may take up to 10 business days
 - b. You will be notified of the outcome of the review
 - i. Approved: prompted to remit payment
 - ii. Pending: require to provide outstanding information
 - c. Remit payment for the outstanding invoice

5. Final Steps:
 - a. Once payment is processed the register change is considered complete and activated
 - i. Practicing prior to this time is considered unlawful
 - b. Licence Permit and Tax receipt are available directly on your Registrant Portal account
 - i. All licences expire October 31st

Register Change Conditional to Full: This register change is used when a dental hygienist is initially granted a conditional licence and clears the local anesthetic requirement within the licencing year.

Step-by-Step Instructions:

1. Complete an Approved Local Anesthesia Course
 - a. Provide a notarized copy of a completion certificate
 - b. Request the education program provide a completion certificate directly to the CDHS
2. Await Notification
 - a. The CDHS will complete the no cost register change from Conditional to Full
 - b. 25 Continuing Education Credits will be added to the registrant portal on your behalf
3. Final Steps:
 - a. On receipt of the email titled "Register Change- Conditional to Full" the register change is considered complete and activated
 - i. Administering Local Anesthetic prior to receiving this correspondence is considered unlawful
 - b. Licence Permit reflective of this change is available directly on your Registrant Portal account
 - i. All licences expire October 31st

Register Change Dormant to Full, Conditional, or Non-Practicing: This register change is used when a dental hygienist's licence has lapsed for a period of less than 6 months and they wish to return to an active register.

Step-by-Step Instructions:

1. Make Application for Register Change:
 - a. Visit www.cdhsk.ca
 - b. Select the REGISTRATION Tab
 - c. Select Re-application **or**;
 - d. Log into the Registrant Portal
2. Under Reinstate my Registration
 - a. Select REINSTATE
3. Profile Update Page (1):
 - a. Complete all required fields (*)
4. Continuing Competency Page (2):
 - a. If you were in your final year of your reporting period, you must complete all requirements before you will be permitted to reinstate
 - i. If you have met the requirements, select NEXT
 - ii. If you had not completed the requirements, select SAVE FOR LATER and contact the CDHS
 - b. If you were not in your final reporting period, select NEXT
5. Reinstatement Page (3):
 - a. Answer the required questions (*)
 - b. Liability Insurance
 - i. You must upload a copy of your insurance certificate, compliant with the CDHS PLI Policy

- c. Select SUBMIT
 - i. If you are not prepared to submit the form you may select SAVE FOR LATER and return to the renewal form at a later time
6. Register Change Review Process:
 - a. The CDHS will review the Register Change Form
 - i. This may take up to 10 business days
 - b. You will be notified of the outcome of the review
 - i. Approved: prompted to remit payment
 - ii. Pending: require to provide outstanding information
 - c. Remit payment for the outstanding invoice
7. Final Steps:
 - a. Once payment is processed the register change is considered complete and activated
 - i. Practicing prior to this time is considered unlawful
 - b. Licence Permit and Tax receipt are available directly on your Registrant Portal account
 - i. All licences expire October 31st

Additional Information

- No refunds/ partial refunds are permitted
- The fee paid for a non-practicing licence may be credited towards a register change in the same licensing year
- If you are no longer practicing, you are not required to complete a register change from Full/Conditional to Non-Practicing
 - If you no longer require a Full/ Conditional licence you can renew into the Non-Practicing register at renewal or allow for your licence to expire on October 31st
- If you have not held a licence for a period of over 6 months you must make re-application (more than 6 months)/reinstatement
- Register changes are permitted at renewal, however are not effective until November 1st
 - If required sooner, a register change must be completed prior to renewal
- Providing proof of Liability Insurance is required for all register changes, except for Conditional to Full
- A register change is complete and activated on the date reflected on the licence permit
- If you accidentally select the wrong licence register, you must withdraw the form and re-select the correct register
- All register change forms are reviewed and are subject to eligibility requirements as outlined in the bylaws and policies
- The CDHS is not responsible for completing a register change based on a timeline or commitment made to an employer
 - Please allow for a minimum of 10 business days to process a register change
 - Please report anticipated start dates on the form
- Practising without an appropriate licence is considered unlawful and may result in referral to the Professional Conduct Committee
- If you require assistance, accommodation, or support in completing a register change, please contact the CDHS at admin@cdhsk.ca