

## Accepting Alternative Information to Required Documentation

The CDHNS fulfills its mandate by ensuring new applicants for registration and licensing meet certain standards for entry to practice in the province. In keeping with the Fair Registration Practices Act, the College makes registration and licensing requirements publicly available and provides the opportunity for alternative evidence when original documentation is not available to an applicant. This policy outlines what additional documents may be considered.

The CDHNS recognizes that there are circumstances where an applicant will not be able to provide certain required documents for reasons beyond the applicant's control. In these circumstances, the CDHNS will work with the applicant to determine alternative information to the required documentation that may be acceptable, in a way that will not compromise the integrity of the registration or licensing process.

Extremely exceptional circumstances, which may include but are not limited to war, natural disaster, or political persecution, may render it difficult or impossible for an applicant to obtain sufficient original documentation to support their application for registration or licensure. Applicants who can provide persuasive evidence that they have tried and been unsuccessful in obtaining required documentation may ask the Registrar and/or the Credential Committee to consider alternative evidence to meet the requirement.

**The applicant is responsible for the costs of any alternative assessments or obtaining alternative information noted in this document.**

### Requesting Consideration of Alternative Information

- An applicant who cannot provide some or all of the required documentation should contact the Registrar in writing to request that the CDHNS accept alternative information. The applicant's request should include:
  - a list of the required documents that cannot be provided,
  - persuasive evidence regarding why they cannot obtain sufficient or adequate documentation from original sources to meet the registration and licensing requirements. This evidence will include:
    - the reason the applicant cannot obtain the required documentation,
    - a description of what attempts the applicant has previously made to obtain the required documentation,
  - a description of the documents the applicant can provide to demonstrate their qualifications for registration or licensure, and
  - whether or not the applicant consents to the CDHNS contacting third parties to assist in obtaining information and documentation of the applicant's qualifications.
- The Registrar may request that the applicant provide additional information or evidence to demonstrate why the applicant is unable to provide required documentation.
- Where the required documentation is required by a third-party assessor, the Registrar may direct the applicant to contact the third-party directly.

### Acceptable Alternate Information – Educational Credentials

Where the Registrar and/or the Credentials Committee accepts that required documentation cannot be provided for reasons beyond the applicant's control, the CDHNS may consider the following alternative information for assessing an applicant's educational credentials:

- photocopies of academic documentation together with an affidavit attesting to the authenticity of the document;
- an affidavit from the applicant describing the applicant's academic qualifications, the institution attended, and detailed descriptions of the courses taken and course curriculums, with supporting evidence if available;
- affidavits from former professors and classmates verifying the applicant's course descriptions and attesting to the applicant's academic performance;
- information obtained by the CDHNS from third parties, with the applicant's advance consent, verifying the applicant's educational credentials e.g., National Dental Hygiene Certification Board (NDHCB) or another dental hygiene regulatory body;
- any other information offered by the applicant evidencing their academic qualifications.

### Acceptable Alternate Information – Professional Qualifications

Where the Registrar and/or the Credential Committee accepts that required documentation cannot be provided for reasons beyond the applicant's control, the CDHNS may consider the following alternative documents for assessing an applicant's prior experience:

- reference letters from other regulated dental health care professionals who are qualified to make the evaluation on the specific professional qualification (e.g., a dental hygienist who is also authorized to perform local anaesthetic may provide assessment on the applicant's experience in this area);
- an affidavit from the applicant describing the applicant's professional qualifications and detailed descriptions of prior work performed, with supporting evidence if available;
- copies of reports that support the applicant's involvement in a project, if applicable to the relevant professional qualifications;
- certified copies of professional licenses or certificates;
- any other information offered by the applicant evidencing their professional qualifications.

The CDHNS may arrange the following mechanisms for assessing an applicant's professional competencies:

- an interview;
- a competence assessment;
- another form of performance-based assessment;
- a period of supervised practice for an appropriate period of time, as determined by the Registrar and/or the Credentials Committee.

The applicant is responsible for any costs associated with alternative assessments.

### Acceptable Alternate Information –Birth certificate [Regulations 5 (1) (c)]

Where the Registrar accepts that a birth certificate cannot be provided for reasons beyond the applicant's control, the CDHNS will consider the following alternative documents:

- Certified copies of documents verifying name, date, year of birth, and country of birth, previously provided to the Canadian Government by another country's embassy or consulate (These documents must be in English or translated into English by a certified translator);
- Canadian passport confirming name, date, year of birth, and country birthplace.