

REQUESTING A REVIEW OF A DECISION DENYING APPLICATION FOR REGISTRATION AND LICENSING OR IMPOSING CONDITIONS OR RESTRICTIONS

The Nova Scotia Regulator of Dental Hygiene, Denturism, and Dental Technology (the NSRDHDTD) is the regulatory body that regulates the professions of dental hygiene, dental technology, and denturism in Nova Scotia. It is responsible for assessing applications for registration and licensing for individuals seeking to become a dental hygienist, dental technologist, or denturist.

An applicant whose application for registration and licensing has been denied or approved with conditions or restrictions by either the Registrar or the Registration and Licensing Committee has the right to have the decision reviewed by the Registration and Licensing Review Committee (the “Committee”).

The process for reviews of registration and licensing decisions is set out in accordance with the [Regulated Health Professions Act \(RHPA\)](#)¹.

Key Points About the Review Process

- Where the Registrar or the Registration and Licensing Committee denies an application or imposes conditions or restrictions on the registration, licence or renewal of licence, the Registrar shall notify the applicant within 14 days by:
 - providing the applicant with a written decision with reasons; and
 - informing the applicant of the applicant’s right to have the decision reviewed by the Committee.
- If the applicant seeks a review of the decision, the applicant must file a written request for review to the Registrar within 30 days of the date of receiving the decision. The applicant must stipulate the grounds for the review and pay the applicable fee.
- The Registrar will forward the request for review along with any relevant documents to the Chair of the Committee.
- The parties to a review are the Regulator and the applicant.
- The applicant is entitled to be represented by legal counsel at their own expense. The applicant also has the right to disclosure of all relevant information and documents.
- The Committee may determine whether a review is to be conducted through written submissions or whether the parties have a right of attendance before the Committee for the presentation of evidence or to make submissions.
- Where the Committee grants a right of attendance, the parties have the opportunity to present evidence, if the right of attendance is for the presentation of evidence, and to make submissions.
- Subject to the hearing of any preliminary matters and the availability of the Committee and the parties, the review will generally take place within 90 days following receipt of a request for review.
- If the applicant is required to attend a proceeding of the Committee, the Registrar must provide written notice to the applicant at least 14 days before the date set for review.
- The Committee must render its decision with reasons “as soon as practicable”³.
- The Committee may make any decision the Registrar or the Registration and Licensing Committee could have made with respect to the application, and may
 - a) order the imposition of conditions or restrictions on the registration or licence of the applicant; and
 - b) assess costs to be paid by the applicant if the application for review is denied.
- A decision of the Committee is final.

¹ Sections Section 39; 50-59 of the [Regulated Health Professions Act \(RHPA\)](#)

² As outlined in Section 52 of the [Regulated Health Professions Act \(RHPA\)](#)

³ Section 58 of the [Regulated Health Professions Act \(RHPA\)](#)