



**CDSBC**

College of Dental Surgeons  
of British Columbia

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## **Bylaws of the College of Dental Surgeons of British Columbia**

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*Health Professions Act* RSBC 1996, chapter 183

Dated: April 3, 2009 (consolidated July 28, 2020)

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## BYLAWS OF THE COLLEGE OF DENTAL SURGEONS OF BRITISH COLUMBIA

### PART 1 – INTERPRETATION

#### Interpretation

**1.01** In these bylaws:

“**Act**” means the *Health Professions Act*;

“**board**” means the board of the college;

“**board chair**” means the board member elected as the chair of the board under section 2.11;

“**board election**” means an election under section 17(3) of the Act;

“**board member**” means a registrant board member, a certified dental assistant board member, or a public board member;

“**certified dental assistant**” means a person who is granted certification as a certified non-registrant in a class of certified dental assistants established under section 7.02;

“**certified dental assistant board member**” means a certified dental assistant

- (a) elected to the board under section 17(3)(a.1) of the Act, or
- (b) appointed under section 2.10 to fill a vacancy in the office of a board member referred to in subparagraph (i);

“**certified dental assisting education standards**” means the standards for assessing the education of applicants for certification as a certified dental assistant under sections 7.05(1)(a)(ii) and (2)(a)(i), 7.06(2)(b)(i) and 7.10(2);

“**certified specialist**” means

- (a) a full registrant who is granted certification as a certified specialist under section 6.05, or
- (b) a restricted to specialty registrant;

“**college**” means the College of Dental Surgeons of British Columbia continued under section 15.1(2) of the Act;

“**College Place**” means the land and buildings located at 1765 West 8<sup>th</sup> Avenue, Vancouver, British Columbia, legally described as PID 007-076-665, Lot C, Block 308,

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District Lot 526, Plan 18799, in which the college held a 70% undivided beneficial interest as of the designation date;

“**CPE**” means a Clinical Practice Evaluation offered by the National Dental Assisting Examining Board;

“**deliver**”, with reference to a notice or other document, includes mail to or leave with a person, deposit in a person’s mailbox or receptacle at the person’s residence or place of business or transmit to a person by such electronic means as specified by the registrar;

“**dental corporation**” means a health profession corporation to which a permit has been issued by the college under section 43 of the Act;

“**dental therapist**” means a registrant in the class of registrants established in section 6.02 (h.1);

“**dental therapist board member**” means a dental therapist

- (a) elected to the board under section 17(3)(a) of the Act, or
- (b) appointed under section 2.0910 to fill a vacancy in the office of a registrant board member;

“**dental therapist services**” means any of the services of dentistry specified in Schedule D.1;

“**dentist**” means a registrant in one of the class of registrants established in section 6.02(a) to (g), (i) and (j);

“**dentist board member**” means a dentist

- (a) elected to the board under section 17(3)(a) of the Act, or
- (b) appointed under section 2.10 to fill a vacancy in the office of a registrant board member;

“**dentistry**” has the same meaning as in section 1 of the Regulation;

“**designation date**” means April 3, 2009;

“**elected board member**” means a registrant board member or a certified dental assistant board member;

“**eligible voter**” means a registrant or certified dental assistant who is eligible under section 2.03 to vote in a board election;

“**First Nations Health Authority**” means the First Nations Health Authority, a society incorporated under the *Society Act* and having a mandate to plan, design, manage, deliver and fund the delivery of First Nations health programs in accordance with the British



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Columbia Tripartite Framework Agreement on First Nation Health Governance, dated October 13, 2011;

**“general dentist”** means a full registrant who is not a certified specialist;

**“hospital”** has the same meaning as in section 1 of the *Hospital Act*;

**“in good standing”** means,

- (a) in respect of a registrant,
  - (i) the registration of the registrant is not suspended under the Act, and
  - (ii) no limits or conditions are imposed on the practice of dentistry by the registrant under section 20(2.1)(a), (b.1) or (c), 20(3), 32.2, 32.3, 33, 35, 36, 37.1, 38, 39 or 39.1 of the Act, or section 7.03(5)(a), (c) or (d) or 7.03(7), and
- (b) in respect of a certified dental assistant,
  - (i) the certification of the certified dental assistant is not suspended under the Act, and
  - (ii) no limits or conditions are imposed on the provision of services of a certified dental assistant by the certified dental assistant under section 20(2.1)(a), (b.1) or (c), 20(3), 32.2, 32.3, 33, 35, 36, 37.1, 38, 39 or 39.1 of the Act, or section 7.03(5)(a), (c) or (d) or 7.03(7);

**“Level II dental assistant”** means an individual practising as a dental assistant in another Canadian jurisdiction, who is entitled in that other jurisdiction to provide those services of a certified dental assistant which are included in the core skills specified in Schedule D;

**“listed general dentistry program”** means a program in general dentistry at a post-secondary educational institution, including a qualifying program, that has been accredited by the Commission on Dental Accreditation of Canada or the Commission on Dental Accreditation of the American Dental Association and is listed in Schedule A;

**“listed specialty program”** means a program in a recognized specialty at a post-secondary educational institution that has been accredited by the Commission on Dental Accreditation of Canada or the Commission on Dental Accreditation of the American Dental Association and is listed in Schedule B;

**“National Dental Assisting Examining Board”** includes another examining body approved by the board, as referred to in the definition of “NDAEB certificate”;

**“NDAEB certificate”** means a certificate of qualification issued by the National Dental Assisting Examining Board, or another examining body approved by the board, gained through successful completion of the NDAEB written examination, or transfer of credentials for individuals entitled to practise as the equivalent of a certified dental assistant or Level II dental assistant in a Canadian jurisdiction before 1998;

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“**NDEB certificate**” means a certificate of qualification issued by the National Dental Examining Board, or another examining body approved by the board;

“**NDSE**” means a National Dental Specialty Examination that is satisfactory to the board, and offered by the Royal College of Dentists of Canada, or another examining body approved by the board;

“**personal information**” means “personal information” as defined in Schedule 1 of the *Freedom of Information and Protection of Privacy Act*;

“**practising certified dental assistant**” means a dental assistant granted certification in the class of certified dental assistants established in section 7.02(a);

“**public board member**” means a person appointed to the board under section 17(3)(b) of the Act;

“**public member**” means an individual who is not a current or former registrant or certified dental assistant, and includes a public board member;

“**recognized jurisdiction**” means another Canadian jurisdiction that is recognized by the board for the purpose of applications for certification of practising certified dental assistants under section 7.05(3) and is specified in Schedule C;

“**recognized specialty**” means a dental specialty referred to in section 6.05(1);

“**registrant**” means, except in section 8.01, a registrant of the college within the meaning of section 1 of the Act;

“**registrant board member**” means a dental therapist board member or a dentist board member;

“**registrar**” means the registrar for the college appointed under section 21(1) of the Act;

“**Regulation**” means the Dentists Regulation, B.C. Reg. 415/2008;

“**regulations**” means the regulations under the Act;

“**respondent**” means

- (a) a current or former registrant or a current or former certified dental assistant who is
  - (i) the subject of a complaint or an investigation under Part 3 of the Act, or
  - (ii) named in a citation under section 37 of the Act, or
- (b) a dental corporation named in a notice of permit revocation under section 11.06;

“**restricted activity**” means an activity specified in section 4(1) of the Regulation;

“**Royal College of Dentists of Canada**” includes another examining body approved by the board, as referred to in the definition of “NDSE”;

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**“sedation and general anaesthetic standards”** means the standards of practice established by the board for the provision of sedation and general anaesthetic services in a dental office or other facility that is not a hospital;

**“special resolution”** means a resolution which requires a two-thirds vote of those persons present and eligible to vote at a meeting;

**“standards of practice”** means the standards, limits and conditions for the practice of dentistry established by the board under section 19(1)(k) or (1.1) of the Act, and, for greater certainty, includes the sedation and general anaesthetic standards;

**“standards of professional ethics”** means the standards of professional ethics established by the board under section 19(1)(l) or (1.1) of the Act.

**PART 2 – COLLEGE BOARD**

**Composition of the board**

**2.01** The board consists of

- (a) 4 registrant board members, at least 3 of whom must be dentist board members,
- (b) 2 certified dental assistant board members, and
- (c) the public board members.

**Eligibility for election**

**2.02** (1) Subject to subsection (2), the following persons are eligible to be elected in a board election:

- (a) a dentist who is a
  - (i) full registrant,
  - (ii) restricted to specialty registrant,
  - (iii) academic registrant, or
  - (iv) academic (grandparented) registrant;
- (b) a dental therapist;
- (c) a practising certified dental assistant.

(2) A person specified in subsection (1) is not eligible to be elected in a board election if the person

- (a) does not ordinarily reside in British Columbia,
- (b) is not in good standing,
- (c) is the subject of an ongoing investigation by the inquiry committee under section 33 of the Act,
- (d) is named in a citation issued by the registrar under section 37 of the Act, the subject matter of which is not yet resolved,
- (e) is the subject of a hearing, either pending or underway, in British Columbia or in another jurisdiction, that could result in the person's entitlement to practise a health profession being cancelled, revoked or suspended for any reason other than late payment or nonpayment of fees,
- (f) has given an undertaking or consent under section 36 of the Act,
- (g) has been named in a consent order under section 37.1 of the Act or an order under section 39 of the Act,
- (h) is an employee of the college,

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- (i) is an employee, board officer, board member, or committee chair at, or holds any other position of responsibility with, the Canadian Dental Association, the British Columbia Dental Association, Canadian Dental Assistants Association, Certified Dental Assistants of British Columbia, or any other dental representative association or organization,
  - (j) at any time in the 3 years preceding the date that a nomination for the board election must be received under section 2.05, has been an employee, board officer, board member or committee chair at, or held any other position of responsibility with an association or organization described in paragraph (i),
  - (k) on being elected, would have a conflict of interest by virtue of having competing fiduciary obligations to the college and to another person or organization, or
  - (l) was an elected board member during each of the 5 years immediately preceding the date that a nomination for the board election must be received under section 2.05.
- (3) Despite subsection (2), a person who is not eligible to be elected under subsection (2)(b) to (g) may deliver to the appointments committee a written request to be eligible to be elected in a board election.
- (4) A written request under subsection (3) must be delivered to and considered by the appointments committee in accordance with procedures established by the board for delivering and considering such requests.
- (5) After considering a request under subsections (3) and (4), the appointments committee must notify the person that he or she is eligible to be elected in a board election if the committee is satisfied the reason why the person is ineligible under subsection (2)(b) to (g) will not compromise either
- (a) his or her ability to discharge the duty of a board member, or
  - (b) the integrity of the board.

### **Eligibility to vote in elections**

- 2.03** (1) Subject to subsection (2), the following persons are eligible to vote in a board election:
- (a) a dentist who is a
    - (i) full registrant;
    - (ii) restricted to specialty registrant;
    - (iii) academic registrant;
    - (iv) academic (grandparented) registrant;
  - (b) a dental therapist;

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- (c) a practising certified dental assistant.
- (2) To vote in an election, a registrant or certified dental assistant must have fully paid their annual renewal fees under section 6.20(2)(b) or 7.13(2)(b), and any other fine, fee, debt or levy owed to the college.

### **Notice of election**

- 2.04**
- (1) At least 120 days prior to the expiry of the term of office for the board member position or positions to be filled in a board election, the registrar must deliver notice of the election to every person eligible to vote under section 2.03.
  - (2) A notice under subsection (1) must contain information about the nomination procedure and the election procedure, including without limitation,
    - (a) the length of the term of office for each board member position to be filled in the election, and
    - (b) whether, under subsection 2.01, a board member position to be filled in the election must be filled by a registrant, a dentist or a certified dental assistant.
  - (3) The accidental omission to deliver notice of an election to, or the non-receipt of such notice by, any person entitled to receive notice does not invalidate the election, any proceedings in relation thereto, or the results thereof.

### **Nomination procedure**

- 2.05**
- (1) Following delivery of the notice for a board election under section 2.04, a person who is eligible to vote under section 2.03 may nominate as a candidate in the election one person who, under sections 2.01 and 2.02, is eligible to be elected to a board member position to be filled in the election.
  - (2) A nomination under subsection (1) must be
    - (a) delivered to the registrar at least 90 days before the expiry of the term of office for the board member position or positions to be filled in the election,
    - (b) in a form satisfactory to the registrar, and
    - (c) accompanied by a signed statement from the person nominated
      - (i) consenting to the nomination, and
      - (ii) declaring that he or she will observe the provisions of the Act, the regulations, and these bylaws, and the procedures related to the election and the conduct of the election.
  - (3) At the close of nominations,

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- (a) subject to section 2.01(a), if the number of candidates nominated for registrant board member positions under subsections (1) and (2) is less than or equal to the number of registrant board member positions to be filled in the board election, each nominated candidate is elected by acclamation, or
  - (b) if the number of candidates nominated for certified dental assistant board member positions under subsections (1) and (2) is less than or equal to the number of certified dental assistant board member positions to be filled in the board election, each nominated candidate is elected by acclamation.
- (4) If more than one candidate is elected by acclamation under subsection (3)(a) and the registrant board member positions to be filled by the elected candidates have different terms of office, the registrar will assign each elected candidate to one of those board member positions by random draw.
  - (5) If 2 candidates are elected by acclamation under subsection (3)(b) and the certified dental assistant board member positions to be filled by the elected candidates have different terms of office, the registrar will assign each elected candidate to one of those board member positions by random draw.

### **Election procedure**

- 2.06**
- (1) The registrar must supervise and administer all board elections and may establish additional procedures, consistent with these bylaws, for that purpose.
  - (2) Unless all board member positions to be filled in an election have been filled by acclamation under section 2.05(3), the registrar must prepare an election ballot and deliver it to each eligible voter not less than 60 days before the expiry of the term of office for the board member position or positions to be filled in the election.
  - (3) Each person eligible to vote under section 2.03 may vote in favour of one candidate for each board member position to be filled in the board election.
  - (4) The registrar must not count a ballot unless it is received by the registrar
    - (a) in accordance with the procedures established under subsection (1), and
    - (b) no later than the time and date determined by the registrar and indicated on the ballot.
  - (5) When voting occurs, board election results will be determined according to the following principles:
    - (a) subject to section 2.01(a),
      - (i) if at least one registrant board member position is to be filled in the election, the registrant board member candidate who receives the most votes on the return of ballots is elected to the board, and

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- (ii) if more than one registrant board member position is to be filled in the election, the registrant board member candidate receiving the next most votes is also elected until all of the available registrant board member positions are filled;
  - (b) if at least one certified dental assistant board member position is to be filled in the election, the certified dental assistant board member candidate who receives the most votes on the return of ballots is elected to the board;
  - (c) if 2 certified dental assistant board member positions are to be filled in the election, the certified dental assistant board member candidate receiving the next most votes is also elected;
  - (d) when 2 or more registrant board member positions to be filled in an election have different terms of office, each registrant board member candidate elected under paragraph (a) with the greater number of votes may choose, in turn, which of those board member positions to fill;
  - (e) when 2 certified dental assistant board member positions to be filled in an election have different terms of office, the certified dental assistant board member candidate receiving the greater number of votes may choose which of those board member positions to fill;
  - (f) in the case of a tie vote for a board member position to be filled in an election, the registrar must select the successful candidate by random draw.
- (6) In the event of a service or technical interruption of an election procedure, including the delivery of the election notice or receipt of nominations, the registrar may extend a deadline specified in these bylaws as is reasonable to accommodate the interruption.
  - (7) The registrar must determine any dispute or irregularity with respect to any nomination, ballot or election.
  - (8) The registrar must certify newly elected board members under section 17.1(1) of the Act.

### **Terms of office of elected board members**

- 2.07**
- (1) The term of office of a person who is an elected board member on September 16, 2019 is the term to which he or she was elected or appointed as an elected board member.
  - (2) The term of office of an elected board member elected after January 1, 2020 is 3 years commencing on July 1 of the year in which the elected board member is elected.
  - (3) Despite subsection (2), for the purpose of establishing a stagger in the terms of office for the elected board members, the board may designate that, for one or



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more elected board member positions to be filled in a board election in 2020 or 2021, the term of office is one year or 2 years commencing on July 1 of the year in which the elected board member is elected,

- (4) The designation by the board of a term of office for an elected board member position under subsection (3) is only effective if made
  - (a) by special resolution, and
  - (b) at least 30 days before the registrar must deliver notice under section 2.04 for the election in which that board member position is to be filled.
- (5) An elected board member may resign at any time by delivering a notice in writing to the registrar, and the resignation is effective upon receipt of the notice by the registrar, or on such later date as may be specified in the notice.

### **Elected board member ceasing to hold office**

- 2.08** (1) An elected board member ceases to hold office as an elected board member if he or she
- (a) ceases to be a person specified in section 2.02(1),
  - (b) ceases to be in good standing,
  - (c) ceases to ordinarily reside in British Columbia,
  - (d) is named in a citation issued by the registrar under section 37 of the Act,
  - (e) is the subject of a hearing, either pending or underway, in British Columbia or in another jurisdiction, that could result in his or her entitlement to practise a health profession being cancelled, revoked or suspended for any reason other than late payment or nonpayment of fees,
  - (f) becomes an employee of the college,
  - (g) becomes an employee, board officer, board member or committee chair at, or holds any position of responsibility with, an association or organization named or described in section 2.02(2)(a)(vii),
  - (h) develops a conflict of interest by virtue of having competing fiduciary obligations to the college and to another person or organization,
  - (i) resigns from the board under section 2.07(5),
  - (j) is removed from office under section 17.11(5) of the Act or subsection (2), or
  - (k) dies.
- (2) In addition to the board's powers and duties under section 17.11(5) of the Act, the board may, by special resolution, remove an elected board member from office, if, after giving the elected board member reasonable notice and an opportunity to be heard, the board is satisfied that the elected board member has

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contravened a term of the code of conduct approved by the board for the purpose of this subsection.

- (3) Despite subsection (1), an elected board member does not cease to hold office under subsection (1)(b), (d) or (e), as applicable, if
  - (a) the elected board member delivers to the registrar a written request that he or she not cease to hold office under subsection (1)(b), (d) or (e), and
  - (b) after giving the elected board member an opportunity to be heard, the board is satisfied the reason why the board member is to cease holding office under subsection (1)(b), (d) or (e) does not compromise either
    - (i) his or her ability to discharge the duty of a board member, or
    - (ii) the integrity of the board.
- (4) If an elected board member delivers a request to the registrar under subsection (3)(a), the request must be received by the registrar not later than 7 days after the date that the elected board member first has notice of the circumstances described in subsection (1)(b), (d) or (e), and in any event not more than 14 days after the college has notice of those circumstances,
- (5) The operation of subsection (1)(b), (d) or (e) is stayed pending a decision by board under subsection (3).

### **Investigation of elected board member**

- 2.09** At any time during which an elected board member is the subject of an investigation by the inquiry committee under section 33 of the Act, he or she must not
- (a) receive any information or documentation that is only provided to board members because they are board members,
  - (b) hold out him or herself as a board member,
  - (c) participate as a board member at a board meeting, or
  - (d) otherwise engage in any business of the board.

### **Vacancy**

- 2.10** (1) Subject to subsection (2), when no one is appointed to a vacant board member position under section 2.05(1), or an elected board member ceases to hold office before the expiry of his or her term of office, the board may appoint a dentist, dental therapist or certified dental assistant to fill the vacancy, provided
- (a) the appointment is made by special resolution, and
  - (b) the appointed dentist, dental therapist or certified dental assistant is eligible to be elected to that position under sections 2.01 and 2.02.

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- (2) If an elected board member ceases to hold office during the first year of his or her term of office,
  - (a) the board may fill the vacancy until the next scheduled board election by appointment as described in subsection (1), and
  - (b) an election must be held concurrently with the next scheduled board election to fill the vacancy for the remainder of the term of office of the former board member.

### **Board Chair**

- 2.11** (1) The board must elect a board chair from among the board members by a majority vote of the board members in attendance,
  - (a) at the first board meeting after September 16, 2019, and
  - (b) at the first board meeting after June 30 in years when there is a board election.
- (2) The board chair ceases to hold office as a board chair
  - (a) upon the election of a new board chair under this section, or
  - (b) if the board chair
    - (i) ceases to hold office as a board member
    - (ii) resigns in writing delivered to the registrar, or
    - (iii) is removed from the office of board chair by a majority vote of the board members in attendance at a board meeting.
- (3) If a board chair ceases to hold office under subsection (2)(b), the board members must elect, as soon as is convenient, a new board chair from among the members of the board, by a majority vote of board members in attendance at a board meeting.
- (4) Despite subsections (1) to (3), a majority vote described in this section has no effect unless a quorum as required under section 2.16(12) is present at the time of the vote.

### **Duties of board chair**

- 2.12** The board chair must
  - (a) preside at all board meetings and all general meetings of the college, and
  - (b) act generally in accordance with the requirements of the office of the board chair, for the proper carrying out of the duties of the board.

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### Board vice-chair

- 2.13** (1) At the time of electing a board chair under section 2.11, the board may elect a board vice-chair from among the board members by a majority vote of the board members in attendance at the meeting.
- (2) If the board elects a board vice-chair under subsection (1), the board vice-chair
- (a) must perform the duties of the board chair in the absence of or as requested by the board chair, and
  - (b) ceases to hold office as board vice-chair
    - (i) upon the election of a new board vice-chair under this section, or
    - (ii) if he or she
      - (A) ceases to hold office as a board member
      - (B) resigns in writing delivered to the board chair, or
      - (C) is removed from the office of board vice-chair by a majority vote of the board members in attendance at a board meeting.
- (3) If a board vice-chair ceases to hold office under subsection (2)(b)(ii), the board members may elect a new board vice-chair from among the members of the board, by a majority vote of board members in attendance at a board meeting.
- (4) Despite subsections (1) to (3), a majority vote described in this section has no effect unless a quorum as required under section 2.16(12) is present at the time of the vote.

### Acting chair

- 2.14** (1) If the board chair and the board vice-chair, if one has been elected under section 2.13, are absent from a board meeting or unable to act, the board members present at the meeting must elect one of their number by majority vote to be acting chair and to exercise the powers and perform the duties of the board chair for that meeting.
- (2) The board may impose any terms, limits or conditions on an acting chair elected under subsection (1) that the board considers necessary or appropriate in the circumstances.

### Remuneration of board members

- 2.15** (1) Subject to subsection (2), board members may receive remuneration in accordance with policies established by the board.
- (2) Any remuneration paid under subsection (1) must be equivalent for all board members, based on the amount of time devoted to the business of the college.

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- (3) All board members are equally entitled to be reimbursed by the college for reasonable expenses necessarily incurred in connection with the business of the college, in accordance with policies established by the board.

