

## The Nova Scotia Regulator of Dental Hygiene, Dental Technology, and Denturism Professional Corporation Requirements

Please refer to the following requirements when incorporating your company for the purpose of engaging in the practice of dental hygiene, dental technology, or denturism in Nova Scotia with the Nova Scotia Regulator of Dental Hygiene, Dental Technology, and Denturism (NSRDHDTD).

The [Regulated Health Professions Act](#) allows regulated health professionals to practice through professional corporations, pursuant to By-Laws passed by the Board of the regulator.

- Pursuant to Section 40 of the NSRDHDTD By-Laws, a professional corporation cannot engage in the practice of dental hygiene, dental technology, or denturism unless it is issued a professional corporation permit.
- Ensure you review Section 40 of the By-laws to ensure compliance with that section.
- You should obtain legal and tax advice before incorporating your business.
- Your company must be incorporated in Nova Scotia pursuant to the *Companies Act*, and the *Corporations Registration Act*, and it a private company as defined by the *Securities Act*. It must be used exclusively to carry on the practice of one, but not more, of the practice of dental hygiene, dental technology, or denturism.

The professional corporation permit application is a two-step process.

### **STEP 1: Professional Corporation Name Approval Application**

- Obtain prior written approval from the NSRDHDTD with respect to your proposed corporate name, by submitting a Professional Corporation Name Approval Application. The name must meet the following criteria:
  - a) Not be a numbered company;
  - b) Include the phrase “Professional Corporation”;
  - c) Satisfy the Registrar that the name of the corporation is a fit and proper name for a professional corporation engaged in the practice of the profession:
    - (i) For dental hygiene, one component of “satisfying” includes indicating the profession practiced (i.e. Dental Hygiene or Dental Hygienist)
    - (ii) For denturism, one component of “satisfying the Registrar that the name of the corporation is a fit and proper name” includes indicating the profession practiced (i.e., Denturism, Denturist), or inclusion of the word ‘denture’
  - d) Must not violate provisions of any Nova Scotia statute;
  - e) Must meet advertising standards criteria set out in the “Standard of Practice: Advertising for NSRDHDTD Registrants”.
- When name approval has been obtained from the NSRDHDTD, you will be notified of the outcome of your submission via email. You can then register the company with the Nova Scotia Registry of Joint Stock Companies.

## STEP 2: Professional Corporation Application

- When the company is registered with the Registry of Joint Stock Companies, complete a **Professional Corporation Permit Application Form** and forward it along with any **applicable fee** to the NSRDHDTD for approval.
- A **Certificate of Incorporation** (Nova Scotia), the **Memorandum of Association**, **Certificate of Status** and **Certificate of Registration** pursuant to the Corporations Registration Act must be submitted with your application.
  - The majority of all voting shares of the company must be legally and beneficially owned, directly or indirectly, by one or more registrants of the same profession who hold a current licence to practice. (In the event that voting shares of the professional corporation are legally owned, directly or indirectly, by a trust, in order for such shares to be considered beneficially owned by a registrant, all the trustees must be registrants and all the beneficiaries must be registrants or their spouse/children.)
  - The majority of the directors and the president or most senior officer of the professional corporation and any other incorporated entity that owns voting shares of the professional corporation, directly or indirectly, must be registrants of the same profession, who hold a current licences to practice.
- Your company must have **commercial general liability insurance of \$1 million** or more and a copy of your insurance must be submitted with your application.
- All regulated individuals employed or contracted by your company must have professional liability insurance coverage in accordance with their profession's requirements.

## Professional Corporation Permit Issuance

- When the NSRDHDTD has approved the application, the professional corporation permit will be issued and sent to the business address provided on the application form.
- The permit **must be prominently displayed** at the **place of business**.
- The Registrar shall maintain a **public register** of all approved professional corporations.

## Changes to the Professional Corporation

The professional corporation must notify and obtain **written approval** from the Registrar **before** making changes to:

- The Name
- Directors or Officers
- Shareholders or share structure

## Renewal

Professional Corporation Permits must be renewed annually.

- A renewal application must be submitted **at least 30 days before** the Professional Corporation Permits expires
- The following information will be required:
  - Completed renewal application form
  - Renewal fee
  - Proof that ownership and governance still meet all criteria.