

Assessment of Educational Credentials and Qualifications

If the Federation of Dental Hygiene Regulators of Canada (FDHRC) determines that you are not eligible to sit the entry-to-practice exam and you still wish to proceed with an application to CDHO, you may apply to have CDHO's Registration Committee evaluate your educational program. You must provide all supporting documentation listed in this guide. When all required documentation has been submitted, the file will be referred to the Registration Committee to determine if the course of study is equivalent to that of an accredited Dental Hygiene program.

REQUIRED DOCUMENTATION

Application and Payment

Complete the [Application for Assessment of Educational Credentials and Qualifications](#) and submit to CDHO once you have gathered **all** required documentation, or, where applicable, arranged to have documentation sent directly to CDHO by the appropriate third party.

Payment for the assessment fee must be submitted with the application form and can be made online.

Document Release Form

Complete and sign the top section on page 1 of the [Document Release Form](#). Send the entire document to the institution(s) where you completed your Dental Hygiene program. If you attended more than one institution to complete your Dental Hygiene education, please send a copy of the form to each institution that you attended.

A representative from the institution needs to complete the rest of the form and return it, along with all required supporting documentation, directly to CDHO. **CDHO cannot accept any education documents from any source other than the educational institution(s) you attended.**

Please have the educational institution(s) send directly to CDHO a copy of your official transcripts.

- In addition to the completed Document Release Form, the institution must submit directly to CDHO the following supporting documentation:
 - a. A program catalogue or a website link to the program, from your time of study/graduation.
 - b. The entire program syllabus from your time of study/graduation, including a course description, detailed course content, learning objectives, outcomes or competencies for each course.
 - c. The duration of the program and all courses (number of credits or hours allocated for each course/semester/year).
 - d. The number of classroom, laboratory, preclinical and clinical credits or hours, grades or marks earned for each course.
 - e. A detailed description of preclinical/laboratory and practical experiences.

- f. The report cards on supervised clinical practice rotations and direct client care activities, including the number of hours, the areas practised, and a detailed description of the supervised clinical practice.
- g. The report cards on external rotations in the areas of education, health promotion, hospital dentistry, public health and/or community Dental Hygiene practice.
- h. A detailed description of the methods of evaluation for each course (e.g., by examination, projects, weekly tests) including all direct client care evaluation criteria.
- i. The rating/grading scale relevant to your time of study.

IMPORTANT INFORMATION REGARDING TRANSLATIONS

All documentation from the educational institution(s) must be submitted to CDHO in the original language of instruction. If the language of instruction was not in English or French and if any documentation is not in English or French, it must be accompanied by an official word-for-word translation in either English or French. CDHO will accept word-for-word translations from the educational institution(s) of all supporting documents. If the educational institution(s) has not provided a word-for-word translation, please arrange for one by a certified official translator, at your own cost. In this case, CDHO will forward to you any documents that require translation, after they have been received from the institution(s).

NOTE: 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.

You will be provided with a final copy of all documentation provided by the institution to help you complete the [Self-Evaluation of Educational Credentials](#) and, if applicable, the [Continuing Competence Activities Report](#).

The translation process is as follows:

1. The school must submit the completed form and supporting documents, in the language of instruction, directly to CDHO.
2. CDHO will make a copy of the submission for its records and then forward all documentation to you so that the package can be sent to a certified/official translator of your choice.
3. The official translator must then send the translated document **directly to CDHO**. CDHO will not accept the translated documents if submitted by you.
4. When the translated documents arrive, CDHO will forward you a copy of the translated documents so you may complete the Self-Evaluation of Educational Credentials form and the Continuing Competence Activities Report form in either English or French, as required.

Self-Evaluation of Educational Credentials

You will complete the [Self-Evaluation of Educational Credentials](#) using the copy of the program documents that were forwarded to you by CDHO. The Self-Evaluation will ask you to determine whether a particular competency was taught in the program, where in the documentation evidence of that competency can be found, and at what level of performance the competency was taught.

IMPORTANT INFORMATION REGARDING ADDITIONAL EDUCATION

If a particular competency was not learned in your Dental Hygiene program, but you did learn the competency through additional education (e.g., a certificate course, continuing education, post-graduate program, etc.), you can indicate this information on the Self-Evaluation form in the additional notes/comments. If you are including additional education or courses in your Self-Evaluation, please have the course documentation forwarded to CDHO directly from the course provider. An original or notarized copy of the completion certificate or letter confirming successful completion must be submitted by you to CDHO with your application package.

