

Dental Hygienist Initial Registration Information Guide

To practice dental hygiene in British Columbia, applicants must be registered with the British Columbia College of Oral Health Professionals (BCCOHP).

The classes of registration available are as follows:

REGISTERED DENTAL HYGIENIST (RDH) REGISTRATION

Registered Dental Hygienist registration is for dental hygiene graduates planning to practice in British Columbia who meet ALL of the following requirements as per part 6.10 of the BCCOHP bylaws:

- Graduation from a dental hygiene education program listed in Schedule C of the BCCOHP Bylaws which is on page 152 of the [BCCOHP Bylaws](#);
- Certification by the Federation of Dental Hygiene Regulators of Canada (completion of the National Dental Hygiene Certification Examination (NDHCE));
- Commencement of the Quality Assurance Program (QAP) assigned upon registration. For more information, please see page 3;
- Completion of the Jurisprudence Education Module (JEM). Information on accessing the JEM will be emailed to applicants upon submission of their online application. See page 4 for more information on the JEM;
- Proof of valid professional liability insurance in the amount of at least \$1 million per occurrence. If you are currently registered in another jurisdiction and currently have CDHA insurance, please contact CDHA directly to discuss your membership options;

- Demonstration of good standing in every jurisdiction where currently or previously registered to practice dental hygiene or any other regulated profession (non-health care professions included), if applicable;
- Demonstration of good character, consistent with the responsibilities and standards expected of a registrant; and
- Authorization for a criminal record check.

DENTAL HYGIENE PRACTITIONER (DHP) REGISTRATION

In addition to the registration requirements outlined above under the Registered Dental Hygienist class of registration, applicants to the DHP class of registration must have a minimum education level of a bachelor's degree in dental hygiene from a BCCOHP approved institution.

Only dental hygienists registered in the Dental Hygiene Practitioner (DHP) class of registration are authorized to own and operate a private dental hygiene practice in BC.

LOCAL ANESTHESIA ADMINISTRATION CERTIFICATION (C)

For those applying to have local anesthesia (LA) administration certification (C), the following is required:

- Successful completion of a BCCOHP approved local anesthesia course, or the local anesthesia education included in all BC dental hygiene programs, and
 - (i) eligibility to perform local anesthesia within the past five years; or
 - (ii) successful completion of a BCCOHP approved local anesthesia refresher course within the past five years, if applicable.

Graduates of Programs not listed in Schedule C or the temporary Approved List:

Graduates from dental hygiene programs not listed in Schedule C or under the list of Approved Dental Hygiene Programs outside of BC may still apply for registration by meeting the requirements of part 6.10(1) of the BCCOHP bylaws as well as meeting the requirements of part 6.10(3). This includes successful completion of the Canadian Performance Exam in Dental Hygiene (CPEDH).

Agreement on Internal Trade:

If the applicant is currently registered in good standing in the 'Registered Dental Hygienist' category or equivalent in another Canadian jurisdiction recognized under the Agreement on Internal Trade (AIT), they are eligible to register in BC without being required to take any additional examinations prior to registration.

All information regarding registration in good standing and AIT is requested in the Registration Application. Please review the Registration Application carefully and provide all registration information required from another Canadian jurisdiction. All applicants must notify BCCOHP of all jurisdictions in Canada and internationally where they have been registered to practice dental hygiene or any other regulated profession (non-health care professions included). The BCCOHP will require a valid letter of standing from any and all jurisdictions where the applicant has been registered.

New Registrants' Participation in the Quality Assurance Program (QAP):

All new dental hygienist BCCOHP registrants must commence a Quality Assurance Program (QAP) upon initial registration.

