

# Guide to the Self-Evaluation of a Restorative Dental Hygiene Program – For Registrants Applying for a Specialty Certificate of Registration

## INTRODUCTION

In Ontario, the practice of dental hygiene is governed under the *Regulated Health Professions Act, 1991* (*RHPA*) and the *Dental Hygiene Act, 1991* (*DHA*). Dental hygienists in Ontario must comply with the Acts, as well as with the Bylaws and standards of practice of the College of Dental Hygienists of Ontario (CDHO). Copies of relevant legislation, Bylaws, and standards of practice are available on the CDHO website at [www.cdho.org](http://www.cdho.org).

A registrant who holds a general certificate of registration may apply for a specialty certificate in order to practice restorative dental hygiene in Ontario. To apply for a specialty certificate of registration, you must meet the following requirements:

1. Currently hold a general certificate of registration with CDHO.
2. Complete an approved restorative dental hygiene program within the last 3 years.
3. Complete the application for a specialty certificate of registration and pay the application fee.

**NOTE:** The current list of approved restorative dental hygiene programs can be found on the CDHO website ([My CDHO – Registration – Restorative](#)).

If you completed a restorative program that is not on the approved list, you will need to have your restorative dental hygiene program or course of study assessed by the Registration Committee of the CDHO. In order for an assessment to be done, you must complete the Self-Evaluation of a Restorative Dental Hygiene Program and submit it to the College, along with the required supporting documentation and the application for a specialty certificate of registration.

This guide will provide the information you need in order to complete and submit the Self-Evaluation form and supporting documents.

## DENTAL HYGIENE PROGRAM ASSESSMENT

### 1. PROGRAM/COURSE INFORMATION

In order for the Registration Committee to proceed with an assessment of your restorative dental hygiene program, you must complete the Self-Evaluation form in full and submit it to the College along with all required supporting documentation.

The first step to completing the **Self-Evaluation of a Restorative Dental Hygiene Program** is to gather all course documentation and information related to the program, including:

A program catalogue or a website link to the program, from the time of study/graduation of the student.

- All course outlines from the time of study/graduation of the student, including a course description, detailed course content, learning objectives, outcomes, or competencies *for each course*.
- Duration of the program and all courses (amount of credits or hours allocated *for each course/semester/year*).
- The number of classroom, laboratory, preclinical and clinical credits or hours, grades or marks earned *for each course*.
- Detailed description of preclinical/laboratory and practical experiences.
- Report cards on supervised clinical practice rotations and direct client care activities, including the number of hours, the areas practiced, and a detailed description of the supervised clinical practice.
- Report cards on external rotations in the areas of education, health promotion, hospital dentistry, public health and/or community dental hygiene practice.
- Detailed description of the methods of evaluation for each course (e.g., by examination, projects, weekly tests) including all direct client care evaluation criterion.
- The rating/grading scale relevant to the student's time of study.

All program outlines, course descriptions, course syllabi, etc., must be **from the year(s) that you were participating in the program**.

## IMPORTANT INFORMATION REGARDING TRANSLATIONS

All documentation related to the restorative program must be submitted to CDHO in the original language of instruction. If the language of instruction was not either English or French, then the documentation must *also* be accompanied by an official word-for-word translation in either English or French completed by a certified translator. It is the applicant's responsibility to obtain an official translation of all course documents.

A certified/official translator is authorized to officially sign and stamp translations. All translated documents need to have the seal of a certified/official translator to be considered. Any translations are subject to being audited for accuracy.

## 2. SELF-EVALUATION FORM

It is recommended that you thoroughly review all documentation related to your restorative dental hygiene program or course of study *before* beginning the Self-Evaluation so that you are familiar with the content of the course documents. The Self-Evaluation will ask you to determine whether a particular restorative competency was taught in the program, where in the course documents evidence of that competency can be found, and at what level of performance the competency was taught.

**GUIDE TO THE SELF-EVALUATION OF A RESTORATIVE DENTAL HYGIENE PROGRAM - FOR REGISTRANTS APPLYING FOR A SPECIALTY CERTIFICATE OF REGISTRATION**

CDHO RESTORATIVE COMPETENCIES	ASSESSMENT OF THE APPLICANT'S EDUCATION								
	Was the competency taught in the program? Mark with an (v)		If YES, where is it evidenced in the curriculum / documentation provided? (Name(s) of document and page number(s)).		If YES, at what level of performance was it done during program? *Use legend above. Mark with an (v)				Additional notes/comments (ex. specific examples that show how you have met the competency during your Dental Hygiene program or, if applicable, additional education or courses).
	YES	NO	Documentation	Page(s)	K	L	E	C	
1. Accurately record all details of restorative dental hygiene procedures performed.									
2. Utilize four-handed techniques in performing restorative procedures. (optional)									
3. Discuss the relevance of moisture control in the successful placement of restorations and/or prosthetics. Demonstrate appropriate moisture control and field isolation techniques.									

*Excerpt from the Self-Evaluation Form*

Down the left-hand column of the Self-Evaluation is listed each of the restorative dental hygiene competencies that CDHO expects you to have learned in a restorative program. For each competency listed, refer to the course documents and verify that the competency was taught in the program. If you can find documented evidence of the competency, make a mark under the “Yes” column next to the competency. If it is not noted in any of the course documents, make a mark in the “No” column. **The course documents must demonstrate that the competency was taught in order for CDHO to verify that you have learned what is required.**

In the Documentation column, make a note of the name of the document in which you found evidence of the competency being taught and then enter the page number within that document where the evidence appears. If pages are not numbered, please number them yourself – you can either type the page numbers on the soft copy, or you can write them by hand on a printed copy.

