



CDSBC

College of Dental Surgeons
of British Columbia

500 – 1765 West 8th Avenue
Vancouver BC Canada V6J 5C6
www.cdsbc.org

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APPLICATION INSTRUCTIONS FOR PRACTISING CERTIFIED DENTAL ASSISTANT

Contents

- Form 19: Application for Certification as a Practising Certified Dental Assistant
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Note: If you are a non-B.C. dental assisting program graduate, you must first complete the required assessment through this College before applying for certification.

Application & Certification Fees

Application Fee (non-refundable) ____ C\$225

Certification Fee for 2011-12

(non-refundable after certification is granted)

March 1 – August 31 _____ C\$105

Half-year pro-ration

September 1 – February 28 _____ C\$53

Fees may be paid by cheque or money order made payable to CDSBC, credit card, or cash if paid in person at the CDSBC office Monday – Friday from 8:00 am – 4:30 pm. If paying by cheque or money order, note that separate payments are required for each of the application and certification fees.

Please submit all completed forms, documents and fees to:

College of Dental Surgeons of BC
500 – 1765 West 8th Avenue
Vancouver, BC V6J 5C6

Checklist

- Have you answered all questions on the application forms?
- Have you attached a passport-sized head and shoulder photograph to your application?
Note: photocopied pictures are not accepted.
- Have you enclosed a copy of name change documents if your name has changed?
- Have you submitted a copy of your CDA graduation certificate or diploma?
- Have you submitted proof of completion of the National Dental Assisting Examining Board (NDAEB) written examination?
- If you graduated from a program not accredited by the Commission on Dental Accreditation of Canada, have you submitted proof of completion of the Clinical Practice Evaluation (CPE)?
- Have you signed your application form and had the statutory declaration notarized by a Commissioner for Oaths who has applied a stamp or seal?
Note: photo must be attached to application prior to notarization.
- Have you enclosed separate payments for the application and certification fees?
- Have you completed and enclosed the Criminal Record Check (CRC) form and included the payment (either a certified cheque or money order made payable to the Minister of Finance or completed the Credit Card Usage Form as provided with the CRC form)?

Please note all incomplete applications will be returned.


CDSBC

 College of Dental Surgeons
of British Columbia

APPLICATION FOR CERTIFICATION – PRACTISING CERTIFIED DENTAL ASSISTANT

Surname _____

Previous Surname (if applicable) _____

First _____

Middle _____

Is the name you are applying under different than the one on your diploma?
If yes, provide a copy of legal documents certifying the name change.
i.e. marriage certificate, legal name change decree.

Date of birth – M/D/Y _____

Place of birth – City/Province/Country _____

Gender female male

Practice

Address _____ Phone _____

City _____ Fax _____

Province _____ Postal Code _____ Email _____

Home

Address _____ Phone _____

City _____ Cell _____

Province _____ Postal Code _____

Personal Email (for confidential information from CDSBC) _____

Attach a passport
sized photo taken
within the past 12
months

Photo must be
attached prior to
notarization

FOR OFFICE USE ONLY:
Certification #:

Privacy and Security

The information you provide here relates to the operations of CDSBC under the *Health Professions Act* for the purpose of regulating the practice of dentistry in British Columbia. As a public body under the provisions of the *Freedom of Information and Protection of Privacy Act (FOIPPA)*, CDSBC provides security and confidentiality of your personal information.

Consent Levels for Release of Information One box must be selected or the default will be **Level 1**.

Level 1 (Required by law)

- Includes your name and whether you are a certified dental assistant or former certified dental assistant. Also includes your class of certification, and any additional qualifications you acquired and of which the Registrar has been notified. Any limits or conditions placed on your entitlement to provide the services of a CDA, or any notations or revocation or suspensions on your certification may be released to the public.
- Personal information is for internal CDSBC use only

Level 2 (Professional organizations only)

- Includes **Level 1 plus** personal contact information, which may be released to the Certified Dental Assistants of B.C. (CDABC)

Level 3 (Professional purposes only)

- Includes **Levels 1 & 2 plus** personal contact information, which may be released to third parties for professional purposes only.
- Professional purposes may include CE opportunities, dental conferences, and information from component societies or about individual CDSBC election campaigns.
- This does not include commercial enterprises providing products or services.