### Board meetings

- 2.16**
- (1) The board must meet at least twice in each fiscal year.
  - (2) Board meetings
    - (a) may be called by the board chair, and
    - (b) must be called by the registrar
      - (i) at the request of the board chair, or
      - (ii) on receipt of a written request for a meeting from 4 or more board members, setting out the matter or matters on which a decision will be sought at the meeting.
  - (3) When calling a meeting of the board under subsection (2), the board chair or registrar must provide reasonable notice of the meeting to all board members, registrants, certified dental assistants and the public.
  - (4) Notice of a board meeting under subsection (3) may be provided by posting a notice on the college website.
  - (5) Despite subsection (3), the board chair or registrar may call a meeting of the board without providing notice to registrants, certified dental assistants or the public if necessary to conduct urgent business.
  - (6) The accidental omission to deliver notice of a board meeting to, or the non-receipt of such notice by, any person entitled to receive notice does not invalidate proceedings at that meeting.
  - (7) Subject to subsection (8), meetings of the board must be open to registrants, certified dental assistants and the public.
  - (8) The board may exclude any person who is not a board member from any part of a meeting if it is satisfied that one or more of the following matters will be discussed:
    - (a) financial or personal or other matters that are of such a nature that the interest of any affected person or the public interest in avoiding disclosure of those matters outweighs the public interest in board meetings being open to the public;
    - (b) information concerning an application by any individual for registration under section 20 of the Act, or for certification as a certified dental assistant under Part 7, the disclosure of which would be an unreasonable invasion of the applicant's personal privacy;

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- (c) information concerning a complaint against, or investigation of, any individual under Part 3 of the Act, the disclosure of which would be an unreasonable invasion of the individual's personal privacy;
  - (d) information the disclosure of which may prejudice the interests of any person involved in
    - (i) a proceeding under the Act, including a disciplinary proceeding under Part 3 of the Act or a review under Part 4.2 of the Act, or
    - (ii) any other criminal, civil or administrative proceeding;
  - (e) personnel matters;
  - (f) property acquisitions;
  - (g) the contents of examinations;
  - (h) communications with the Office of the Ombudsman;
  - (i) instructions given to or opinions received from legal counsel, or any other matter which is subject to solicitor-client privilege;
  - (j) information which the college would be required or authorized to refuse to disclose to an applicant making a request for records under Part 2 of the *Freedom of Information and Protection of Privacy Act*;
  - (k) information which the college is otherwise required by law to keep confidential.
- (9) If the board excludes any person from a part of a meeting, it must have its reasons for doing so noted in the minutes of the meeting.
- (10) The registrar must ensure that minutes are taken at each board meeting, retained on file, and, subject to subsection (11), posted on the college website.
- (11) Before posting board meeting minutes on the college website under subsection (10), the registrar may edit the minutes to remove information about any matter referred to in subsection (8), provided that the reasons for removing that information are noted in the edited minutes.
- (12) A majority of the board members constitutes a quorum at a board meeting.
- (13) In case of a tie vote, the chair of the meeting does not have a second vote in addition to the vote to which the chair is entitled as a board member, and the proposed resolution does not pass.
- (14) The board may meet and conduct business in person, or by video, telephone conference, web casting, or an equivalent mechanism.
- (15) Subject to the requirements of the Act and these bylaws, the board may adopt, by a majority vote, a set of rules to govern proceedings at board meetings.

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### **Resolutions in writing**

- 2.17** (1) A resolution approved by a majority of all board members in writing, including by mail, facsimile, or e-mail, is valid and binding and of the same effect as if such resolution had been duly passed at a meeting of the board.
- (2) A special resolution approved by two-thirds of all board members in writing, including by mail, facsimile, or e-mail, is valid and binding and of the same effect as if such special resolution had been duly passed at a meeting of the board.
- (3) A report of any resolution or special resolution approved under subsection (1) or (2) must be verified and made a part of the minutes of the next meeting of the board.

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## PART 3 – COLLEGE ADMINISTRATION

### Seal

- 3.01** (1) A seal for the college must be approved by the board.
- (2) The seal of the college must be affixed, by those persons designated by the board, to certificates of registration, certified dental assistant certificates, and such other documents as the board may direct by resolution.

### Registrar

- 3.02** (1) In addition to the registrar's powers and duties under the Act, the registrar
- (a) holds final responsibility for all administrative and operational matters for the college, and
  - (b) is a non-voting member of every committee of the college.
- (2) The registrar is authorized to establish, by bylaw, forms for the purposes of these bylaws, and to require the use of such forms by registrants or certified dental assistants, as the case may be.
- (3) The registrar may designate an employee or agent of the college to exercise any power or perform any duty of the registrar assigned by the registrar.
- (4) An employee or agent of the college referred to in subsection (3) has the same authority as the registrar when the employee or agent is acting on behalf of the registrar.

### Deputy registrars

- 3.03** If the board appoints a deputy registrar or deputy registrars under section 21 of the Act, the exercise or performance by a deputy registrar of any power or duty of the registrar is subject to any directions given by the registrar.

### Spokespersons

- 3.04** (1) Only the registrar or a person authorized by the registrar may speak on behalf of the college.
- (2) A board member, including the board chair, may only speak on behalf of the board when authorized by the board.

### Fiscal year

- 3.05** The fiscal year of the college commences on March 1 and ends on the last day of February of the following year.



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### Banking

- 3.06** The board or, subject to any directions given by the board, the registrar may establish and maintain such accounts with a chartered bank, trust company or credit union as the board determines necessary from time to time.

### Payments and commitments

- 3.07** (1) The board
- (a) must annually approve an operating and capital budget for the ensuing fiscal year,
  - (b) must, on a quarterly basis, review the interim operating statements, balance sheets, summary of variances, and forecasted excess or deficiency of revenue over expense for the current fiscal year,
  - (c) may amend the approved budget,
  - (d) may establish contingency reserve funds, from which any disbursements must only be authorized by special resolution of the board, and
  - (e) may establish additional criteria for disbursements to be made from a contingency reserve fund established under paragraph (d).
- (2) The registrar
- (a) may authorize the payment of any item included in the appropriate category in the approved operating or capital budget without further approval of the board,
  - (b) may authorize the payment of any item that was included in the appropriate category in the approved operating or capital budget in an amount that will exceed the approved budget for that category, provided that
    - (i) such payments do not exceed any maximum limit previously determined by the board on the registrar's authority to authorize payments exceeding the approved budget for that category, and
    - (ii) the registrar must report at the earliest opportunity the amount by which such payments are forecast to exceed the budget for that category,
  - (c) must make disbursements from contingency reserve funds only in accordance with subsection (1)(d) and any additional criteria established by the board under subsection (1)(e), and must report the status of contingency reserve funds as part of the interim financial reporting process, and
  - (d) must obtain authorization from the board before committing the college to any operating or capital expenditure not included in the approved operating or capital budget that
    - (i) exceeds an amount that has previously been authorized by the board, or

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- (ii) creates or increases a cash flow deficiency for the current fiscal year.

### Grants from college funds

- 3.08** (1) In this section, “**grantee**” means any of the following organizations or programs:
- (a) Commission on Dental Accreditation of Canada;
  - (b) Canadian Dental Regulatory Authorities Federation;
  - (c) Royal College of Dentists of Canada;
  - (d) Faculty of Dentistry of the University of British Columbia.
- (2) The board may, in approving the operating budget under section 3.07(1)(a)
- (a) approve grants, out of the college’s funds, to grantees to assist in regulatory matters consistent with the duties and objects of the college under section 16 of the Act, and
  - (b) attach any conditions on grants approved under paragraph (a) which the board considers necessary to ensure that the grantee uses any funds granted in a manner that is consistent with the mandate, duties, and objects of the college.
- (3) The registrar may disburse a grant approved by the board under subsection (2)(a) in accordance with any payment process determined by the board.

### Collection of funds as agent

- 3.09** (1) In this section, “**association**” means
- (a) the Canadian Dental Association, or
  - (b) the British Columbia Dental Association, or another health profession association as defined in section 1 of the Act whose members are dentists.
- (2) In each fiscal year until the fiscal year ending February 28, 2022, the college may collect from dentists an amount equivalent to the annual fees of an association, whether or not the dentist is a member of the association, provided that the board and the association execute a written agreement to this effect.
- (3) Funds received by the registrar under subsection (2) are collected by the college as agent for the association and are held by the college on trust for the association.
- (4) As of March 1, 2022, the college will not collect any funds as agent for an association.

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### **Investments**

- 3.10** The board or, subject to any directions given by the board, the registrar may invest funds of the college in accordance with the board's investment policy, which must be consistent with sections 15.1 and 15.2 of the *Trustee Act*.

### **Auditor**

- 3.11** (1) The board must each year appoint a member of, or a firm licensed by, the Chartered Professional Accountants of British Columbia to be the auditor.
- (2) The registrar must submit the financial statement to the auditor within 60 days of the end of the fiscal year.
- (3) The audited financial statements of the college must be considered at each annual general meeting of the college.

### **College Place**

- 3.12** The college may only sell, transfer, dispose of, mortgage, charge, or otherwise encumber its beneficial interest in College Place by special resolution of the board.

### **Legal counsel**

- 3.13** The registrar, the board or, with the approval of the registrar or the board, a committee or panel, may retain a member of the Law Society of British Columbia for the purpose of advising the college on any matter, and assisting the board, a committee, a panel, the registrar or any employee or agent of the college in exercising any power or performing any duty under the Act.

### **Fidelity insurance**

- 3.14** The board must cause the college to maintain fidelity insurance or bonding in respect of its employees in such amounts as the board may determine from time to time.

### **General meetings**

- 3.15** (1) The board must convene an annual general meeting of the college at least once in every calendar year and not more than 15 months after the holding of the last preceding annual general meeting.
- (2) Every general meeting of the college, other than an annual general meeting, is a special general meeting.
- (3) The board
- (a) may convene a special general meeting by resolution of the board, and
  - (b) must convene a special general meeting within 60 days after receipt by the registrar of a request for such a meeting signed by at least

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- (i) 5% of all registrants referred to in subsection(5)(a) and (b),
  - (ii) 5% of all certified dental assistants referred to in subsection (5)(c),  
or
  - (iii) 5% of the combined total of all registrants referred to in subsection (5)(a) and (b) and all certified dental assistants referred to in subsection (5)(c).
- (4) All general meetings of the college must be held in British Columbia.
- (5) Only the following persons are eligible to vote or present motions at general meetings of the college, or to propose resolutions under section 3.17:
- (a) dentists in the following classes of registration:
    - (i) full registration;
    - (ii) restricted to specialty registration;
    - (iii) academic registration;
    - (iv) academic (grandparented) registration;
  - (b) dental therapists;
  - (c) practising certified dental assistants.
- (6) General meetings of the college are open to the public.

### **Notice of general meetings**

- 3.16** (1) The registrar must
- (a) at least 21 days before a general meeting, deliver notice of the meeting to every registrant or certified dental assistant described in section 3.15(5), and every board member, and committee member, and
  - (b) provide reasonable notice of the general meeting to the public.
- (2) Notice of a general meeting must include the following:
- (a) the place, day and time of the meeting;
  - (b) the general nature of the business to be considered at the meeting;
  - (c) any resolutions proposed by the board;
  - (d) any resolutions proposed by registrants or certified dental assistants under section 3.17 and delivered to the registrar before the mailing of the notice.
- (3) Notice of a general meeting may be provided to the public under subsection (1)(b) by posting a notice on the college website.

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- (4) The accidental omission to deliver notice of a meeting or resolution to, or the non-receipt of such a notice by, any person entitled to receive notice under this section or section 3.17 does not invalidate proceedings at that meeting.

### **Resolutions proposed by registrants and certified dental assistants**

- 3.17**
- (1) At least 45 days before the date of an annual or special general meeting, any registrant or certified dental assistant described in section 3.15(5) may deliver to the registrar a written request for the introduction of a resolution, provided the request is signed by any combination of at least 20 registrants and certified dental assistants described in section 3.15(5)
  - (2) If a request is received under subsection (1) after the mailing of the notice of the general meeting under section 3.16, the registrar must
    - (a) deliver a supplementary notice, including the proposed resolution, to every person entitled to receive notice of the meeting under section 3.16(1)(a), and
    - (b) provide reasonable notice of the resolution to the public.
  - (3) Notice of a resolution may be provided to the public under subsection (2)(b) by posting a notice on the college website.
  - (4) Any resolution proposed under subsection (1) is advisory to the board and is not in any way binding.

### **Proceedings at general meetings**

- 3.18**
- (1) The quorum at a general meeting is any combination of 10 registrants and certified dental assistants described in section 3.15(5).
  - (2) If the board chair and the board vice-chair, if one has been elected under section 2.13, are absent from a board meeting or unable to act, the registrants and certified dental assistants who are present and entitled to vote at the meeting must elect an acting chair for the meeting by a majority vote.
  - (3) No business, other than the adjournment or termination of the meeting, may be conducted at a general meeting at a time when a quorum is not present.
  - (4) If at any time during a general meeting there ceases to be a quorum present, business then in progress must be suspended until there is a quorum present.
  - (5) If a quorum is not present within 30 minutes from the time appointed for the commencement of a general meeting, or from any time during a general meeting when there ceases to be a quorum present, the meeting must be adjourned.
  - (6) When a general meeting is adjourned, notice of the rescheduled meeting must be delivered in the same manner as notice of the original meeting.

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- (7) The registrar must ensure that minutes are taken at each general meeting, retained on file, and posted on the college website.
- (8) When voting on a resolution at a general meeting, a registrant or a certified dental assistant described in section 3.15(5) is entitled to one vote.
- (9) In case of a tie vote the chair of the meeting does not have a second vote in addition to the vote to which the chair is entitled under subsection (8), and the proposed resolution does not pass.
- (10) Subject to the requirements of the Act and these bylaws, the board may adopt, by a majority vote, a set of rules to govern the proceedings at general meetings.

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## PART 4 – COLLEGE COMMITTEES AND PANELS

### Committees

- 4.01** (1) The following committees are established:
- (a) registration committee;
  - (b) inquiry committee;
  - (c) discipline committee;
  - (d) quality assurance committee;
  - (e) sedation and general anaesthesia committee;
  - (f) standards and guidance committee;
  - (g) patient relations committee;
  - (h) audit and risk committee;
  - (i) appointments committee;
  - (j) human resources and remuneration committee.
- (2) A person appointed as a member of a committee established under these bylaws
- (a) serves a term of office specified by the board not exceeding 2 years,
  - (b) ceases to hold office as a committee member if, before the expiry of the term of appointment under paragraph (a), the person
    - (i) resigns from office by delivering notice of that resignation in writing to the registrar, or
    - (ii) is removed from office by a majority vote of the board, and
  - (c) is eligible for reappointment to a committee, but must not serve as a committee member for more than 6 consecutive years.
- (3) Despite subsection (2)(c), a person is not eligible to be reappointed as a committee member until one year after he or she
- (a) completes 6 consecutive years of service as a committee member, or
  - (b) ceases to hold office under subsection (2)(b).
- (4) The board must not appoint a board member to the registration committee, the inquiry committee, the discipline committee, the quality assurance committee, the sedation and general anaesthesia committee, the standards and guidance committee or the patient relations committee.
- (5) Subject to sections 4.04(1), 4.11(3) and 4.12(3), at the first meeting of a committee after July 1, the committee, by majority vote of the committee members present,

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- (a) must elect a committee chair, and
  - (b) may elect a committee vice-chair.
- (6) If the committee chair is absent or unable to act for any reason, the committee vice-chair, provided one has been elected under subsection (5), may exercise the powers and perform the duties of the chair.
- (7) If both the committee chair and the committee vice-chair, provided one has been elected under subsection (5), are absent from or unable to act for any reason, the committee members may appoint one of their number to exercise the powers and perform the duties of the chair.
- (8) Subject to section 3.02(1)(b), a member of the inquiry committee or the discipline committee must not be a member of any other committee.

### **Committee panels**

- 4.02** (1) The registration committee, the inquiry committee and the discipline committee may meet in panels of at least 3 committee members, including at least one committee member who is a registrant.
- (2) At least one-third of the members of a panel under subsection (1) must be public members.
- (3) Subject to subsections (4) and (5), the chair of a committee referred to in subsection (1) must appoint the members of a panel and must designate one of the appointed members as chair of the panel.
- (4) In addition to the public member or members required under subsection (2), the other members of the following panels must include at least one registrant:
- (a) a panel of the registration committee appointed to hear an issue arising from an application for registration;
  - (b) a panel of the inquiry committee that may dispose of a matter under section 33(6) of the Act when the matter involves the investigation of a registrant;
  - (c) a panel of the discipline committee appointed to hear
    - (i) a matter under section 38 of the Act when the respondent is a registrant, or
    - (ii) a matter under section 44 of the Act and section 11.06.
- (5) In addition to the public member or members required under subsection (2), the following panels must include at least one certified dental assistant:
- (a) a panel of the registration committee appointed to hear an issue arising from an application for certification;



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- (b) a panel of the inquiry committee that may dispose of a matter under section 33(6) of the Act when the matter involves the investigation of a certified dental assistant;
  - (c) a panel of the discipline committee appointed to hear a matter under section 38 of the Act when the respondent is a certified dental assistant.
- (6) A panel of a committee referred to in subsection (1) may exercise any power and perform any duty of that committee.

### **Remuneration of committee members**

- 4.03** (1) A committee member is entitled to remuneration for committee work
- (a) at an equivalent rate for all committee members,
  - (b) based on the amount of time the committee member devoted to the business of the college, and
  - (c) in accordance with policies established by the board.
- (2) A committee member is entitled to reimbursement of reasonable expenses necessarily incurred in connection with the business of the college, in accordance with policies established by the board.

### **Meetings of a committee or panel**

- 4.04** (1) For quorum at a meeting of a committee,
- (a) a majority of the committee must be present, and
  - (b) at least one-third of the committee members present must be public members.
- (2) Despite subsection (1)(a), for quorum at a meeting of a committee panel
- (a) all members of the panel must be present if the panel has fewer than 4 members, and
  - (b) three-quarters of the panel must be present if the panel has 4 members or more.
- (3) Each member of a committee or a panel of a committee has one vote, including the committee chair and the committee vice-chair, provided one has been elected under section 4.01(5), and the chair of a committee panel.
- (4) In the case of a tie vote, the committee chair and the committee vice-chair, provided one has been elected under section 4.01(5), and the chair of a committee panel does not have a second or deciding vote, and the proposed resolution does not pass.

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- (5) A committee or a committee panel may meet and conduct business in person, or by video, telephone conference, web casting, or an equivalent mechanism.
- (6) Subject to s. 38(3) of the Act, the meetings of a committee or a committee panel are closed to registrants, certified dental assistants and the public, unless, further to an application in writing or on its own motion, a committee or a panel of a committee invites a registrant, certified dental assistant or member of the public to attend all or part of a meeting.
- (7) While a registrant, certified dental assistant or member of the public is in attendance at a meeting of a committee or a committee panel under subsection (6), the committee or panel must not discuss any of the matters specified in section 2.16(8), except to the extent that the registrant, certified dental assistant or member of the public in attendance is already aware of those matters or information relating to those matters.
- (8) The chair of a committee or a committee panel must ensure that minutes are taken at each meeting of the committee or panel and retained on file.

### **Registration committee**

- 4.05** (1) Subject to subsection (2) and section 4.01(4), the registration committee consists of at least 9 persons appointed by the board, including
- (a) at least 6 persons who are registrants or certified dental assistants, and
  - (b) at least 3 public members.
- (2) At least one-third of the members of the registration committee must be public members.
- (3) In addition to the duties and powers of the registration committee under Part 2 of the Act and Parts 6 and 7 of these bylaws, the committee is responsible for
- (a) reviewing and assessing the requirements for registration and certification under Parts 6 and 7 of these bylaws and making recommendations to the board for amendment of same, and
  - (b) at least every 2 years, reviewing and assessing the committee's terms of reference and making recommendations to the board for amendment of same.

### **Inquiry committee**

- 4.06** (1) Subject to subsection (2) and section 4.01(4) and (8), the inquiry committee consists of at least 21 persons appointed by the board, including
- (a) at least 14 persons who are registrants or certified dental assistants, and
  - (b) at least 7 public members.

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- (2) At least one-third of the members of the inquiry committee must be public members.
- (3) In addition to the duties and powers of the inquiry committee under Part 3 of the Act and Part 10 of these bylaws, the committee is responsible for, at least every 2 years, reviewing and assessing the committee's terms of reference and making recommendations to the board for amendment of same.

### **Discipline committee**

- 4.07** (1) Subject to subsection (2) and section 4.01(4) and (8), the discipline committee consists of at least 15 persons appointed by the board, including
- (a) at least 10 persons who are registrants or certified dental assistants, and
  - (b) at least 5 public members.
- (2) At least one-third of the members of the discipline committee must be public members.
  - (3) In addition to the duties and powers of the discipline committee under Part 3 of the Act and Part 10 of these bylaws, the committee is responsible for, at least every 2 years, reviewing and assessing the committee's terms of reference and making recommendations to the board for amendment of same.

### **Quality assurance committee**

- 4.08** (1) Subject to subsection (2) and section 4.01(4), the quality assurance committee consists of at least 5 persons appointed by the board, including
- (a) at least 3 persons who are registrants or certified dental assistants,
  - (b) at least 2 public members.
- (2) At least one-third of the members of the quality assurance committee must be public members.
  - (3) In addition to the duties and powers of the quality assurance committee under Part 3 of the Act, the committee is responsible for
    - (a) developing, administering and maintaining the quality assurance program described in Part 9 of these bylaws, and
    - (b) at least every 2 years, reviewing and assessing the committee's terms of reference and making recommendations to the board for amendment of same.

### **Sedation and general anaesthesia committee**

- 4.09** (1) Subject to subsection (2) and section 4.01(4), the sedation and general anaesthesia committee consists of at least 9 persons appointed by the board, including

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- (a) at least 6 persons who are registrants or certified dental assistants, and
- (b) at least 3 public members of whom
  - (i) at least 2 are medical practitioners certified in anaesthesia by the Royal College of Physicians and Surgeons of Canada, who are confirmed by the College of Physicians and Surgeons of British Columbia as suitable for membership on the committee, and
  - (ii) at least one is an individual with expertise in biomedical engineering.
- (2) At least one-third of the members of the sedation and general anaesthesia committee must be public members.
- (3) The sedation and general anaesthesia committee is responsible for
  - (a) authorizing qualified registrants to provide sedation or general anesthesia,
  - (b) assessing the compliance of dentists with the standards for sedation and general anaesthesia, including whether dentists are operating, in compliance with those standards, the dental offices and other facilities (that are not a hospital) where they provide sedation and general anesthesia,
  - (c) collaborating with other health colleges on processes for assessing and authorizing sedation and general anesthesia services, and
  - (d) at least every 2 years, reviewing and assessing the committee's terms of reference and making recommendations to the board for amendment of same.

### **Standards and guidance committee**

- 4.10**
- (1) Subject to subsection (2) and section 4.01(4), the standards and guidance committee consists of at least 5 persons appointed by the board, including
    - (a) at least 3 persons who are registrants or certified dental assistants, and
    - (b) at least 2 public members.
  - (2) At least one-third of the members of the standards and guidance committee must be public members.
  - (3) The standards and guidance committee is responsible for
    - (a) making recommendations to the board for development of practice and ethical standards and guidance,
    - (b) reviewing practice and ethical standards and guidance and making recommendations for amendment of same,
    - (c) collaborating with other health colleges for the purpose of developing or amending practice and ethical standards and guidance under paragraphs (a) and (b),

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- (d) overseeing consultation with the public or with registrants and certified dental assistants on amendment and development of practice and ethical standards and guidance and, as appropriate, incorporating the results of that consultation in the recommendations of the committee to the board for amendment or development of standards and guidance, and
- (e) at least every 2 years, reviewing and assessing the committee's terms of reference and making recommendations to the board for amendment of same.

### **Patient relations committee**

- 4.11** (1) Subject to subsection (2) and section 4.01(4), the patient relations committee consists of at least 6 persons appointed by the board, including
- (a) at least 3 persons who are registrants or certified dental assistants, and
  - (b) at least 3 public members.
- (2) At least one-half of the members of the patient relations committee must be public members.
- (3) The board must designate a public member of the patient relations committee as the committee chair.
- (4) The patient relations committee is responsible for
- (a) establishing a patient relations program to seek to prevent professional misconduct, including professional misconduct of a sexual nature, and monitoring the operation of that program,
  - (b) reviewing and assessing standards and guidance relevant to patient relations and making recommendations to the standards and guidance committee for amendment of same,
  - (c) collaborating with other health colleges for the purpose of developing standards and guidance relevant to patient relations under paragraph (b), and
  - (d) at least every 2 years, reviewing and assessing the committee's terms of reference and making recommendations to the board for amendment of same.

