



NDHCB Equivalency Evaluation Committee Recruitment (Volunteer Position)

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The National Dental Hygiene Certification Board (NDHCB) exists so that Canadian Regulators, acting in the public interest, have testing mechanisms for assessing current dental hygiene competencies for a worthwhile investment of resources. The NDHCB is responsible for the development, administration, scoring and results reporting of the National Dental Hygiene Certification Exam (NDHCE). Based on successful completion of the Exam - a written examination to assess a candidate's readiness for entry-to-practice per nationally established practice and education standards - the Board issues the National Dental Hygiene Certification Certificate. The Certificate enables the holder to obtain registration or licensure to practice dental hygiene in most Canadian provinces (the NDHCE is not currently required in Quebec), providing all other requirements imposed by the regulatory authorities are also met.

Candidates who apply to write the NDHCE from non-accredited schools must first undergo an equivalency evaluation. The NDHCB will assess an applicant's educational credentials and qualifications for NDHCE eligibility by determining whether their dental hygiene education and their qualifications are substantially equivalent to those of a Canadian educated dental hygienist as per an established process. The assessment standards are based on the following:

- A. Commission on Dental Accreditation of Canada (CDAC) Accreditation Requirements for Canadian Dental Hygiene Programs;
- B. Entry-To-Practice Competencies and Standards for Canadian Dental Hygienists (2010);
- C. CDHA Dental Hygiene Definition, Scope and Practice Standards;
- D. Curricula from accredited Canadian dental hygiene programs; and
- E. The latest NDHCB Blueprint.

The NDHCB is recruiting two (2) members for an Equivalency Evaluation Committee which will review applications and decide on the equivalency of applicants' education and qualifications. While these are volunteer positions, modest per diems will be available.

Responsibilities

- The NDHCB will collect all relevant information and fees from the applicant. One Committee member will then be responsible for conducting the evaluation at a consultant per diem rate.
- The member will bring their findings forward to the Committee for review and decision.

The NDHCB receives approximately five (5) requests for evaluation per year. Once an applicant has submitted a complete application package and fee, the NDHCB has eight (8) to ten (10) weeks to provide them with a written decision, unless more information is required. Therefore, Committee members will need to be somewhat flexible in their availability. Committee meetings may occur in the evenings or on weekends if required.

The successful candidate will possess the education, experience, and knowledge listed below:

Education and experience

- Registration and good standing as a Dental Hygienist in a Canadian jurisdiction.
- A bachelor's degree in Dental Hygiene is preferred. Any additional education will be considered an asset.
- Experience with dental hygiene education delivery and curricula development preferred.
- Experience in evaluating or reviewing foreign/non-accredited credentials preferred.

Knowledge

- Knowledge of the Canadian regulated health professions landscape, including national competency profiles, regulation, standards of practice and resources.
- Computer-savvy, with knowledge of the Microsoft suite of products.

Abilities/Qualities

- Excellent English reading, writing and verbal communication skills. French writing and verbal communication skills an asset.
- Proactive, positive, collaborative, nimble and flexible.
- Abide by the NDHCB Code of Ethics.

The Chair of the Committee has been recruited and is located in Western Canada. In order to achieve balance, we are looking for one member from **Ontario** and one member from **Eastern Canada**. All committee work will be conducted in English.

While the NDHCB office is located in Ottawa, Ontario, all Committee work will be conducted virtually.

Interested candidates are asked to submit their curriculum vitae with a cover letter to the Bridget Lett, Exam Coordinator at blett@ndhcb.ca.

While all responses will be appreciated and handled in strictest confidence, only those being considered for interviews will be acknowledged.

The National Dental Hygiene Certification Board adheres to the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code. We encourage applications from women, Indigenous peoples and persons of all races, ethnic origins, religions, abilities, sexual orientations, and gender identities and expressions. The NDHCB will provide accommodation during all parts of the hiring process, upon request, to applicants with disabilities. If contacted to proceed to the selection process, please advise us if you require any accommodation.