Colleges or Universities Attended

Name of Institution	City/Country	Dates attended M/D/Y – M/D/Y	Designation Received

Have you been or are you licensed or certified elsewhere as a dental assistant? Yes No

If yes, complete the following:

Jurisdiction	Address	Time Period From M/D/Y – M/D/Y

Have you successfully completed the National Dental Assisting Examining Board (NDAEB) written exam? Yes No N/A

Have you successfully completed the NDAEB Clinical Practice Evaluation (CPE)? Yes No N/A

Application Questions

All of the following questions **must** be answered. A **written explanation** must be given for all affirmative answers (use a separate sheet if needed). Information provided is **confidential** to CDSBC.

Have you ever been convicted in Canada or elsewhere of any offence that, if committed by a person registered under the <i>Health Professions Act</i> , would constitute unprofessional conduct or conduct unbecoming a person certified under the CDSBC Bylaws?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are criminal charges pending against you?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
At present time, are there any investigations, reviews or proceedings taking place in any jurisdiction that could result in the suspension or cancellation of your authorization to perform the services of a dental assistant?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has your entitlement to practise as a dental assistant been limited, restricted or subject to conditions in any jurisdiction at any time?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does your past conduct demonstrate any pattern of incompetency or untrustworthiness that would make certification contrary to the public interest?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever voluntarily surrendered your licence/certification?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have a mental or physical condition that could affect your ability to safely practise as a dental assistant? (Examples: mental or physical ailment, psychiatric disorder, addiction, blood borne pathogens)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Authorization and Oath

- I am applying to be certified as a practising certified dental assistant with the College of Dental Surgeons of British Columbia ("CDSBC") pursuant to the Bylaws made under the *Health Professions Act*. In consideration of CDSBC's processing of my application, by my signature below, I authorize CDSBC to make reasonable and lawful enquiries about me, including enquiries seeking confidential or personal information (in documentary form or otherwise) from any regulatory authority, hospital, educational program, institution or law enforcement agency (collectively, the "Certification-Related Information"), and to then consider and use the Certification-Related Information, all for the sole purpose of determining my fitness for certification as a practising certified dental assistant in British Columbia.
- I recognize that those who, in good faith, furnish Certification-Related Information to CDSBC in connection with my application for certification have reasonable expectations that such Certification-Related Information will be kept confidential.
- I further understand that CDSBC may take disciplinary action against me, including action to revoke my certification, if I have, by omission or commission, knowingly given false or misleading information in the course of completing this application for certification.

Signature _____ **Date** _____



STATUTORY DECLARATION (CERTIFIED DENTAL ASSISTANT)

I, _____ (name of applicant), declare that the answers given to the questions in this application and the information I supplied on this application, are true, complete, and accurate in every respect, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if it were made under oath and by virtue of the *Canada Evidence Act*.

Signature of Applicant _____

DECLARED before me at the city of _____, in (country) _____, this _____ day of _____, 20__.

A Commissioner for Oaths or Notary Public _____

(Must include a stamp or seal of Commissioner for Oaths or Notary Public)

THIS FORM MUST BE SIGNED AND STAMPED WITH THE NOTARY SEAL.
APPLICATION MUST BE COMPLETE, WITH PHOTO ATTACHED, PRIOR TO NOTARIZATION.

COMMISSIONER FOR OATHS INFORMATION SHEET

According to Section 60 of the *BC Evidence Act*, the following persons are, because of their office or employment, commissioners for taking affidavits for British Columbia:

- a) a judge of a court in British Columbia;
- b) justices;
- c) registrars, deputy registrars, district registrars and deputy district registrars of the Supreme Court;
- d) practising lawyers as defined in section 1 (1) of the *Legal Profession Act*;
- e) notaries public;
- f) the local government corporate officer and that person's deputy;
- g) the secretary treasurer of a board of school trustees;
- h) the directeur général of a francophone education authority as defined in the *School Act*;
- i) coroners;
- j) government agents and deputy government agents;
- k) other classes of office holder or employment the Attorney General prescribes.

