

Regulatory Bylaws

July 11, 2025

PREAMBLE

- INCORPORATION
 - LEGAL NAME
 - The Saskatchewan Dental Hygienists' Association (SDHA) is a corporation established under *The Dental Disciplines Act*, herein referred to as the 'Act', being Chapter D4-1 of the *Statutes of Saskatchewan, 1997* and its subsequent amendments.
 - The Saskatchewan Dental Hygienists' Association is established as a Corporation (Professional Association) continued as noted in Section 3(5) of the *Act*.
 - OPERATING NAME
 - As of July 1, 2024, the Saskatchewan Dental Hygienists' Association operates under the registered business name College of Dental Hygienists of Saskatchewan.
- APPLICATION AND AUTHORITY
 - These bylaws have been made by the Council of the College of Dental Hygienists of Saskatchewan, pursuant to subsection 15(2) of the *Act* and replace the Regulatory Bylaws previously in force.
 - Terminology within these bylaws that have been amended from previous versions:
 - Association has been replaced with the College.
 - Member has been replaced with Registrant.
 - Gender specific language.

STATUTORY COMMITTEES

SECTION 39 PROFESSIONAL CONDUCT COMMITTEE

- (1) The professional conduct committee is responsible for carrying out the duties prescribed to it under the *Act* and these bylaws including investigating and reporting on all complaints.
- (2) Subject to subsection 29(5) of the *Act*, the professional conduct committee shall hold in confidence all sessions, documentation and information received. The professional conduct committee may provide to the Council, the person, if any, who made the complaint and the registrant whose conduct is the subject of the complaint such information as the professional conduct committee deems advisable.

SECTION 40 DISCIPLINE COMMITTEE

- (1) The duties of this committee shall be to:
 - (a) review the reports of the professional conduct committee and, where recommended by the professional conduct committee that the discipline committee hear and determine a complaint, to conduct hearings to review the complaint set out in the written report including that a registrant has violated the provisions of the *Act* or bylaws of the College;
 - (b) determine whether the person whose conduct is the subject of a complaint or allegation is guilty of professional incompetence and/or

- professional misconduct;
 - (c) provide a written decision respecting the determination of the committee subsequent to any hearing conducted;
 - (d) exercise the disciplinary powers and authorities and conduct the procedures contained in the Act; and
 - (e) prepare and to provide to Council an annual report of the number and nature of hearings conducted.
- (2) The discipline committee may hold in confidence any documentation or information before the committee if it is satisfied that:
- (a) financial or personal or other matters may be disclosed of such a nature that the desirability of avoiding public disclosure of them in the interest of any persona affected or in the public interest outweighs the desirability of adhering to the principle that hearings be open to the public;
 - (b) a person involved in a criminal proceeding or civil suit or proceedings may be prejudiced; and/or
 - (c) the action is required for any other reason which the discipline committee considers sufficient.
- (3) Where the committee determines that the person is not guilty of professional incompetence and/or professional misconduct, written notice that the complaint has been dismissed shall be provided to:
- (a) the person who was the subject of the complaint; and
 - (b) the person who made the complaint.

REGISTRATION AND LICENSURE

SECTION 41 CATEGORIES OF REGISTRATION

- (1) A person may be registered in one of the following categories:

- (a) full registration, or
- (b) restricted registration.

Full Registration:

- (2) A person will be granted approval for full registration with the College if the person:
- (a) has graduated from a dental hygiene education program accredited or considered accredited by the Commission on Dental Accreditation of Canada

(CDAC), and delivers to the registrar:

- (i) a completed Application for Registration form;
 - (ii) notarized copy of credential in a dental hygiene education program;
 - (iii) notarized copy of national certification in Canada;
 - (iv) proof of good character;
 - (v) satisfactory evidence of good standing from the jurisdiction in which currently or last licensed; or
 - 1. if the applicant has not held a practicing licence in any jurisdiction within the last three (3) years, they may be granted registration upon proof of completion of a Council approved reentry program.
- (b) has graduated from a dental hygiene education program which is not accredited or considered accredited by the Commission of Dental Accreditation of Canada (CDAC), and delivers to the registrar:
- (i) proof of successful completion of the required practical examinations approved by the Council; and
 - (ii) all items listed in subsection 41(2)(a)(i) to (v).
- (3) If the applicant for registration is registering for the first time following completion of dental hygiene education, the registrar may waive subsection 41(2)(a)(v).
- (a) applications made more than two (2) years after the date of graduation may be granted registration upon proof of completion of a Council approved program.
- (4) Upon being granted full registration approval, the applicant must pay the non-refundable registration fee in order to be placed on the register of the College as a full registrant.