### **Audit and risk committee**

- 4.12** (1) Subject to subsection (2), the audit and risk committee consists of at least 3 persons appointed by the board, including
- (a) at least one public member who is a member of the Chartered Professional Accountants of British Columbia, and

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- (b) at least one board member who may also be a public member described in paragraph (a).
- (2) At least one-third of the members of the audit and risk committee must be public members.
- (3) The board must designate a public member appointed under subsection (1)(a) as the committee chair.
- (4) The audit and risk committee is responsible for
  - (a) analysing each financial plan and annual budget prepared by the registrar and preparing a report on that analysis to be sent to the board at the same time as the plan and budget,
  - (b) reviewing all financial statements and reports prepared for the college, including the annual audited financial statements, and advising the board on
    - (i) any issues with a statement or report identified by the committee, and
    - (ii) if board approval of a statement or report is required, whether to approve the statement or report,
  - (c) consulting with the registrar and the auditor appointed under section 3.11(1) on
    - (i) the suitability and sufficiency of accounting policies, practices and systems utilized by the college, and
    - (ii) significant college financial reports, records or presentations,
  - (d) making recommendations to the board on the auditor to be appointed under section 3.11(1),
  - (e) reviewing the performance of the auditor appointed under section 3.11(1) and reporting to the board on that review,
  - (f) overseeing risk management for the college, including the identification of material risks to the college, ensuring there are adequate measures in place to address those risks, and reporting to the board regarding same
  - (g) working with the registrar on
    - (i) establishing and, as appropriate, amending policies and procedures for managing allegations of misconduct regarding the finances of the college, and
    - (ii) reporting any such allegations to the board,
  - (h) monitoring the investments and indebtedness of the college and reporting to the board on same,

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- (i) monitoring college compliance with financial laws and best practices, reviewing college policies and procedures on compliance, and reporting to the board on same, and
- (j) at least every 2 years, reviewing and assessing the committee's terms of reference and making recommendations to the board for amendment of same.

### **Appointments committee**

- 4.13** (1) Subject to subsection (2) and section 4.01(4), the appointment committee consists of at least 3 persons appointed by the board, including at least one public member.
- (2) At least one-third of the members of the appointment committee must be public members.
- (3) The appointment committee is responsible for
- (a) reviewing the composition of each committee listed in section 4.01(1) and making recommendations to the board for amendment of same,
  - (b) working with the registrar and committee chairs to identify the competency needs of each committee,
  - (c) working with the registrar to identify and recruit candidates for committee membership,
  - (d) working with the registrar to identify the competencies necessary for committee chairs,
  - (e) if, before the close of nominations for a board election under section 2.05, no one is nominated as a candidate for a board member position to be filled in that election, recruiting a registrant or certified dental assistant eligible under sections 2.01 and 2.02 to be elected to that position, and recommending that registrant or certified dental assistant to the board for appointment under section 2.10,
  - (f) reviewing requests under section 2.02(3) from persons seeking to be deemed eligible to be elected in a board election, and
  - (g) at least every 2 years, reviewing and assessing the committee's terms of reference and making recommendations to the board for amendment of same.

### **Human resources and remuneration committee**

- 4.14** (1) Subject to subsection (2), the human resources and remuneration committee consists of at least 3 persons appointed by the board, including
- (a) at least one board member, and

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- (b) at least one public member.
- (2) At least one-third of the members of the human resources and remuneration committee must be public members.
- (3) The human resources and remuneration committee is responsible for
  - (a) advising the board on appropriate remuneration and employment terms for the registrar,
  - (b) reviewing college human resources policies and making recommendations to the board for amendment of same,
  - (c) each year,
    - (i) working with the registrar on
      - (A) the preparation of his or her annual goals and objectives, and
      - (B) a self-evaluation of his or her job performance, and
    - (ii) reporting to the board on the evaluation of the registrar's job performance,
  - (d) advising the board on appropriate policies and procedures for managing allegations of misconduct against board members, committee members or college employees engaged in carrying out the business of the college, and
  - (e) at least every 2 years, reviewing and assessing the committee's terms of reference and making recommendations to the board for amendment of same.



**PART 5 – COLLEGE RECORDS**

**Responsibility for administration of *Freedom of Information and Protection of Privacy Act***

- 5.01** (1) The registrar is the “head” of the college for the purposes of the *Freedom of Information and Protection of Privacy Act*.
- (2) The registrar may authorize another employee, or agent of the college to exercise any power or perform any duty of the registrar under the *Freedom of Information and Protection of Privacy Act*.

**Fees for information requests**

- 5.02** Subject to section 75 of the *Freedom of Information and Protection of Privacy Act*, an applicant who requests access to a college record under section 5 of the *Freedom of Information and Protection of Privacy Act* must pay the fees specified in Schedule E for services required to comply with the information request.

**Protection of personal information**

- 5.03** (1) The board must take reasonable measures for the purpose of ensuring that the collection, use, and disclosure of personal information by the college complies with the *Freedom of Information and Protection of Privacy Act*.
- (2) The board must take reasonable measures to ensure that, if personal information is provided by the college to any person or entity for processing, storage, or destruction, a contract is made with that person or entity which includes an undertaking by the person or entity that the confidentiality of that personal information will be maintained.

**Disclosure of registration status**

- 5.04** (1) If the board or the registrar receives an inquiry about the registration status of a person, the registrar must disclose
- (a) whether or not the person is a registrant or a former registrant, and
  - (b) any information respecting the person that is included in the register under section 21(2) or (5) of the Act as of the date the inquiry is made, if the person is a registrant or a former registrant, unless access to that information is refused under section 22(2) of the Act.
- (2) If the board or the registrar receives an inquiry about the status of a person’s certification as a certified dental assistant under Part 7, the registrar must disclose
- (a) whether or not the person is a certified dental assistant or a former certified dental assistant, and

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- (b) any information respecting the person that is included in the register of certified dental assistants under section 7.04(1) as of the date the inquiry is made, if the person is a certified dental assistant or a former certified dental assistant, unless access to that information is refused under section 7.04(4).

### **Disclosure of annual report**

- 5.05** The registrar must make each annual report under section 18(2) of the Act available electronically and free of charge on the college website, must notify registrants that the report is available, and must provide a paper copy of the report to any person on request upon payment of the applicable fee specified in Schedule E.

**PART 6 – REGISTRATION**

**Interpretation**

**6.01** In this Part:

“**equivalent general dentistry program**” means, for the purpose of an application for registration, a program in general dentistry at a post-secondary educational institution that is, in the opinion of the registration committee, equivalent to a listed general dentistry program;

“**equivalent specialty program**” means, for the purpose of an application for registration or for certification as a certified specialist, a program in a recognized specialty at a post-secondary educational institution that is, in the opinion of the registration committee, equivalent to a listed specialty program;

“**registration committee**” has the same meaning as in section 20(6) of the Act, but does not include the registrar

- (a) in section 6.05(8), 6.19(3) or 6.191(3), or
- (b) in respect of an applicant who is reinstated as a full registrant under section 6.19(3), in section 6.19(4).

**Classes of registrants**

**6.02** The following classes of registrants are established:

- (a) full registration;
- (b) restricted to specialty registration;
- (c) academic registration;
- (d) academic (grandparented) registration;
- (e) limited (education, research and volunteer) registration;
- (f) limited (armed services or government) registration;
- (g) limited (post-graduate) registration;
- (h) limited (student practitioner) registration;
- (h.1) dental therapist registration;
- (i) temporary registration;
- (j) non-practising registration.

**General registration requirements**

**6.03** (1) Subject to subsection (2) and (3), an applicant for registration in any class of registrants must deliver the following to the registrar:

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- (a) evidence satisfactory to the registration committee that the applicant is of good character;
  - (b) any applicable application and registration fees specified in Schedule E;
  - (c) any other outstanding fine, fee, debt or levy owed to the college;
  - (d) a statutory declaration in Form 2;
  - (e) a signed criminal record check authorization in Form 3, accompanied by any required payment;
  - (f) a letter in a form satisfactory to the registration committee, dated within one month of the date of the application, from each other competent regulatory or licensing authority in every jurisdiction where the applicant is or was, at any time, registered or licensed for the practice of dentistry or another health profession,
    - (i) certifying that the applicant's entitlement to practise dentistry or the other health profession has not been cancelled, suspended, limited, restricted, or subject to conditions in the applicable jurisdiction at any time, or specifying particulars of any such cancellation, suspension, limitation, restriction, or conditions,
    - (ii) certifying that there is no investigation, review, or other proceeding underway in the applicable jurisdiction that could result in the applicant's entitlement to practise dentistry or the other health profession being cancelled, suspended, limited, restricted, or subjected to conditions, or specifying particulars of any such investigation, review, or other proceeding, and
    - (iii) certifying that the applicant's entitlement to practise dentistry or the other health profession has not been voluntarily relinquished in the applicable jurisdiction with the effect of preventing the commencement or completion of an investigation, review or other proceeding that could have resulted in the applicant's entitlement to practise dentistry or the other health profession in the applicable jurisdiction being cancelled, suspended, limited, restricted, or made subject to conditions, or specifying particulars of any such relinquishment;
  - (g) evidence satisfactory to the registration committee of compliance with the requirement for liability insurance coverage under section 13.02;
  - (h) evidence satisfactory to the registration committee of the applicant's English language proficiency.
- (2) Subsection (1) does not apply to persons entitled to academic (grandparented) registration under section 6.11(1), or applicants for non-practising registration.
- (3) Subsection (1)(e) and (f) does not apply to applicants for temporary registration.

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### Full registration

- 6.04** (1) For the purposes of section 20(2) of the Act, the requirements for full registration are
- (a) a degree or equivalent qualification from a listed general dentistry program or equivalent general dentistry program,
  - (b) an NDEB certificate, and
  - (c) receipt by the registrar of
    - (i) a completed application for full registration in Form 4,
    - (ii) evidence satisfactory to the registration committee of the applicant's degree or qualification referred to in paragraph (a), and that the applicant is the person named in it,
    - (iii) evidence satisfactory to the registration committee of the applicant's NDEB certificate, and that the applicant is the person named in it,
    - (iv) if the applicant's NDEB certificate was issued more than three years before the date of their application, evidence satisfactory to the registration committee that the applicant has met the requirements of section 6.07, and
    - (v) the items required under section 6.03(1).
- (2) Despite subsection (1)(a), (b) and (c)(ii) to (iv), an applicant may be granted full registration if the applicant
- (a) holds valid and non-restricted registration or licensure as the equivalent of a full registrant in another Canadian jurisdiction, and provides evidence satisfactory to the registration committee of the applicant's registration or licensure, and that the applicant is the person named in it,
  - (b) provides evidence satisfactory to the registration committee that the applicant meets any applicable continuing education and continuous practice requirements established by the competent regulatory or licensing authority in the jurisdiction referred to in paragraph (a), and
  - (c) meets the requirements in subsection (1)(c)(i) and (v).

### Certification of full registrants as certified specialists

- 6.05** (1) The college recognizes the following fields within the practice of dentistry as specialties:
- (a) oral and maxillofacial surgery;
  - (b) orthodontics and dentofacial orthopedics;
  - (c) endodontics;
  - (d) pediatric dentistry;

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- (e) periodontics;
  - (f) dental public health;
  - (g) prosthodontics;
  - (h) oral and maxillofacial radiology;
  - (i) oral medicine;
  - (j) oral pathology;
  - (k) oral medicine and pathology (combined).
- (2) The registration committee must grant certification as a certified specialist in a specialty referred to in subsection (1) to a full registrant who
- (a) applies to the college for certification in the applicable specialty, and
  - (b) satisfies the registration committee that the applicant meets the requirements for certification as a certified specialist under subsection (3), (4), (5), (6) or (7).
- (3) A full registrant is entitled to certification as a certified specialist in a specialty referred to in subsection (1) if they meet the following requirements:
- (a) a degree or equivalent qualification from a listed specialty program or equivalent specialty program in the applicable specialty;
  - (b) successful completion of the NDSE in the applicable specialty;
  - (c) receipt by the registrar of
    - (i) a completed application for certification as a certified specialist in the applicable specialty in Form 5,
    - (ii) any applicable application and specialty certification fees specified in Schedule E,
    - (iii) any other outstanding fine, fee, debt or levy owed to the college,
    - (iv) evidence satisfactory to the registration committee of the applicant's degree or qualification referred to in paragraph (a),
    - (v) evidence satisfactory to the registration committee of the applicant's successful completion of the NDSE referred to in paragraph (b), and a signed authorization for the Royal College of Dentists of Canada to release information about the examinations taken by the applicant in the applicable specialty,
    - (vi) a statutory declaration in Form 2, and
    - (vii) a letter in a form satisfactory to the registration committee, dated within one month of the date of the application, from the competent regulatory or licensing authority in each other jurisdiction where the applicant is or was, at any time, certified or otherwise recognized as a specialist in the applicable specialty,

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- (A) certifying that the applicant's certification or recognition in, or entitlement to practise, the applicable specialty has not been cancelled or suspended in that other jurisdiction at any time, or specifying particulars of any such cancellation or suspension,
  - (B) certifying that there is no investigation, review, or other proceeding underway in that other jurisdiction that could result in the applicant's certification or recognition in, or entitlement to practise, the applicable specialty being cancelled or suspended, or specifying particulars of any such investigation, review, or other proceeding, and
  - (C) certifying that the applicant's entitlement to practise dentistry or the applicable specialty has not been voluntarily relinquished in that other jurisdiction with the effect of preventing the commencement or completion of an investigation, review or other proceeding that could have resulted in the applicant's certification or recognition in, or entitlement to practise, the applicable specialty in that jurisdiction being cancelled or suspended, or specifying particulars of any such relinquishment.
- (4) Despite subsection (3)(b) and (c)(v), a full registrant who has not completed the NDSE may be granted certification as a certified specialist in a specialty referred to in subsection (1) if the applicant
- (a) successfully completed the BC Specialty Examination in the applicable specialty before March 1, 2001, and provides evidence satisfactory to the registration committee of the applicant's successful completion of that examination, and
  - (b) meets the requirements in subsection (3)(a) and (c), except subsection (3)(c)(v).
- (5) Despite subsection (3)(a) and (c)(iv), a full registrant who does not have a degree or equivalent qualification from a listed specialty program or equivalent specialty program may be granted certification as a certified specialist in a specialty referred to in subsection (1) if the applicant
- (a) holds a degree or equivalent qualification in the applicable specialty from a post-secondary educational institution, and provides evidence satisfactory to the registration committee of the applicant's degree or qualification, and that the applicant is the person named in it,
  - (b) provides evidence that the applicant has obtained a qualification satisfactory to the registration committee from the Faculty of Dentistry of the University of British Columbia, or from another post-secondary educational institution approved by the registration committee, certifying that the applicant's

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competency in the applicable specialty is equivalent to that of a graduate of a listed specialty program in the applicable specialty, and

- (c) meets the requirements in subsection (3)(b) and (c), except subsection (3)(c)(iv).
- (6) Despite subsection (3)(a), (b) and (c)(iv) and (v), a full registrant may be granted certification as a certified specialist in a specialty referred to in subsection (1) if the applicant
- (a) holds valid and non-restricted registration or licensure as the equivalent of a full registrant in another Canadian jurisdiction, and is certified or otherwise recognized in that jurisdiction as the equivalent of a certified specialist in the applicable specialty,
  - (b) provides evidence satisfactory to the registration committee of the applicant's registration or licensure, and the applicant's certification or other recognition, referred to in paragraph (a), and that the applicant is the person named in it, and
  - (c) meets the requirements in subsection (3)(c), except subsection (3)(c)(iv) and (v).
- (7) Despite any other requirement under subsection (3) to (6), a full registrant may be granted certification as a certified specialist in a specialty referred to in subsection (1) if they were, immediately before the designation date, certified by the College as a specialist in the applicable specialty under Article 7 of the College's Rules under the *Dentists Act*.
- (8) Despite subsections (2) to (7), the registration committee may refuse to grant certification to a full registrant as a certified specialist if the registration committee determines, after giving the applicant an opportunity to be heard, that
- (a) the applicant's certification or recognition in, or entitlement to practise, the applicable specialty has been cancelled or suspended at some time in British Columbia or in another jurisdiction,
  - (b) an investigation, review or other proceeding is underway in British Columbia or in another jurisdiction that could result in the applicant's certification or recognition in, or entitlement to practise, the applicable specialty being cancelled or suspended, or
  - (c) the applicant's entitlement to practise dentistry or the applicable specialty has been voluntarily relinquished in British Columbia or in another jurisdiction with the effect of preventing the commencement or completion of an investigation, review or other proceeding that could have resulted in the applicant's certification or recognition in, or entitlement to practise, the applicable specialty in the applicable jurisdiction being cancelled or suspended.



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### Restricted to specialty registration

- 6.06** (1) For the purposes of section 20(2) of the Act, the requirements for restricted to specialty registration are
- (a) a degree or equivalent qualification in a recognized specialty from a listed specialty program or equivalent specialty program,
  - (b) successful completion of the NDSE in the applicable specialty, and
  - (c) receipt by the registrar of
    - (i) a completed application for restricted to specialty registration in the applicable specialty, in Form 6,
    - (ii) evidence satisfactory to the registration committee of the applicant's degree or qualification referred to in paragraph (a), and that the applicant is the person named in it,
    - (iii) evidence satisfactory to the registration committee of the applicant's successful completion of the NDSE referred to in paragraph (b), and a signed authorization for the Royal College of Dentists of Canada to release information about the examinations taken by the applicant in the applicable specialty,
    - (iv) if the applicant completed the NDSE more than three years before the date of their application, evidence satisfactory to the registration committee that the applicant has met the requirements of section 6.07, and
    - (v) the items required under section 6.03(1).
- (2) Despite subsection (1)(a) and (c)(ii), an applicant who does not have a degree or equivalent qualification from a listed specialty program or equivalent specialty program may be granted restricted to specialty registration in a recognized specialty if
- (a) the applicant holds a degree or equivalent qualification in the applicable specialty from a post-secondary educational institution, and provides evidence satisfactory to the registration committee of that degree or qualification, and that the applicant is the person named in it,
  - (b) at the time the applicant successfully completed the NDSE in the applicable specialty as required under subsection (1)(b), the applicant held or had been appointed to hold a full-time position as a full professor, associate professor, or assistant professor in the applicable specialty at the Faculty of Dentistry of the University of British Columbia, or at a faculty of another post-secondary educational institution approved by the registration committee,
  - (c) the applicant provides evidence satisfactory to the registration committee of the applicant's appointment to a position referred to in paragraph (b), and, in the opinion of the registration committee, the appointment provides

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- satisfactory evidence of the applicant's competency to practise as a restricted to specialty registration in the applicable specialty, and
- (d) the applicant meets the requirements in subsection (1)(b) and (c)(i) and (iii) to (v).
- (3) Despite subsection (1)(a), (b) and (c)(ii) to (iv), an applicant may be granted restricted to specialty registration in a recognized specialty if the applicant
- (a) holds valid registration or licensure as the equivalent of a restricted to specialty registrant in the applicable specialty in another Canadian jurisdiction, that is not subject to any limitation, restriction, or condition, other than a usual limit, restriction or condition that ordinarily applies to the practice of dentistry by the equivalent of restricted to specialty registrants in that other jurisdiction,
  - (b) provides evidence satisfactory to the registration committee of the applicant's registration or licensure referred to in paragraph (a), and that the applicant is the person named in it,
  - (c) provides evidence satisfactory to the registration committee that the applicant meets any applicable continuing education and continuous practice requirements established by the competent regulatory or licensing authority in the jurisdiction referred to in paragraph (a), and
  - (d) meets the requirements in subsection (1)(c)(i) and (v).
- (4) A restricted to specialty registrant
- (a) is a certified specialist in the applicable specialty in respect of which they were granted restricted to specialty registration, and
  - (b) may only perform a restricted activity if it is included in the practice of the applicable specialty in which the registrant is certified, as determined in accordance with any applicable standards of practice.
- (5) A restricted to specialty registrant must not imply, suggest, or hold out that they are a full registrant or that they are qualified or entitled to practise as a full registrant.

### **Additional requirements for certain applicants for full registration and restricted to specialty registration**

- 6.07** (1) In this section, “**credit hour**” has the same meaning as in Part 9.
- (2) An applicant for registration as a full registrant or a restricted to specialty registrant who is required under section 6.04(1)(c)(iv) or 6.06(1)(c)(iv) to meet the requirements of this section must, in addition to any other applicable requirement for registration, provide evidence satisfactory to the registration committee that, during the three-year period immediately preceding the date of their application:
- (a) the applicant

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- (i) engaged in the practice of dentistry in another jurisdiction for a minimum of 900 hours, in accordance with criteria established by the quality assurance committee, and
  - (ii) completed a minimum of 90 credit hours, or the equivalent through participation in continuing education courses, study clubs, or other equivalent activities approved by the competent authority in another jurisdiction, or
- (b) the applicant has successfully completed an examination, course, other education, or competency assessment approved by the quality assurance committee for the purpose of satisfying the requirements of the college's quality assurance program.

### Use of titles reserved for certified specialists

- 6.08** (1) A certified specialist may use the title
- (a) “specialist”, “certified specialist”, “specialist in [*name of applicable specialty*]” or “certified specialist in [*name of applicable specialty*]”, if they are a full registrant,
  - (b) “specialist, restricted to specialty”, “certified specialist, restricted to specialty”, “specialist, restricted to [*name of applicable specialty*]” or “certified specialist, restricted to [*name of applicable specialty*]”, if they are a restricted to specialty registrant,
  - (c) “oral surgeon” or “oral and maxillofacial surgeon”, if they are a certified specialist in oral and maxillofacial surgery,
  - (d) “orthodontist” or “dentofacial orthopedist”, if they are a certified specialist in orthodontics and dentofacial orthopedics,
  - (e) “endodontist”, if they are a certified specialist in endodontics,
  - (f) “pedodontist” or “pediatric dentist”, if they are a certified specialist in pediatric dentistry,
  - (g) “periodontist”, if they are a certified specialist in periodontics,
  - (h) “prosthodontist”, if they are a certified specialist in prosthodontics,
  - (i) “oral radiologist” or “oral and maxillofacial radiologist”, if they are a certified specialist in oral and maxillofacial radiology, or
  - (j) “oral pathologist”, if they are a certified specialist in oral pathology or in oral medicine and pathology.
- (2) Except as provided in subsection (1) or section 6.10, a registrant must not
- (a) use any title referred to in subsection (1), or otherwise imply, suggest, or hold out that they are a specialist or certified specialist in any field of dentistry, unless the registrant is a certified specialist, or

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- (b) imply, suggest, or hold out that they are a specialist or certified specialist in a particular specialty, unless the registrant is a certified specialist in that specialty.

### Academic registration

- 6.09** (1) For the purposes of section 20(2) of the Act, the requirements for academic registration are
- (a) a degree or equivalent qualification in dentistry from a post-secondary educational institution, and
  - (b) receipt by the registrar of
    - (i) a completed application for academic registration in Form 7,
    - (ii) evidence satisfactory to the registration committee of the applicant's degree or qualification referred to in paragraph (a), and that the applicant is the person named in it,
    - (iii) evidence satisfactory to the registration committee that the applicant holds or has been appointed to hold a full-time position as a full professor, associate professor, or assistant professor of dentistry at the Faculty of Dentistry of the University of British Columbia, or at a faculty of another post-secondary educational institution approved by the registration committee, and, in the opinion of the registration committee, the appointment provides satisfactory evidence of the applicant's competency to practise as an academic registrant, and
    - (iv) the items required under section 6.03(1).
- (2) An academic registrant
- (a) may only practise dentistry
    - (i) during the term of the registrant's appointment to a position referred to in subsection (1)(b)(iii), and
    - (ii) in a setting operated by or affiliated with the University of British Columbia or other post-secondary educational institution referred to in subsection (1)(b)(iii),
  - (b) must not practise dentistry on a fee for service basis, and
  - (c) must immediately notify the registrar if the registrant ceases to be appointed to a position referred to in subsection (1)(b)(iii).
- (3) An academic registrant ceases to be registered upon the termination of the registrant's appointment to a position referred to in subsection (1)(b)(iii).