Note: For persons outside of British Columbia, persons or agencies equivalent to the above in other provinces or states may provide legal notarization of CDSBC application documents.



Consent to a CRIMINAL RECORD CHECK

For working with children and / or vulnerable adults

IMPORTANT: Please read Information and Instructions on Page 2. To avoid processing delays, ensure all relevant fields are complete and payment is included with the form.

Schedule Type*: A B C D E F

WORKS WITH (choose one): children vulnerable adults children and vulnerable adults

If you are unsure which 'works with' category to check, please contact your organization.

PART 1 – APPLICANT INFORMATION – To be completed by all schedule types.

Last Name: _____ First: _____ Middle: _____

Birth Date: _____ Gender: Male Female Birth Place: _____
(yyyy/mm/dd) (City, Province/State, Country)

OTHER NAMES USED OR HAVE USED: (e.g., maiden name, birth name, or previous married name)

Surname: _____ First: _____ Middle: _____

Surname: _____ First: _____ Middle: _____

Surname: _____ First: _____ Middle: _____

Mailing Address: _____

City: _____ Province: _____ Country: _____ Postal Code: _____

Contact Phone : (_____) _____ BC Driver Licence # : _____

PART 2 – ORGANIZATION INFORMATION – To be completed by all, except Schedule F.

Section A Complete this section if you have been provided with an ID number from Criminal Records Review Program.

Organization Name: College of Dental Surgeons of BC
Employer / Childcare Resource Referral Program (CRRP) / Health Authority / Governing Body / Education Institution / Office of Independent Schools

Organization Contact Name or Title (the person to receive the result of the check): _____

ID Number (provided by the Criminal Records Review Program): 8

Section B If you are unable to provide an ID Number please complete ALL of Section B.

Organization Name: N/A

Organization Contact Name or Title (the person to receive the result of the check): N/A

Mailing Address (result of the check is sent here): N/A

City: N/A Province: N/A Country: N/A Postal Code: N/A

Office Phone: (N/A) N/A Fax: (N/A) N/A

Applicant's Position / Job Title with Organization: N/A

Governing Body Licence or Registration # (if applicable): N/A

PART 3 – Schedule D Only must provide:

Licensed Child Care or Adult Care Facility Name: _____

CONSENT FOR RELEASE OF INFORMATION AND ACKNOWLEDGEMENTS:

I have read and understand the Consent for Release of Information and Acknowledgements on Page 2. I hereby consent to these terms as indicated by my signature below:

Applicant Signature

Parent or Guardian Signature for Applicant Under 19 Years of Age

Date Signed

PSSG10-031 / April 2011



Consent to a Criminal Record Check (Schedule A, B, C, D, E or F)

INFORMATION and INSTRUCTIONS

Page 1 is set up with 'form fields' so you may complete it at your computer then print the number of copies required. You may also complete the form by hand, but please print clearly using dark ink. Processing delays will result if form is submitted incomplete, incorrect or if information cannot be read clearly. For information contact the Criminal Records Review Program at (250) 387-6981 or toll-free 1-800-663-7867.

SCHEDULE TYPES (including specific instructions for each schedule type)

Schedule A: use if the individual is an employee working with children and / or vulnerable adults and does not meet any description of schedules B, C, D or E. The employer retains the original signed consent form.

Schedule B: use if the individual is a) applying for membership or is a registered member of a B.C. governing body, or b) is applying for, or has certification, or a letter of permission to teach through the Office of Inspector of Independent Schools, B.C. Ministry of Education, or c) is a registered student in a post secondary program with a practicum component involving work with children and / or vulnerable adults. See website www.pssg.gov.bc.ca/criminal-records-review/who-qualifies/index.htm for a complete list of Governing Bodies covered under the Criminal Records Review Act. Either the governing body, Office of Inspector of Independent Schools or the post secondary institution retains the original form.

Schedule C: use if the individual is a volunteer, a resident age 12 or older, or a manager or owner / operator of a licence-not-required child care facility. The child care facility must apply for registration or be registered with their regional provincial Child Care Resource and Referral program. The local Child Care Resource and Referral Program must complete PART 2 of this form and retains the original signed consent form.

