

**NATIONAL DENTAL HYGIENE CERTIFICATION BOARD
BUREAU NATIONAL DE LA CERTIFICATION EN HYGIÈNE DENTAIRE**



**APPLICATION INSTRUCTIONS
FOR
EVALUATION OF EDUCATIONAL CREDENTIALS
TO
DETERMINE ELIGIBILITY TO WRITE
THE
NATIONAL DENTAL HYGIENE CERTIFICATION EXAMINATION**

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APPLICATION FOR EVALUATION POLICIES & PROCEDURES

1 Background

The National Dental Hygiene Certification Board (NDHCB) is the agency responsible for the development, administration, scoring and reporting results of the National Dental Hygiene Certification Examination (NDHCE). The NDHCB assists provincial and territorial dental hygiene regulatory authorities to fulfil their mandate of protecting the public interest.

Licensure/certification examinations protect the public by ensuring that those who are certified possess sufficient knowledge and skills to perform important occupational activities safely and effectively.

The following criteria refer to two types of applicants:

- 1.1 **Graduates from non-accredited¹ dental hygiene programs** who wish to apply for an evaluation of their educational credentials to determine their eligibility to write the NDHCE.
- 1.2 **Students in the cohort of a Dental Hygiene Program that has been reviewed by the Commission on Dental Accreditation of Canada (CDAC) and to whom CDAC has granted “Program Status Under Review”**. These individuals may, upon confirmation by the dental hygiene program director or designate that they are within four months of completion of their dental hygiene program, apply for an evaluation of their educational credentials to determine their eligibility to write the NDHCE.
Students in subsequent cohorts of the program will be given the same consideration until such time as the CDAC notifies the NDHCB that “status under review” has been revoked or that accreditation has been granted.

2 Evaluation Standards

There is an established review process respecting the evaluation of educational credentials of individuals from non-accredited dental hygiene programs for the determination of eligibility to write the NDHCE.

The evaluation standards are based on current:

- 2.1 CDAC’s Accreditation Requirements for Dental Hygiene Programs;
- 2.2 CDHA’s Dental Hygiene: Definition, Scope and Practice Standards;
- 2.3 Curricula from accredited Canadian dental hygiene programs;
- 2.4 Entry-To-Practice Competencies and Standards for Canadian Dental Hygienists (2010);
and
- 2.5 The NDHCB Blueprint (2011).

¹ **Accredited** shall mean accredited by the Commission on Dental Accreditation of Canada (CDAC) or the American Dental Association Commission on Dental Accreditation (ADA/CODA).

3 Principles of Evaluation

The Evaluation process reviews whether an applicant's education is substantially equivalent to the education of a graduate from an accredited dental hygiene program in Canada. The NDHCB evaluation process is built on the following principles:

- 3.1 Dental Hygiene is a regulated health profession encompassing the theory and practice of oral therapeutic interventions, preventive interventions and health promotion;
- 3.2 Dental Hygiene has a unique body of knowledge, distinct expertise, recognized education and practice standards, and a Code of Ethics;
- 3.3 The education and experience of dental hygienists must prepare them to work in a collaborative relationship with the client and other health care professionals and, depending on the jurisdiction, without the direct supervision of a dentist;
- 3.4 Dental Hygiene practice utilizes a systems approach to services which includes Dental Hygiene Process (DHP) Assessment and Diagnosis, DHP Planning, DHP Implementation and DHP Evaluation; and
- 3.5 Applicants for evaluation are not required to meet different standards from those required of dental hygienists from accredited Canadian programs.

4 Application & Eligibility Evaluation Policies

*An applicant who is a Graduate of a dental hygiene program that was not accredited by the Commission on Dental Accreditation of Canada (CDAC), or the American Dental Association Commission on Dental Accreditation (ADA/CODA) on the date of the applicant's graduation, **OR** a Student in a cohort of a Dental Hygiene Program that has been granted "Program Status Under Review" by CDAC, expecting to complete the program within four (4) months, may apply to write the NDHCE following verification of eligibility by the NDHCB.*