BCCOHP is required under the *Health Professions Act* to establish a Quality Assurance Program (QAP) to ensure public protection. The QAP will provide registrants with a **five-year cycle** during which time they must complete **75** continuing competency credits to maintain their practising status. All registrants in a practising category must

participate in the QAP. The QAP Assessment Tool is an online tool that must be completed by registrants at the beginning of their five-year QAP cycle. The results of the Assessment Tool will help define the registrant's Online Learning Plan (OLP). The OLP has been developed as part of the QAP as a useful mechanism that provides feedback and support for personal and professional development. The OLP is a place for registrants to create learning goals, develop action plans, record Continuing Competency credits, and reflect on learning. All registrants have their own online personal profile which can be accessed through the BCCOHP website and serves as a place for registrants to update information, access their OLP, and renew registration each year.

Registrants from Other Jurisdictions and Non-Recent Graduates in the Quality Assurance Program (QAP):

Applicants previously registered in other jurisdictions and those not classified as a 'recent graduate' **must complete the online QAP Assessment Tool within 60 days of being granted registration to practice dental hygiene in BC. Failure to complete the QAP Assessment tool within 60 days of the initial date of registration may result in suspension of registration.** For more information on the Quality Assurance Program, please review the [QAP Information Guide](#).

Jurisprudence Education Module (JEM):

The Jurisprudence Education Module (JEM) provides education and information on the legal framework that governs dental hygiene practice in BC. The JEM includes an overview of the BC Dental Hygienist Regulation, BCCOHP Bylaws, Practice Standards, Scope of Practice, and ethical obligations of registrants.

The JEM is an online learning module that can be accessed once you submit your online application with BCCOHP. All BCCOHP dental hygienist registration applicants must complete the JEM as part of the required documentation for their application. For more information, please visit [Dental Hygiene Education Modules](#). Once you have

been granted registration. The JEM will become part of your QAP and will need to be completed at least once during your QAP cycle.

Local Anesthetic Module:

Registrants who are certified to administer local anesthesia must renew their certification (C) annually during the registration renewal period. Re-certification is required once every five years as part of the QAP cycle. For more information, please visit [Certification to Administer Local Anesthesia](#).

NON-PRACTISING REGISTRATION

Upon registration with BCCOHP in a practising class, Non-Practising registration is available to dental hygienists who currently do not wish to practice dental hygiene.

A Non-Practising registrant may apply to reinstate to a practising class of registration at any time, by providing proof of completion of all applicable requirements and paying the applicable reinstatement fee.

TEMPORARY REGISTRATION

Temporary registration may be available to dental hygienists who are registered in good standing in another jurisdiction, for the purpose of participating in or conducting an educational program sponsored by an agency approved by the Registration Committee. Applicants to the Temporary (Visitor) category may apply online using the BCCOHP Initial Registration Application. A letter of good standing from the other jurisdiction of registration is required. Temporary registration is valid for up to 30 days.

IMPORTANT INFORMATION:

- All applicants must submit a completed registration application online, submit all required documentation, and payment of fees to be considered for approval. Only completed applications will be considered for approval.

- All applications take **4 to 6 weeks to process** from the date on which all complete and required documents are received.
- All initial registration applicants must provide a notarized copy of government issued photo identification.¹
- Registered Dental Hygienist and Dental Hygiene Practitioner registration applicants must submit **all three following fees for their BCCOHP registration**: non-refundable application fee, initial registration fee, and the annual registration fee. The annual registration fee is reduced to a half year annual registration fee between October 1 and March 31 each year.
- The registration application fees must be paid online by Credit Card (Visa/MasterCard) with an online application submission.
- Annual registration with BCCOHP is required. You will receive information on registration renewal each year. It is your responsibility to ensure you maintain current registration with the BCCOHP.
- The fiscal year is April 1 to March 31 of the following year. The registration renewal deadline is March 31 each year. Failure to renew by the deadline will result in a lapse in registration.
- For a list of BCCOHP approved local anesthesia courses and their contact information, please see [Certification to Administer Local Anesthesia](#).
- The *Federation of Dental Hygiene Regulators of Canada* can be contacted as follows:
75-B Colonnade Road, Ottawa, ON K2E 0A8
Ph: (613) 260-8156 Fax: (613) 260-8511 Website: <https://www.fdhrc.ca/>

¹ Notarized documents cannot be received electronically.



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