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### Academic specialists

**6.10** An academic registrant may use the title “academic specialist” or “academic specialist in [*name of applicable specialty*]” if the academic registrant holds a post-graduate degree or equivalent qualification in a recognized specialty.

### Academic (grandparented) registration

- 6.11** (1) For the purposes of section 20(2) of the Act, a person is entitled to academic (grandparented) registration if the person
- (a) was registered as an academic member of the college under section 26(2) of the *Dentists Act* immediately before the designation date, and
  - (b) has continued to hold academic (grandparented) registration without interruption since the designation date.
- (2) Except as provided in subsection (3), an academic (grandparented) registrant
- (a) may only practise dentistry
    - (i) during the term of the registrant’s appointment to a full-time position as a full professor, associate professor, or assistant professor of dentistry at the Faculty of Dentistry of the University of British Columbia, or at a faculty of another post-secondary educational institution approved by the registration committee, and
    - (ii) in a setting operated by or affiliated with the University of British Columbia or other post-secondary educational institution referred to in subparagraph (i),
  - (b) must not practise dentistry on a fee for service basis, and
  - (c) must immediately notify the registrar if the registrant ceases to be appointed to a position referred to in paragraph (a)(i).
- (3) An academic (grandparented) registrant may practise dentistry on a fee for service basis for up to 10 hours per calendar week in a setting that need not be operated by or affiliated with the University of British Columbia or other post-secondary educational institution referred to in subsection (2)(a)(i).
- (4) An academic (grandparented) registrant ceases to be registered upon the termination of the registrant’s appointment to a position referred to in subsection (2)(a)(i).

### Limited (education, research and volunteer) registration

- 6.12** (1) For the purposes of section 20(2) of the Act, the requirements for limited (education, research and volunteer) registration are
- (a) a degree or equivalent qualification from a listed general dentistry program or equivalent general dentistry program,

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- (b) an NDEB certificate, and
  - (c) receipt by the registrar of
    - (i) a completed application for limited (education, research and volunteer) registration in Form 8,
    - (ii) evidence satisfactory to the registration committee of the applicant's degree or qualification referred to in paragraph (a), and that the applicant is the person named in it,
    - (iii) evidence satisfactory to the registration committee of the applicant's NDEB certificate, and that the applicant is the person named in it,
    - (iv) evidence satisfactory to the registration committee that the applicant is applying for limited (education, research and volunteer) registration solely for
      - (A) the purpose of presenting a dental course,
      - (B) the purpose of conducting or engaging in a clinical presentation, study club, research program, or dental teaching program at or under the sponsorship of the Faculty of Dentistry of the University of British Columbia, another post-secondary educational institution, or a dental or other group or organization approved by the registration committee,
      - (C) another teaching or research-related purpose approved by the registration committee, or
      - (D) the purpose of carrying out volunteer activities approved by the registration committee, and
    - (v) the items required under section 6.03(1).
- (2) Despite subsection (1)(a), (b) and (c)(ii) and (iii), an applicant may be granted limited (education, research and volunteer) registration if the applicant
- (a) holds or is eligible to hold
    - (i) valid and non-restricted registration or licensure as the equivalent of a full registrant in another Canadian jurisdiction, or
    - (ii) valid registration or licensure as the equivalent of a restricted to specialty registrant in another Canadian jurisdiction, that is not subject to any limitation, restriction, or condition, other than a usual limit, restriction or condition that ordinarily applies to the practice of dentistry by the equivalent of restricted to specialty registrants in that other jurisdiction,
  - (b) provides evidence satisfactory to the registration committee of the applicant's registration or licensure, or eligibility for registration or licensure, referred to in paragraph (a), and

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- (c) meets the requirements in subsection (1)(c)(i), (iv) and (v).
- (3) Despite subsection (1)(a), (b) and (c)(ii) and (iii), an applicant may be granted limited (education, research and volunteer) registration if the applicant
  - (a) holds a degree or equivalent qualification in dentistry from a post-secondary educational institution, and provides evidence satisfactory to the registration committee of the applicant's degree or qualification, and that the applicant is the person named in it,
  - (b) provides evidence satisfactory to the registration committee that the applicant has been engaged or appointed by the Faculty of Dentistry of the University of British Columbia, another post-secondary educational institution, or a dental or other group or organization approved by the registration committee, for a purpose described in subsection (1)(c)(iv), and
  - (c) meets the requirements in subsection (1)(c)(i), (iv) and (v).
- (4) Limited (education, research and volunteer) registration may be granted under subsection (1), (2) or (3) for a period not exceeding 1 year, and may be renewed by the registration committee for successive periods, each of which does not exceed 1 year, if the registrant continues to meet all applicable requirements.
- (5) A limited (education, research and volunteer) registrant
  - (a) may only practise dentistry for the purpose described in subsection (1)(c)(iv), and
  - (b) must not practise dentistry on a fee for service basis.

### **Limited (armed services or government) registration**

- 6.13** (1) For the purposes of section 20(2) of the Act, the requirements for limited (armed services or government) registration are
- (a) valid and non-restricted registration or licensure as the equivalent of a full registrant in another Canadian jurisdiction, and
  - (b) receipt by the registrar of
    - (i) a completed application for limited (armed services or government) registration in Form 9,
    - (ii) evidence satisfactory to the registration committee of the applicant's registration or licensure referred to in paragraph (a), and that the applicant is the person named in it,
    - (iii) evidence satisfactory to the registration committee that the applicant is applying for limited (armed services or government) registration solely for the purpose of practising dentistry within the terms of the registrant's employment with or engagement by the Canadian armed services or the government of Canada, and

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- (iv) the items required under section 6.03(1).
- (2) A limited (armed services or government) registrant
  - (a) may only practise dentistry for the purpose described in subsection (1)(b)(iii) and within the scope of the registrant's employment or engagement referred to in that subsection, and
  - (b) must immediately notify the registrar if the registrant ceases to be employed or engaged by the Canadian armed services or the government of Canada.
- (3) A limited (armed services or government) registrant ceases to be registered upon the termination of the registrant's employment or engagement by the Canadian armed services or the government of Canada.

### Limited (post-graduate) registration

- 6.14** (1) For the purposes of section 20(2) of the Act, the requirements for limited (post-graduate) registration are
- (a) a degree or equivalent qualification in dentistry from a post-secondary educational institution, and
  - (b) receipt by the registrar of
    - (i) a completed application for limited (post-graduate) registration in Form 10,
    - (ii) evidence satisfactory to the registration committee of the applicant's degree or qualification referred to in paragraph (a), and that the applicant is the person named in it,
    - (iii) evidence satisfactory to the registration committee that the applicant is applying for limited (post-graduate) registration solely for
      - (A) the purpose of taking or engaging in a course, clinical placement, research program, internship, or residency offered at the post-graduate level by or under the sponsorship of the Faculty of Dentistry of the University of British Columbia, or another post-secondary educational institution, hospital, or other institution approved by the registration committee, or
      - (B) a related purpose approved by the registration committee; and
  - (iv) the items required under section 6.03(1).
- (2) Limited (post-graduate) registration may be granted under subsection (1) for a period not exceeding 1 year, and may be renewed by the registration committee for successive periods, each of which does not exceed 1 year, if the registrant continues to meet all applicable requirements.



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- (3) A limited (post-graduate) registrant
  - (a) may only practise dentistry
    - (i) for a purpose described in subsection (1)(b)(iii), and
    - (ii) in accordance with any standards or requirements established by any educational institution, hospital, or other institution referred to in subsection (1)(b)(iii)(A) or where the registrant is practising, and
  - (b) may only perform a restricted activity if the registrant is authorized by an educational institution, hospital, or other institution approved by the registration committee to provide services of dentistry that include the performance of the restricted activity.

### Limited (student practitioner) registration

- 6.15** (1) For the purposes of section 20(2) of the Act, the requirements for limited (student practitioner) registration are
- (a) enrolment as a student in the undergraduate program of the Faculty of Dentistry at the University of British Columbia, or another post-secondary educational institution approved by the registration committee,
  - (b) successful completion of, or credit received for, the first three years of the undergraduate program of the Faculty of Dentistry at the University of British Columbia, or the equivalent portion of the program of another post-secondary educational institution referred to in paragraph (a),
  - (c) participation in a program for dental student practitioners that has been approved by the registration committee, and
  - (d) receipt by the registrar of
    - (i) a completed application for limited (student practitioner) registration in Form 11,
    - (ii) evidence satisfactory to the registration committee of the applicant's enrolment in a program referred to in paragraph (a), the applicant's successful completion of, or credit for, the required portion of that program under paragraph (b), and the applicant's participation in a program referred to in paragraph (c),
    - (iii) a written recommendation from the Faculty of Dentistry of the University of British Columbia or other post-secondary educational institution referred to in paragraph (a), and
    - (iv) the items required under section 6.03(1).
- (2) Limited (student practitioner) registration may be granted under subsection (1) for a period not exceeding 4 months.
- (3) A limited (student practitioner) registrant may only perform a restricted activity in a dental office or other clinical setting under the supervision of a dentist.

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- (4) When a limited (student practitioner) registrant provides a service that includes the performance of a restricted activity under the supervision of a dentist, the supervising dentist must
- (a) examine the patient at the beginning of or during the appointment, in accordance with the standards of practice,
  - (b) evaluate the treatment provided by the limited (student practitioner) registrant after it is completed and before the patient is released, and
  - (c) review the limited (student practitioner) registrant's treatment plan and the treatment rendered by the limited (student practitioner) registrant in accordance with any applicable requirements of the Faculty of Dentistry of the University of British Columbia or other post-secondary educational institution referred to in subsection (1)(a) in which the limited (student practitioner) registrant is enrolled.

### Dental therapist registration

- 6.151** (1) For the purposes of section 20(2) of the Act, the requirements for dental therapist registration on or before March 1, 2014, are
- (a) an employment or contractual relationship with the First Nations Health Authority, in which the applicant's job duties include provision of dental therapist services in British Columbia on behalf of the First Nations Health Authority, and
  - (b) receipt by the registrar of
    - (i) a completed application for dental therapist registration in Form 11.1,
    - (ii) evidence satisfactory to the registration committee that the applicant has, or will have on the granting of registration under this section, the relationship described in paragraph (a), and
    - (iii) the items required under section 6.03(1).
- (2) For the purposes of section 20(2) of the Act, the requirements for dental therapist registration after March 1, 2014, are
- (a) an employment or contractual relationship with the First Nations Health Authority, in which the applicant's job duties include provision of dental therapist services in British Columbia on behalf of the First Nations Health Authority,
  - (b) either
    - (i) graduation with a diploma in dental therapy from the National School of Dental Therapy, or
    - (ii) graduation from a dental therapy education program that is, in the opinion of the registration committee, substantially equivalent to the program described in subparagraph (i),

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- (c) the applicant has practised as a dental therapist for an average of at least 300 hours per year
    - (i) over the three year period immediately prior to the date of application under this section, or
    - (ii) since graduation, if the date of application under this section is less than three years after the date of graduation referred to in paragraph (b),
  - (d) in respect of applications for initial registration received after March 1, 2015, successful completion of any examinations required by the registration committee, and
  - (e) receipt by the registrar of
    - (i) a completed application for dental therapist registration in Form 11.1,
    - (ii) evidence satisfactory to the registration committee
      - (A) that the applicant has, or will have on the granting of registration under this section, the relationship described in paragraph (a),
      - (B) of the applicant's diploma or other credential referred to in paragraph (b), and that the applicant is the person named in it, and
      - (C) that the applicant meets the requirement established in paragraph (c), and
    - (iii) the items required under section 6.03(1).
- (3) A dental therapist
- (a) may provide dental therapist services only in the course of fulfilling job duties in British Columbia as an employee or contractor of the First Nations Health Authority,
  - (b) must not provide any services of dentistry other than dental therapist services, except as authorized under any applicable standards of practice or standards of professional ethics, including for greater certainty any standards of practice for dentists and dental therapists in respect of the supervision and direction of dental therapists by dentists, as referred to in section 8.15(1)(b), and
  - (c) may use only the title "dental therapist" in connection with providing dental therapist services.
- (4) A dental therapist's registration under this section is cancelled if the dental therapist ceases to have the relationship described in subsection (1)(a) or (2)(a).

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- (5) Despite anything else in this section, the total number of dental therapists registered under this section must not at any time exceed the number reasonably required, in the opinion of the board, for the First Nations Health Authority to deploy the equivalent of 13 full-time positions providing dental therapist services in British Columbia.

### Temporary registration

- 6.16** (1) For the purposes of section 20(2) of the Act, the requirements for temporary registration are
- (a) a degree or equivalent qualification in dentistry from a post-secondary educational institution, and
  - (b) receipt by the registrar of
    - (i) a completed application for temporary registration in Form 12,
    - (ii) evidence satisfactory to the registration committee of the applicant's degree or qualification referred to in paragraph (a), and that the applicant is the person named in it,
    - (iii) evidence satisfactory to the registration committee that the applicant is applying for temporary registration solely for
      - (A) the purpose of taking or presenting a dental course that involves direct contact with patients,
      - (B) the purpose of conducting or engaging in a clinical presentation or study club involving direct contact with patients, at or under the sponsorship of the Faculty of Dentistry of the University of British Columbia, another post-secondary educational institution, or a dental or other group or organization approved by the registration committee, or
      - (C) another educational purpose approved by the registration committee, and
    - (iv) the items required under section 6.03(1)(a) to (d), (g) and (h).
- (2) Temporary registration
- (a) may be granted under subsection (1) for a period not exceeding 14 days, and
  - (b) for greater certainty, may be granted to an applicant who was previously registered as a temporary registrant, if the applicant satisfies the requirements for temporary registration under subsection (1).
- (3) A temporary registrant
- (a) may only practise dentistry for the purpose described in subsection (1)(b)(iii), and

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- (b) must not practise dentistry on a fee for service basis.

### Non-practising registration

- 6.17** (1) An applicant who holds or is eligible to hold full registration or restricted to specialty registration may be granted non-practising registration by the registration committee if the applicant has delivered to the registrar
- (a) a completed application for non-practising registration in Form 13,
  - (b) any applicable application and registration fees specified in Schedule E,
  - (c) any other outstanding fine, fee, debt or levy owed to the college, and
  - (d) a statutory declaration that the applicant will not practise dentistry, or provide, delegate, authorize or supervise the provision of any service of dentistry, while registered under this section.
- (2) A non-practising registrant must not practise dentistry, provide any service of dentistry, or delegate, authorize or supervise the provision of any service of dentistry by another person.

### Certificate of registration

- 6.18** The registrar must issue a certificate of registration in Form 14 to any person who is granted registration under this Part, which must
- (a) specify the registrant's class of registration, and any limits or conditions that apply to the practice of dentistry by members of that class of registration under these bylaws,
  - (b) if the registrant is a certified specialist in a recognized specialty,
    - (i) specify that the registrant is a certified specialist, and indicate if the registrant is restricted to specialty registration, and
    - (ii) specify the applicable specialty,
  - (c) specify any additional limits or conditions imposed on the registrant's practice of dentistry under section 20(2.1) or (3) of the Act, and
  - (d) if the registrant is a limited (education, research and volunteer) registrant, limited (post-graduate) registrant, or limited (student practitioner) registrant, specify the expiration date of the registrant's registration.

### Reinstatement as a full registrant or restricted to specialty registrant

- 6.19** (1) In this section:
- (a) **“former full registrant”** means a non-practising registrant or a former registrant who was previously registered as a full registrant;

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- (b) **“former restricted to specialty registrant”** means a non-practising registrant or a former registrant who was previously registered as a restricted to specialty registrant.
- (2) A former full registrant or former restricted to specialty registrant whose registration was not cancelled or suspended under section 32.2, 32.3, 33, 35, 36, 37.1, 38, 39 or 39.1 of the Act, and who did not voluntarily relinquish their registration in circumstances as described in section 20(2.1)(b.1) of the Act, must, subject to section 20 of the Act, be reinstated by the registration committee as a full registrant or restricted to specialty registrant, as the case may be, if they deliver to the registrar
  - (a) a completed application for reinstatement in Form 15,
  - (b) any applicable application and reinstatement fees specified in Schedule E,
  - (c) any other outstanding fine, fee, debt or levy owed to the college,
  - (d) evidence satisfactory to the registration committee of compliance with the requirement for liability insurance coverage under section 13.02, and
  - (e) evidence satisfactory to the registration committee that the applicant has met all applicable requirements of the quality assurance program under Part 9 as though the applicant had been a full registrant or a restricted to specialty registrant for the period since the applicant ceased to be registered.
- (3) A former full registrant or former restricted to specialty registrant whose registration was cancelled or suspended under section 32.2, 32.3, 33, 35, 36, 37.1, 38, 39 or 39.1 of the Act, or who voluntarily relinquished their registration in circumstances as described in section 20(2.1)(b.1) of the Act, must, subject to sections 20, 37.1, 39 and 39.1 of the Act, be reinstated by the registration committee as a full registrant or restricted to specialty registrant, as the case may be, if the registration committee is satisfied that
  - (a) the applicant meets all applicable requirements under subsection (2), and
  - (b) reinstatement of the applicant’s registration will not pose an undue risk to public health or safety.
- (4) A former full registrant who was a certified specialist on the date they ceased to be registered as a full registrant must be reinstated by the registration committee as a certified specialist if
  - (a) the applicant is reinstated by the registration committee as a full registrant,
  - (b) the applicant delivers to the registrar
    - (i) a completed application for reinstatement of certification as a certified specialist in Form 16, and
    - (ii) any applicable fee for reinstatement of certification as a certified specialist specified in Schedule E, and

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- (c) the registration committee is satisfied that reinstatement of the applicant's certification as a certified specialist will not pose an undue risk to public health or safety, if the applicant was reinstated as a full registrant under subsection (3).
- (5) Despite subsection (2)(e), an applicant may be reinstated under subsection (2) if the applicant
  - (a) satisfies the registration committee that the applicant has obtained, or will obtain within a time specified by the registration committee, the substantial equivalent of the applicable requirements of the quality assurance program under Part 9 as described in subsection (2)(e); and
  - (b) meets the requirements in subsection (2)(a) to (d).

### Reinstatement as a dental therapist

- 6.191** (1) In this section, “**former dental therapist**” means a former registrant who was previously registered as a dental therapist.
- (2) A former dental therapist whose registration was not cancelled or suspended under section 32.2, 32.3, 33, 35, 36, 37.1, 38, 39 or 39.1 of the Act, and who did not voluntarily relinquish their registration in circumstances as described in section 20(2.1)(b.1) of the Act, must, subject to section 20 of the Act, be reinstated by the registration committee as a dental therapist if they deliver to the registrar
- (a) a completed application for reinstatement in Form 15,
  - (b) any applicable application and reinstatement fees specified in Schedule E,
  - (c) any other outstanding fine, fee, debt or levy owed to the college,
  - (d) evidence satisfactory to the registration committee of compliance with the requirement for liability insurance coverage under section 13.02, and
  - (e) evidence satisfactory to the registration committee that the applicant has met all applicable requirements of the quality assurance program under Part 9 as though the applicant had been a dental therapist for the period since the applicant ceased to be registered.
- (3) A former dental therapist whose registration was cancelled or suspended under section 32.2, 32.3, 33, 35, 36, 37.1, 38, 39 or 39.1 of the Act, or who voluntarily relinquished their registration in circumstances as described in section 20(2.1)(b.1) of the Act, must, subject to sections 20, 37.1, 39 and 39.1 of the Act, be reinstated by the registration committee as a dental therapist if the registration committee is satisfied that
- (a) the applicant meets all applicable requirements under subsection (2), and

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- (b) reinstatement of the applicant's registration will not pose an undue risk to public health or safety.

### Renewal of registration

- 6.20** (1) Subject to sections 6.12(4), 6.14(2), 6.15(2) and 6.16(2), registration granted under this Part is subject to annual renewal on March 1 of each year in accordance with this section.
- (2) The registration of a registrant may be renewed by the registration committee if the registrant delivers to the registrar
- (a) a completed application for renewal in Form 17,
  - (b) any applicable renewal fees specified in Schedule E,
  - (c) any other outstanding fine, fee, debt or levy owed to the college,
  - (d) evidence satisfactory to the registration committee of compliance with the requirement for liability insurance coverage under section 13.02, and
  - (e) evidence satisfactory to the registration committee that the applicant has met any applicable requirements of the quality assurance program under Part 9.
- (3) Notice of annual renewal fees must be delivered to each registrant by no later than January 31 of each year, and must describe the consequences of late payment or non-payment of renewal fees.
- (4) Each full registrant, restricted to specialty registrant, academic registrant, academic (grandparented) registrant, limited (armed services or government) registrant, dental therapist and non-practising registrant must deliver to the registrar the applicable renewal fee on or before March 1 of each year.
- (5) Each limited (education, research and volunteer) registrant and limited (post-graduate) registrant who applies to have their registration renewed must deliver to the registrar the applicable renewal fee on or before the expiration date shown on the registrant's certificate of registration or registration card, as the case may be.
- (6) On renewal of the registration of a registrant, the registrar must issue a registration card to the registrant which must
- (a) specify the registrant's class of registration,
  - (b) if the registrant is a certified specialist in a recognized specialty,
    - (i) specify that the registrant is a certified specialist, and indicate if the registrant is a restricted to specialty registrant, and
    - (ii) specify the applicable specialty, and
  - (c) specify its expiration date.



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- (7) If a registrant fails to pay the applicable renewal fee on or before the date required under subsection (4) or (5), and any other outstanding fine, fee, debt or levy owed to the college as of that date, the registrant ceases to be registered.

### **Request to cancel registration**

- 6.21** A request by a registrant under section 21(3)(a) of the Act to cancel the registrant's registration must be made in writing.

### **Notification of changes**

- 6.22** A registrant must immediately notify the registrar of any change of name, address, or telephone number previously provided to the registrar.

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## PART 7 – Certified Dental Assistants

### Interpretation

**7.01** In this Part:

“**registration committee**” includes

- (a) the board, if the registration committee has referred an application for certification as a certified dental assistant, or for reinstatement of certification as a certified dental assistant, to the board for decision, and
- (b) except in sections 7.03(5) and (6) and 7.12(3), the registrar, if the registration committee has authorized the registrar in writing to act;

“**register**” means the register of certified dental assistants under section 7.04.

### Classes of certified dental assistants

**7.02** The following classes of certified dental assistants are established:

- (a) practising certified dental assistants;
- (b) temporary certified dental assistants;
- (c) limited certified dental assistants;
- (d) non-practising certified dental assistants.

