

CDHNS Registration and Licensing Application Checklist (New Graduate Applicants Only)



**Registration and Licensing Application Checklist**  
**Membership Year Nov 1, 2023, to Oct 31, 2024**  
**College of Dental Hygienists of Nova Scotia**  
 11-2625 Joseph Howe Drive, Halifax, NS, B3L 4G4

<b>I have uploaded the following supporting documents</b> (upload within Application form) <b>Please note:</b> if you don't upload them with your initial submission, you will have an opportunity to upload them later following our review.	
<input type="checkbox"/>	A photocopy of my birth certificate (if not in English or French, please provide a translation)
<input type="checkbox"/>	Evidence of name change, if your current name differs from that on your birth certificate and/or transcript e.g., driver's licence, passport, marriage licence, or other government issued ID.
<input type="checkbox"/>	Proof of professional liability insurance (PLI) that meets the <a href="#">requirements</a> (e.g., CDHA insurance or another liability insurance that meets the <a href="#">requirements</a> )
<input type="checkbox"/>	A copy of my current permanent CPR certificate, at the level required by Council taken within the last 12 months (typically called BLS or HCP). The level of CPR certification must include, at a minimum, classroom instruction and practicum experience related to: <ul style="list-style-type: none"> <li>• one and two-person rescuer chest compressions for adults, children and infants;</li> <li>• one and two-person rescuer adult, child and infant bag-valve mask technique and rescue breathing;</li> <li>• relief of choking in adults, children, and infants; and</li> <li>• use of an automated external defibrillator (AED).</li> </ul>
<input type="checkbox"/>	A passport-type sized photo (full facial profile) in a format appropriate for a regulator e.g., business casual clothing. <b>Note:</b> This does NOT have to be an actual passport photo. This gives you an example of the size of image and that it should be a full facial profile (head and shoulders). You may smile in your photo.
<input type="checkbox"/>	Evidence of successful completion of the NS Jurisprudence course OR the NS Self-Initiation Course*. Both are offered through the <a href="#">CDHA</a> . <b>Please note:</b> <i>Completion of the Self-Initiation (SI) NS Course, rather than the Jurisprudence Exam is strongly recommended. You do NOT have to complete both courses. The SI <u>NS</u> course contains the Jurisprudence component as part of the modules within that course.</i>
<b>I have had the following documents certified by either a Notary Public or Commissioner of Oaths and mailed directly to the CDHNS (address above) OR, you may have originals sent directly to the CDHNS:</b>	
<input type="checkbox"/>	NDHCB Certificate
<input type="checkbox"/>	Certificate of Completion of any modules completed <i>separately</i> from your DH undergrad program e.g., permanent restorative, orthodontics, local anaesthetic (LA).
<b>I have requested these documents to be sent directly to CDHNS (address above):</b>	
<input type="checkbox"/>	<input type="checkbox"/> My official transcript with proof of graduation from an accredited school OR <input type="checkbox"/> My official transcript with proof of graduation from a non-accredited school, plus a copy of certificate of completion of a Clinical Competency Assessment in a recognized jurisdiction
<b>I require additional documentation:</b>	
<input type="checkbox"/>	My employment visa or permanent resident card under Canadian Immigration Act (non-Canadian citizens only)
<input type="checkbox"/>	Copy of any English language proficiency tests completed (Only required if mother tongue is not English and/or the Dental Hygiene program was delivered in a language other than English)
<input type="checkbox"/>	<b>I am applying to have my local anaesthesia, orthodontics, and/or permanent restorative competencies recognized. Therefore, I have:</b> Completed the relevant online application form (links are within the general application), and provided any required documentation – <b>Note:</b> These procedures are not mandatory to obtain a practising licence in NS, but you cannot perform them unless you are authorized by the CDHNS.
<b>I have paid the required fees by certified cheque, money order, e-transfer or credit card: (Note: Invoices will be generated for you. Further payment details are provided in the invoice.)</b>	
<input type="checkbox"/>	\$130.00 Application fee (separate) & non-refundable – must be sent before the application will be reviewed
<input type="checkbox"/>	\$155.00 Registration fee (One-time fee) Registration and Licensing Fees will be invoiced later in the process. Your application will not be considered complete until <u>all</u> fees are paid.
<input type="checkbox"/>	\$550.00 CDHNS Practising Licence fee (Nov 1, 2023 to October 31, 2024) if you apply <b>before 1 June 2024</b>
	\$275.00 CDHNS Practising Licence fee for all <i>new</i> DH Diploma graduates who have never registered in another province (i.e., first time registrant) <b>for applications submitted between June 1 to October 31, 2024, for applications for the Nov 1, 2023 to Oct 31, 2024 licensing year</b>