Restricted Registration

- (5) A person will be granted restricted registration and placed on the register of the College as a restricted registrant if the person:
- (a) provides proof of current licensure in another jurisdiction approved by the Council;
 - (b) undertakes to practice dental hygiene in the province of Saskatchewan only during a specified period of time and only for the purpose of participating in or conducting a clinical course, study club or research program sponsored by

an agency approved by the credentials committee; and

- (c) delivers to the registrar a completed application for restricted registration together with the non-refundable registration fee.

General Requirements

- (6) It is a non-exemptible standard and qualification for registration to practise dental hygiene that the applicant's past and present conduct afford reasonable grounds for belief that the applicant:
 - (a) is mentally competent to practise dental hygiene;
 - (b) will practise dental hygiene with decency, integrity and honesty and in accordance with the law;
 - (c) has sufficient knowledge, skill and judgment to engage in the practise of dental hygiene; and
 - (d) can communicate effectively and will display an appropriately professional attitude.

SECTION 42 CERTIFICATE OF REGISTRATION

- (1) Upon approval of full registration and receipt of the registration fee, the registrar will issue to the applicant a certificate of full registration which may contain limitations specified by the Act, or these bylaws.
- (2) A certificate of full registration is valid until removed by the Council or if the registrant does not hold a full, conditional or non-practising licence for a period of six months.
- (3) Upon approval of restricted registration, the registrar will issue to the applicant a certificate of restricted registration.
- (4) A certificate of restricted registration is valid until the end of the time specified in the certificate; or, until removed by the Council.

SECTION 43 REQUIREMENTS FOR PRACTISE

- (1) In order to practise as a dental hygienist in the province of Saskatchewan a person must:
 - (a) be registered with the College as a full or restricted registrant; and
 - (b) hold a current full or conditional licence to practise; or
 - (c) temporary permit to practise
- (2) Registrants must inform the College within thirty (30) days of change to;

- (a) legal name;
 - (b) mailing and electronic address; and
 - (c) place of employment.
- (3) Registrants must respond to all correspondence from the College to which a reply is required within thirty (30) days, unless another date is stipulated.
- (4) Registrants must receive permission from the College prior to delivering authorized practices that require additional approved education programs.
- (5) Verification of registrant's registration and licensure status is held in an electronic format made publicly available on the College website. Registrants must inform the College of any discrepancy in the information recorded.

SECTION 44 LICENCES TO PRACTISE

- (1) A registrant may be issued one of the following licences to practise:
 - (a) full licence;
 - (b) conditional licence; or
 - (c) non-practising licence.

Full Licence

- (2) A person shall be granted a full licence as a dental hygienist if the person:
 - (a) is registered with the College as a full registrant;
 - (b) pays the appropriate annual licence fee;
 - (c) provides satisfactory evidence of a successfully completed a Council approved education program in the administration of local anesthesia; and
 - (d) provides evidence of liability insurance as outlined in section 49 of these bylaws.

Conditional Licence

- (3) A person shall be granted a conditional licence as a dental hygienist if the person:
 - (a) satisfies all the conditions in subsection 44(2) of these bylaws with the exception of subsection 44(2)(c); and
 - (b) undertakes to participate in a Council approved education program in administering local anesthesia within two years of when the conditional

licence is granted.

- (c) A conditional licence holder shall only administer local anesthesia as part of a Council approved education program.
- (4) A conditional licence holder shall be granted a full licence by the registrar upon successfully fulfilling the requirements of subsection 44(2)(c) of these bylaws.
- (5) (a) If, in the opinion of the registrar, extraordinary circumstances exist relating to the failure of a conditional licence holder to successfully complete a Council approved local anesthesia education program, the registrar can grant further opportunity to successfully complete the program, taking into account the need to protect the public.

(b) A conditional licence holder who does not successfully complete a Council approved local anesthesia education program as proposed under paragraph (5)(a) will not be issued a further conditional licence.

Non-practising Licence

- (6) A person shall be granted a non-practising licence as a dental hygienist if the person:
 - (a) holds full registration with the College;
 - (b) pays the appropriate annual licence fee; and
 - (c) is not practising dental hygiene in the current licensing period.
- (7) A person may be granted a non-practising licence for a total of no more than three consecutive licensing periods.
- (8) Non-practising registrants who apply for a full licence at any time in the current licensing period will have the non-practising licence fees credited towards the fee for a full licence.

SECTION 45 TEMPORARY PERMIT TO PRACTISE

- (1) A person shall be granted a temporary permit to practise as a dental hygienist if the person:
 - (a) satisfies all the conditions for restricted registration outlined in subsection 41(5) of these bylaws; and
 - (b) pays the appropriate temporary permit fee.
- (2) A temporary permit to practise will outline the services which the holder may perform and all terms, conditions and limitations that the credentials committee deems fit.
- (3) A temporary permit to practise is valid for a period of no more than two months from

the date of issue.