Schedule D: use if the individual is a manager or owner operator applying for or already holds a child care or adult care (vulnerable adults) facility licence, or is the manager's or owner operator's family member age 12 or older living in the facility. The local Health Authority, Community Care and Assisted Living facilities licensing office must complete PART 2 of this form and retains the original signed consent form. Individuals must also complete PART 3.

Schedule E: use if the individual is an employee or a volunteer at a child care or adult care (vulnerable adults) facility, licensed under the Community Care and Assisted Living Act which is administered by local health authority community care facility licensing offices. The manager or owner / operator of the facility keeps the original signed consent form.

Schedule F: use if the individual is a student (ECE college level or high school) on work placement at a child care facility, or a child care substitute, or a child care worker working at multiple facilities applying for registration on the Short-term Registry or an adult care facility licensed under the Community Care and Assisted Living Act. The applicant keeps the original form. NOTE, effective January 1, 2012 ECE students will be considered Schedule B.

CHECKLIST for Applicant

- I understand which 'schedule type' and which 'works with' category pertains to me (if this is not clear, please contact your organization).
- I have checked off which Schedule Type (A,B,C,D,E or F) I am submitting for a Criminal Record Check and indicated which 'works with' category.
- I have completed all the applicable sections clearly and legibly.
- I have read and understand the Consent for Release of Information and Acknowledgements and information regarding the Freedom of Information and Privacy Act (FOIPPA) — (outlined below).
- I have signed and dated the Consent for Criminal Record Check form.
- Payment: I have provided the \$20 processing fee (non-refundable) by:
 - Visa or MasterCard – and have completed the Credit Card Usage Form – www.pssg.gov.bc.ca/criminal-records-review/shareddocs/credit-card.pdf
 - Certified cheque or money order made payable to the Minister of Finance. **NOTE: Personal cheques are NOT accepted.**
 - My organization will pay the \$20.00 processing fee
 - I have not completed payment, but have completed the Fee Waiver (attached) – see www.pssg.gov.bc.ca/criminal-records-review/apply/index.htm
- I understand that my employer or organization will retain the originals of the forms I have completed and will forward a copy with the processing fee to the Criminal Records Review Program on my behalf unless I am a Schedule F then I am to retain the original signed consent form.

CHECKLIST for Organization

- The employee/applicant will provide you with the original, completed and signed consent form and applicable attachments.
- Retain the original form(s).
- Forward a copy of the form(s), along with payment, to the Criminal Records Review Program by either method below:
 - 1) **MAIL** : Criminal Records Review, Ministry of Public Safety and Solicitor General, PO Box 9217 Stn Prov Govt, Victoria BC V8W 9J1
 - 2) if the fee is being paid by credit card, you have the option to **FAX** the credit card authorization form with the completed form to: 250 356-1889.

CONSENT FOR RELEASE OF INFORMATION AND ACKNOWLEDGEMENTS PURSUANT TO THE B.C. CRIMINAL RECORDS REVIEW ACT

- I hereby consent to a check for records of criminal convictions to determine whether I have a conviction or outstanding charge for any relevant or specified offence(s) under the Criminal Records Review Act;
- I hereby authorize the release to the Deputy Registrar any documents in the custody of the police, the court and crown counsel relating to an outstanding charge or conviction of any relevant or specified offence(s) as defined under the Criminal Records Review Act.
- Where the results of this check indicate that a criminal record or outstanding charge for a relevant or specified offence(s) may exist, I agree to provide my fingerprints to verify any such criminal record.
- The Deputy Registrar will notify me and my organization that I have an outstanding charge or conviction for any relevant or specified offence(s) and the matter has been referred to the Deputy Registrar;
- The Deputy Registrar will determine whether or not I present a risk to physical or sexual abuse to children and / or physical, sexual or financial abuse to vulnerable adults as applicable.
- The Deputy Registrar's determination will be disclosed to my organization and it will include consideration of any relevant or specified offence(s) for which I have received a pardon.
- If I am charged with or convicted of a relevant or specified offence(s) at any time subsequent to the criminal record check authorized herein, I further agree to report the charge or conviction to my organization and provide my organization, in a timely manner, with a new signed Consent to a Criminal Record Check form.

