

Requirements to Obtain a Dental Laboratory Technician Permit

1. Introduction & Background

The *Regulated Health Professions Act* (RHPA) sets a clear directive for regulators. Section 6 of the RHPA describes the following “objects” of a regulatory body established under the Act:

- (a) protect the public from harm;
- (b) serve and promote the public interest;
- (c) subject to the public interest, preserve the integrity of its profession; and
- (d) maintain public confidence in the ability of the regulatory body to regulate its profession.

As the **Nova Scotia Regulator of Dental Hygiene, Dental Technology, and Denturism (NSRDHDTD)**, we are established under the RHPA. We recognize that there are individuals engaging in the practice of dental technology who are not licensed Dental Technologists (or Registered Dental Technologists), previously known as Registered Dental Technicians. They often work in dental laboratories or denturist clinics. These individuals may or may not have any formalized dental technology education, and, prior to May 1, 2025, were not mandated to register with a regulatory body. These individuals are integral to the delivery of dental technology services in this province. Many of the services they perform fall under the scope of practice for one or more of the oral health professions that the NSRDHDTD regulates.

In order for the NSRDHDTD to fulfill our mandate of regulating in the public interest, we have determined that some degree of regulatory oversight is necessary for anyone practising dental technology in Nova Scotia, **including those individuals who do not hold a licence** and are not eligible for licensure as a Registered Dental Technologist. These individuals will be called **Dental Laboratory Technicians (DLTs)** and they will be authorized to engage in aspects of dental technology through a regulatory process that will grant them a **permit**.

Pursuant to the RHPA and the ***Regulations Respecting Dental Hygiene, Dental Technology, and Denturism*** (the “Regulations”), the NSRDHDTD has been granted the authority to make bylaws establishing a permitting process to allow a non-registrant to engage in practice. Sections 12(2)(d) and (j) of the RHPA state:

- (2) Where permitted under a regulation made under clause 14(c), the board may make bylaws
 - (d) respecting the process and criteria for an applicant, other than a registrant, to engage in practice
 - (j) establishing processes, other than licensing, to permit others to engage in designated aspects of the practice of a profession, including provisions for supervision or other forms of accountability;

By implementing a permitting process for DLTs, we are balancing the need to continue allowing these individuals to work while ensuring that the public is protected through proper oversight. In the absence of this permitting process, non-RDTs who work in dental laboratories and denturist clinics would no longer be able to provide dental technology services.

This document sets out the requirements that an individual must meet in order to be granted a permit as a DLT under the NSRDHDTD that allows them to engage in aspects of the scope of practice of dental technology.

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2. Who Needs to Apply for a Dental Laboratory Technician Permit?

Anyone engaging in aspects of the scope of practice of dental technology, who is not a registrant of the NSRDHDTD – that is, registered and licensed as a dental hygienist, dental technologist, or denturist needs to apply for a DLT permit.

Often, these are individuals working in dental laboratories or denturist clinics, who fabricate dental prosthetics, but can include anyone who engages in any of the aspects of the scope of practice of dental technology listed below.

As set out in the Regulations:

- (1) The scope of practice of dental technology is the application of specialized and evidence-based dental technology knowledge, skills and judgment that have been taught in an approved education program or are set out in 1 or more of the following approved by the Board:
 - (a) competency frameworks;
 - (b) standards of practice;
 - (c) practice guidelines.
- (2) The scope of practice of dental technology as described in subsection (1) includes the performance of any or all of the following activities:
 - (a) designing, fabricating, altering, repairing and supplying any fixed or removable prosthetic or appliance to be used in, upon or in connection with or to treat any condition of a human tooth, jaw or associated structure or tissue;
 - (b) confirming the function, contour and shade of a prosthetic or appliance, including by performing the necessary intra-oral procedures;
 - (c) performing any other services, roles, functions and activities included in the scope of practice of the designations and licensing categories set out in the bylaws.
- (3) The scope of practice of dental technology also includes health promotion, research, education, inter-professional collaboration, consultation, management, administration, advocacy, regulation or system development that is related to the activities and application of specialized and evidence-based dental technology knowledge, skills and judgment described in subsections (1) and (2).

Individuals working in dental laboratories and denturist clinics who are not engaging in the scope of practice outlined above do not need to apply for a DLT permit. This would include administrative staff (e.g., reception, shipping and receiving, or HR personnel), and other employees who are incidental to facilitating the delivery of dental technology services, but who do not participate in aspects of the scope of practice listed above (e.g., people who disinfect impressions, pour stone models or print 3D models, scan models but do not design dental prosthetics, maintain laboratory or clinic equipment, etc.)

3. Permit Requirements

If you meet the criteria set out in **Section 2**, you must hold a DLT permit.

