

Navigating Your Way

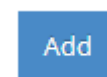
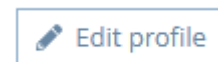
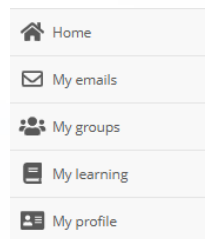
Profile Updates

Registrants are responsible for keeping the information within their profile up to date with the College of Dental Hygienists of Saskatchewan (College). In accordance with our Bylaws, registrants must notify the College within 30 days of any changes to legal name, mailing address, email address, and employment record. Additionally, if you have completed a course to provide additional authorized practices—such as orthodontic procedures, restorative procedures, orofacial myofunctional therapy, or local anesthesia—you must make a request and be approved by the College prior to providing these services.

We encourage you to utilize the registrant portal for all profile updates, including optional additions like advanced formal education, by following the step-by-step instructions below.

Step-by-Step Instructions:

1. Profile Update Form:
 - a. Visit www.cdhsk.ca
 - b. Log into the Registrant Portal
 - c. Select 'My profile'
 - d. Select 'Edit profile'
2. Name Change:
 - a. When requesting legal name change a supporting document is required:
 - i. Government Issued Identification
 1. Marital Certificate
 2. Driver's License
 3. Passport
 - b. If requesting a "preferred name" change:
 - i. Contact the CDHS directly or;
 - ii. Include on the annual renewal form
3. Address Change:
 - a. The mailing address noted on your profile will be the address used for correspondence such as:
 - i. Annual Renewal Notice
 - ii. CCP Deficiency Notice
 - iii. PLT Audit Selection Notice
 - iv. Registration Certificate
 - v. Notices from the Registrar
 - b. The email address noted on your profile will be used for:
 - i. Username Login for the Registrant Portal
 - ii. All electronic correspondence from the College
 1. Do not use an employer owned or shared email address
 2. Be advised that private or confidential information may be sent to this email
4. Employment Record:
 - a. All new and ended employment must be recorded
 - i. To add a new employment record:
 1. Select ADD button
 2. Complete Employer details:
 - a. Enter the Business Name under 'Organizations'
 - b. If the Employer does not appear within the populated list or the business information is incorrect, enter the correct information in the text box provided or contact the CDHS



- ii. To end/remove an employment record:
 - 1. Select "yes" to make a change to the employer
 - 2. Input the End date of employment
 - iii. If any employer information, including business name, address, or contact information does not appear correctly, please enter the correct information in the text box provided or contact the CDHS.

End date
 yyyy-mm-dd
 - b. Practicing under Contract
 - i. If you are a practice owner or practice under contract with a dentist:
 - 1. A Verification of Contract must be filed with the College
 - a. Any changes to the status of the contract must be reported to the College immediately
 - 2. The registered Business Name must be recorded in the employment record even if self-employed
- 5. Additional Authorized Practices/ Specializations:
 - a. Permission to perform orthodontic procedures, restorative procedures, orofacial myofunctional therapy and local anesthesia require approval from the College and possibly a register change
 - i. Select the authorized practice completed under 'specializations'
 - ii. Input the required details, including supporting documentation
 - iii. Await confirmation of approval or correspondence from the College
- 6. Other jurisdictions:
 - a. If you are registered/licensed in another jurisdiction and your status has changed it can be updated under this heading
- 7. Fitness to Practice Change:
 - a. If you have been advised that you have a physical, cognitive, mental and/or emotional condition that may reasonably be expected to pose risk of harm to a client/ patient, it should be reported to the College
 - i. This includes but is not limited to an injury requiring a facilitated return to work plan (i.e., WCB)
 - b. A change in Fitness to Practice status should be reported to the Registrar in writing at registrar@cdhsk.ca
 - i. Fitness to Practice is handled on a case-by-case basis
 - ii. Failure to self-report matters related to fitness to practice may have negative consequences.
- 8. Final Steps:
 - a. Complete the profile update form:
 - i. Select SUBMIT
 - ii. If approval is not required the profile update will be effective immediately (i.e. Address, phone number)
 - iii. If approval is required, please await a confirmation email from the College.

Submit

Additional Information

- You are accountable for the information you provide and to maintain a current profile with the College
- If you are having difficulties or require assistance making profile updates, please notify the College at admin@cdhsk.ca for support
- Profile updates not made directly through the registrant portal must be made in writing to the College
- Profile updates requiring approval are not considered active until you receive confirmation or are publicly available on the public registry:
 - Review and approval may take up to 10 business days
 - Additional information or supporting documentation may be required
 - Subject to eligibility requirements outlined in the bylaws and policies
- Failing to maintain an updated profile may have unintended negative consequences
 - Potential referral to the Professional Conduct Committee