Page 2 of 2

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT (FOIPPA): The information requested on this form is collected under the authority of the Criminal Records Review Act and in the case of child care facilities, the Community Care Facility Act, and the regulations which govern both these acts. The information provided will be used to fulfill the requirements of the Criminal Records Review Act for the release of criminal records information and is in compliance with the FOIPPA.



Ministry of Public Safety and Solicitor General

Criminal Records Review Program Application for Pre-Authorized CREDIT CARD USAGE

To be completed if paying by credit card.

Directions: You may complete the form fields at your computer, print, then sign and date *OR* print the form out and complete using a dark ink pen, printing clearly and carefully. The form must be signed and dated and all information must be complete in order for the record check to proceed. Incomplete forms will be returned. Credit card information should not be e-mailed. Mail or fax this form to the Criminal Records Review Program (address below).

PART A – CREDIT CARD PAYMENT AUTHORIZATION

I authorize the use of the following credit card to cover criminal record check(s) fees as follows (check one):

Payment Type: Visa Mastercard

- I hereby authorize to deduct \$20.00 for each applicant listed in Part B — \$ _____ (total payment authorized).
- I wish to establish a drawdown account.
- I wish to replenish an existing drawdown account.

Credit Card Number: _____ Expiry Date: _____ / _____
(Month / Year)

Print Cardholder's Last Name: _____ First Name: _____

Signature of Cardholder: _____ Date signed: _____ / _____ / _____
(Year / Month / Day)

Address: _____ Telephone No: _____
 _____ Postal Code _____

Name of Organization: _____

PART B – INDIVIDUAL(S) REQUIRING A CRIMINAL RECORD CHECK:

Clearly print the names of individuals requiring a criminal record check and for whom applications are attached (a list of names is not required for those establishing or replenishing a Draw Down account).

Surname	First Given Name	Middle Name(s)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

PART C – FOR SECURITY PROGRAMS USE ONLY:

Invoice # _____ Trans # or Approval # _____ Completed by _____ Date _____

PSSG 08-000 01/2010



Ministry of Public Safety and Solicitor General
Policing and Security Programs
Security Programs Division
Criminal Records Review Program

Mailing Address:
P.O. Box 9217 STN PROV GOVT
Victoria, BC V8W 9J1
Fax: (250) 356-1889

www.pssg.gov.bc.ca/criminal-records-review

APPLICANT CREDIT CARD AUTHORIZATION FORM

Applicant name: _____

VISA Mastercard

Card number: _____ **Expiry:** _____

Please indicate your approval for your credit card to be charged for each of the following:

Application fee:

\$225

Certification fee:

\$105 (if application received by CDSBC March 1 – August 31)

OR

\$53 pro-rata (if application received by CDSBC September 1 – February 28)

Cardholder's name (please print): _____

Cardholder's signature: _____

Payment by phone is not available. Your signature is required to authorize payment.

MAKE SURE YOU HAVE SIGNED THIS FORM.

Standards of Practice for Dentists and Certified Dental Assistants in British Columbia

The following standards describe the responsibilities of dentists and certified dental assistants (CDAs) in providing dental care to the public in B.C.

1 Patient-Centred Dental Care

- Put the interests of patients before the interests of the dentist or CDA in providing safe, professional, quality patient care.
- “Do no Harm”.
- Respect the patient’s right to confidentiality.
- Respect the patient’s right and ability to make informed choices regarding dental care.

2 Unique Body of Knowledge

- Base dental practice on a unique, scientifically based body of knowledge and expertise.
- Practise according to evidence-based and peer-supported principles.

3 Competent Application of Knowledge

- Competently apply knowledge in assessing, treating and managing the care of the patient.
- Assess outcomes of care provided where possible.
- Maintain competence by undertaking continuous learning and professional development.

4 Professional Ethics

- Practise in accordance with the ethical guidelines for the profession.

5 Professional Responsibility and Accountability

- Maintain accountability in the public interest.
- Ensure that practice meets the legislative requirements and professional standards of the profession.
- Assume primary responsibility for maintaining own competence and fitness to practise.

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