A. Application

You will need to complete a Dental Laboratory Technician Permit Application and submit a completed form (along with any required supporting documentation) to the Registrar, by the application deadline.

Permit Period

When you obtain a permit, it will be valid from the date of issue to October 31. For subsequent permit renewals, you will be renewing annually before November 1 for a full 12-month period (November 1 to October 31 of each subsequent year).

Permit Fees

Fees for the relevant year are found in the Fee Schedule, and in the application forms.

Payment methods include electronic money transfer (e-transfer), certified or business cheques, money orders, and payment by credit card (through payment platform PlastiQ – third party processing fees apply). Please note that personal cheques are not accepted.

E-transfers

- Send to: info@oralhealthns.ca
- Please include the full name used when applying for your permit in the subject line

Certified cheques, business cheques, cash and money orders

- Mail or drop off to: NS Regulator of Dental Hygiene, Dental Technology, and Denturism
202-1597 Bedford Hwy, Bedford, NS B4A 1E7

NSF Charge

Please note that if your cheque, or other form of payment, is returned to the NSRDHDTD for any reason, a \$40.00 charge will be added to the fees already owed.

Tax Receipts

If your employer, or another third-party, issues the payment for your fee, the NSRDHDTD must issue the tax receipt in the name of the employer or person who issued payment, unless directed otherwise at the time the payment is received.

B. Supervision

DLTs must work under the supervision of a NSRDHDTD registrant – either a registered and licensed dental hygienist, dental technologist, or denturist. They must indicate on their application the name of the registrant they are supervised by. If the registrant they are supervised by changes, they must inform the regulator.

- A DLT and their registrant supervisor must be employed by the same business.
- A registrant must take responsibility for any tasks within the scope of dental technology that are delegated to a DLT.
- A registrant must only delegate and/or supervise those tasks which fall within their individual scope of practice and competencies.

Supervision is the consultation, guidance, and oversight by a **registrant** to a **DLT**. The required level of supervision—**direct, indirect, or general**—depends on a combination of the DLT's competence and the complexity of the dental laboratory procedure being performed. The registrant supervisor must determine the appropriate level of supervision, based on these factors.

This supervision framework ensures that DLTs operate within their individual scope of practice, and that the quality and safety of dental prosthetics and appliances that are designed, fabricated, modified, or repaired under supervision are maintained.

- **Direct supervision** means the registrant is physically present in the dental laboratory where the DLT is performing the services (e.g., in the same room and is immediately available to provide consultation, guidance, or assistance).
- **Indirect supervision** means the registrant is present within the dental laboratory facility or practice premises but not necessarily in the same room. The registrant remains readily available to consult, guide, or assist the DLT as needed.
- **General supervision** means the registrant is responsible for providing consultation, guidance, and oversight for specific dental laboratory procedures but is not required to be physically present.

C. Cardiopulmonary Resuscitation (CPR) – BLS Level

CPR at the Basic Life Support (BLS) level is a foundational basic healthcare provider course, focusing on CPR skills in a solo or team environment for professionals with a duty to respond. It will prepare you to recognize a cardiac arrest, respond quickly, and to confidently use an Automated External Defibrillator (AED). The other oral healthcare providers in Nova Scotia (dental technologists, dental hygienists, denturists, dentists, and dental assistants) have this same requirement in place.

Who Needs to Take a CPR/BLS Course?

All individuals regulated by the NSRDHDTD, including all DLTs, need to hold a current CPR certificate at the BLS level pursuant to these CPR requirements. This training will need to be re-certified annually to renew your permit.

CPR/BLS Course Requirements

You may take a CPR course from a recognized provider of your choice, so long as it fulfills the obligations of the CPR requirements, which include:

- It must consist of classroom instruction, as well as a hands-on, skills-training component, that includes:
 - 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).
- It cannot be held entirely online but can be delivered via a hybrid online/in-person format. (Courses that do not involve physical demonstration and evaluation of the required skills of the student, such as hands-on practicum experience, are not acceptable.)
- Upon successful completion of the course, you must be provided with a certificate that lists your name, the name of the training, and the date on which it was completed.

Your certificate must be ‘current’ – meaning it must have been obtained within the 12-month period preceding your permit application or renewal.

Note that annual re-certification will be a requirement for permit renewal.

Which Courses Satisfy the Requirements?

To assist you in understanding which programs meet the requirements, here is a summary of offerings by four recognized providers:

- [Canadian Red Cross](#) – BLS for Healthcare (HCP)
- [St. John Ambulance](#) – CPR/BLS & AED
- [Heart & Stroke Foundation](#) – Basic Life Support (BLS)
- [Lifesaving Society](#) – CPR Healthcare Provider/AED

CPR/BLS courses are held frequently throughout the province. The initial course is generally around 4-6 hours of instruction and hands-on participation, with subsequent re-certifications around 2-3 hours, but course duration can vary from provider to provider. Prices vary by provider.

