

APPLICATION CHECK LIST: DOCUMENTATION REQUIRED

1-Personal information

- Copy of birth certificate
- Passport size photo taken no more than six months prior to the application. Date must be indicated on the back of the photo. No photocopies or oversized photos will be accepted.
- Copies of documentation to support any name change
- For Non-Canadian citizen: copy of Employment Visa under the Canadian Immigration Act
- Proof of Canadian Citizenship for foreign applicants

2-Dental Hygiene Education (**for new graduates and applicants who are not currently registered in another province**)

- Official Transcript of proof of graduation from an accredited school of dental hygiene **or notarized** copy of diploma. Official transcripts must be submitted from the institution in a sealed envelope.
- For non-accredited school: Proof of successful completion of NDHCE and clinical competency assessment required by the NBCDH.

3-NDHCB Exam- (**for new graduates and applicants who are not currently registered in another Canadian province**)

- Notarized Copy of NDHCB certificate

4-Specific dental hygiene skills

- Copies of certificates as proof of completion of all modules.
- If currently practising in another Canadian jurisdiction, and have already been granted specific scopes of practice, please provide certificate or ensure that letter of good standing indicate that you have been granted the authority to practice these specific dental hygiene skills in that jurisdiction.

5-Previous dental hygiene practice experience

- If currently registered as a dental hygienist in another Canadian jurisdiction: A letter in good standing from all other jurisdictions in which you are currently licensed or registered must be submitted by the Regulatory Authority directly to the NBCDH
- If you are currently registered to practice dental hygiene in the United States or Internationally, and are not currently registered in another Canadian Jurisdiction, please provide letters of good standing from all jurisdictions where you are and have been registered to practice dental hygiene. Letters must be sent directly from the Regulatory Authority to the NBCDH
- If you have been registered in the past but are no longer registered in any other jurisdiction (Canada, United States and internationally), please provide letters of good standing from all previous jurisdiction. Letters must be sent directly from the Regulatory Authority to the NBCDH

6- CPR Requirement

- Copy of current CPR Certificate – Level C required. Must have been completed within the past three years prior to this application and must not be expiring during the licensing year.

7-Continuing Education- For applicants who are currently licensed in the United States, Internationally or were previously registered in a Canadian Jurisdiction but have let their licence lapse.

- Provide confirmation of all continuing education courses taken in the previous three years or a copy of your portfolio (if applicable). Applicants must submit confirmation of 45 hours of continuing education completed within the past three years prior to this application.
- Any applicants who has not practised dental hygiene in the past three years must submit a confirmation of having successfully completed a refresher program (which must include a theory and clinical competencies assessments) approved by the NBCDH.

8-Liability insurance certificate

- Copy of current liability insurance- Minimum required 1 million per case with an aggregated amount of 5 million. Must be eligible for the province of NB and coverage must be for the whole licence period.

9-Declaration of applicant- online document upon registration under documents to be provided.

- All questions answered. If any questions have resulted in a yes, please submit written explanations.
- Name and signature in space provided
- Signature and Official Seal of Commissioner of Oaths or Notary Public

10-Fees

- Cheque or money order payable to the NB College of Dental Hygienists (NBCDH) in the amount specified. (\$485)
- For credit card payments, please contact the NBCDH.