### Certification of certified dental assistants

- 7.03** (1) The registration committee is responsible for granting certification, including reinstatement of certification, to certified dental assistants under this Part.
- (2) The registration committee must grant certification as a certified dental assistant in a class of certified dental assistants established under section 7.02 to every person who
- (a) applies to the college for certification as a certified dental assistant in the applicable class, in accordance with this Part, and
  - (b) satisfies the registration committee that the applicant meets all applicable conditions or requirements under these bylaws for certification as a certified dental assistant in the applicable class of certified dental assistants.
- (3) Subject to subsection (4), an applicant for certification in any class of certified dental assistants must deliver the following to the registrar:
- (a) evidence satisfactory to the registration committee that the applicant is of good character;
  - (b) any applicable application and certification fees specified in Schedule E;
  - (c) any other outstanding fine, fee, debt or levy owed to the college;

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- (d) a statutory declaration in Form 18;
  - (e) a signed criminal record check authorization in Form 3, accompanied by any required payment;
  - (f) a letter in a form satisfactory to the registration committee, dated within one month of the date of the application, from the competent regulatory or licensing authority in every jurisdiction where the applicant is or was, at any time, certified, registered or licensed to provide the services of a certified dental assistant or to practise any health profession,
    - (i) certifying that the applicant's entitlement to provide the services of a certified dental assistant or practise the health profession has not been cancelled, suspended, limited, restricted, or subject to conditions in the applicable jurisdiction at any time, or specifying particulars of any such cancellation, suspension, limitation, restriction, or conditions,
    - (ii) certifying that there is no investigation, review, or other proceeding underway in the applicable jurisdiction that could result in the applicant's entitlement to provide the services of a certified dental assistant or practise the health profession being cancelled, suspended, limited, restricted, or subjected to conditions, or specifying particulars of any such investigation, review, or other proceeding, and
    - (iii) certifying that the applicant's entitlement to provide the services of a certified dental assistant or practise the health profession has not been voluntarily relinquished in the applicable jurisdiction with the effect of preventing the commencement or completion of an investigation, review or other proceeding that could have resulted in the applicant's entitlement to provide the services of a certified dental assistant or practise the health profession in the applicable jurisdiction being cancelled, suspended, limited, restricted, or made subject to conditions, or specifying particulars of any such relinquishment;
  - (g) evidence satisfactory to the registration committee of the applicant's English language proficiency.
- (4) Subsection (3) does not apply to applicants for certification as a non-practising certified dental assistant.
- (5) Despite subsection (2), the registration committee may refuse to grant certification, may grant certification for a limited period specified for the applicant by the registration committee, or may grant certification and impose limits or conditions on the provision by the applicant of the services of a certified dental assistant, if the registration committee determines, after giving the applicant an opportunity to be heard, that

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- (a) the applicant's entitlement to provide the services of a certified dental assistant or practise any health profession has been cancelled or suspended at some time in British Columbia or in another jurisdiction,
  - (b) an investigation, review or other proceeding is underway in British Columbia or in another jurisdiction that could result in the applicant's entitlement to provide the services of a certified dental assistant or practise any health profession being cancelled or suspended,
  - (c) the applicant's entitlement to provide the services of a certified dental assistant or to practise any health profession has been voluntarily relinquished in British Columbia or another jurisdiction with the effect of preventing the commencement or completion of an investigation, review or other proceeding that could have resulted in the applicant's entitlement to provide the services of a certified dental assistant or to practise the health profession in British Columbia or that other jurisdiction being cancelled or suspended, or
  - (d) the applicant has been convicted of an indictable offence.
- (6) If a person applying for certification as a certified dental assistant has been convicted of an indictable offence, the registration committee must not make a decision under subsection (5) unless the registration committee is satisfied that the nature of the offence or the circumstances under which it was committed give rise to concerns about the person's competence or fitness to provide the services of a certified dental assistant.
- (7) If an applicant for certification as a certified dental assistant fails to authorize a criminal record check under the *Criminal Records Review Act* or the deputy registrar under that Act has determined that an applicant for certification as a certified dental assistant presents a risk of physical or sexual abuse to children and that determination has not been overturned by the registrar under that Act, the registration committee must take the failure or the determination into account when deciding whether to grant certification to the applicant or whether to impose limits or conditions on the provision by the applicant of the services of a certified dental assistant.

### **Register of certified dental assistants**

- 7.04** (1) The registrar must maintain a register of certified dental assistants setting out, for every person granted certification as a certified dental assistant under section 7.03(2), the following:
- (a) the person's name, and whether the person is a certified dental assistant or a former certified dental assistant;
  - (b) the class of certified dental assistants in which the certified dental assistant is or was granted certification;

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- (c) any additional qualifications acquired by the certified dental assistant of which the registrar has been notified under section 8.08;
  - (d) if the person is a certified dental assistant, any limits or conditions imposed by the college on the person's entitlement to provide the services of a certified dental assistant;
  - (e) a notation of each suspension or cancellation of the person's certification.
- (2) The registrar must cancel the certification of a certified dental assistant in the register if
- (a) the certified dental assistant requests the cancellation, in writing,
  - (b) the certified dental assistant fails to pay a fee for renewal of certification or another fee within the required time,
  - (c) notification is received of the certified dental assistant's death, or
  - (d) the certification of the certified dental assistant is cancelled under section 33, 37.1, 39 or 39.1 of the Act.
- (3) Subject to subsection (4), the register must be open to inspection by any person free of charge at all reasonable times.
- (4) The registrar may refuse a person access to the register if the registrar reasonably believes that
- (a) the access could threaten the safety of a certified dental assistant, or
  - (b) the person seeking access is doing so for commercial purposes.
- (5) If access is refused under subsection (4), the registrar may disclose information from the register that the board or the registrar determines is appropriate in the circumstances.

### **Practising certified dental assistants**

- 7.05** (1) The requirements for certification as a practising certified dental assistant are
- (a) graduation within the ten-year period preceding the date of application from a dental assisting program or dental program that has been
    - (i) accredited by the Commission on Dental Accreditation of Canada, or
    - (ii) accredited by the Commission on Dental Accreditation of the American Dental Association, and determined by the registration committee to meet the certified dental assisting education standards with respect to education and training in any applicable skills not included in that accreditation process,
  - (b) an NDAEB certificate or an NDEB certificate, and
  - (c) receipt by the registrar of

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- (i) a completed application for certification as a practising certified dental assistant in Form 19,
  - (ii) evidence satisfactory to the registration committee of the applicant's graduation referred to in paragraph (a),
  - (iii) evidence satisfactory to the registration committee of the applicant's certificate referred to in paragraph (b),
  - (iv) if the applicant's date of graduation under paragraph (a) was more than three years before the date of their application, evidence satisfactory to the registration committee that the applicant has met the requirements of section 7.06, and
  - (v) the items required under section 7.03(3).
- (2) Despite subsection (1)(a), an applicant may be granted certification as a practising certified dental assistant if
- (a) the applicant
    - (i) has graduated within the ten-year period preceding the date of application from a dental assisting program or dental program that does not satisfy the requirements of subsection (1)(a) but that has been determined by the registration committee to meet the certified dental assisting education standards, and
    - (ii) provides evidence satisfactory to the registration committee of the applicant's graduation referred to in subparagraph (i),
  - (b) the applicant provides evidence satisfactory to the registration committee that
    - (i) the applicant has either
      - (A) successfully completed the CPE and any further examination or course required by the registration committee, or
      - (B) met the hours of practice and credit hours requirements set out in section 7.06(2)(a) during the three-year period preceding the date of their application, and
    - (ii) the applicant has, in any event, met the requirements of section 7.06, if the applicant's date of graduation under paragraph (a)(i) was more than three years before the date of their application; and
  - (c) the applicant meets the requirements in subsection (1)(b) and (c)(i), (iii) and (v).
- (3) Despite subsection (1)(a), (b) and (c)(ii) to (iv), an applicant may be granted certification as a practising certified dental assistant if the applicant
- (a) holds valid and non-restricted certification, registration or licensure as the equivalent of a practising certified dental assistant in a recognized

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- jurisdiction, and provides evidence satisfactory to the registration committee of that certification, registration or licensure,
- (b) provides evidence satisfactory to the registration committee that the applicant meets any applicable continuing education and continuous practice requirements established by the competent regulatory or licensing authority in the jurisdiction referred to in paragraph (a), and
  - (c) meets the requirements in subsection (1)(c)(i) and (v).
- (4) Despite subsection (1)(a), (b) and (c)(ii) to (iv), an applicant may be granted certification as a practising certified dental assistant if
- (a) the registration committee determines under section 7.10(2) that the applicant's knowledge, skills and abilities are substantially equivalent to the standards of academic or technical achievement, and the competencies or other qualifications required for practising certified dental assistants, and
  - (b) the applicant meets the requirements in subsection (1)(c)(i) and (v).
- (5) A practising certified dental assistant
- (a) may provide the services of a certified dental assistant in accordance with Part 8, and
  - (b) must not perform any restricted activity which the practising certified dental assistant is not authorized to perform under Part 8.
- (6) A practising certified dental assistant may use only the title "certified dental assistant", or the abbreviation "CDA".

### **Additional requirements for certain applicants for certification as a practising certified dental assistant**

- 7.06** (1) In this section, "**credit hour**" has the same meaning as in Part 9.
- (2) An applicant for certification as a practising certified dental assistant who is required under section 7.05(1)(c)(iv) or (2)(b)(ii) to meet the requirements of this section must, in addition to any other applicable requirements for certification, provide evidence satisfactory to the registration committee that, during the three-year period immediately preceding the date of their application,
- (a) the applicant has
    - (i) engaged in a minimum of 600 hours of practice as a certified dental assistant or a Level II dental assistant, or the equivalent, in accordance with criteria established by the quality assurance committee, and
    - (ii) completed a minimum of 36 credit hours, or the equivalent through participation in continuing education courses, study clubs, or other

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equivalent activities approved by the competent authority in another jurisdiction, or

- (b) the applicant has successfully completed
  - (i) the CPE, an upgrading course, or any other examination or course required by the registration committee to meet the certified dental assisting education standards, or
  - (ii) an examination, course, other education, or competency assessment approved by the quality assurance committee for the purpose of satisfying the requirements of the college's quality assurance program.

### **Temporary certified dental assistants**

- 7.07** (1) The requirements for certification as a temporary certified dental assistant are
- (a) satisfaction of the requirements under 7.05(1) or (2), except section 7.05(1)(b), and
  - (b) receipt by the registrar of
    - (i) a completed application for certification as a temporary certified dental assistant in Form 20,
    - (ii) evidence satisfactory to the registration committee that the applicant has applied to the National Dental Assisting Examining Board to write the NDAEB written examination, and
    - (iii) the items required under section 7.03(3).
- (2) Certification as a temporary certified dental assistant
- (a) may be granted under subsection (1) for a period not exceeding 1 year, and
  - (b) may, in extenuating circumstances, be renewed by the registration committee for successive periods, each of which does not exceed 1 year, if
    - (i) the temporary certified dental assistant is employed in a dental office by a dentist who provides a written recommendation that the certification of the temporary certified dental assistant be renewed, and
    - (ii) the total period of certification as a temporary certified dental assistant does not exceed 2 years.
- (3) A temporary certified dental assistant
- (a) may provide the services of a certified dental assistant which a temporary certified dental assistant is authorized to provide in accordance with Part 8, and
  - (b) must not perform any restricted activity which the temporary certified dental assistant is not authorized to perform under Part 8.



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- (4) A temporary certified dental assistant may use only the title “temporary certified dental assistant”, or the abbreviation “CDA(T)”.

### Limited certified dental assistants

- 7.08** (1) The requirements for certification as a limited certified dental assistant are
- (a) graduation from a dental assisting program or dental program,
  - (b) valid and non-restricted certification, registration or licensure as a Level II dental assistant in another Canadian jurisdiction that is not a recognized jurisdiction, and
  - (c) receipt by the registrar of
    - (i) a completed application for certification as a limited certified dental assistant in Form 21,
    - (ii) evidence satisfactory to the registration committee of the applicant’s graduation referred to in paragraph (a),
    - (iii) evidence satisfactory to the registration committee of the applicant’s certification, registration or licensure, or eligibility for certification, registration or licensure, referred to in paragraph (b),
    - (iv) evidence satisfactory to the registration committee that the applicant meets any applicable continuing education and continuous practice requirements established by the competent regulatory or licensing authority in the jurisdiction referred to in paragraph (b),
    - (v) evidence satisfactory to the registration committee that the applicant is working towards satisfaction of the requirements for certification as a practising certified dental assistant in British Columbia, and
    - (vi) the items required under section 7.03(3).
- (2) Despite subsection (1)(b) and (c)(iii) and (iv), an applicant may be granted certification as a limited certified dental assistant if the applicant
- (a) provides evidence satisfactory to the registration committee that, within the three-year period immediately preceding the date of the application, the applicant has been practising as the equivalent of a practising certified dental assistant or a Level II dental assistant in another Canadian jurisdiction where certification, registration or licensure is not required for that purpose, and
  - (b) meets the requirements in subsection (1)(a) and (c)(i), (ii), (v) and (vi).
- (3) Despite subsection (1)(a), (b) and (c)(ii) to (iv), an applicant may be granted certification as a limited certified dental assistant if
- (a) the registration committee determines under section 7.10(2) that the applicant’s knowledge, skills and abilities are substantially equivalent to the

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- standards of academic or technical achievement, and the competencies or other qualifications required for limited certified dental assistants, and
- (b) the applicant meets the requirements in subsection (1)(c)(i), (v) and (vi).
- (4) Certification as a limited certified dental assistant
- (a) may be granted under subsection (1), (2) or (3) for a period not exceeding 1 year, and
  - (b) may, in extenuating circumstances, be renewed by the registration committee for successive periods, each of which does not exceed 1 year, if
    - (i) the limited certified dental assistant is employed in a dental office by a dentist who provides a written recommendation that the certification of the limited certified dental assistant be renewed,
    - (ii) the limited certified dental assistant provides evidence satisfactory to the registration committee that the limited certified dental assistant is continuing to work towards satisfaction of the requirements for certification as a practising certified dental assistant in British Columbia, and
    - (iii) the total period of certification as a limited certified dental assistant will not exceed 2 years.
- (5) A limited certified dental assistant
- (a) may provide the services of a certified dental assistant which a limited certified dental assistant is authorized to provide in accordance with Part 8, and
  - (b) must not perform any restricted activity which the limited certified dental assistant is not authorized to perform under Part 8.
- (6) A limited certified dental assistant may use only the title “limited certified dental assistant”, or the abbreviation “CDA(L)”.

### **Non-practising certified dental assistants**

- 7.09** (1) An applicant who holds or is eligible to hold certification as a practising certified dental assistant may be granted certification as a non-practising certified dental assistant by the registration committee if the applicant has delivered to the registrar
- (a) a completed application for certification as a non-practising certified dental assistant in Form 22,
  - (b) any applicable application and certification fees specified in Schedule E,
  - (c) any other outstanding fine, fee, debt or levy owed to the college, and
  - (d) a statutory declaration that the applicant will not provide the services of a certified dental assistant while holding certification under this section.

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- (2) A non-practising certified dental assistant must not provide the services of a certified dental assistant, or perform any restricted activity.
- (3) A non-practising certified dental assistant may use only the title “non-practising certified dental assistant”.

### **Discretion of registration committee**

- 7.10** (1) An applicant for certification as a practising certified dental assistant or limited certified dental assistant may apply for an assessment of whether the applicant’s knowledge, skills and abilities are substantially equivalent to the applicable standards of academic or technical achievement and the applicable competencies or other qualifications required for that class of certified dental assistants, by delivering to the registrar
- (a) a completed application for assessment of knowledge, skills and abilities in Form 23, and
  - (b) any applicable application and assessment fee specified in Schedule E.
- (2) Subject to subsection (3), if an applicant under subsection (1) provides evidence in accordance with a process approved by the board that establishes, to the satisfaction of the registration committee and in accordance with the certified dental assisting education standards, that the applicant’s knowledge, skills and abilities are substantially equivalent to the applicable standards of academic or technical achievement and the applicable competencies or other qualifications required for that class of certified dental assistants, the registration committee may grant certification on that basis under section 7.05(4) or 7.08(3).
- (3) The registration committee must not grant an applicant certification under section 7.05(4) or 7.08(3) if the committee
- (a) determines that granting certification to the applicant would pose an undue risk to public health or safety, or
  - (b) is unable to determine, based on evidence provided by the applicant, whether granting certification to the applicant would pose an undue risk to public health or safety.

### **Certified dental assistant certificate**

- 7.11** The registrar must issue a certified dental assistant certificate in Form 24 to any person who is granted certification as a certified dental assistant under this Part, which must specify
- (a) the class of certified dental assistants in which the person has been granted certification, and any limits or conditions that apply to the provision of services of a certified dental assistant by members of that class of certified dental assistants under these bylaws,

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- (b) any additional limits or conditions imposed on the certified dental assistant's certification under section 7.03(5), and
- (c) if the certified dental assistant is a temporary certified dental assistant or a limited certified dental assistant, the expiration date of the certified dental assistant's certification.

### **Reinstatement as a practising certified dental assistant**

- 7.12** (1) In this section, “**former practising certified dental assistant**” means a non-practising certified dental assistant or a former certified dental assistant who previously held certification as a practising certified dental assistant.
- (2) A former practising certified dental assistant whose certification was not cancelled or suspended under section 32.2, 32.3, 33, 35, 36, 37.1, 38, 39 or 39.1 of the Act, and who did not voluntarily relinquish their certification in circumstances as described in section 7.03(5)(c), must, subject to section 7.03(5) to (7), be reinstated by the registration committee as a practising certified dental assistant if they deliver to the registrar
- (a) a completed application for reinstatement in Form 25,
  - (b) any applicable application and reinstatement fees specified in Schedule E,
  - (c) any other outstanding fine, fee, debt or levy owed to the college, and
  - (d) evidence satisfactory to the registration committee that the applicant has met all applicable requirements of the quality assurance program under Part 9 as though the applicant had been a practising certified dental assistant for the period since the applicant ceased to hold certification.
- (3) A former practising certified dental assistant whose certification was cancelled or suspended under section 32.2, 32.3, 33, 35, 36, 37.1, 38, 39 or 39.1 of the Act, or who voluntarily relinquished their certification in circumstances as described in section 7.03(5)(c), must, subject to sections 37.1, 39 and 39.1 of the Act and section 7.03(5) to (7), be reinstated by the registration committee as a practising certified dental assistant if the registration committee is satisfied that
- (a) the applicant meets all applicable requirements under subsection (2), and
  - (b) reinstatement of the applicant's certification will not pose an undue risk to public health or safety.

### **Renewal of certification**

- 7.13** (1) Subject to sections 7.07(2) and 7.08(4), certification granted to a certified dental assistant under this Part is subject to annual renewal on March 1 of each year in accordance with this section.
- (2) The certification of a certified dental assistant may be renewed by the registration committee if the certified dental assistant delivers to the registrar

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- (a) a completed application for renewal in Form 26,
  - (b) any applicable renewal fees specified in Schedule E,
  - (c) any other outstanding fine, fee, debt or levy owed to the college, and
  - (d) evidence satisfactory to the registration committee that the applicant has met any applicable requirements of the quality assurance program under Part 9.
- (3) Notice of annual renewal fees must be delivered to each certified dental assistant by no later than January 31 of each year, and must describe the consequences of late payment or non-payment of renewal fees.
- (4) Each practising certified dental assistant and non-practising certified dental assistant must deliver to the registrar the applicable renewal fee on or before March 1 of each year.
- (5) Each temporary certified dental assistant and limited certified dental assistant who applies to have their certification renewed must deliver to the registrar the applicable renewal fee on or before the expiration date shown on the certified dental assistant's certified dental assistant certificate or certification card, as the case may be.
- (6) On renewal of the certification of a certified dental assistant, the registrar must issue a certification card to the certified dental assistant which must
- (a) specify the class of certified dental assistants in which the certified dental assistant has been granted certification, and
  - (b) specify its expiration date.
- (7) If a certified dental assistant fails to pay the applicable renewal fee on or before the date required under subsection (4) or (5), and any other outstanding fine, fee, debt or levy owed to the college as of that date, the certified dental assistant ceases to hold certification as a certified dental assistant.

### **Notification of changes**

**7.14** A certified dental assistant must immediately notify the registrar of any change of name, address, or telephone number previously provided to the registrar.

### **Application of Part 3 of the Act**

- 7.15** (1) Part 3 of the Act applies to certified dental assistants as though they were registrants, and to former certified dental assistants as though they were former registrants.
- (2) In addition to the duty to report under section 32.2(1) of the Act, a registrant or certified dental assistant must report in writing to the registrar if the registrant or certified dental assistant believes, on reasonable and probable grounds, that the

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continued provision of services by another certified dental assistant might constitute a danger to the public because the other certified dental assistant

- (a) is not competent to provide the services of a certified dental assistant, or
- (b) suffers from a physical or mental ailment, an emotional disturbance or an addiction to alcohol or drugs that impairs their ability to provide the services of a certified dental assistant.

**PART 8 – DELEGATION AND SUPERVISION**

**Interpretation**

**8.01** In this Part:

“**dental assistant**” means a person other than a certified dental assistant or dental hygienist who assists a dentist with the provision of services;

“**dental hygienist**” means a registrant of the College of Dental Hygienists of British Columbia who is authorized under the Act to practise dental hygiene;

“**Dental Radiography Module**” means a training program to provide specific training, in accordance with criteria established by the board, on the competent and safe exposure of dental radiographs under the supervision of a dentist;

“**dental technician**” means a registrant of the College of Dental Technicians of British Columbia who is authorized under the Act to practise dental technology;

“**denturist**” means a registrant of the College of Denturists of British Columbia who is authorized under the Act to practise denturism;

“**Orthodontic Module**” means a training program to provide specific training, in accordance with criteria established by the board, on the competent and safe provision of the services specified in section 8.09;

“**Prosthodontic Module**” means a training program to provide specific training, in accordance with criteria established by the board, on the competent and safe provision of the services specified in section 8.10;

“**service**” means a service included in dentistry.

**Ultimate responsibility**

- 8.02**
- (1) A dentist who delegates or supervises the provision of a service by a person who is not a dentist is ultimately responsible for the quality of care provided by that person.
  - (2) Despite subsection (1), a dentist is not ultimately responsible for the quality of care provided by a dental hygienist, dental technician, or denturist when the dental hygienist, dental technician, or denturist provides a service that they are authorized under the Act to provide without delegation or supervision by a dentist.
  - (3) For greater certainty, the provisions of this Part governing
    - (a) the delegation of services to a person who is not a dentist, and
    - (b) the authorization of the provision of services under the supervision of a dentist by a person who is not a dentist

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- (c) do not apply to the provision of services by a dental hygienist, dental technician, or denturist that the dental hygienist, dental technician, or denturist is authorized under the Act to provide without delegation or supervision by a dentist.

### Delegation and supervision

- 8.03**
- (1) A dentist must not delegate or authorize the provision of any service that includes the performance of a restricted activity by a person who is not a dentist except in accordance with this Part and the standards of practice.
  - (2) A dentist who delegates the provision of any service that includes the performance of a restricted activity to a person who is not a dentist must
    - (a) provide specific and appropriate instructions to that person for the provision of the service, and
    - (b) be satisfied that
      - (i) the person is competent to provide the service safely, and
      - (ii) the service will be provided in accordance with the standards of practice.
  - (3) If a dentist authorizes a person who is not a dentist to provide any service that includes the performance of a restricted activity under a dentist's supervision,
    - (a) the authorizing dentist must provide specific and appropriate instructions to that person for the provision of the service,
    - (b) the authorizing dentist must be satisfied that
      - (i) the person is competent to provide the service safely, and
      - (ii) the service will be provided in accordance with the standards of practice and paragraph (c), and
    - (c) the supervising dentist must be present in the dental office or facility and available at all times while the service is provided by the person.
  - (4) A dentist may delegate the provision of any service that does not include the performance of a restricted activity to a person who is not a dentist, if the dentist is satisfied that
    - (a) the person is competent to provide the service safely, and
    - (b) the service will be provided in accordance with the standards of practice.

### 60-day rule

- 8.04**
- (1) A dentist must not delegate or authorize the provision of any service that includes the performance of a restricted activity by a dental assistant or certified dental assistance, unless the dentist



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- (a) ensures that the service will be provided within
    - (i) 60 days after the dental assistant or certified dental assistant's receipt of specific and appropriate instructions from the dentist for the provision of that service, or
    - (ii) such shorter period of time after receipt of such instructions as may be required under the standards of practice or as the dentist may otherwise consider necessary, and
  - (b) examines the patient, or ensures that another dentist examines the patient
    - (i) during the course of the appointment at which the service is provided, unless the patient is returning for treatment that was authorized by a dentist who examined the patient within the previous 60 days and no further examination is required in accordance with the standards of practice, or
    - (ii) at the beginning of the appointment at which the service is provided, if required under the standards of practice or otherwise considered necessary by the dentist.
- (2) Subsection (1) does not apply to the provision of services in the context of a certified dental assisting program, to the extent necessary to allow students to practise on each other for the duration of the educational year.

