

Cost of Registration and Licensing updated November 1, 2021

Application, registration, and licensing fees are provided below.¹ All fees related to applications for registration and licensing are payable by certified cheque, money order, e-transfer, or credit card.

Each CDHNS invoice generated will provide further details on how to make payment using your chosen payment method.

Fees Paid Directly to the CDHNS		
1	Application Fee The non-refundable application fee must accompany the initial application for registration to be considered.	\$120
2	Registration Fee (one-time fee) The registration fee, if required, must be provided prior to approval of registration and licensing.	\$150
3	Practising Licence Fee (all or part of a year); there is no pro-rating of fees. Practising licences expire on October 31 of each year.	Fees vary per year. Nov 1, 2021 to Oct 31, 2022 fees: \$510.00 June 1, 2022 to Oct 31, 2022: For all <u>new</u> DH Diploma graduates <u>who have never registered in another province</u> (i.e., first time registrant): \$255.00
Other Fees		
4	CDHNS Reinstatement Fee (practising, non-practising and provisional) Please contact CDHNS directly to determine if you are required to pay a reinstatement fee. The reinstatement fee is in addition to any other applicable fees.	50% of the licensing fee for the year e.g., for Nov 1, 2021 to Oct 31, 2022, the practising licence reinstatement fee is \$255.00 Provisional: 50% of the licensing fee <u>at the time of reinstatement.</u>
5	Dental Hygiene Professional Corporation Fee Permit expires Dec 31 of each year. Once you receive your initial professional corporation permit, the deadline to renew annually is November 30. <i>Contact the CDHNS for further details.</i>	\$100 – initial permit \$75.00 – renewal

¹ Prices are subject to change. Please contact the CDHNS directly if you have questions about CDHNS fees.

CDHNS: Cost of Registration and Licensing

The following costs may also be incurred by applicants during the registration and licensing process. While we have done our best to list these in sequential order, fees may be incurred in a different sequence.

Third-party Fees that the Applicant may incur during the Registration and Licensing Process	
Applying for Registration	
<p>1. Notarization of Documents</p> <p>Applicants are required to provide notarized application and authenticated copies of supporting documentation outlined in the Application for Registration checklist— e.g., NDHCB certificate.</p>	<p>Costs will vary.</p> <p>A Notary public, Commissioner of Oaths, or Lawyer to sign or seal the required documentation.</p> <p><i>Alternatively</i>, original documents may be brought into the CDHNS office in person, where staff will authenticate documents.</p>
<p>2. Transcripts</p> <p>Applicants are responsible for arranging to have the original transcripts sent directly from their educational institution to the CDHNS office.</p> <p>For graduates of Ontario colleges that have closed, contact the Ministry of Training, Colleges and Universities for a transcript. Email address: pcc@ontario.ca</p>	<p>Costs will vary.</p> <p>Consult your educational institution.</p>
<p>3. Written Exam Eligibility Review</p> <p>Diplomas/degrees completed in dental hygiene outside of Canada or the USA must be assessed by the National Dental Hygiene Certification Board (NDHCB) to determine whether the studies meet the equivalency requirements to take the NDHCB written exam.</p>	<p>\$1012 + applicable tax (as of Jan 1, 2021)</p> <p>NDHCE Application and fee information and eligibility requirements are available on the NDHCB website. Steps and costs associated with meeting the educational requirements are also outlined on the website.</p>
<p>4. Translation</p> <p>Documents that are not in English or French must be translated. (This applies to documents required by NDHCB and the CDHNS.)</p> <p>Applicants are responsible for having their documents translated by a certified translator and providing a certified official translation of the specified documents.</p> <p><i>For the CDHNS:</i> If the documents were translated for another organization e.g., NDHCB, we will accept a copy of previously translated documents that meet the criteria stated above and if they are sent directly from that organization.</p>	<p>Costs will vary depending on the volume of the text.</p> <p>Applicants are responsible for having their documents translated by a certified translator.</p>
<p>5. National Dental Hygiene Certification Board Exam (Written)</p> <p>All applicants for registration are required to successfully complete the NDHCB written examination.</p>	<p>\$710 + applicable tax (from May 2021 onwards)</p> <p>Costs vary each year and for individuals applying to write a rewrite exam.</p> <p>See NDHCB for further details.</p>

