

## Navigating Your Way

### Licensure Renewal

In accordance with the *Dental Disciplines Act* and Regulatory Bylaws, a dental hygienist must be registered and licensed with the Saskatchewan Dental Hygienists Association, operating as the College of Dental Hygienists of Saskatchewan (CDHS). Once initial registration and licensure have been obtained, a registrant must maintain a licence in the appropriate category to lawfully practice dental hygiene in Saskatchewan.

The annual licensing year of the CDHS is from November 1<sup>st</sup> to October 31<sup>st</sup>. If you do not complete an application for renewal before October 20<sup>th</sup>, you may be subject to a late fee. If you do not complete an application for renewal on or before midnight of October 31<sup>st</sup>, your licence will automatically expire. If you do not plan to renew your licence, please notify us.

#### Step-by-Step Instructions:

1. Notice that Renewal Period is Open:
  - a. Visit [www.cdhs.ca](http://www.cdhs.ca)
  - b. Select the REGISTRATION Tab
  - c. Select RENEWAL **or**;
  - d. Log into the Registrant Portal
2. Under Complete My Renewal:
  - a. Select RENEW in the appropriate Licence Register
3. Profile Update Page (1):
  - a. Complete all required fields (\*)
  - b. Liability Insurance
    - i. You must upload a copy of your insurance certificate, compliant with the CDHS PLI Policy
4. Continuing Competency Page (2):
  - a. If you are in your final reporting year, all activity requirements must be met before you will be permitted to continue the renewal form
    - i. If you have met the requirements, select NEXT
    - ii. If you have not yet met the requirements, you can select SAVE FOR LATER and return to the form once you have met the requirements
  - b. If you are not in your final reporting period, select NEXT
5. Renewal Page (3):
  - a. Answer the required questions (\*)
  - b. 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. Renewal Form Submitted:
  - a. One of two outcomes will occur:
    - i. An invoice will appear and payment can be made immediately
    - ii. A notice will appear that payment cannot be accepted at this time
      1. CDHS staff will be notified that your renewal form requires review

Complete My Renewal For 2024/2025

Full	Renew
Non-Practicing	Renew

Payment cannot be accepted for your Renewal at this time.

Thank you for submitting your renewal form.

Your renewal form requires review and approval by the College as the next step. If additional information is required, you will be notified by email. Once approved you will be notified by email to return to this site to make payment. Please be sure to check your junk/spam email folder for messages.

Thank you

Close

2. If action is required, you will receive correspondence and instruction from the CDHS
  3. If no action is required, you will be notified when payment can be made
    - a. Renewal Forms requiring review may take up to 5 business days to process
7. Confirmation Renewal is Complete:
- a. Once payment has been processed, you will receive email confirmation
    - i. Licence Permit and Tax receipt are available directly on your Registrant Portal

## Additional Information

- You should independently complete the renewal form, if receiving assistance please understand you remain fully accountable for the information provided
- If you do not plan on renewing your licence, please notify the CDHS at [admin@cdhsk.ca](mailto:admin@cdhsk.ca)
- If you are making a register change at renewal, the change does not take effect until November 1<sup>st</sup>
  - If you are making a register change from NP to Full at renewal you may be required to provide proof of additional PLI coverage
  - If you require a register change to be effective prior to November 1<sup>st</sup>, you must make application for Register Change prior to completing the renewal form, please see Navigating Your Way: Register Change for instructions
- You will be notified by regular mail, at the address noted on your profile, of when the renewal period is open and the date on which the fee is due
- A late fee of \$100 is applied to renewal forms that have not been completed by October 20<sup>th</sup>
- If you do not complete the renewal, you will be required to reinstate with the CDHS
- Practising without a licence is considered unlawful and may result in referral to the Professional Conduct Committee
- Approval of renewal forms are subject to eligibility requirements as outlined in the bylaws and policies

## Troubleshooting Tips

- If you accidentally select the wrong licence register, you must withdraw the renewal form and re-select the correct register
- If you add new information to the renewal form it is not uncommon that your form will require review
- If you have been selected for PLT Audit you may proceed with renewal
- If you are using PLI offered through membership with CDHA, you must renew that membership prior to completing CDHS renewal. If alternative PLI is sourced, it must comply with the CDHS PLI policy.
- If you require an accommodation or support for completing renewal, please contact the CDHS to arrange an appointment