### **Provision of services including restricted activities by dental assistants**

**8.05** A dentist may authorize a dental assistant to provide the following services under the supervision of a dentist:

- (a) dispensing restorative materials into a prepared cavity;
- (b) applying topical anaesthetic;
- (c) placing and removing dental dams and dental dam clamps;
- (d) supporting and removing impression materials after the dentist has placed them;
- (e) exposing dental radiographs, if the dental assistant has completed a Dental Radiography Module.

### **Provision of services including restricted activities by practising certified dental assistants and temporary certified dental assistants**

- 8.06** (1) A dentist may delegate the provision of the following services to a practising certified dental assistant or temporary certified dental assistant:
- (a) removing extrinsic stains not associated with calculus on the enamel of teeth using an appropriate hand instrument or slow-speed rotary instrument;
  - (b) applying anticariogenic agents;

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- (c) exposing dental radiographs.
- (2) A dentist may authorize a practising certified dental assistant or temporary certified dental assistant to provide the following services under the supervision of a dentist:
  - (a) any of the services referred to in subsection (1) or section 8.05;
  - (b) applying desensitizing agents, acid etch, antibacterial agents, chemical cleansers, primer and bond, and treatment liners (without pulpal involvement);
  - (c) obtaining impressions and occlusal records;
  - (d) applying and adjusting fissure sealants with an appropriate hand instrument or slow-speed rotary instrument;
  - (e) placing and removing dental dam clamps, matrices and wedges;
  - (f) using and maintaining coronal whitening systems where the concentration of bleaching agents poses minimal risk of patient harm;
  - (g) removing sutures, periodontal dressings and retraction cords;
  - (h) performing pulp vitality tests;
  - (i) the following services, if the practising certified dental assistant or temporary certified dental assistant has a minimum of one year of full-time clinical experience or the equivalent, and has received training that will allow them to provide the service competently and safely:
    - (i) intra-oral fabrication of single unit extra-coronal provisional restorations, including try-in, adjusting occlusion extra-orally, temporary cementation, removing provisional cement, and removing provisional restorations, provided that provisional restorations are assessed by a dentist before cementation and again after removal of provisional cement;
    - (ii) gross removal of supragingival permanent cement using an appropriate hand instrument and excluding the use of dental handpieces.

### Provision of services including restricted activities by limited certified dental assistants

- 8.07** (1) A dentist may delegate the provision of any of the services referred to in section 8.06(1) to a limited certified dental assistant.
- (2) A dentist may authorize a limited certified dental assistant to provide any of the services referred to in section 8.06(2)(a) to (f) under the supervision of a dentist.

### Expanded training programs

- 8.08** A certified dental assistant must notify the registrar upon successful completion of an Orthodontic Module, Prosthodontic Module or Dental Radiography Module.

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### Orthodontic Module

- 8.09** (1) A dentist may delegate the provision of the following services to a practising certified dental assistant who has successfully completed an Orthodontic Module:
- (a) instructing in the use and care of orthodontic appliances;
  - (b) applying appropriate materials to irritating components or removing irritating components.
- (2) A dentist may authorize a practising certified dental assistant who has successfully completed the Orthodontic Module to provide the following services under the supervision of a dentist:
- (a) a service referred to in subsection (1);
  - (b) placing and removing orthodontic separators;
  - (c) preparing teeth for bonding or cementing of orthodontic attachments or bands;
  - (d) subject to subsection (3), fitting, placing, and light curing orthodontic bands or bondable attachments, with a dentist's assessment after fitting and again before light curing;
  - (e) removing excess adhesive material using appropriate hand instruments, or ultrasonic or slow-speed rotary instruments, following banding/bonding or debanding/debonding procedures;
  - (f) fitting and adjusting orthodontic appliances and archwires followed by assessment by a dentist;
  - (g) placing and ligating archwires after assessment by a dentist;
  - (h) removing ligating materials and archwires;
  - (i) removing orthodontic bands and bonded attachments using appropriate hand instruments.
- (3) Despite subsection (2)(d), attachment by self-curing materials must only be done by a dentist, and must not be delegated to or authorized to be performed by a person who is not a dentist.

### Prosthodontic Module

- 8.10** A dentist may authorize a practising certified dental assistant who has successfully completed a Prosthodontic Module to provide the following services under the supervision of a dentist:
- (a) fabricating and trying-in provisional restorations intra-orally, including intra-coronal direct provisionals, and adjusting occlusion extra-orally, followed by assessment by a dentist before cementation;

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- (b) temporary cementation of provisional restorations and removal of temporary cement followed by assessment by a dentist;
- (c) performing non-surgical gingival retraction techniques excluding the use of epinephrine;
- (d) removing temporary and permanent cements using an appropriate hand instrument and excluding the use of dental handpieces;
- (e) removing provisional restorations.

### **Dental Radiography Module**

**8.11** A dentist may authorize a dental assistant who has successfully completed a Dental Radiography Module to expose dental radiographs under the supervision of a dentist.

### **Delegation to dental hygienists**

- 8.12** (1) Subject to subsection (2), a dentist may delegate or authorize the provision of a service that includes the performance of a restricted activity by a dental hygienist, if the dentist
- (a) ensures that the service will be provided within
    - (i) 365 days after the dental hygienist's receipt of specific and appropriate instructions from the dentist for the provision of that service, or
    - (ii) such shorter period of time after receipt of such instructions as may be required under the standards of practice or as the dentist may otherwise consider necessary, and
  - (b) examines the patient, or ensures that another dentist examines the patient,
    - (i) during the course of the appointment at which the service is provided, unless the patient is returning for treatment that was authorized by a dentist who examined the patient within the previous 365 days and no further examination is required in accordance with the standards of practice, or
    - (ii) at the beginning of the appointment at which the service is provided, if required under the standards of practice or otherwise considered necessary by the dentist.
- (2) A dentist
- (a) must not delegate or authorize the provision of any of the services referred to in section 8.09(1) or (2) to a dental hygienist unless the dental hygienist has successfully completed an Orthodontic Module, and
  - (b) must not delegate or authorize the provision of any other orthodontic service that includes the performance of a restricted activity to a dental hygienist, other than a service referred to in section 8.09(1) or (2).

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- (3) In this section, “restricted activity” does not include an activity specified in section 5 of the Dental Hygienists Regulation, B.C. Reg. 276/2008.

### **Supervision of the provision of dental technology services**

- 8.13** Nothing in this Part limits or restricts a dentist’s authority to authorize a person who is not a dental technician to provide a service of dental technology under the supervision of a dentist, in accordance with section 5(2) of the Dental Technicians Regulation, B.C. Reg. 278/2008.

### **Provision of services including restricted activities by dental students**

- 8.14** A dentist may authorize a student enrolled in the undergraduate program of the Faculty of Dentistry at the University of British Columbia to provide a service that includes the performance of a restricted activity under the supervision of a dentist, in accordance with any applicable standards of practice,
- (a) for the purpose of the student’s fulfillment of the requirements of the undergraduate program of the Faculty of Dentistry of the University of British Columbia,
  - (b) in a setting operated by or affiliated with the University of British Columbia, and
  - (c) in accordance with any standards or requirements established by the Faculty of Dentistry of the University of British Columbia.

### **Provision of services by dental therapists**

- 8.15** (1) A dental therapist may provide dental therapist services only
- (a) under the supervision and direction of a dentist who is in good standing, and
  - (b) in accordance with standards of practice or standards of professional ethics, if any, respecting the supervision and direction referred to in paragraph (a).
- (2) For greater certainty, the provisions in sections 8.02(1) and 8.03 do not apply in respect of dental therapists or dental therapist services, except to the extent those provisions are expressly made applicable to dentists, dental therapists or dental therapist services by standards of practice, or standards of professional ethics, described in subsection (1)(b).

**PART 9 – QUALITY ASSURANCE**

**Interpretation**

**9.01** (1) In this Part:

“**approved activity**” means a continuing education course, study club, or equivalent activity approved by the quality assurance committee under section 9.02(1);

“**credit hour**” means an hour of lecture, instruction, or other participation in an approved activity that may be credited towards satisfaction of the college’s continuing education requirements, as determined in accordance with criteria established by the quality assurance committee under section 9.02(2);

“**three-year cycle**” means a three-year period determined in accordance with criteria established by the quality assurance committee under subsection (2).

(2) The quality assurance committee must establish criteria to determine when each three-year cycle begins for each dentist, dental therapist and certified dental assistant to whom this Part applies.

**Approved activities**

**9.02** (1) The quality assurance committee may approve a continuing education course, study club, or equivalent activity for the purpose of registrants or certified dental assistants satisfying the credit hours requirements under section 9.03(1) and (2) if the course, club, or activity

(a) has significant intellectual or practical content directly related to

(i) the practice of dentistry or the provision of the services of a certified dental assistant,

(ii) dental practice management, or

(iii) the professional responsibilities or ethical obligations of dentists, dental therapists or certified dental assistants, and

(b) satisfies any additional guidelines established by the board.

(2) The quality assurance committee may establish criteria for determining the maximum number of hours of lecture, instruction, or other participation in an approved activity or a category of approved activities that may be credited towards satisfaction of the college’s continuing education requirements under section 9.03(1) and (2).

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### **Continuing education requirements**

- 9.03** (1) During each three-year cycle,
- (a) every dentist who is a full registrant, restricted to specialty registrant, academic registrant, or academic (grandparented) registrant must complete a minimum of 90 credit hours, and
  - (b) every certified dental assistant, other than a non-practising certified dental assistant, must complete a minimum of 36 credit hours.
- (2) For a certified specialist, the credit hours referred to in subsection (1)(a) must include a minimum of 45 credit hours acquired through participation in an approved activity pertaining to the applicable specialty in which they are certified.
- (3) The quality assurance committee may require a limited (education, research and volunteer) registrant whose registration is renewed for successive periods under section 6.12(4) exceeding 3 years in total to satisfy continuing education requirements equivalent to those required for a full registrant, restricted to specialty registrant, academic registrant, or academic (grandparented) registrant under this section.

### **Continuous practice requirements**

- 9.04** (1) During each three-year cycle, every dentist who is a full registrant or restricted to specialty registrant must
- (a) engage in the practice of dentistry for a minimum of 900 hours, in accordance with criteria established by the quality assurance committee, or
  - (b) successfully complete an examination, course, other education, or competency assessment approved by the quality assurance committee for the purpose of satisfying the requirements of the quality assurance program.
- (2) During each three-year cycle, every practising certified dental assistant must
- (a) engage in a minimum of 600 hours of practice as a certified dental assistant, in accordance with criteria established by the quality assurance committee, or
  - (b) successfully complete an examination, course, other education, or competency assessment approved by the quality assurance committee for the purpose of satisfying the requirements of the quality assurance program.

### **Requirements for dental therapists**

- 9.05** (1) The quality assurance committee may establish continuing education or continuous practice requirements, or other alternative requirements consistent with the purposes of this Part, for dental therapists.

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- (2) During each three-year cycle, every dental therapist must meet all applicable requirements established under subsection (1) for the three-year cycle.



**PART 10 – INVESTIGATION AND DISCIPLINE**

**Disposition of complaints by registrar**

**10.01** The registrar is authorized to act under section 32(3) of the Act.

**Undertakings and consents**

- 10.02** (1) The record of an undertaking or consent given under section 36 of the Act, a consent order under section 37.1 of the Act, or an agreement under section 32.2(4)(b) or 32.3(3)(b) of the Act must
- (a) include any consent to a reprimand or to any other action made by the respondent under section 32.2(4)(b), 32.3(3)(b), 36 or 37.1 of the Act,
  - (b) include any undertaking made by the respondent under section 36 of the Act,
  - (c) specify the length of time that an undertaking specified in paragraph (b) is binding on the respondent,
  - (d) specify the procedure that the respondent may follow to be released from an undertaking specified in paragraph (b), and
  - (e) subject to sections 22 and 39.3 of the Act and sections 5.04, 7.04 and 10.05, specify what notification and disclosure of the limits or conditions of the undertaking, consent, order or agreement may be given to others, including members of the public.
- (2) If an undertaking or consent given under section 36 of the Act, a consent order under section 37.1 of the Act, or an agreement under section 32.2(4)(b) or 32.3(3)(b) of the Act requires the respondent to take any corrective or remedial action, the inquiry committee may direct the registrar
- (a) to monitor the respondent's compliance with that requirement and
  - (b) to report periodically to the chair or vice-chair of the inquiry committee regarding the respondent's compliance with that requirement.

**Citation for discipline hearing**

- 10.03** (1) The registrar may join one or more complaints and one or more registrants in a citation under section 37 of the Act.
- (2) After a citation has been issued but before a hearing is commenced in respect of that citation, the registrar may amend the citation.
- (3) At any time before the completion of a hearing in respect of a citation, the discipline committee may amend the citation.

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- (4) If the registrar or the discipline committee amends a citation, the registrar or the discipline committee, as the case may be, must notify the affected respondents of the amendment as soon as practicable.
- (5) After a citation has been issued, a panel of the discipline committee may direct the registrar to sever one or more complaints or matters contained in a citation.

### **Hearings of discipline committee**

- 10.04** (1) No member of the discipline committee may sit on the panel hearing a matter in which the discipline committee member
- (a) was involved as a member of the inquiry committee, or
  - (b) has had any other prior involvement.
- (2) Information about the date, time and subject matter of the hearing must be provided to any person on request.
  - (3) The discipline committee must provide notice by registered mail or by personal service to a person who is required to attend a hearing under section 38(6) of the Act in Form 27.
  - (4) All discipline hearings must be recorded and any person may obtain, at the person's own expense, a transcript of any part of the hearing which the person was entitled to attend.

### **Notice of disciplinary action**

- 10.05** (1) In addition to any notification required under section 39.3 of the Act with respect to any of the actions referred to in section 39.3(1)(a) to (e) of the Act, the registrar
- (a) must notify all dentists, dental therapists and certified dental assistants,
  - (b) must notify
    - (i) the regulatory bodies governing the practice of dentistry in every other Canadian jurisdiction, and
    - (ii) if the action is taken in respect of a certified dental assistant, the regulatory bodies governing the provision of the services of certified dental assistants in every other Canadian jurisdiction, and
  - (c) may notify any other governing body of a health profession inside or outside of Canada.
- (2) Notification provided to all dentists, dental therapists and certified dental assistants under subsection (1)(a)
    - (a) must include all information included in the public notification under section 39.3 of the Act, and

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- (b) unless otherwise directed by the inquiry committee or the discipline committee, as the case may be, must exclude any information withheld from the public notification under section 39.3(3) or (4) of the Act.
- (3) Unless otherwise directed by the inquiry committee or the discipline committee, as the case may be, notification provided to other regulatory or governing bodies under subsection (1)(b) or (c) may include information that has been withheld from the public notification under section 39.3(3) or (4) of the Act.

### Effect of suspension

- 10.06** (1) During any period of suspension of registration or certification, a suspended dentist, dental therapist or certified dental assistant must
- (a) not engage in the practice of dentistry, provide the services of a certified dental assistant, or hold themselves out as a dentist, dental therapist or certified dental assistant,
  - (b) not hold office in the college,
  - (c) not make appointments for patients or prospective patients,
  - (d) not contact or communicate with patients or prospective patients, except for the purpose of
    - (i) advising a patient or prospective patient of the fact and duration of the suspension,
    - (ii) advising a patient or prospective patient that another dentist, dental therapist or certified dental assistant will continue to act or provide services in the place of the suspended dentist, dental therapist or certified dental assistant, or
    - (iii) referring a patient or prospective patient to another dentist, dental therapist or certified dental assistant in good standing,
  - (e) prominently display, if required by an order under section 35, 37.1, 38, 39 or 39.1 of the Act, an agreement under section 32.2(4)(b) or 32.3(3)(b) of the Act, or other action taken under section 33(2) of the Act, a notice of suspension in a form and in an area approved by the registrar, which states the duration and reasons for the suspension,
  - (f) immediately surrender to the registrar the certificate of registration or the certified dental assistant certificate issued to the dentist, dental therapist or certified dental assistant under section 6.18 or 7.11, and any current registration card or certification card issued to the dentist, dental therapist or certified dental assistant under section 6.20 or 7.13, and
  - (g) pay any fee required by the college when due in order to remain a dentist, dental therapist or certified dental assistant, and any other outstanding fine, fee, debt or levy owed to the college.

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- (2) No current or former dentist, dental therapist or certified dental assistant is entitled to any refund of any fine, fee, debt or levy paid to the college solely on the basis that it was paid during or in relation to a period of suspension.
- (3) During the period of suspension, a suspended dentist may permit another dentist in good standing to practise or provide services within premises where the suspended dentist practised dentistry, provided that the suspended dentist
  - (a) complies with subsection (1), and
  - (b) must not, directly or indirectly, receive any payment in respect of services provided by the other dentist under this subsection.
- (4) Any communication under subsection (1)(d) may be made in writing in a form approved in advance by the registrar, or by employing office staff, an answering service, or other telephonic device specifically for that purpose.

### **Fines**

**10.07** The maximum amount of a fine that may be ordered by the discipline committee under section 39(2)(f) of the Act is \$50,000.

### **Costs**

- 10.08**
- (1) The tariff of costs set out in Schedule F, to partially indemnify the college for investigations under section 33 of the Act, is hereby established pursuant to section 19(1)(v.1) of the Act.
  - (2) The tariff of costs set out in Schedule G, to partially indemnify parties for their expenses incurred in the preparation for and conduct of hearings under section 38 of the Act, is hereby established pursuant to section 19(1)(w.1) of the Act.
  - (3) Any costs awarded by the discipline committee under section 39(4) or (5) of the Act, or by the inquiry committee under section 33(7) of the Act or in accordance with a proposal under section 37.1 of the Act, must be assessed by the applicable committee in accordance with Schedules F and G and the applicable tariff of costs set out therein.

### **Pre-hearing conference**

- 10.09**
- (1) At any time before the commencement of a hearing in respect of a citation, either the respondent or the college may request that a pre-hearing conference be held.
  - (2) A pre-hearing conference must be presided over by a pre-hearing panel of the discipline committee which panel may, but need not, be the same as the hearing panel that will preside at the hearing.
  - (3) At the discretion of the pre-hearing panel, a pre-hearing conference may be conducted by telephone or other mode of remote communication.

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- (4) At a pre-hearing conference, the pre-hearing panel may make an order
- (i) fixing or changing the date, time and place for the hearing,
  - (ii) for the discovery and production of documents or information relevant to the citation,
  - (iii) respecting applications for severance,
  - (iv) respecting applications for adjournment of the hearing, or
  - (v) respecting any other matters that may aid in the disposition of the citation.

**PART 11 – DENTAL CORPORATIONS**

**Interpretation**

**11.01** In this Part, “**holding company**”, in respect of a dental corporation, has the same meaning as in section 40.1 of the Act.

**Application for dental corporation permit**

**11.02 (1)** A corporation is eligible to be issued a permit to operate as a dental corporation if, in addition to satisfying the other requirements and conditions under section 43 of the Act,

- (a) every registrant of the college referred to in section 43(1)(c) and (e) of the Act is
    - (i) a full registrant or restricted to specialty registrant, or
    - (ii) with the approval of the registrar, a non-practising registrant,
  - (b) the corporation delivers to the registrar
    - (i) a completed dental corporation permit application in Form 28,
    - (ii) any applicable application and permit fees specified in Schedule E,
    - (iii) any other outstanding fine, fee, debt or levy owed to the college,
    - (iv) a certificate of solicitor in Form 29,
    - (v) an acknowledgement in Form 30, executed by each dentist who is a voting shareholder of the corporation or of a holding company that directly or indirectly owns a legal or beneficial interest in any voting share of the corporation, acknowledging that the dentist has read section 14.1 of the Act, and that the dentist understands that
      - (A) the dentist’s liability for professional negligence will not be affected by the fact that the dentist practises dentistry through or on behalf of the corporation, and
      - (B) the application of the Act, the Regulation, and these bylaws to the dentist will not be affected, modified or diminished as a result of the dentist’s relationship with the corporation, and
    - (vi) a true copy of the certificate of incorporation, filed transition application, certificate of amalgamation, or certificate of continuation, as the case may be, any certificate of change of name, and any certificate of restoration, issued to or filed by the corporation under the *Business Corporations Act*, and
  - (c) the name of the corporation is approved by the registrar under section 11.03.
- (2) The registrar is authorized to act for the board under section 43 of the Act.

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- (3) A permit issued to a corporation under section 43 of the Act is valid until
  - (a) the corporation delivers a written request to the registrar for cancellation of the permit,
  - (b) the permit is revoked under section 44 of the Act, or
  - (c) the corporation is dissolved or otherwise ceases to be a company in good standing under the *Business Corporations Act*.

### Dental corporation names

- 11.03** (1) The name of a dental corporation
- (a) must contain
    - (i) the surname, or the surname and any combination of the given names or initials, of every full registrant or restricted to specialty registrant who is a direct or indirect voting shareholder of the corporation, except a voting shareholder who will not be providing any dental services through or on behalf of the corporation, and
    - (ii) the title “Doctor” or “Dr.”, which must be combined with the name of each voting shareholder referred to in subparagraph (i),
  - (b) in addition to the words required under paragraph (a), may contain only
    - (i) the surnames, or the surnames and any combination of the given names or initials, of one or more dentists who are direct or indirect shareholders of the corporation in addition to the names required under paragraph (a)(i), which must also be combined with the title “Doctor” or “Dr.”,
    - (ii) the title “Dentist”,
    - (iii) if a direct or indirect shareholder of the corporation is a certified specialist, the name of the applicable specialty, or a title approved by the registrar that may be used by certified specialists in the applicable specialty, which must be combined with the name of the shareholder, and
    - (iv) the words or abbreviations “Dental Corporation”, “Dental Corp.”, “Corporation”, “Corp.”, “Incorporated”, or “Inc.”, and
  - (c) must not contravene Part 12.
- (2) The registrar may approve the name of a corporation that complies with subsection (1) on receipt of
- (a) a completed application for dental corporation name approval in Form 31, and
  - (b) any applicable application fee specified in Schedule E.

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### Disposition of shares

- 11.04** (1) The legal or beneficial interest in a voting or non-voting share of a dental corporation or holding corporation must not be transferred, pledged, or assigned to any person who is not entitled to hold that legal or beneficial interest in accordance with the requirements of section 43 of the Act and section 11.02(1)(a).
- (2) If the legal or beneficial interest in any voting share of a dental corporation or a holding company that directly or indirectly owns a legal or beneficial interest in any voting share of the corporation is transferred to a dentist or holding company who is entitled to hold that legal or beneficial interest under section 43 of the Act and section 11.02(1)(a), the dental corporation must
- (a) notify the registrar of the transfer, and
  - (b) deliver to the registrar an acknowledgement in Form 30 executed by
    - (i) the transferee, if the transferee is a dentist, unless an acknowledgment by the transferee has previously been delivered to the registrar, or
    - (ii) each dentist who is a voting shareholder of the transferee or of another holding company that directly or indirectly owns a legal or beneficial interest in any voting share of the transferee, if the transferee is a holding company, unless an acknowledgement executed by that dentist has previously been delivered to the registrar.
- (3) If, as a result of a transfer of shares, the name of the dental corporation ceases to comply with section 11.03(1), the dental corporation must
- (a) apply under section 11.03(2) for approval of a new name for the dental corporation that complies with section 11.03(1), and
  - (b) after a new name is approved under paragraph (a), cause its name to be changed under the *Business Corporations Act* to the approved new name.

### Notification of changes

- 11.05** (1) A dental corporation must
- (a) not change its name unless the new name has been approved by the registrar under section 11.03, and
  - (b) deliver to the registrar a true copy of any certificate of change of name issued to the dental corporation under the *Business Corporations Act*.
- (2) A dental corporation must
- (a) immediately notify the registrar of any other changes to the information contained in the corporation's most recent certificate of solicitor delivered to the registrar, and



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- (b) deliver to the registrar another certificate of solicitor in Form 29 if required by the registrar.