Third-party Fees that the Applicant may incur during the Registration and Licensing Process	
<p>6. Canadian Performance Exam in Dental Hygiene (Clinical Exam) Applicants for registration must have graduated from an accredited dental hygiene program or successfully completed any examinations approved by the Council. If required, this exam is offered across Canada at varying times per year.</p>	<p>Price will vary, depending on the province and number of exam candidates. Contact CDHO, CDHBC, CRDHA</p>
<p>7. Verification of Registration (Letters of Professional Conduct) from other Regulated Jurisdictions Applicants must be in good standing with each dental hygiene regulatory authority they are currently, or were previously, practising dental hygiene and must provide evidence of good character, as outlined in Section 3 (e and f) of the Regulations. To verify this, applicants are responsible for arranging to have CDHNS's Verification of Registration completed (signed and sealed) and sent <i>directly from each jurisdiction</i> where they are currently, or were previously, practicing dental hygiene.</p>	<p>Costs and turnaround times will vary according to the regulatory body.</p>
<p>8. English Language Proficiency English language proficiency is required for safe and competent dental hygiene practice. If there is no equivalent English proficiency requirement in the jurisdiction where an applicant is currently registered, applicants whose primary language is not English and/or whose program of study was conducted in a language other than English, are required to provide proof of English language competency.</p>	<p>Costs will vary per provider. See the current CDHNS English language requirements document for testing agencies, required scores and contact information.</p>
Applying for a Practising Licence	
<p>1. CPR Certification Applicants and members must be currently certified in CPR (i.e., completed the course less than 12 months ago), to the level approved by Council. The level of CPR certification must include, at a minimum, classroom instruction and practical experience related to:</p> <ul style="list-style-type: none"> • 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). 	<p>Costs will vary based on course provider and individual instructor. The CDHNS website provides further details on course offerings and evidence required for CPR certification. http://cdhns.ca/index.php/members/cpr-information-courses</p>

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<p>2. Professional Liability Insurance (PLI) All members who hold a practising licence must have professional liability insurance coverage or similar malpractice protection coverage in the minimum aggregate amount of \$2 000 000. This is obtained through the Canadian Dental Hygienists Association (CDHA)*, or may be obtained through another PLI provider, as long as it meets the Council-PLI Policy requirements.</p> <p><i>*Please note:</i> While the CDHA membership renewal year coincides with CDHNS’s renewal year (Nov 1 to Oct 31), their liability insurance coverage is effective from Jan 1 to Dec 31 of each year. Individuals applying to obtain a practising licence between Nov 1 to Dec 31 must ensure that they have insurance coverage for those two months.</p>	<p>Costs may change annually.</p> <p>For Nov 1, 2021 to Oct 31, 2022, the CDHA fees are \$216 (basic) or \$233 (enhanced).</p> <p>Applicants are required to have coverage in place before being registered <i>or</i> they may pay CDHA fees through the CDHNS as part of initial registration and licensing fees**.</p> <p>Contact the Canadian Dental Hygienists Association, 1-800-267-5235 for further details.</p> <p>**On Sept 1, 2022, the CDHNS will no longer collect payment for membership dues on behalf of the CDHA.</p>
<p>3. Jurisprudence Exam All applicants for registration must successfully complete the jurisprudence exam which assesses an applicant’s understanding of the legislation, standards of practice, and other matters relevant to the practice of dental hygiene in Nova Scotia.</p> <p>There are two courses (with exams) that meet these criteria — the <i>Jurisprudence Course (JP) for Nova Scotia</i> or the <i>Self-Initiation (SI) Course for Nova Scotia</i> (exam includes SI and JP exam content). Applicants who successfully complete the SI Course for Nova Scotia, are <u>not</u> required to complete the separate JP exam.</p>	<p>Costs will vary and may change annually.</p> <p>2021 fees for non-CDHA members: \$100 (JP) or \$399.00 (SI)</p> <p>2021 Fees for CDHA members: \$50 (JP) or \$199 (SI)</p> <p>Lower costs may be offered to CDHA student members. Please contact CDHA directly.</p>
<p>4. Eligibility to Work in Canada Any individual who is not a Canadian Citizen must provide proof of valid eligibility to work in Canada as part of the application process, which is managed by the Immigration and Citizenship Canada.</p> <p>To learn more about the requirements to work in Canada, visit: https://www.canada.ca/en/services/immigration-citizenship.html</p>	<p>Cost will vary.</p>