SECTION 46 PROCEDURES FOR REGISTRATION AND LICENSURE

- (1) Applications for full and/or restricted registration, all categories of licences, and temporary permits to practise shall be submitted by the applicant to the registrar upon:
 - (a) completing the applicable application form(s);
 - (b) providing evidence that the applicant has the prerequisite qualifications, as outlined in these bylaws, for the registration, licence, and/or temporary permit to practise applied for; and
 - (c) paying the applicable registration, licence, and/or temporary permit to practise fee.

SECTION 47 LICENCE RENEWAL

- (1) No later than 45 days before licences expire, the registrar must notify full registrants by regular mail at their last known address of the amount of their licence renewal fee, and the day on which the fee is due.
- (2) The registrar may renew a licence to practise if the full registrant submits to the registrar:
 - (a) a completed Application for Licence Renewal form;
 - (b) evidence of the required continuing education points as set out in section 52 of these bylaws;
 - (c) the appropriate fee for renewal of the licence; and
 - (d) any other outstanding fee, debt or levy owed to the College
- (3) On receipt of the licence renewal fee and any arrears, the registrar must issue to the full registrant making payment a receipt under their hand and the seal of the College that the licence is, subject to their compliance with the Act and these bylaws, entitled to practise dental hygiene in the province of Saskatchewan as a full registrant of the College.
- (4) Effective October 2015, where the registrar does not receive a completed Application for Licence Renewal form along with all required information and fees on or before midnight of October 31st, the licence of the registrant will automatically expire.

SECTION 48 DISCLOSURE OF REGISTRATION AND LICENSURE STATUS

- (1) Where an inquiry about the registration/licensure status of a person is received by the Council or registrar, the registrar must disclose whether or not the:

- (a) person is presently a full or restricted registrant;
 - (b) person presently has a licence or a temporary permit to practise as a dental hygienist in the province of Saskatchewan;
 - (c) person has previously been registered and/or licensed in Saskatchewan and whether their registration, licence and/or permit has been revoked as a result of discipline proceedings;
 - (d) person's practice of dental hygiene is restricted in any way and the nature of the restrictions; and
 - (e) person has ever had any other penalty pursuant to sections 31 and 34 of the *Act* imposed upon them.
- (2) Except with the consent of the person affected, the registrar must not release the names of complainants, clients, or their families or information which might otherwise enable a person inquiring about the status of a registrant to establish the identity of complainants, clients or their families.

SECTION 49 LIABILITY INSURANCE

- (1) Every dental hygienist who holds a full or conditional licence or a temporary permit to practise in the province of Saskatchewan, must be insured against liability for negligence in an amount of at least one million dollars per occurrence.

SECTION 50 REINSTATEMENT

- (1) A person whose registration and/or licence has been revoked or expired may make application to be reinstated by submitting to the credentials committee:
- (a) a completed Application for Reinstatement form;
 - (b) any evidence the applicant desires the credentials committee to review in support of the reinstatement application;
 - (c) the reinstatement fee(s); and
 - (d) the applicable registration and/or licence fee owing.
- (2) On receipt of an application for reinstatement, the credentials committee shall review the evidence submitted. The credentials committee may conduct such additional investigations as the credentials committee considers appropriate. After reviewing the evidence submitted, and completing any additional investigations which it believes warranted, the committee shall submit a report to the Council which shall include the committee's opinion whether:
- (a) it is in the public interest to reinstate the applicant;

- (b) if the applicant is to be reinstated, what conditions, if any, should apply to the reinstatement.
- (3) If Council does not grant reinstatement, the person may appeal the decision as outlined in subsections 41(5) and (6) of the Act.

SECTION 51 EXAMINATIONS

- (1) The Council must approve all practical examinations required to be taken by these bylaws.
- (2) The Council may prepare or direct the preparation of, and approve, practical examinations required to be taken under these bylaws.
- (3) When Council prepares or directs the preparation of examinations, Council shall:
 - (a) determine the time and place for the holding of an examination, designate examiners and substitutes and determine the procedures for the conduct of the examination; and
 - (b) review the results of the examination or re-examination for each applicant and make a determination as to that applicant's qualification for registration and licensure.
- (4) Applicants for examination shall pay examination fees in the amount set by the Council for Council prepared examinations.
- (5) The Council may approve practical examinations provided by other dental hygiene licensing bodies in lieu of Council prepared examinations. Applicants will pay fees for these examinations directly to the licensing body providing the examination.