CPR/BLS is sometimes offered as a full-day course, in conjunction with general first aid. This is optional, but also acceptable to fulfill the requirements, as long as the correct level of CPR is completed.

If you are interested in organizing a group training session, the following instructors have previously indicated to the CDHNS that they may accommodate a group session or travel to your location to facilitate their course.

1. Rosemary Bourque (Heart & Stroke Foundation) – r.b@ns.sympatico.ca; (902) 396-3152
2. Kim Mundle (Canadian Red Cross) – contact@kimmundlefirstaid.com; (902) 818-4247
3. Gordon Richardson (Lifesaving Society) – priorityfirstaid@outlook.com; (902) 456-6995
4. Wendy Stewart (Lifesaving Society) – wendy_stewart_96@hotmail.com; (902) 471-7313

D. English Language Proficiency

It is important for the safe provision of dental technology services that DLTs are able to communicate – in both written and spoken forms – in English. There is an expectation that DLTs can communicate with clients and colleagues and read and understand a prescription from another healthcare provider. As well, they must be able to read and understand any ethical and legislative requirements they must comply with (such as the NSRDHDTD By-Laws and policies, relevant Standards of Practice, and applicable Codes of Ethics).

Please see the *NSRDHDTD English Language Requirements for Dental Laboratory Technicians Policy* for complete details.

English language proficiency can be demonstrated in a number of ways:

- You attest that English is your first language.
- You attest to graduating from a high school or equivalent program (i.e. GED) that was delivered in English.
- You attest to graduating from a post-secondary education program that was delivered in English (whether or not it was specific to dental technology).

- You provide evidence that you have passed English language testing from a provider, and at the level approved by the NSRDHDTD Registrar.
- Your employer can attest to your English language proficiency, by filling out the required form.

Accepted English Language Tests

NAME OF TEST	REQUIRED SCORE	WEBSITE CONTACT	ADDITIONAL INFORMATION
TOEFL iBT Test of English as a Foreign Language	237 (computer-based) 90 (iBT) No band lower than 20	www.ets.org	Students must achieve 4.0 or better on the essay of TOEFL Writing Test
IELTS International English Language Testing System (Academic Version)	6.5 overall No band lower than 6.0	www.ielts.org	Offered in 3 locations in NS: Halifax, Sydney, & Antigonish
Canadian Academic English Assessment (CAEL)	Minimum score 70	www.cael.ca	

English language tests must have been completed in the most recent two years. Results must be sent directly from the testing service provider to the regulator.

E. Professional Liability Insurance (PLI)

All individuals regulated by the NSRDHDTD, including Dental Laboratory Technicians (DLTs), will be required to hold some form of professional liability insurance (PLI), pursuant to the RHPA, the Regulations, and NSRDHDTD policies.

PLI is sometimes referred to as “malpractice insurance” or “errors and omissions” insurance. It is intended to protect a professional from financial harm due to a claim made against them, such as negligence or a mistake. It typically covers monetary damages due to a professional’s negligence. Some policies may also cover legal expenses associated with defending a negligence claim, even if the claim made is found to be baseless.

PLI Policy Requirements

All DLTs must be covered under the PLI policy of their employer or supervising registrant or their own policy. Depending on the policy, DLTs may be individually named, or they may be covered under a “blanket” clause for all employed or supervised insured individuals.

Your employer or supervisor may source your PLI from an insurance provider of their choice, so long as the policy meets the following requirements:

- It must include all DLTs under their employ or supervision.
- It must be specific to the practice of dental hygiene, dental technology, or denturism.
- It must provide a minimum of \$1 million in coverage for the DLT and must cover the full licensing period.
- It must include “tail-end” coverage for a period of 2 years (at minimum) or be “occurrence-based”. This means that even after they cease to be licensed as a registrant or you cease to

be permitted as a DLT and insured under the PLI policy, any claims made for the time when they were licensed, or you were permitted, and insured will be covered for a minimum of 2 years.

Note that you will be required to provide proof of PLI annually upon permit renewal (i.e. upload a copy of the policy that you are insured under).

Proof of insurance includes all the following elements:

- Insurer's name
- Effective date and expiration date
- Policy number
- Coverage amount
- A statement of coverage for DLTs
- Any additional information reasonably requested by the NSRDHDTD

The NSRDHDTD requires proof of insurance upon any variation in coverage, within 30 days of the variation.

Anyone who practices without current PLI coverage may be subject to disciplinary action by the regulator in accordance with the RHPA, the Regulations, and NSRDHDTD By-Laws or policies.

4. Continuing Competence Program

Individuals practising dental technology are expected to maintain current knowledge and skills. The public relies on those in regulated health professions to protect them by keeping informed of emerging best practices and advances in their profession. DLTs are required to engage in formalized learning experiences as one way to ensure their continued competence in the profession.

