



NEW BRUNSWICK COLLEGE
OF DENTAL HYGIENISTS
ORDRE DES HYGIÉNISTES DENTAIRES
DU NOUVEAU-BRUNSWICK

RENEWAL 2024 Guide

The online renewal period for the 2024 licence will open on October 23, 2023, and will end on November 30, 2023. All registered dental hygienists are to renew online on the website at www.nbcdh.ca on the member portal before the deadline. All required documents and payment must also be received by the deadline. Any payments or documents not received at the office before the deadline will encounter additional **late fees of \$150**. If you are mailing your payment, please ensure that the payment is received at the office by the deadline to avoid any late fees.

NOTE: WE HAVE MOVED TO 99 THIBODEAU STREET, DIEPPE, NB E1A 1V4

A- REQUIRED DOCUMENTS

1- Complete the **registration form 2024** located under the heading “membership” on the top right on your portal. (<https://www.nbcdh.ca/>)

2- **Valid CPR certificate**: Certificate must have been completed in 2022 or later and be at minimum level of CPR Level C/AED. **The NBCDH will only accept official card/certificate. NO temporary certificates will be accepted. CPR must be completed every two years. Acceptable CPR courses must contain an onsite practical.**

3- **All practising registrants assigned to Group C** must have completed all their requirements before they renew for 2024 and prior to the deadline of November 30, 2023, at the latest. Any registrants assigned to group C who have not completed their continuing education requirements will be ineligible to renew their membership for 2024 and their licence will lapse on December 31, 2023. Late filing fees (\$150) will apply if submissions are made after November 30, 2023.

Other groups A & B should add all continuing education courses that have not yet been added. As a reminder, the College requires dental hygienists to enter their courses within three months of completion. Failure to do so, courses may be denied.

Note that you will need to upload your confirmation of attendance to the entry. It is important that you complete all sections with asterisk * including adding a value under each category even if you enter 0 hours and the supplier’s name must also be provided by clicking the supplier is not on the list. Ensure that you click add at the bottom. Courses may also be entered under the My Profile Continuing Education tab. The confirmation document must contain your name, your credit hours, the date, and the organization offering the course.

4- **Personal Liability Insurance policy certificate**: Liability insurance must be at minimum \$1 million per claim/\$5 million aggregated. Membership cards to an organization offering liability insurance or receipts are not acceptable. **A copy of the policy with your name, policy number, amount of insurance coverage dates of coverage must be presented.** It must be valid from January 1 to December 31 of the licencing year. Click (+) to add your new document.

5- **Non-practising members** are not required to submit insurance certificate, CPR, and continuing education unless changing their status to a practising member. Please contact the office for more information on the return to practice requirements.

B- FEES:

- Practising member: \$451.00
- Non-practising member: \$176.00
- **Late filing fees: \$150.00 will be automatically applied if application, fees, or appropriate documents are not submitted before the deadline of November 30, 2023.**

C-CHANGE IN STATUS/CANCELLING OF MEMBERSHIP:

Change of status: Your status is indicated on the renewal form under section 1 of the online forms or on your current licence. If your status has remained the same, please proceed with the application. For changes, follow the directions below for your specific change that you wish to address:

a) **From Practising to non-practising**: Under section 1, click on my status has changed, change your status to non-practising and continue through the application. **Please contact the office to discuss the requirements that will be needed to return to practice in the future and our three-year lapse of practice rule.**

b) **From Practising to Practising with specific designation** (local anesthesia or self-initiation): **to add specific designation** (self-initiation/local anesthesia) to their licence and to receive authorization from the NBCDH, dental hygienists **must contact the NBCDH** before completing their renewal application. Certificates of completion of the approved courses must be submitted by **email** to the College. Entering these courses into your continuing education does not ensure that the College has been advised.

**** It would be considered illegal to practise dental hygiene without supervision or provide local anesthetic without having received the proper designation and authorization from the NBCDH. **
Having successfully completed the approved courses is only the first step to becoming self-initiated or to be able to include the use of local anesthesia in your practice. You must submit your certificate of completion by email to the College for our review and approval. You must then receive authorization from the College before proceeding.**

c) **From Non-practising to practising:** Any dental hygienist who wishes to change their status from a non-practising to a practising member must contact the NBCDH to have their status reviewed. The NBCDH **has a three-year lapse of practice** Rule that implies that any dental hygienist who has not practised in the past three years will be subject to complete a refresher program to have their knowledge and clinical skills assessed prior to transferring to a practising licence.

d) **Cancellation of membership:** According to Rules 17 (4) members must advise the College if they wish to cancel their membership to maintain their good status with the College. Failure to advise the College will encounter additional reinstatement fees if they wish to be reinstated. Please contact the office by telephone or email to cancel your membership.

D- LICENCE/RECEIPTS

Licence and receipt will be available on your member portal under the membership tab/history-membership card/membership receipt.

E-A ACCEPTABLE PAYMENT OPTIONS:

- **Payment by cheque, money orders or post-dated cheques** dated no later than November 30, 2023. **Payment must be received at the office (99 Thibodeau Street, Dieppe, NB E1A 1V4) at the latest November 30, 2023,** and it must clearly identify the registrant's name.
- No cash is accepted.
- **Payment by credit card: Visa, Visa Debit, MasterCard, or MasterCard Debit. We do not accept American Express.**
- **Payment by employers:** Members whose employers pay for their yearly licencing fees need to contact NBCDH at 872-3133 if you wish to have the receipt made to your employer's name.
Also, note that **only one receipt** can be provided. We are unable to produce two separate receipts for two different employers or part payment by the dental hygienist and part employer.