- 4.1 Applications will be reviewed on an individual basis.
- 4.2 The applicant's dental hygiene program must satisfy the following minimum educational requirements before the applicant can be considered to be eligible for evaluation. The dental hygiene program must:
 - 4.2.1 be established as a separate school, faculty, division or department recognized by the appropriate government agency in the country where the program is established at a post secondary institution which is also recognized by the appropriate government agency;
 - 4.2.2 require a minimum of two full time academic years (minimum 16 months) of formal education in a recognized Dental Hygiene program, including a clinical component supervised by dental hygiene faculty;
 - 4.2.3 have learning outcomes set out in a clear, concise and detailed fashion to the satisfaction of the NDHCB.
 - 4.2.4 deliver a dental hygiene diploma, certificate or degree at graduation.
- 4.3 The Eligibility evaluation fee is \$475.00 + Tax. Applicants must meet all of the criteria under 4.2 before the NDHCB can even open an Eligibility evaluation file on their behalf. If those criteria are not met, the NDHCB will not conduct an evaluation of the applicant's curriculum, will reimburse the application fee minus a non-refundable fee of \$100 + tax, and the applicant will be denied eligibility.

4.4 The applicable Tax is calculated as follows:

Applicants currently residing in:	Applicable tax
Alberta, Saskatchewan, Manitoba, Québec, Prince Edward Island and the Territories	5% GST
Ontario, New Brunswick, Newfoundland & Labrador	13% HST
British Columbia	12% HST
Nova Scotia	15% HST
US or other country	13% HST

- 4.5 Applicants who meet the criteria described under 4.2 must also meet all of the other NDHCB Documentation requirements and the Educational program requirements, to be eligible for evaluation.
- 4.6 At this point the totality of the Eligibility application fee is no longer refundable. However, no evaluation will be started until all required documentation has been received. Once all documentation is received and the evaluation is started, the review is usually completed within 8 weeks. The review will take longer if the evaluators need to do additional research, verify documents or if additional information is required.
- 4.7 Applicants are responsible for all expenses for verification and translation of required documents.
- 4.8 An application is valid for one year from the date received.
- 4.9 After one year, if an applicant has failed to meet ALL requirements for a completed application, the file will be closed and no refund will be issued. All contents of the applicant's file will be retained and not released. If the applicant wishes to re-activate the file, a new application, appropriate fees, and additional documentation must be submitted.
- 4.10 If an applicant wishes to authorize a third party/agent to act on his/her behalf in any aspect of the application for evaluation process, a power of attorney will be required. Information, correspondence, and results will be given to the applicant OR to his/her agent. No information will be released over the telephone.
- 4.11 Original documents will only be returned if specifically indicated on the Application form and accompanied by the applicable fee.
- 4.12 If an applicant submits forged or altered documents, an evaluation will not be completed, the fee will not be refunded, and all documents received become the property of the NDHCB. All provincial dental hygiene regulatory authorities and all recognized evaluation services will be notified. In such cases, we reserve the right to notify the institution(s) and/or board(s), which had purportedly issued the documents.
- 4.13 The NDHCB reserves the right to contact any relevant institutions for verification purposes and to request any additional information needed prior to completing an evaluation.
- 4.14 The NDHCB determines eligibility to write the NDHCE, in accordance with established criteria. One copy of the evaluation report result will be issued to the applicant. A successful evaluation result establishes eligibility for application to the NDHCE for three years. Once an applicant has been notified, in writing, of the result of the evaluation, the applicant's file is closed. If the applicant wishes to re-activate the file, a new application, appropriate fees, and additional documentation must be submitted.

- 4.15 Upon verification of eligibility, the applicant will be notified in writing of the next regularly scheduled examination date for which they are eligible to apply. The applicant must complete the NDHCE application process including payment of the appropriate examination fee.
- 4.16 If the applicant is deemed eligible to write the NDHCE, lack of language proficiency in either English or French shall not be grounds for review of examination results or for any form of examination special accommodations.
- 4.17 Those applicants evaluated as candidates not eligible to write the NDHCE will be advised if there are additional mechanisms available to them.
- 4.18 Evaluation reports of individuals may differ depending upon the time period in which they were completed. This results from new and up-dated information being made available to us on a continuous basis as well as revisions to evaluation standards. Educational evaluation decisions made by NDHCB are based on the most recent information available.
- 4.19 The evaluation of educational credentials does not establish the equivalency of a non accredited dental hygiene program to an accredited dental hygiene program, but rather, recognizes that the applicant has achieved a level of dental hygiene education necessary to write the NDHCE.

5 Documentation Requirements

ALL of the following documentation must be submitted to the NDHCB, by the applicant or on behalf of the applicant, prior to initiation of the evaluation process.

