

## College of Dental Hygienists of Nova Scotia (“CDHNS” or the “College”) Guidelines for Applying for a Professional Corporation Permit

Please refer to the following guidelines when incorporating your company for the purpose of engaging in the practice of dental hygiene in Nova Scotia. The application will be made available online through the CDHNS database portal once you have received name approval (#4) from the College:

1. You should obtain legal and tax advice before incorporating your business.
2. Your company must be incorporated in Nova Scotia pursuant to the *Companies Act* and be used exclusively to carry on the practice of dental hygiene.
3. Obtain prior written approval from the College with respect to your proposed corporate name (via online submission of Proposed Corporation Name Approval Request). You will be notified of the outcome of your submission via email. The name must meet the following criteria:
  - a. Not be a numbered company
  - b. Include the phrase “Professional Corporation”
  - c. Indicate the profession practiced (i.e. Dental Hygiene or Dental Hygienist)
  - d. Must not violate provisions of any Nova Scotia statute
  - e. Must meet advertising standards criteria set out in paragraphs 35(2)(a) and 35(2)(e) of the Dental Hygienists Regulations.
4. When name approval has been obtained from the College, register the company with the Nova Scotia Registry of Joint Stock Companies.
5. When the company is registered with the Registry of Joint Stock Companies, complete the following Professional Corporation Permit Application Form and forward it to the College for approval. **Pursuant to Section 73 of the Dental Hygienists Act (“Act”), a professional corporation cannot engage in the practice of dental hygiene unless it is issued a permit under the Act and is in compliance with the Act and regulations.**
6. A Certificate of Incorporation, the Memorandum of Association, Certificate of Status and Certificate of Registration pursuant to the *Corporations Registration Act* must be submitted with your application.
7. Your company must have commercial general liability insurance of \$1 million or more and a copy of your insurance must be submitted with your application.
8. All dental hygienists employed or contracted by your company must have professional liability insurance coverage in accordance with the Dental Hygienist Regulations.
9. When the College has approved the application, the permit will be issued and sent to the business address provided on the application form.
10. You must report any changes in the company, including without limitation changes to its officers, directors or share structure, to the College for approval by the Registrar.
11. The majority of all voting shares of the company must be legally and beneficially owned by (a) one or more CDHNS members in good standing (as such terms are defined in the Act), or (b) a company of which (i) all the issued voting shares are legally and beneficially owned by one or more members in good standing or a trust of which all the trustees and beneficiaries are members in good standing, and (ii) a majority of the officers and directors are members in good standing.
12. A majority of the directors and the President of the company must be CDHNS members in good standing.