A. Continuing Competence Cycle and Required Credit Hours (after initial Permit issued)

DLTs are required to obtain **45 credit hours** of continuing competency activities in a 3-year period, also known as their **Continuing Competency Cycle**. These cycles run from Jan 1 to Dec 31 for a three-year period.

For the first cycle, to assist with alignment to a December 31 cycle end date, all individuals who obtain a DLT permit in 2025 will have a cycle start date of **January 1, 2026**. However, any activities completed **after they obtain a DLT permit**, and **prior to Jan 1, 2026**, will count towards the initial cycle. Essentially, you will have over 3 years in your initial CCP cycle for the first cycle only.

B. Assessing Individual Learning Needs

As part of the Continuing Competency Program (CCP), all DLTs are required to assess their individual learning needs on an ongoing basis and focus their learning activities on these needs. This begins with a clear understanding of one's personal scope of practice – recognizing that while the profession's full scope is outlined in the Regulations, not all DLTs will be trained or competent in every discipline within this scope of practice.

To ensure safe, effective, and ethical practice, each DLT must critically reflect on their current knowledge, skills, and practice environment to identify areas for professional growth. Determining

learning needs allows individuals to create a focused ‘learning plan’ that supports continuing competency, aligns with individual goals, and meets regulatory expectations. This self-assessment is the foundation of the CCP and an essential component of maintaining high standards of care within the profession.

C. Types of Learning Activities

Learning activities must have significant intellectual or practical content related to the practice of dental technology, overall health, or professional responsibility and ethical obligations.

These learning activities can include things such as:

- Courses – in person or virtual, hands-on or theoretical, related directly or indirectly (for instance, leadership or equity, diversity, and inclusion training) to the delivery of dental technology services. This includes attendance of scientific presentations at conventions or meetings.
- Annual CPR/BLS certification or re-certification, first aid training (including mental health first aid), or WHMIS.
- The development and delivery of educational training outside of your regular employment or contractual obligations.
- Participation in organized study clubs.
- Publishing of technical or research articles in journals, or of books or chapters of books (such as textbooks) related to dental technology.
- Volunteer participation in professional organizations (including on boards, committees, or as a subject matter expert for special projects related to dental technology), for organizations such as the NSRDHDTD or the Canadian Alliance of Dental Technology Regulators (CADTR).
- Enrollment in formal dental technology education in an approved program (in person or distance learning).

Generally, one credit hour will be awarded for every hour of participation or attendance in any of these learning activities.

The NSRDHDTD will establish a committee that reports to the Registrar to oversee and administer the Continuing Competency Program of all three oral health professions it regulates – dental technology, dental hygiene, and denturism. This committee will determine, on an individual basis, the acceptability and credit hour value of any learning activities that require review.

Continuing competency activities completed as a result of a regulatory disciplinary process do not count toward the 45 credit hours.

D. Record Keeping and Verification

Each DLT is expected to maintain records of the learning activities they have completed. A form will be provided that must be used to document each learning activity. You will be responsible for keeping this paperwork to submit to the regulator in a form approved by the Registrar, and at a time determined by the Registrar.

Documentation for credit hours should include:

- the DLT’s name
- date
- presenter’s name and qualifications
- topic
- course/presentation description

- length of the presentation **and/or**
- other relevant information if the learning activity is not a course

The NSRDHDTD Registrar or the committee that is established to oversee and administer the Continuing Competency Program reserve the right to review a DLT's CCP records at any time. Provisions may also be established to conduct random auditing of a percentage of regulated individual's records in each cycle.

A mechanism to appeal a decision of the Registrar or a committee related to the CCP will be made available to you.

Falsification of any records or information may be considered professional misconduct and be subject to disciplinary action.

All DLTs are required to maintain their individual CCP records for six years. This means the six years following the date you obtained your initial permit, and after six years has elapsed, for the immediately preceding six years.

E. Other Considerations

Consideration will be given to other areas of study on an individual basis with proper notification and documentation. It is the DLT's responsibility to receive prior approval for any learning activity that they may question the relevance of before submitting it as part of their CCP record.

You are strongly encouraged to participate in some learning activities each year, spreading the minimum 45 credit hours out over the 3-year cycle period.

Surplus credit hours cannot be carried forward into a subsequent calendar year or CCP cycle.

Failure to meet continuing competency requirements will result in the inability to renew your permit until such time as the requirements are met. (Any applicable reinstatement fees will apply.) Learning activities used to meet this requirement will only count toward the previous cycle for which there was a deficit, and not the new cycle.

You do not need to do anything to prove you have met the requirements of a CCP for your initial permit application. Your 3-year cycle will begin upon issue of your initial permit.