- 5.1 An Eligibility application form - completed and SIGNED
- 5.2 The fees - CREDIT CARD (VISA or MASTER CARD), CERTIFIED CHEQUE or MONEY ORDER only, in Canadian funds, for \$475.00 plus optional service fees and Tax (see table at 4.4), as specified on the Evaluation application form, payable to the National Dental Hygiene Certification Board.
- 5.3 A notarized copy of legal name change documents, if any document indicates a different surname than the name on the application form.
- 5.4 The proof of registration/licensure with a dental hygiene regulatory authority OR a letter of eligibility for dental hygiene registration/licensure in the country (jurisdiction) where the dental hygiene education was completed, submitted directly by the dental hygiene regulatory authority.
- 5.5 A legal description of the practice of dental hygiene in the country where educated. This document must be submitted directly by the agency which issues a certificate of registration/license to practice and must describe exactly what a dental hygienist is permitted to perform for clients/patients in the country of education.
- 5.6 Demonstration of educational credentials through one of the following options:
 - A. For Graduates of a non-accredited program**
 - a. An original or a notarized copy of dental hygiene diploma/certificate(s), submitted by the applicant. Simple photocopies are not acceptable.

and

- b. An official transcript of grades, submitted directly by the dental hygiene educational institution of graduation.

B. For Students in a cohort of a program that has been granted “Program Status Under Review” by CDAC

- a. A letter by the Dental Hygiene Program Director stating that the student, at the time of the application for eligibility evaluation, is within four (4) months of completion of the dental hygiene program (including confirmation of the projected program completion date).

- 5.7 An official statement of course description submitted directly by the dental hygiene educational institution of graduation. This official statement of course description must include all of the following:

5.7.1 Length (years, months) of the program;

5.7.2 List of each course studied in the dental hygiene program, including all the information below:

- detailed description of course content, including number of hours of each course;
- description of practical pre-clinical/laboratory experiences, including number of hours;
- description of practical clinical experiences including location, number of hours, types of dental hygiene services provided and average number/types of clients/patients treated while a student;
- description of the method of evaluation for each course (e.g. by examination, projects, weekly tests).

It is recommended that this information be submitted in electronic form if possible (CD, USB key, attachment, etc.)

*Documentation must be submitted **in the original language of instruction**. All documents not in English or French must also be translated in either of Canada’s official languages and must bear the seal of an official translator/translation service). All translations could be audited for acceptability.*

- 5.8 Dental Hygiene Program standards must be demonstrated through one of the following options:

A. For applicants who graduated from a program outside of Canada or the United States:

A report for educational credential evaluation covering the country of education, name of the institution(s) attended, the year and the specific credential received (degree, diploma or certificate), the length of the program, the area(s) of specialization and the Canadian equivalency, prepared and submitted directly by one of the following external credentialing agencies approved by the NDHCB:

- a. World Education Services (WES) - www.wes.org/ca
- b. International Credential Evaluation Service (ICES) - www.bcit.ca/ices
- c. International Qualifications Assessment Service (IQAS) - <http://employment.alberta.ca/immigration/4512.html>

Application forms are available on the web sites listed above.

B. For applicants from a non-accredited program in Canada or the United States:

- a. A true copy of the written notification confirming that you are part of the cohort (or a subsequent cohort) of a dental hygiene educational program that has "Program Status Under Review", by the Commission on Dental Accreditation of Canada (CDAC) or its equivalence with the American Dental Association Commission on Dental Accreditation (ADA/CODA), at the time of the applicant's graduation. This document must be submitted directly by the dental hygiene educational institution of graduation.

Or

- b. An official statement confirming the dental hygiene program is established as a separate school, faculty, division or department recognized by the appropriate government agency in the country where the program is established at a post secondary institution which is also recognized by the appropriate government agency. This document must be submitted directly by the dental hygiene educational institution of graduation.

If the program has already applied to CDAC for accreditation and received a decision from them, it should provide a copy of the CDAC's decision letter and the details regarding how the Program has addressed any issue identified in the letter.

A certified official translation must accompany all documents not in English or French (it must bear the seal of an official translator/translation service). All translations could be audited for acceptability. The NDHCB will accept electronically submitted translations (on disk or thumb drive) if it is accompanied by a signed letter, embossed with the professional translator's seal, mailed directly to the NDHCB from the office of the translator. Please note a print copy of the translated document is not required under these conditions.