SECTION 52 CONTINUING EDUCATION

- (1) Full registrants are not eligible to renew or obtain full or conditional licences unless they have filed with the registrar proof of compliance with the Council approved Continuing Competency Program.
- (2) The Continuing Competency Program referred to in subsection (1) applies to full registrants possessing full, conditional, or non-practising licences and includes:
 - (a) a minimum of fifty (50) continuing education credits:
 - (i) a minimum of thirty (30) credits of which must be acquired in the Dental Hygiene Practice Category.
 - (b) Cardiopulmonary Resuscitation (CPR) Certification;
 - (c) Jurisprudence Education Module; and

- (d) Personal Learning Tools.
- (3) Approved continuing education activities referred to in subsection (2) are those approved by the Council.
- (4) The Continuing Competency Program referred to in subsection (1) follows a three-year reporting period beginning November 1 and ending October 31 of a respective three-year cycle:
 - (a) an initial three-year reporting period will be assigned as November 1 of the licensing year in which initial registration was obtained.
 - (b) registrants returning from a lapse in licensure may be placed in an existing three-year reporting period.
- (5) The registrar will provide a continuing education record to full registrants upon request.
 - (a) any discrepancy noted by the registrant must be identified to the registrar.
 - (b) the record will account for the automatic granting of five (5) credits for completion of Personal Learning Tools.
 - (i) Personal Learning Tools are to be kept by the registrant and are subject to audit in accordance with the Continuing Competency Program approved by the Council.

SECTION 53 ADVERTISING

(6) Nature of Advertising

Advertising, promotion and other marketing activities must be in good taste, accurate and not capable of misleading the public, and observe the dignity and ethics of the profession. Any conduct, either directly or indirectly, or through any medium or agent that:

- (a) misinterprets facts;
- (b) compares either directly, indirectly or by innuendo, the registrant's services or ability with any other practitioner, or promises or offers more effective service or better results, than those available elsewhere;
- (c) deprecates another registrant as to service, ability or fees;
- (d) creates an unjustified expectation about the results the registrant can achieve;
- (e) is made under any false or misleading guise, or takes advantage either physical, emotional or financial of any patient or uses coercion, duress or harassment;

- (f) is undignified, in bad taste or otherwise offensive so as to be incompatible with the best interest of the public or registrants under the *Act*, or tend to harm the standing of the profession generally;
- (g) discloses the names of clients; or
- (h) makes statements which are not statements of fact or makes statements that cannot be proven to be accurate by the registrant;

is to be strictly avoided as such conduct is contrary to the interests of the public and the profession.

- (7) Any registrant who advertises in a manner contrary to this bylaw, or who permits such advertising to be done on the registrant's behalf or permits any clinic with which the registrant is associated to advertise contrary to this bylaw shall be guilty of unprofessional conduct and shall be subject to the provisions of the *Act*.

SECTION 54 CODE OF PROFESSIONAL ETHICS AND STANDARDS OF PRACTICE

- (1) Every registrant shall comply with the Code of Ethics and Standards of Practice.
- (2) The Code of Ethics and Standards of Practice shall be those documents as approved by resolution of the Council and may be modified from time to time by resolution of the Council.

SECTION 55 CONFLICT OF INTEREST

- (1) Conflict of interest in matters involving College representatives shall include:
 - (a) elected registrants of Council and executives;
 - (b) registrants appointed to serve as delegates, committee members or committee chairs; and
 - (c) employees of the College acting in an official capacity.
- (2) Registrants serving in an official capacity such as Council members, committee members or executive, shall declare a conflict of interest in matters under discussion or in decisions taken in which they have a vested interest.
- (3) It shall be the responsibility of the presiding officer to ensure that registrants identifying a conflict of interest shall leave the meeting during consideration of the pertinent issue and that action shall be recorded by the secretary of the meeting.
- (4) A conflict of interest may be defined as, but is not limited to the following: Where the registrant is involved in:
 - (a) negotiating wages and/or employment contracts, or completing performance

- appraisals for College staff who may be related to that registrant;
- (b) determining/reviewing credentials and registration/licensing eligibility for an applicant or another registrant who may be related to that registrant;
 - (c) the investigation and/or discipline process affecting another registrant who may be related that registrant; and
 - (d) the adjudication or appeal of registration examination marks for a person related to that registrant.

SECTION 56 SPECIAL MEETING REQUEST

- (1) The Council shall call a special meeting of the College on the written request of at least ten percent of the registrants.

Certified to be a true copy of the amendments to the regulatory bylaws approved by the Saskatchewan Dental Hygienists Association o/a College of Dental Hygienist of Saskatchewan Council on May 10, 2025.



Date: May 13, 2025

Shelby Hamm
Registrar/CEO
Saskatchewan Dental Hygienists' Association o/a
College of Dental Hygienists of Saskatchewan

Approved by:
Honourable Jeremy Cockrill
Minister of Health
Government of Saskatchewan

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NOTE: This consolidation is not official but is prepared for convenience of reference. Technically, the original bylaws and amendments are published in *The Saskatchewan Gazette*, which should be consulted for all purposes of interpretation and application of the law. In order to preserve integrity of the original document, errors that have appeared are reproduced in this consolidation.