

<b>Policy title</b>	First Application for a Dental Assistant Licence in PEI		
<b>Category</b>	Registration	<b>Policy number</b>	005
<b>Primary contact</b>	College registrar	<b>Date established</b>	November 28, 2024
<b>Approved by</b>	PEIDC Council	<b>Next review</b>	September 2026

## Introduction

To practice their profession in Prince Edward Island, all dental assistants must be registered and licensed by the Prince Edward Island Dental College (PEIDC, the College). This policy outlines the steps and requirements when applying **for a dental assistant licence in Prince Edward Island for the first time**.

The College maintains the registered dental assistant register in an online registration system where all applicants must have an account. The registrar will issue a licence only when the applicant provides all mandatory information and supporting documents and meets all requirements. Applicants cannot begin to practise without a licence.

## Definitions

In this policy:

**Applicant** is the person applying for a dental assistant licence in PEI for the first time.

**Registrar** is the person mandated by the council of the College to maintain the dental assistants register.

**HMS** (Human Management System, the system) is the online application used to manage the dental assistants register.

**Member** is the person who has an account in the HMS.

## 1 Application Process

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### 1.1 Starting the application process

To start the application process, you must first create an online account in the HMS by filling out and submitting a registration form with your basic information and pay the non-refundable application fee. The payment instructions will be on the screen.

After the registrar acknowledges the application fee payment, the system will send a notification with further instructions to the email address you provided in the registration form.

You will now be able to log into your HMS account with the email address you provided and the password you set up in the registration form.

By creating an HMS account, you consent to the registrar or PEIDC staff obtaining clarification of documents or provided information as deemed necessary.

### 1.2 Supplying required information and documents

To continue the application process, you must log into your HMS account and complete your member profile:

- a. Fill out all mandatory information
- b. Upload all mandatory documents
- c. Sign legal statements
- d. Pay the registration fee

## 2 Mandatory information

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Your member profile will have several sections. You must fill out all mandatory information in all sections.

Mandatory fields will be marked as required with this symbol: \*

## 3 Required documents

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You must submit all required documents in an electronic format in the respective sections of your member profile.

The following documents are required:

### 3.1 Proof of identity

You must upload the following items to prove your identity:

#### 3.1.1 Canadian citizens and permanent residents:

- a. A passport-style photo of yourself taken within the previous 12 months, and
- b. Notarized or certified copy of passport, birth certificate, citizenship card or proof of permanent residency status, or a notarized or certified copy of the authorization issued by Citizenship and Immigration Canada which permits you to work as a dental assistant in Canada

#### 3.1.2 Applicants without Canadian citizenship or permanent resident status in Canada:

If you are not a Canadian citizen or permanent resident of Canada, you must provide details about your current residency status in Canada and provide a certified copy of the authorization issued by Immigration, Refugees and Citizenship Canada which permits you to engage in the practice of dentistry in Canada. Contact the registrar for more information and details of the process.

If applicable, the registrar will ask you to provide a translation of required documents.

### 3.2 Proof of completed education and required certification

***Graduates from a non-accredited dental assisting program and applicants who do not meet the professional currency requirement must pass the Clinical Practice Evaluation (CPE) administered by the National Dental Assisting Examining Board (NDAEB). Individuals who do not have an NDAEB certificate must pass the written exam before registering for the CPE.***

*Applicants who do not yet have an NDAEB certificate will be considered provisional registrants and will be issued a conditional licence. Provisional registrants will have one year from the date of licensure to successfully complete the NDAEB exam and submit a copy of the certificate to the PEIDC. Failure to do so will result in their name being struck from the dental assistants register and their employer will be notified.*

*Dental assistants with a conditional licence are permitted to perform all the duties in the scope of practice for dental assistants.*

You must upload the following documents to prove you have completed the required education:

### 3.2.1 Professional education and certification

- a. A certified copy of your graduation certificate from a dental assisting program accredited by the Commission on Dental Accreditation of Canada (CDAC)
- b. A copy of your National Dental Assisting Examining Board (NDAEB) certificate
- c. A letter from your school verifying your graduation from a dental assisting program

### 3.2.2 Additional required certification—CPR/BLS

All registered dental assistants licensed in PEI must hold a CPR/BLS certification from an in-person hands-on course by a provider recognized by the Council.

You must upload:

- a. Your current CPR/BLS certificate

## 3.3 Proof of professional liability insurance

All registered dental assistants licensed in PEI must hold or be covered by a professional liability insurance that provides protection of \$1 million per claim or occurrence and an aggregate limit of no less than \$3 million. To prove you are covered, you must upload:

- a. Certificate of professional liability insurance

## 3.4 Proof of personal integrity and clean record

In this member profile section, you must upload:

3.4.1 A Vulnerable Sector Search and a Criminal Record Check document (the search must be performed, and the document dated within the previous twelve (12) months)

3.4.2 Two written character references from non-family members who have known you for the past four years; the reference letters must:

- be signed,
- be dated,
- indicate how long the person has known you, and
- have been written within the past 12 months.

## 3.5 Letter of good standing

If you are currently or were previously licensed in another province, you must request a letter of good standing be **sent directly to the PEIDC office** from the last jurisdiction

where you were licensed or provide a letter from your last employer verifying currency of your professional knowledge and skills as defined in the dental assistant regulations.

## 4 Legal statements

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In the legal section of your member profile, there will be a series of statements to which you must agree as part of your application. You must check that you read and understood each of the statements and sign your full legal name.

## 5 Payment of fees

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After you have filled out all mandatory information, submitted required documents, and signed the legal statements in your HMS member profile, you must pay the registration fee.

The fee schedule will be posted on the PEIDC public website and included in the College bylaws. The College registration cycle is from April 1 to March 31. If you are applying after September 30, the fee will be prorated for partial year registration.

## 6 Application expiry

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If your application is not completed within three (3) months from the moment of initial registration, your profile will be deleted from the HMS. If your application expires, you will have to restart the application process.

## 7 Licensing process

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### 7.1 Application review

The registrar will review the information you submitted in your HMS member profile and supporting documentation.

If necessary, the registrar will contact you to schedule an appointment and discuss your application.

In circumstances where the registrar needs to obtain additional information, the registration process will require additional time to complete.

### 7.2 Completion of registration

If you me meet all licensing requirements, the registrar will activate your registration and will be entered into the registered dental assistant register and issued a licence. Your licence, as well as your official receipts, will be available within your HMS member profile.

### 7.3 Refusal of registration

If you have not met all registration requirements, the registrar will decline your application.

Revision History		
Date	Note	Approved by
November 28, 2024	Policy established	PEIDC Council