

NSRDHDTD Registration and Licensing Application Checklist (New Dental Hygiene Graduate Applicants Only)



New Dental Hygiene Graduate Applicants Registration and Licensing Application Checklist Licensing Year Nov 1, 2024, to Oct 31, 2025 202-1597 Bedford Hwy, Bedford, NS, B4A 1E7

I have uploaded the following supporting documents (upload within Application form) Please note: if you don't upload them with your initial submission, you will have an opportunity to upload them later following our review.	
☐	A photocopy of my birth certificate (if not in English or French, please provide a translation)
☐	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.
☐	Proof of professional liability insurance (PLI) that meets the requirements (e.g., CDHA insurance or another liability insurance that meets the requirements)
☐	A copy of my current permanent CPR certificate, at the level required by the Board 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: - one and two-person rescuer chest compressions for adults, children and infants; - one and two-person rescuer adult, child and infant bag-valve mask technique and rescue breathing; - relief of choking in adults, children, and infants; and - use of an automated external defibrillator (AED).
☐	A passport-type sized photo (full facial profile) in a format appropriate for a regulator e.g., business casual clothing. Note: 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.
☐	Evidence of successful completion of the NS Jurisprudence Examination offered through the NSRDHDTD, which can only be taken once you <u>submit an application</u> for registration and licensure. The cost to take the online exam is \$50. Once the fee is deposited into our account, you will be provided with a link to complete the exam.
I have had the following documents certified by either a Notary Public or Commissioner of Oaths and mailed directly to the NSRDHDTD (address above) OR, you may have originals sent directly to the NSRDHDTD:	
☐	NDHCE Certificate
☐	Certificate of Completion of any modules completed <i>separately</i> from your DH undergrad program e.g., permanent restorative, orthodontics, local anaesthetic (LA).
I have requested these documents to be sent directly to NSRDHDTD (address above):	
☐	☐ My official transcript with proof of graduation from a DH accredited school OR ☐ 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
I require additional documentation:	
☐	My employment visa or permanent resident card under Canadian Immigration Act (non-Canadian citizens only)
☐	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)
☐	I am applying to have my local anaesthesia, orthodontics, and/or permanent restorative competencies recognized. Therefore, I have: Completed the relevant online application form (links are within the general application) and provided any required documentation – Note: These procedures are not mandatory to obtain a practising licence in NS, but you cannot perform them unless you are authorized by the NSRDHDTD.
I have paid the required fees by <u>certified cheque, money order, e-transfer or credit card</u>: (Note: Invoices will be generated for you. Further payment details are provided in the invoice.)	
☐	\$130.00 Application fee (separate) & non-refundable – must be sent before the application will be reviewed
☐	\$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.
☐	\$560.00 NSRDHDTD Practising Licence fee (Nov 1, 2024 to October 31, 2025) if you apply before 1 June 2025
☐	\$280.00 NSRDHDTD Practising Licence fee for all <i>new</i> DH Diploma graduates who have never registered in another province (i.e., first time registrant) for applications submitted between June 1 to October 31, 2025, for applications for the Nov 1, 2024 to Oct 31, 2025 licensing year