



College of Alberta Denturists

International Applications for Registration as a Regulated Member Administration Policy

Responsible Committee/Officer:	Registrar – Registration Committee					
Effective Date:						
Review Date:	12-14-09	02-18-11	05-10-13			
Amendment Date:						

The Registrar and Registration Committee (“the Committee”) of the College of Alberta Denturists pursuant to the *Health Professions Act*, the Denturist Profession Regulation and the College’s By-Laws, will use the following general guidelines in dealing with applications by an International Applicant for Registration as a Regulated Member and for the issuance of a Practice Permit.

1. Upon receipt of the College issued registration application forms and full payment of invoiced application fee, the Registrar will review the application for completeness. If the application is complete, the Registrar will then refer the application to the Registration Committee; if it is incomplete, the Registrar will return the application to the applicant for correction of error(s) and resubmission.
2. Upon receiving the referral from the Registrar, the Registration Committee will review and verify where necessary, the submitted application forms and documents including but not limited to;
 - i. Immigration Status in Canada, (legal right to work in Canada);
 - ii. IQAS report (original document);
 - iii. Character declarations;
 - iv. Criminal Record Check;
 - v. Currency of CPR certification;
 - vi. English Proficiency;
 - vii. Submitted continuing competency form;
 - viii. Disclosure of applications to other Canadian jurisdictions form; and
 - ix. Documentation related to practical experience, including evidence of registration in the profession in the jurisdiction of graduation and any and all other jurisdictions.
3. If all matters of Item #2 are complete and acceptable to the Committee as meeting the requirements of Section 5 of the Denturists Profession Regulation as substantially equivalent, then the applicant will be advised that they must successfully challenge a one-time sitting of the following:
 - i. College of Alberta Denturists- Denturist Qualification Examination-Part I; and
 - ii. College of Alberta Denturists- Denturist Qualification Examination-Part II.

The examinations will be scheduled in accordance within normal timelines as per College policies applicable to the examinations. The applicant will be issued the appropriate Examination Registration Forms and upon submitting the correctly completed application forms and remitting full payment of invoiced fees for the examinations, provided with the appropriate confirmation documents for the examinations.

If the applicant is unsuccessful at one or both of the aforementioned examinations, the application will be refused and the applicant will be informed of the requirement of their attendance and successful graduation from a College Council approved Denturist training program. There is no provision for an appeal, review or rewrite of a failed examination.

4. If the applicant is successful in the completion of Item,#3, then the applicant must successfully challenge a one-time sitting of the following:
 - i. The NAIT Denturist Clinical Assessment (IDE65), whereby the applicant must successfully complete all sections of the assessment and provide the College with the original NAIT report document of their successful completion.

The Clinical Assessment is administered and conducted independent of the College, by NAIT, and the College does not involve itself in matters pertaining to the administration of the assessment, including the assessment fees, dates and the process involved in the assessment.

If the applicant is unsuccessful at completing the aforementioned assessment, the application will be refused and the applicant will be informed of the requirement of their attendance and successful graduation from a College Council approved Denturist training program.

5. If the applicant is successful in the completion of Item #4, then the applicant must successfully challenge the College of Alberta Denturists- Denturist Qualification Examination Part III.

This examination will be scheduled in accordance within normal timelines as per College policies applicable to the examinations. The applicant will be issued the appropriate Examination Registration Form and upon submitting the correctly completed application form and remitting full payment of invoiced fees for the examination, provided with the appropriate confirmation documents for the examination.

If the applicant is unsuccessful at the examination, the application will be refused and the applicant will be informed of the requirement of their attendance and successful graduation from a College Council approved Denturist training program. There is no provision for an appeal, review or rewrite of a failed examination.

6. If the applicant is successfully in the completion of Item #6, then the Committee will direct the Registrar to register the applicant on the general register for Regulated Members, and to issue a Practice Permit that does not have Conditions unless Conditions are deemed necessary.

The above guidelines are not exhaustive or binding and the Registration Committee can, in its sole discretion upon review of an individual's application, make additions and/or deletions from the aforementioned.

The costs related to the any and all examinations, assessments, courses, completion of any and all forms, payment of invoiced fees, or any other matters related to such an application, is solely the responsibility of the applicant.

For the purposes of this policy, "International Applicant" means an applicant from a country other than Canada or for an individual who is residing in Canada, having immigrated from a country other than Canada and who has not previously been registered as a Denturist in Alberta or any other jurisdiction in Canada.
