



# Contact

# NEWS BULLETIN

December 4, 2013

## 2014/15 Online Renewal for Dentists and CDAs

Your completed renewal and payment are due no later than **March 3, 2014**. You can complete your renewal and make your payment through [CDSBC's online system](#) starting January 10, 2014. You can expect to receive your renewal notice in the mail on or before that date.

If you do not renew by March 3, you will not be permitted to practise until you are reinstated. Note that a reinstatement fee will apply.

### **New for 2014:**

CDSBC will be capturing the following information as part of the 2014/15 renewal process:

- Dentists will be asked if they have hospital privileges, and if so, in which health authority.
- Dentists who have yet to complete the sedation questionnaire that was distributed earlier in 2013 will be required to complete it as part of their renewal.
- Dentists and CDAs will be asked to confirm awareness of the obligation to inform the College and to cease practice if medically or physically unfit (this includes addiction disease).
- Dentists and CDAs will be asked to confirm that they have personally completed the renewal form in its entirety (this task cannot be delegated to anyone else).

Please note that the renewal process is online, requiring access to a computer with Internet access. Paper renewal forms will not be mailed out. Those who have questions or cannot access the Internet can get assistance by calling the renewal hotline (the hotline number will be posted in January).



## Preparing for Renewal

Before you can renew, you must have met all of the following requirements:

- [Continuous practice hours](#) (900 hours for dentists over the previous three years; 600 hours for CDAs);
- [Continuing education \(CE\) credit hours](#) (90 for dentists and 36 for CDAs, if your CE cycle ends on December 31, 2013\*); and
- [Completed criminal record check](#) (those who were due received notice of this requirement).

To access the online system, you will need:

- Your registration/certification number;
- Your password (if you have forgotten your password, you can reset it with your registration/certification number and birthdate); and
- A current email address on file with CDSBC.

## Check Your CE Submissions Carefully

With the renewal period approaching, many dentists and CDAs will be entering continuing education credits in the coming weeks. This is a reminder that all CE submissions you make **must be accurate and truthful**. Doing otherwise would be contrary to the CDSBC Code of Ethics and could result in disciplinary action. If you have any questions, please contact Leslie Riva, Manager, CE and CDA Certification, at [lryva@cdsbc.org](mailto:lryva@cdsbc.org) or by calling 604-736-3621 (toll free 1-800-663-9169).

## CDABC Wants to Connect with You

Are you aware that your CDA renewal fees do not include membership with Certified Dental Assistants of British Columbia, the membership services organization for certified dental assistants? Engagement with a member services organization is beneficial to you as an individual and to the profession as a whole. To receive communications from CDABC, choose either Level 2 or 3 consent on your online renewal form. (The default is level 1, which does not allow the College to share your contact information.) CDABC offers a range of services customized for CDAs. To learn more about all that CDABC has to offer, visit [www.cdabc.org](http://www.cdabc.org).