### Permit revocation hearings

- 11.06** (1) The powers and duties of the board under section 44 of the Act are delegated to the discipline committee.
- (2) A permit revocation hearing may be consolidated with a hearing conducted under section 38 of the Act if there are common matters in issue in both hearings, and the discipline committee considers consolidation to be appropriate in the circumstances.
  - (3) The discipline committee may conduct an oral hearing or a hearing by written submission to determine if a permit should be revoked.
  - (4) The discipline committee may conduct a hearing on the receipt of a written complaint or on its own motion.
  - (5) The registrar must provide notice of a permit revocation hearing by personal service or registered mail to the dental corporation at its registered office not less than 60 days before the date of the hearing.
  - (6) The notice of permit revocation hearing must
    - (a) name the dental corporation as respondent,
    - (b) describe the matter that is to be the subject of the hearing, including the particulars of any evidence in support of that subject matter,
    - (c) if the hearing will be conducted by written submission, notify the respondent that the respondent is entitled to submit a written submission within 30 days of receiving the notice, and
    - (d) if the hearing is to be an oral hearing,
      - (i) specify the date, time and place of the hearing, and
      - (ii) notify the respondent that the discipline committee is entitled to proceed with the hearing in the absence of a representative of the dental corporation.
  - (7) The respondent and the college may appear as parties and with legal counsel at an oral permit revocation hearing of the discipline committee.
  - (8) If the respondent does not attend an oral permit revocation hearing of the discipline committee, the discipline committee may
    - (a) proceed with the hearing in the respondent's absence on proof of receipt of the notice of permit revocation hearing by the respondent, and

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- (b) without further notice to the respondent, take any action that it is authorized to take under the Act.
- (9) After a permit revocation hearing, the discipline committee must notify the respondent in writing of its decision under section 44(1) or (2) of the Act.

### **Provision of services through a dental corporation**

**11.07** For the purposes of section 42(2)(b) of the Act, services referred to in section 42(1) of the Act may be provided on behalf of a corporation by a person employed or engaged as a contractor by the corporation

- (a) to whom a dentist delegates the provision of those services, or who is authorized by a dentist to provide those services under a dentist's supervision, in accordance with any applicable requirements under Part 8, and
- (b) who provides those services in accordance with any applicable requirements under Part 8.

### **Promotional activities by dental corporations**

**11.08** A dental corporation must comply with the requirements of Part 12 as if it were a dentist, to the extent those requirements may be applicable to a corporation.

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## PART 12 – ADVERTISING AND PROMOTIONAL ACTIVITIES

### Application

**12.01** Reference to the words “dentist” or “dentists” in this bylaw applies to:

- (a) dentists,
- (b) all forms of business arrangements through which dentists practise, including, but not limited to, dental corporations.

**12.02** This bylaw, modified as necessary, applies to dental therapists and certified dental assistants to the extent that they may engage in advertising and promotional activities.

### Interpretation

**12.03** Advertising and promotional activities are any activities aimed at attracting patients or promoting treatments.

**12.04** Advertising and promotional activities include all methods and materials, in whatever form or format, through which dentists communicate, represent, promote, market, or otherwise advertise themselves or the services they provide, to other dentists, patients, or the public.

**12.05** This bylaw applies whether a dentist engages in advertising and promotional activities directly or if others do so on their behalf.

### General parameters for advertising and promotional activities

**12.06** Subject to this bylaw, dentists are permitted to advertise and promote themselves and the dental services they provide.

**12.07** Dentists must not engage in, authorize, or condone advertising and promotional activities that are:

- (a) false,
- (b) misleading or materially inaccurate,
- (c) unverifiable,
- (d) likely to create unrealistic expectations about treatment or appeal to fears about dental treatment,
- (e) contrary to the best interests of the public, including, but not limited to, activities which may
  - (i) induce patients to ask for or receive services not in their best interest, or
  - (ii) demean the dignity and integrity of the profession.

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### **Qualifications, continuing dental education, titles and designations**

- 12.08** When a dentist is named or referenced in advertising and promotional materials that reference must include the name of the dentist, immediately followed by whether the dentist is a general dentist or a certified specialist, along with the name of the certified specialty.
- 12.09** When a dentist refers in advertising and promotional materials to their university degrees, dental-related titles, designations, certificates, certifications, associations, registrations, honours, memberships, diplomas, or any other dental-related references derived from or conferred through either their continuing education activities or granted, conferred, or awarded through any other means (collectively referred to as “additional degrees or designations”), such reference must:
- (a) first list, immediately after the information required under section 12.08 above, the university degree(s) accepted by the College for the educational requirement(s) for registration as a general dentist or certified specialist, followed by any other additional degrees or designations the dentist wishes to list;
  - (b) All of which must be presented in unabbreviated form, and must include the:
    - (i) year granted, conferred, or awarded,
    - (ii) jurisdiction in which granted, conferred, or awarded, and
    - (iii) name of the granting institution or organization.

### **Reference to specialty**

- 12.10** Dentists are permitted to list the services they provide so long as they do not refer to or describe:
- (a) themselves in such a way as to infer or imply that they are a certified specialist or that their practice is specialized or limited to a particular area of specialization unless
    - (i) they are registered with the college as a certified specialist, or
    - (ii) their registration with the college requires them to do so,in which case the certified specialty in which they are registered or to which they are limited, as the case may be, must be clearly identified.
  - (b) a dental procedure, a treatment, or an area of practice in such a way as to infer or imply that it is a specialty unless it is a specialty recognized by the college.

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### Inducements

**12.11** Dentists may not advertise free or discounted goods or services, or participate in rewards programs aimed at promoting a particular treatment.

- (a) This bylaw does not apply to *pro bono* services, or services provided to low income patients who would not otherwise have access to care.

### Office names and information

**12.12** The public and patients must at all times know their dentist, the owner(s) of the dental office or practice and those who derive income from the dental office or practice. To this end:

- (a) references to a dental office or practice, whatsoever business form that office or practice takes, must clearly identify each of the owners plus the name of each dentist providing dental services, or deriving income at or through that office or practice
  - (i) identification of owners and practitioners must be made as stipulated in bylaw 12.08.
- (b) the front entryway of any location in which dental services are provided must prominently display the name and whether the dentist is a general dentist or specialist, along with the certified specialty, for each dentist practising at that location.

### Trade names

**12.13** A dentist must not, in connection with the practice of dentistry, use any trade name or designation or any distinguishing name for any premises in which the dentist carries on the practice of dentistry or in advertising and promotional materials, other than:

- (a) the names of the dentists practising there,
- (b) the name of a dental corporation which has been approved under these bylaws, or
- (c) a trade name that does not otherwise contravene this bylaw.

**PART 13 – GENERAL**

**Standards of practice and professional ethics**

- 13.01** (1) Dentists, dental therapists and certified dental assistants must conduct themselves in accordance with the standards of practice and the standards of professional ethics.
- (2) A dentist must not provide deep sedation or general anaesthetic services in a dental office or other facility that is not a hospital unless that office or facility is being operated in compliance with the sedation and general anaesthetic standards.
- (3) Dentists must take reasonable steps to ensure that other dentists, dental therapists, certified dental assistants, and other persons employed, engaged, or supervised by them are aware of and act in accordance with the standards of practice and the standards of professional ethics, to the extent they apply to such persons.

**Liability insurance**

- 13.02** (1) All registrants, other than non-practising registrants, must be insured against liability arising from an error, omission, or negligent act in the provision of services included in the practice of dentistry in an amount of at least \$3,000,000 per occurrence in a form that is satisfactory to the college.
- (2) All registrants must ensure that every person employed by them, or by a dental corporation in which they are a director or shareholder, to provide services included in the practice of dentistry is insured against liability arising from an error, omission, or negligent act in the provision of those services in an amount of at least \$3,000,000 per occurrence in a form that is satisfactory to the college.

**Patient relations program**

- 13.03** (1) The board must establish a patient relations program to seek to prevent professional misconduct, including professional misconduct of a sexual nature.
- (2) For the purposes of the patient relations program, the board must
- (a) establish and maintain procedures by which the college deals with complaints of professional misconduct of a sexual nature,
  - (b) monitor and periodically evaluate the operation of procedures established under paragraph (a), and
  - (c) develop guidelines for the conduct of dentists, dental therapists and certified dental assistants with their patients.
- (3) The registrar must provide information to the public regarding the college's complaint, investigation, and discipline processes.

## **Bylaws of the College of Dental Surgeons of British Columbia**

- (4) In this section, “**professional misconduct of a sexual nature**” means
- (a) sexual intercourse or other forms of physical sexual relations between the dentist, dental therapist or certified dental assistant and the patient,
  - (b) touching, of a sexual nature, of the patient by the dentist, dental therapist or certified dental assistant, or
  - (c) behaviour or remarks of a sexual nature by the dentist, dental therapist or certified dental assistant towards the patient,
  - (d) but does not include touching, behaviour and remarks by the dentist, dental therapist or certified dental assistant towards the patient that are of a clinical nature appropriate to the service being provided.
- (5) It is not professional misconduct of a sexual nature to provide dental services to one’s spouse; rather, that is a matter of professional ethics involving
- (a) patient autonomy,
  - (b) free, full and informed consent by the patient, and
  - (c) objectivity of care on the part of the practitioner.

# Bylaws of the College of Dental Surgeons of British Columbia

## SCHEDULE A

### LISTED GENERAL DENTISTRY PROGRAMS

#### Canada

Dalhousie University  
Laval University  
McGill University  
University of Alberta  
University of British Columbia  
University of Manitoba  
University of Montreal  
University of Saskatchewan  
University of Toronto  
University of Western Ontario

#### United States

University of Alabama  
A.T. Still University Arizona School of Dentistry and Oral Health  
Midwestern University College of Dental Medicine  
Loma Linda University School of Dentistry  
University of California at Los Angeles School of Dentistry  
University of California at San Francisco School of Dentistry  
University of Southern California School of Dentistry  
University of the Pacific Arthur A. Dugoni School of Dentistry  
Western University of Health Sciences College of Dental Medicine  
University of Colorado Denver  
University of Connecticut School of Dental Medicine  
Howard University College of Dentistry  
Nova Southeastern University College of Dental Medicine  
University of Florida College of Dentistry  
Medical College of Georgia School of Dentistry  
University of Iowa College of Dentistry  
Southern Illinois University School of Dental Medicine  
University of Illinois at Chicago College of Dentistry  
Indiana University School of Dentistry  
University of Kentucky College of Dentistry  
University of Louisville School of Dentistry  
Louisiana State University School of Dentistry  
Boston University Goldman School of Dental Medicine  
Harvard University School of Dental Medicine



## **Bylaws of the College of Dental Surgeons of British Columbia**

Tufts University School of Dental Medicine  
University of Maryland Baltimore College of Dental Surgery  
University of Detroit Mercy School of Dentistry  
University of Michigan School of Dentistry  
University of Minnesota School of Dentistry  
University of Missouri-Kansas City School of Dentistry  
University of Mississippi School of Dentistry  
University of North Carolina School of Dentistry  
Creighton University School of Dentistry  
University of Nebraska Medical Center College of Dentistry  
University of Medicine & Dentistry of New Jersey Dental School  
University of Nevada Las Vegas School of Dental Medicine  
Columbia University College of Dental Medicine  
New York University College of Dentistry  
State University of New York at Buffalo School of Dental Medicine  
State University of New York at Stony Brook School of Dental Medicine  
Case Western Reserve University School of Dental Medicine  
Ohio State University College of Dentistry  
University of Oklahoma College of Dentistry  
Oregon Health and Science University School of Dentistry  
Temple University, The Maurice H. Kornberg School of Dentistry  
University of Pennsylvania School of Dental Medicine  
University of Pittsburgh School of Dental Medicine  
University of Puerto Rico School of Dental medicine  
Medical University of South Carolina College of Dental Medicine  
Meharry Medical College School of Dentistry  
University of Tennessee College of Dentistry  
Baylor College of Dentistry, Component of Texas A & M Health Science Centre  
University of Texas Health Science Centre – Houston Dental Branch  
University of Texas Health Science Centre – San Antonio Dental School  
Virginia Commonwealth University School of Dentistry  
University of Washington- Health Sciences School of Dentistry  
Marquette University School of Dentistry  
West Virginia University School of Dentistry

**Bylaws of the College of Dental Surgeons of British Columbia**

**SCHEDULE B**

**LISTED SPECIALTY PROGRAMS**

**Canada**

*Dental Public Health*

University of Toronto

*Endodontics*

University of Toronto

*Oral and Maxillofacial Radiology*

University of Toronto

*Oral and Maxillofacial Surgery*

University of Western Ontario

Laval University

McGill University

University of Toronto

Dalhousie University

University of Manitoba

*Oral Medicine and Pathology (combined)*

University of British Columbia

University of Toronto

## **Bylaws of the College of Dental Surgeons of British Columbia**

### ***Orthodontics and Dentofacial Orthopedics***

University of Toronto  
University of Montreal  
University of Western Ontario  
University of Manitoba  
University of Alberta

### ***Pediatric Dentistry***

University of Montreal  
University of Toronto

### ***Periodontics***

Laval University  
University of Manitoba  
University of British Columbia  
University of Toronto

### ***Prosthodontics***

Dalhousie University  
University of Montreal  
University of Toronto

### **United States**

#### ***Dental Public Health***

University of California at San Francisco School of Dentistry  
Centers for Disease Control National Center Prevention Service (Georgia)  
University of Iowa College of Dentistry  
Boston University Goldman School of Dental Medicine  
Harvard University School of Dental Medicine (Massachusetts)  
Indian Health Service (Maryland)  
National Institute/Dental & Craniofacial Research (Maryland)

## **Bylaws of the College of Dental Surgeons of British Columbia**

North Carolina Division of Dental Health  
New York State Department of Health  
Baylor College of Dentistry Component of Texas A & M Health Sciences Centre (Texas)  
University of Texas Health Science Centre – San Antonio Dental School

### ***Endodontics***

University of Alabama School of Dentistry at UAB  
University of Southern California School of Dentistry  
Veterans Affairs Long Beach Healthcare System (California)  
University of California at Los Angeles School of Dentistry  
Loma Linda University School of Dentistry (California)  
University of California at San Francisco School of Dentistry  
University of Connecticut School of Dental Medicine  
Nova Southeastern University College of Dental Medicine  
University of Florida College of Dentistry  
Medical College of Georgia School of Dentistry  
US Army Dental Activity/Ft. Gordon (Georgia)  
University of Iowa College of Dentistry  
Carle Foundation Hospital  
University of Illinois at Chicago College of Dentistry  
Indiana University School of Dentistry  
Veterans Affairs Medical Center/Indianapolis  
University of Kentucky College of Dentistry  
University of Louisville School of Dentistry (Kentucky)  
Louisiana State University School of Dentistry  
Tufts University School of Dental Medicine (Massachusetts)  
Boston University Goldman School of Dental Medicine  
Harvard University Scholl of Dental Medicine (Massachusetts)  
University of Maryland Baltimore College of Dental Surgery  
Naval Postgraduate Dental School/Naval Medical Center  
University of Michigan Scholl of Dentistry  
University of Detroit Mercy School of Dentistry  
University of Minnesota School of Dentistry  
University of Missouri-Kansas City School of Dentistry  
Saint Louis University Health Science Center  
81st Medical Group/DS/SGDDT/Keesler AFB (Mississippi)  
University of North Carolina School of Dentistry  
US Army Dental Activity/Ft. Bragg (North Carolina)  
University of Nebraska Medical Center College of Dentistry  
University of Medicine & Dentistry of New Jersey New Jersey Dental School  
Columbia University College of Dental Medicine  
New York University College of Dentistry  
State University of New York at Buffalo School of Dental Medicine  
State University of New York at Sony Brook School of Dental Medicine

## **Bylaws of the College of Dental Surgeons of British Columbia**

Lutheran Medical Center-Department of Dental Service  
Veterans Affairs Medical Center/New York  
Case Western Reserve University School of Dental Medicine (Ohio)  
Ohio State University College of Dentistry  
Oregon Health and Science University School of Dentistry  
Albert Einstein Medical Center (Pennsylvania)  
University of Pennsylvania School of Dental Medicine  
Temple University, The Maurice H. Kornberg School of Dentistry  
University of Pittsburgh School of Dental Medicine  
Baylor College of Dentistry Component of Texas A & M Health Science Center (Texas)  
University of Texas Health Science Center-San Antonio Dental School  
Wilford Hall Medical Center-59th Dental Squadron  
University of Texas Health Science Center-Houston Dental Branch  
Virginia Commonwealth University School of Dentistry  
University of Washington-Health Sciences School of Dentistry  
Marquette University School of Dentistry  
West Virginia University School of Dentistry

### ***Oral and Maxillofacial Radiology***

University of Connecticut School of Dental Medicine  
University of Iowa College of Dentistry  
University of Missouri-Kansas City School of Dentistry  
University of North Carolina School of Dentistry  
University of Texas Health Science Center-San Antonio Dental School

### ***Oral and Maxillofacial Surgery***

60<sup>th</sup> Medical Group Travis AFB (California)  
Allegheny General Hospital (Pennsylvania)  
Baylor College of Dentistry, Component of Texas A & M Health Science Center  
University of Kentucky College of Dentistry  
University of Louisville School of Dentistry  
University of Maryland Baltimore College of Dental Surgery  
University of Medicine & Dentistry of New Jersey, New Jersey Dental School  
University of Miami/Jackson Memorial Hospital  
University of Michigan School of Dentistry  
University of Minnesota School of Dentistry  
University of Mississippi School of Dentistry  
University of Missouri-Kansas City School of Dentistry  
University of Nebraska-College of Medicine  
University of North Carolina School of Dentistry  
University of Oklahoma College of Dentistry

## **Bylaws of the College of Dental Surgeons of British Columbia**

University of Pennsylvania School of Dental Medicine  
Case Western Reserve University School of Dental Medicine  
Christiana Care Health System (Delaware)  
Community Medical Center (California)  
Cook County Hospital/John H. Stoger, Jr. (Illinois)  
Hospital of St. Raphael (Connecticut)  
Howard University College of Dentistry (District of Columbia)  
Indiana University School of Dentistry  
Kings County Hospital Downstate Medical Center (New York)  
Massachusetts General Hospital  
Mayo Graduate School of Medicine (Minnesota)  
Medical College of Georgia School of Dentistry  
Medical College of Wisconsin  
Medical University of South Carolina College of Dental Medicine  
Meharry Medical College School of Dentistry (Tennessee)  
New York Medical College  
New York Presbyterian Hospital  
New York Presbyterian Hospital at Weill Cornell-Dental Department  
New York University College of Dentistry  
University of Rochester Eastman Department of Dentistry  
University of Southern California School of Dentistry  
University of Tennessee College of Dentistry  
University of Tennessee Medical Center  
US Army Dental Activity/Ft. Bragg (North Carolina)  
US Army Dental Activity/Tripler (Hawaii)  
Vanderbilt University Medical Center (Tennessee)  
Virginia Commonwealth University School of Dentistry  
Washington Hospital Center (District of Columbia)  
West Virginia University School of Dentistry  
Wilford Hall Medical Center-59<sup>th</sup> Dental Squadron (Texas)  
Woodhull Medical & Mental Health Center (New York)  
Nova Southeastern University/Broward General Medical Center (Florida)  
Ohio State University College of Dentistry  
Oregon Health and Science University School of Dentistry  
Parkland Memorial Hospital (Texas)  
St. Barnabas Hospital-Dental Department (New York)  
St. John / Detroit-Macomb – Oakland Hospital  
St. Joseph’s Regional Medical Center-Dental Department (New Jersey)  
St. Luke’s-Roosevelt Hospital Center-Division of Dentistry (New York)  
State University of New York at Buffalo School of Dental Medicine  
Temple University Hospital (Pennsylvania)  
Thomas Jefferson University Hospital (Pennsylvania)  
Tufts University School of Dental Medicine (Massachusetts)  
Beth Israel Medical Center (New York)  
Boston University Goldman School of Dental Medicine  
Brookdale Hospital Medical Center(New York)

## **Bylaws of the College of Dental Surgeons of British Columbia**

Brooke Army Medical Center (Texas)  
Brooklyn Hospital Center  
Carle Foundation Hospital (Illinois)  
University of Texas Health Science Center-Houston Dental Branch  
University of Alabama School of Dentistry at UAB  
University of California at Los Angeles School of Dentistry  
Denver Health Medical Center  
Detroit Receiving Hospital  
Drexel University (Pennsylvania)  
Emory University School of Medicine (Georgia)  
Gundersen Lutheran Medical Center (Wisconsin)  
Harbor – UCLA Medical Center/Dental (California)  
Harlem Hospital Center Department of Dentistry  
Loma Linda University School of Dentistry  
Louisiana State University School of Dentistry  
Louisiana State University School of Medicine  
Loyola University Medical Center (Illinois)  
Madigan Army Medical Center/Ft. Lewis Dental Activity (Washington)  
University of California at San Francisco School of Dentistry  
University of Cincinnati Medical Center  
University of Connecticut School of Dental Medicine  
Metrohealth Medical Center (Ohio)  
Montefiore Medical Center – Dental Department (New York)  
Mt. Sinai Medical Center-New York – Dental Department  
Nassau University Medical Center  
National Capital Consortium (Maryland)  
Naval Health Clinic - Great Lakes (Illinois)  
Naval Medical Center/Portsmouth (Virginia)  
Naval Medical Center/San Diego-Dental Department  
North Shore-Long Island Jewish Health System at Long Island Jewish Medical Center  
University of Pittsburgh School of Dental Medicine  
University of Puerto Rico School of Dental Medicine  
University Florida at Jacksonville-SHANDS  
University of Florida College of Dentistry  
University of Illinois at Chicago College of Dentistry  
University of Iowa College of Dentistry  
University of Texas Health Science Center-San Antonio Dental School  
University of Texas Medical Branch Hospital  
University of the Pacific Alameda Country Medical Center-Highland Hospital (California)  
University of Washington-Health Sciences School of Dentistry  
US Army Dental Activity/Ft. Gordon (Georgia)

### ***Oral Medicine***

Harvard University School of Dental Medicine (Massachusetts)

## **Bylaws of the College of Dental Surgeons of British Columbia**

Carolinas Medical Center-Department of Oral Medicine (North Carolina)

### ***Oral Pathology***

University of California at San Francisco School of Dentistry  
University of Florida College of Dentistry  
University of Iowa College of Dentistry  
Boston University Goldman School of Dental Medicine  
Harvard University School of Dental Medicine (Massachusetts)  
University of Maryland Baltimore College of Dental Surgery  
Naval Postgraduate Dental School/Naval Medical Center (Maryland)  
University of North Carolina School of Dentistry  
New York Medical Center of Queens Dental Service  
New York Presbyterian Hospital  
State University of New York at Buffalo School of Dental Medicine  
North Shore-Long Island Jewish Health System at Long Island Jewish Medical Center  
Ohio State University College of Dentistry  
University of Pittsburgh Medical Center/School of Dental Medicine  
Baylor College of Dentistry Component of Texas A & M Health Science Center

### ***Orthodontics and Dentofacial Orthopedics***

University of Alabama School of Dentistry at UAB  
A.T. Still University Arizona School of Dentistry and Oral Health  
University of Southern California School of Dentistry  
University of California at Los Angeles School of Dentistry  
Loma Linda University School of Dentistry  
University of California at San Francisco School of Dentistry  
University of the Pacific Arthur A. Dugoni School of Dentistry (California)  
University of Colorado Denver  
University of Connecticut School of Dental Medicine  
Howard University College of Dentistry (Washington, DC)  
Washington Hospital Center (Washington, DC)  
Jacksonville University (Florida)  
Nova Southeastern University College of Dental Medicine (Florida)  
University of Florida College of Dentistry  
Medical College of Georgia School of Dentistry  
University of Iowa College of Dentistry  
University of Illinois at Chicago College of Dentistry  
Indiana University School of Dentistry  
University of Kentucky College of Dentistry  
University of Louisville School of Dentistry  
Louisiana State University School of Dentistry