As with the Dental Hygiene program documentation, any documents related to additional education or courses must be provided in the original language of instruction, along with a word-for-word translation in either English or in French. If an official translation is not submitted to CDHO by the course provider, it is your responsibility to obtain a certified translation of the documents.

CDHO can only accept additional education or courses as proof of meeting a particular competency that was not otherwise taught in the applicant's Dental Hygiene program if there is documented evidence of the competency being learned in the other course.

Continuing Competence Activities Report

Use the [Continuing Competence Activities Report](#) to report any additional, relevant learning or activities you have completed or participated in since graduating from your Dental Hygiene program.

CDHO must receive the original or a notarized copy of a certificate of completion/letter/proof of attendance for each activity or course you list. The proof of completion must be in your name and include the name of the course, course description, name of the lecturer(s), and the number of hours or credits for the course. If the documents are not in English or French, you will need to submit a **certified, word-for-word translation in English or French**.

Because the continuing competence activities are not to be used as evidence of completion of the Dental Hygiene competencies listed on the Self-Evaluation Form, we **do not** require either the proof of completion or the translated documents to be sent to CDHO directly from the course provider. However, note that these documents are subject to being audited for authenticity and/or accuracy.

Record of Employment

The [Record of Employment](#) is used to support your application for an assessment of your educational credentials and qualifications. Only employment as a Dental Hygienist should be entered on the form. If you need additional room, you can copy the form and label it in the appropriate order (e.g., 1 of 2; 2 of 2).

SUPPORTING DOCUMENTS

Dental Hygiene Diploma / Certificate

Please provide a copy of your Dental Hygiene diploma/degree.

Description of Dental Hygiene / Scope of Practice

Arrange to have a **legal description of the practice of Dental Hygiene or scope of practice** sent directly to CDHO by the Dental Hygiene regulatory authority in the jurisdiction where you completed your Dental Hygiene education. The legal description must be submitted even if you were never registered in that jurisdiction. This information will help the Registration Committee understand the scope of practice that the Dental Hygiene program would have been based on.

Independent Education Credential Evaluation

Arrange to have an **independent post-secondary education credential evaluation** done by one of the approved agencies listed below. The evaluation must include the country of education, the 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.

The evaluation must be prepared and sent directly to CDHO by **one** of the following external credentialing agencies approved by CDHO:

- World Education Services (WES) – wes.org/ca
- International Credential Evaluation Service (ICES) – bcit.ca/ices
- International Qualifications Assessment Service (IQAS) – alberta.ca/iqas-overview.aspx

Any associated costs for the independent education credential evaluation are your responsibility and are not included in CDHO's assessment fee.

SUBMITTING YOUR APPLICATION

Your completed application and any supporting documentation can be sent to registration@cdho.org. Institutions who are sending documentation to CDHO may also send those to registration@cdho.org.

REGISTRATION COMMITTEE ASSESSMENT - PROCESS AND DECISION

Once the application and all supporting documents for the assessment have been submitted to CDHO, the file will be referred to the Registration Committee to determine if the course of study meets CDHO's requirements for a Dental Hygiene program.

If the Registration Committee determines that the program you completed is substantially equivalent to that of an accredited Dental Hygiene program, a letter outlining the Committee's decision will be sent to you, and you will be advised of the next steps. You will be notified of the process for participating in a [written competency evaluation](#) that has been approved by the Committee. As a graduate of a non-accredited Dental Hygiene program, you will also be required to participate in a [clinical competency evaluation](#). You must pass the written evaluation **before** you can attempt the clinical evaluation. After successfully completing both the written and practical exams, you can apply for registration as a Dental Hygienist in Ontario. More information about the application process and other requirements for registration can be found on CDHO's website.

If the Registration Committee determines that the program you completed is not substantially equivalent to that of an accredited program, you will be notified in writing of the Committee’s decision and reasons. In this case, it is recommended that, if you wish to continue to pursue a career in Dental Hygiene in Ontario, you complete an [accredited Dental Hygiene program](#).

APPEALING A DECISION OF THE REGISTRATION COMMITTEE

If the Registration Committee determines that the program you completed is not equivalent to that of an accredited program, you may 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.

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