Based on the information provided in the course documents, determine at what level the competency was performed: Knowledge, Laboratory, Evaluation, or Direct Client Care. Use the legend at the top of the Self-Evaluation form to assist you, or see the Competency Performance Level descriptors on page 5 of this guide for more information.

Finally, for each of the restorative competencies listed, provide any additional notes or comments as needed in the right-hand column. For example, you might provide a specific example that shows how you mastered each particular competency during the course of your dental hygiene program.

**K – KNOWLEDGE:** I was exposed to this competency in THEORY ONLY during the course of my dental hygiene program.

**L – LABORATORY:** I had personal experience with this competency in a laboratory setting or in preclinical activities (observation, manikins or student partners) during the course of my dental hygiene program.

**E – EVALUATION:** I was personally evaluated and received a grade for this competency either in a THEORY course, a LABORATORY component or in a PRECLINICAL course.

**C – DIRECT CLIENT CARE EVALUATION:** I personally performed this competency frequently, independently and competently on clients/patients I was responsible for, and I was assessed and given a grade on numerous occasions during the course of my dental hygiene program.

*Competency Performance Levels for the Self-Evaluation*

### 3. OTHER REQUIRED DOCUMENTS

#### *i. Proof of Completion of the Restorative Program*

Arrange to have sent from the institution where you completed the restorative dental hygiene program directly to CDHO **an official transcript or letter confirming that you completed the restorative program** requirements. The documentation should include your full name, the name of program or course of study, and the date completed. If the documents are not in English or French, you will need to submit a certified, word for word translation in English or in French.

#### *ii. Application for Specialty Certificate of Registration*

You can initiate the **application for a specialty certificate of registration** in your Self-Service account by clicking on the *Change Status* link available under the *Registration* heading in your menu. After completing the online process, print and sign the form and include it with your application package when you submit it to the College.

If you have indicated during the online process that you would like to pay the application fee online with a credit card, you will receive an email letting you know that you can make the payment after your restorative program has been assessed by the Committee and your application has been approved.

**NOTE:** For the current application fee amount, please refer to the [Fees table](#) on the CDHO website (see *Upgrade to Specialty Certificate of Registration*, under the *Other Fees* heading).

#### *iii. Description of Restorative Dental Hygiene / Scope of Practice*

If you completed your restorative dental hygiene education outside of Ontario, you will need to arrange to have **a legal description of the practice of restorative dental hygiene** to be sent directly to the CDHO office by the dental hygiene regulatory authority in the jurisdiction where you completed your restorative program. The legal description must be submitted *even if you were never registered in that jurisdiction*. This information will help the Registration Committee to understand the scope of practice that the restorative program would have been based on.

#### *iv. CDHO Form B*

If you have been registered as a restorative dental hygienist in any jurisdiction outside of Ontario, arrange to have **Form B, Certificate of Professional Conduct**, sent directly to CDHO from the regulatory body or bodies with which you have been registered.

#### *v. Restorative Refresher Course*

If you completed your restorative program more than three years ago and you have not been practising as a restorative dental hygienist in a recognized jurisdiction outside of Ontario, you will be required to complete an approved restorative refresher course prior to applying for a specialty certificate of registration. Contact [registration@cdho.org](mailto:registration@cdho.org) for a list of restorative refresher courses currently approved by the College.

#### *vi. Checklist*

Use the **Checklist** to ensure that you have completed all necessary steps and included with your application, or arranged to have sent to CDHO by the appropriate third party, all required documentation. Sign and date the bottom of the Checklist and include it when you submit the completed package to CDHO).

#### **4. REGISTRATION COMMITTEE ASSESSMENT AND DECISION**

Once the Self-Evaluation form and all supporting documents have been submitted to the CDHO office, the file will be referred to the Registration Committee to determine if the course of study meets the College's requirements for a restorative dental hygiene program. Provided that all documentation has been received and no further information is needed, it can take approximately 4 to 6 weeks for a decision to be made. The assessment process may be longer if the Committee determines that further documentation or clarification is required.

If the Registration Committee determines that the restorative dental hygiene program you completed is suitable for the purposes of the application for a specialty certificate of registration, you will be notified in writing that your application has been approved. The final step will be for you to return to your Self-Service account and pay the \$75 application fee in order for the specialty certificate to be granted.

If the Registration Committee determines that the restorative dental hygiene program you completed is not suitable for the purposes of the application for a specialty certificate of registration, you will be notified in writing of the Committee's decision and reasons. If the restorative program was not accepted because one or more of the restorative competencies was not taught, the Committee may recommend upgrading courses in order to meet the requirements. More information will be provided to you with the Committee's decision letter.

#### **5. APPEALING A DECISION OF THE REGISTRATION COMMITTEE**

If the Registration Committee determines that the restorative dental hygiene program you completed is *not* suitable for the purposes of the application for a specialty certificate of registration, you will have the right to request a review of the Committee's decision. An appeal would need to be submitted to the *Health Professions Appeal and Review Board (HPARB)* within 30 days of the date of the Registration Committee's decision letter. Information about the appeal process and contact information for HPARB will be sent to you when you are sent the Committee's decision and reasons.

### **APPENDICES TO THE GUIDE TO THE SELF-EVALUATION OF A RESTORATIVE DENTAL HYGIENE PROGRAM**

- [Applicant Form – Self-Evaluation of Restorative Dental Hygiene Program](#)
- [Form B – Certificate of Professional Conduct](#)
- [Checklist – Self-Evaluation of Restorative Dental Hygiene Program](#)
- [Excerpts from CDHO Regulation Part VII – Registration](#)