## **Bylaws of the College of Dental Surgeons of British Columbia**

Tufts University School of Dental Medicine (Massachusetts)  
Boston University Goldman School of Dental Medicine  
Harvard University School of Dental Medicine (Massachusetts)  
University of Maryland Baltimore College of Dental Surgery  
University of Michigan School of Dentistry  
University of Detroit Mercy School of Dentistry  
University of Minnesota School of Dentistry  
Mayo Graduate School of Medicine (Minnesota)  
University of Missouri-Kansas City School of Dentistry  
Saint Louis University Health Science Center  
University of North Carolina School of Dentistry  
University of Nebraska Medical Center College of Dentistry  
University of Medicine & Dentistry of New Jersey, New Jersey Dental School  
University of Nevada Las Vegas School of Dental Medicine  
University of Southern Nevada College of Dental Medicine  
Columbia University College of Dental Medicine  
New York University College of Dentistry  
University of Rochester Eastman Department of Dentistry  
St. Barnabas Hospital-Dental Department (New York)  
State University of New York at Buffalo School of Dental Medicine  
State University of New York at Stony Brook School of Dental Medicine  
Maimonides Medical Center- Dept of Dentistry (New York)  
Montefiore Medical Center-Dental Department (New York)  
Case Western Reserve University School of Dental Medicine (Ohio)  
Ohio State University College of Dentistry  
University of Oklahoma College of Dentistry  
Oregon Health and Science University School of Dentistry  
Albert Einstein Medical Center (Pennsylvania)  
University of Pennsylvania School of Dental Medicine  
Temple University, The Maurice H. Kornberg School of Dentistry  
University of Pittsburgh School of Dental Medicine  
University of Puerto Rico School of Dental Medicine  
Medical University of South Carolina College of Dental Medicine  
University of Tennessee College of Dentistry  
Vanderbilt University Medical Center (Tennessee)  
Baylor College of Dentistry Component of Texas A & M Health Science Center (Texas)  
Wilford Hall Medical Center-59<sup>th</sup> Dental Squadron (Texas)  
University of Texas Health Science Center-Houston Dental Branch  
University of Texas Health Science Center-San Antonio Dental School  
Virginia Commonwealth University School of Dentistry  
University of Washington-Health Sciences School of Dentistry  
Marquette University School of Dentistry (Wisconsin)  
West Virginia University School of Dentistry

### ***Pediatric Dentistry***

## **Bylaws of the College of Dental Surgeons of British Columbia**

University of Alabama School of Dentistry at UAB  
Community Health and Advocacy Training (CHAT-PD) – Venice (California)  
University of California at Los Angeles School of Dentistry  
University of California at San Francisco School of Dentistry  
Children’s Hospital (Colorado)  
Yale-New Haven Hospital Department of Dentistry (Connecticut)  
University of Connecticut School of Dental Medicine  
Children’s National Medical Center (Washington, DC)  
Howard University College of Dentistry (Washington, DC)  
Miami Children’s Hospital Dental Department  
Nova Southeastern University College of Dental Medicine  
University of Florida College of Dentistry  
Medical College of Georgia School of Dentistry  
University of Iowa College of Dentistry  
Children’s Memorial Medical Center (Illinois)  
University of Illinois at Chicago College of Dentistry  
Indiana University School of Dentistry  
University of Kentucky College of Dentistry  
University of Louisville School of Dentistry  
Louisiana State University School of Dentistry  
Children’s Hospital-Harvard University (Massachusetts)  
Tufts University School of Dental Medicine (Massachusetts)  
Boston University Goldman School of Dental Medicine  
University of Maryland Baltimore College of Dental Surgery  
University of Michigan School of Dentistry  
Children’s Hospital of Michigan  
University of Minnesota School of Dentistry  
The Children’s Mercy Hospital and Clinics (Missouri)  
University of Mississippi/Blair Batson Children’s Hospital  
University of North Carolina School of Dentistry  
University of Nebraska Medical Center College of Dentistry  
University of Medicine & Dentistry of New Jersey, New Jersey Dental School  
University of Nevada Las Vegas School of Dental Medicine  
Interfaith Medical Center Department of Dentistry (New York)  
Maimonides Medical Center-Department of Dentistry (New York)  
New York Presbyterian Hospital  
New York University College of Dentistry  
North Bronx Health Care Network – Department of Dentistry  
University of Rochester Eastman Department of Dentistry  
Harlem Hospital Center Department of Dentistry  
Lutheran Medical Center – Department of Dental Service (New York)  
Montefiore Medical Center – Dental Department (New York)  
Mt Sinai Medical Center – New York – Dental Department  
North Shore-Long Island Jewish Health System at Long Island Jewish Medical Center  
St. Barnabas Hospital – Dental Department (New York)  
State University of New York at Buffalo School of Dental Medicine

## **Bylaws of the College of Dental Surgeons of British Columbia**

State University of New York at Stony Brook School of Dental Medicine  
Staten Island University Hospital  
Bronx Lebanon Hospital Center  
Brookdale Hospital Medical Center – Dental Department  
Case Western Reserve University School of Dental Medicine (Ohio)  
Cincinnati Children’s Hospital Medical Center  
Ohio State University College of Dentistry  
The University of Toledo – Division of Dentistry  
Metrohealth Medical Center (Ohio)  
Oregon Health and Sciences University School of Dentistry  
Children’s Hospital of Pittsburgh  
St. Christopher’s Hospital for Children (Pennsylvania)  
University of Tennessee College of Dentistry  
Baylor College of Dentistry Component of Texas A & M Health Science Center  
University of Texas Health Science Center-Houston Dental Branch  
University of Texas Health Science Center-San Antonio Dental School  
Primary Children’s Medical Center (Utah)  
Virginia Commonwealth University School of Dentistry  
University of Washington-Health Sciences School of Dentistry  
Children’s Hospital of Wisconsin

### ***Periodontics***

University of Alabama School of Dentistry at UAB  
Loma Linda University School of Dentistry (California)  
University of California at Los Angeles School of Dentistry  
University of Southern California School of Dentistry  
Veterans Affairs medical Center/West LA  
University of California at San Francisco School of Dentistry  
University of Colorado Denver  
University of Connecticut School of Dental Medicine  
Nova Southeastern University College of Dental Medicine  
University of Florida College of Dentistry  
US Army Dental Activity/Ft Gordon (Georgia)  
Medical College of Georgia School of Dentistry  
University of Iowa College of Dentistry  
University of Illinois at Chicago College of Dentistry  
Veterans Affairs Medical Center/Indianapolis  
Indiana University School of Dentistry  
University of Kentucky College of Dentistry  
University of Louisville School of Dentistry  
Louisiana State University School of Dentistry  
Boston University Goldman School of Dental Medicine  
Harvard University School of Dental Medicine (Massachusetts)  
Tufts University School of Dental Medicine (Massachusetts)

## **Bylaws of the College of Dental Surgeons of British Columbia**

Naval Postgraduate Dental School/Naval Medical Center (Maryland)  
University of Maryland Baltimore College of Dental Surgery  
University of Michigan School of Dentistry  
University of Detroit Mercy School of Dentistry  
University of Minnesota School of Dentistry  
Mayo Graduate School of Medicine (Minnesota)  
University of Missouri-Kansas City School of Dentistry  
Saint Louis University Health Science Center  
University of North Carolina School of Dentistry  
University of Nebraska Medical Center College of Dentistry  
University of Medicine & Dentistry of New Jersey, New Jersey Dental School  
State University of New York at Buffalo School of Dental Medicine  
State University of New York at Stony Brook School of Dental Medicine  
University of Rochester Eastman Department of Dentistry  
Veterans Affairs Medical Center/New York  
New York University College of Dentistry  
Columbia University College of Dental Medicine  
Ohio State University College of Dentistry  
Case Western Reserve University School of Dental Medicine (Ohio)  
University of Oklahoma College of Dentistry  
Oregon Health and Science University School of Dentistry  
University of Pittsburgh School of Dental Medicine  
Temple University, The Maurice H. Kornberg School of Dentistry  
University of Pennsylvania School of Dental Medicine  
Medical University of South Carolina College of Dental Medicine  
University of Tennessee College of Dentistry  
Baylor College of Dentistry Component of Texas A & M Health Science Center  
University of Texas Health Science Center-Houston Dental Branch  
University of Texas Health Science Center-San Antonio Dental School  
Wilford Hall Medical Center-59<sup>th</sup> Dental Squadron (Texas)  
Virginia Commonwealth University School of Dentistry  
University of Washington-Health Sciences School of Dentistry

### ***Prosthodontics***

University of Alabama School of Dentistry at UAB  
Loma Linda University School of Dentistry (California)  
University of California at Los Angeles School of Dentistry  
University of Southern California School of Dentistry  
Veterans Affairs Medical Center/West LA  
University of California at San Francisco School of Dentistry  
University of Connecticut School of Dental Medicine  
Veterans Affairs medical Center/DC  
Nova Southeastern University College of Dental Medicine  
University of Florida College of Dentistry

## **Bylaws of the College of Dental Surgeons of British Columbia**

US Army Dental Activity/Ft Gordon (Georgia)  
Medical College of Georgia School of Dentistry  
University of Iowa College of Dentistry  
University of Illinois at Chicago College of Dentistry  
Indiana University School of Dentistry  
Louisiana State University School of Dentistry  
Boston University Goldman School of Dental Medicine  
Harvard University School of Dental Medicine (Massachusetts)  
Tufts University School of Dental Medicine (Massachusetts)  
Naval Postgraduate Dental School/Naval Medical Center (Maryland)  
University of Maryland Baltimore College of Dental Surgery  
University of Michigan School of Dentistry  
Veterans Affairs Medical Center-Detroit – Dental Service  
University of Minnesota School of Dentistry  
University of North Carolina School of Dentistry  
University of Medicine & Dentistry of New Jersey, New Jersey Dental School  
Montefiore Medical Center – Dental Department (New York)  
State University of New York at Buffalo School of Dental Medicine  
University of Rochester Eastman Department of Dentistry (New York)  
Veterans Affairs Medical Center/New York  
New York Medical Center of Queens Dental Service (New York)  
New York University College of Dentistry  
Columbia University College of Dental Medicine  
Ohio State University College of Dentistry  
University of Pittsburgh School of Dental Medicine  
University of Puerto Rico School of Dental Medicine  
University of Tennessee College of Dentistry  
Baylor College of Dentistry Component of Texas A & M Health Science Center  
Michael E. DeBakey Veterans Affairs Medical Center/Houston  
University of Texas Health Science Center-Houston Dental Branch  
University of Texas Health Science Center-San Antonio Dental School  
Wilford Hall Medical Center-59<sup>th</sup> Dental Squadron  
University of Washington-Health Sciences School of Dentistry  
Marquette University School of Dentistry (Wisconsin)  
West Virginia University School of Dentistry

**Bylaws of the College of Dental Surgeons of British Columbia**

**SCHEDULE C**

**RECOGNIZED JURISDICTIONS FOR  
CERTIFICATION OF PRACTISING CERTIFIED DENTAL ASSISTANTS**

Alberta

Saskatchewan

# **Bylaws of the College of Dental Surgeons of British Columbia**

## **SCHEDULE D**

### **CORE SKILLS FOR LEVEL II DENTAL ASSISTANTS**

1. Producing dental radiographs
2. Application and removal of rubber dam
3. Taking of preliminary impressions for study casts
4. Application of treatment liners where there is no pulpal involvement
5. Application and removal of matrices and wedges
6. Selective rubber cup polishing
7. Oral hygiene instruction
8. Dietary counselling relative to oral health
9. Application of anticariogenic agents
10. Fabrication and insertion of bleaching trays
11. Pit and fissure sealants
12. Topical anaesthetic
13. Desensitizing agents

**Bylaws of the College of Dental Surgeons of British Columbia**

**SCHEDULE D.1**

**DENTAL THERAPIST SERVICES**

**1. Level 1**

**The following services may be provided by a registered dental therapist with appropriate training as a matter of routine:**

**1.1 Examinations and Radiography**

(a) Limited Oral Examination

Including:

(i) Periodontal probing

(b) Expose, develop, mount and read dental radiographs to aid in the diagnosis of hard and soft tissue lesions.

**1.2 General and Restorative including caries, trauma and pain control**

(a) Intraoral assistance including oral evacuation/suctioning

(b) Application of topical anesthetic

(c) Administration of local anesthetic

(d) Rubber dam clamp and rubber dam placement

(e) Dental impression making

(f) Application and adjustment of pit and fissure sealants

(g) Percussion and temperature sensitivity testing to determine pulp vitality

(h) Finishing and polishing of existing restorations

**1.3 Hygiene**

(a) Provision of oral hygiene instruction

(b) Provision of coronal polishing

(c) Provision of fluoride treatment



## **Bylaws of the College of Dental Surgeons of British Columbia**

(d) Scaling

### **1.4 Orthodontics**

- (a) Application and removal of materials to alleviate irritation
- (b) Removal of excess adhesive material using appropriate hand instruments, or ultrasonic or rotary instruments, following banding/bonding or debanding/debonding procedures
- (c) Instruction in the care and maintenance of orthodontic appliances

## **2. Level 2**

**The following services may only be provided by a registered dental therapist with appropriate training on an emergency basis (or on a Level 3 basis). When treatment was provided on an emergency basis, it must then be discussed with the responsible dentist to determine what, if any, additional follow-up is required.**

### **2.1 Endodontics**

- (a) Pulpotomy – limited to primary teeth only
- (b) Pulpotomy for emergency treatment only – permanent teeth
- (c) Pulp capping

### **2.2 Restorative**

- (a) Amalgam and/or composite restoration
- (b) Placement of retentive pins
- (c) Placement of stainless steel/prefabricated crowns
- (d) Removal of temporary and permanent cements
- (e) Placement and removal of gingival retraction cord

### **2.3 Oral Surgery**

- (a) Erupted teeth – simple extractions (periodontally involved permanent dentition with favourable root anatomy, bone and intact crown in a healthy adult or primary dentition with favourable root anatomy in a healthy child)
- (b) Residual roots, erupted

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(c) Suture placement

(d) Suture removal

### **3. Level 3**

**The following treatment may be provided by a registered dental therapist with appropriate training only after treatment planning with responsible dentist:**

(a) Soft tissue drainage using an explorer or curette

(b) Recementation of a permanent crown – where crown and tooth are sound

(c) Removing orthodontic bands and bonded attachments using appropriate hand instruments

(d) Surgical extraction of erupted tooth on emergency basis to relieve pain

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## SCHEDULE E

### SCHEDULE OF FEES (2019-20)

#### DENTIST

##### 1. Application Fees:

(a)	full registration:	
	(i) general practitioner	\$3,013
	(ii) certified specialist	\$3,695
(b)	restricted to specialty registration	\$3,695
(c)	academic registration	\$3,013
(d)	limited registration:	
	(i) education	\$ 754
	(ii) research	\$ 79
	(iii) volunteer	\$ 79
	(iv) armed services or government	\$ 754
	(v) post-graduate	\$ 79
	(vi) student practitioner	\$ 79
(e)	temporary registration	\$ 79
(f)	non-practising registration	\$3,013

##### 2. Annual Registration Fees:

(a)	full registration – general practitioner	
	(i) full year	\$3,198
	(ii) half year pro-ration (September to February)	\$1,599
	(iii) new graduates pro-ration (June to August)	\$2,399
(b)	full registration - certified specialist	
	(i) full year	\$3,198
	(ii) half year pro-ration (September to February)	\$1,599
(c)	restricted to specialty registration	
	(i) full year	\$3,198
	(ii) half year pro-ration (September to February)	\$1,599

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(d)	academic registration	
	(i) full year	\$3,198
	(ii) half year pro-ration (September to February)	\$1,599
(e)	academic (grandparented) registration	\$3,198
(f)	limited registration:	
	(i) education	\$ 754
	(ii) research	\$ 79
	(iii) volunteer	\$ 0
	(iv) armed services or government	\$ 754
	(v) post-graduate	\$ 301
	(vi) student practitioner	\$ 151
(g)	temporary registration	\$ 151/occurrence
(h)	non-practising registration	\$ 754

### 3. Reinstatement Fees:

(a)	practising registration	
	(i) application within 60 days of ceasing to be registered	\$ 301
	(ii) application after 60 days of ceasing to be registered	\$ 754
(b)	non-practising registration	
	(i) application within 60 days of ceasing to be registered	\$ 301
	(ii) application after 60 days of ceasing to be registered	\$ 301

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### DENTAL THERAPIST

1. **Application Fees:** \$ 1,507
  
2. **Annual Registration Fees:**
  - (a) practising registration
    - (i) full year \$ 771
    - (ii) half year pro-ration (September to February) \$ 386
  
3. **Reinstatement Fees:**
  - (a) application within 60 days of ceasing to be registered \$ 151
  - (b) application after 60 days of ceasing to be registered \$ 377

### CERTIFIED DENTAL ASSISTANT

1. **Application Fees:**
  - (a) full certification \$ 337
  - (b) temporary certification \$ 337
  - (c) limited certification \$ 337
  - (d) non-practising certification \$ 337
  
2. **Annual Certification Fees:**
  - (a) practising certification
    - (i) full year \$ 150
    - (ii) half year pro-ration (September to February) \$ 75
  - (b) temporary certification \$ 12.50/month
  - (c) limited certification \$ 12.50/month
  - (d) non-practising certification
    - (i) full year \$ 79
    - (ii) half year (September to February) \$ 63

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### 3. Reinstatement Fees:

(a)	application within 60 days of ceasing to be certified	\$ 79
(b)	application after 60 days of ceasing to be certified	\$ 151

### Dental Corporations

1.	Permit Application Fee	\$ 900
2.	Corporation Name Change Fee	\$ 50

### Sedation Fees

1.	Deep sedation facility	\$ 5,500
2.	General anaesthesia facility	\$ 5,500
3.	Moderate sedation self-assessment fee	\$ 360
4.	Application fee – registration of qualifications	\$ 150

### Administrative Fees

1.	CDA assessment fee	\$ 100
2.	Dentist transfer from NP to Practising (Sept-Feb)	\$ 50
3.	CDA transfer from NP to Practising (Sept-Feb)	\$ 25
3.	Radiography certificate	\$ 50
4.	Prosthodontic module	\$ 50
5.	Orthodontic module	\$ 50
6.	Duplicate wall certificate (Dentists & CDAs)	\$ 30
7.	CDA letter of standing	\$ 25
8.	Dentists letter/certificate of standing	\$ 75
9.	Criminal record check fee (annual renewal)	\$ 5.60
10.	Criminal record check fee (new application)	\$ 28

# Bylaws of the College of Dental Surgeons of British Columbia

## SCHEDULE F

### TARIFF OF COSTS (INVESTIGATIONS)

#### Definitions

1. In this tariff:
  - “**committee**” means the inquiry committee or a panel of the inquiry committee;
  - “**investigation**” means an investigation under section 33 of the Act;
  - “**registrant**” includes a former registrant, and a current or former certified dental assistant.

#### Components of an award of costs

2. An award of costs against a registrant determined using this tariff includes the following:
  - (a) a costs component;
  - (b) subject to section 19(1.3) of the Act and section 5, the actual cost of all reasonable and necessary disbursements incurred further to or in the course of the investigation.

#### Calculation of Units

3. In determining the costs component of an award of costs under section 2(a), the committee must allow a number of units from a minimum of 1 unit to a maximum of 20 units, having regard to
  - (a) the complexity, scope and seriousness of the conduct under investigation, and
  - (b) the time that should reasonably have been spent on all process and communication relating to the investigation.

#### Value of Units

4.
  - (1) The value of each unit allowed under section 3 is \$200.
  - (2) Despite subsection (1), the committee may reduce the value of each allowed unit
    - (a) by 25%, if prior to the matter giving rise to the current award of costs, no action as described in section 39.2 of Act has been taken respecting the registrant during the immediate preceding 5 years, or
    - (b) by 50%, if prior to the matter giving rise to the current award of costs, no action as described in section 39.2 of the Act has been taken respecting the registrant during the immediate preceding 10 years.

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### **Disbursement rates**

5. For the purposes of section 2(b), the following disbursements will be calculated using the following rates:
- (a) photocopies, facsimile transmissions or scans: \$0.25 per page;
  - (b) travel by automobile \$0.55 per kilometre.



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**SCHEDULE G**

**TARIFF OF COSTS (HEARINGS OF DISCIPLINE COMMITTEE)**

**Definitions**

1. In this tariff  
“**committee**” means the discipline committee or a panel of the discipline committee;  
“**hearing**” means a hearing under section 38 of the Act;  
“**party**” means
  - (a) the respondent if the award of costs is made under section 39(4) of the Act, and
  - (b) the college if the award of costs is made under section 39(5) of the Act.

**Components of an award of costs**

2. An award of costs determined using this tariff includes the following:
  - (a) a costs component;
  - (b) subject to section 19(1.4) of the Act and section 7, the actual cost of all reasonable and necessary disbursements incurred further to or in the course of an activity described in an item listed in section 3.

**Calculation of Units**

3. The committee must decide which of the following items are applicable to the determination of the costs component of a costs award under section 2(a) and allow a number of units for those items as indicated:

<b>Item</b>	<b>Description</b>	<b>Units</b>
1.	Communication, conferences, instructions, investigations or negotiations after the authorization of the citation to the completion of the hearing, for which provision is not made elsewhere in this tariff	Minimum 1 Maximum 20
2.	Preparation and delivery of the citation and any amendment to it or any particulars of it	Minimum 1 Maximum 20

3.	All process for providing and obtaining disclosure of records, excluding summaries of witness evidence	Minimum 1 Maximum 20
4.	Preparation and delivery of summary of non-expert witness evidence, per witness	1
5.	All process for making or obtaining admissions of fact	Minimum 1 Maximum 10
6.	All process and communication associated with retaining and consulting experts for the purposes of obtaining opinions	Minimum 1 Maximum 20
7.	All process and communication associated with contacting, interviewing and issuing subpoenas to all non-expert witnesses	Minimum 1 Maximum 20
8.	Attendance at a pre-hearing conference, including preparation for the conference not otherwise provided for in this tariff	5
9.	Attendance at a pre-hearing application, including preparation for the application not otherwise provided for in this tariff, for each day of attendance before the committee  (a) if unopposed  (b) if opposed	10  20
10.	Pre-hearing application by written submission	Minimum 5 Maximum 10
11.	Preparation of affidavit, per affidavit	Minimum 1 Maximum 10

12.	Attendance at a hearing, including preparation for the hearing not otherwise provided for in this tariff, for each day of attendance before the committee	20
13.	Attendance for a hearing if the party is ready but the hearing does not proceed	3
14.	Written submissions for a hearing	Minimum 1 Maximum 20
15.	Submissions on determination of the amount of a costs award	10

4. Where an item listed in section 3 provides for minimum and maximum numbers of units, the committee has the discretion to allow a number of units within that range having regard to the time that should reasonably have been spent on the described activity.
5. For items 9 and 12 in section 3,
  - (a) one day of attendance includes a day in which the party attended the application or hearing for 2 and one-half hours or more, and
  - (b) for a day in which the party attended for less than 2 and one-half hours, only half the indicated units apply.

#### **Value of Units**

6. The value of each unit allowed for an item listed in section 3 is \$150.

#### **Disbursement rates**

7. For the purposes of section 2(b), the following disbursements will be calculated using the following rates:
  - (a) photocopies, facsimile transmissions or scans: \$0.25 per page;
  - (b) travel by automobile \$0.55 per kilometre.