



# COLLEGE OF DENTAL TECHNICIANS OF BRITISH COLUMBIA

## GENERAL INFORMATION REGARDING REGISTRATION AS A DENTAL TECHNICIAN AND REQUIRED LICENSURE EXAMINATIONS

September 2016  
Subject to revision

***[The College of Dental Technicians of British Columbia reserves the right to amend information set out in the application package from time to time. The College office will not process applications that are submitted more than one year from the date stamped on the application form. Please contact the College for an up-to-date application package if needed.]***



## **In British Columbia Dental Technology is a Regulated Profession**

Virtually all health care professionals in this province are accountable to a regulatory college, board, or association. These organizations are responsible, under provincial legislation, for “serving and protecting the public”. The public service and protection are provided by the professionals themselves through their elected representatives, and the public is directly involved through government-appointed representatives on the Board.

Regulatory colleges in this province have the authority to set licensure standards, set and administer examinations, receive and act on complaints from the public, inspect business premises, and to set limits and conditions on the practice of registrants.

The right to use the professional title of dental technician is controlled by provincial law and requires registration with this College. Such registration indicates that you as a health professional have the basic educational preparation required to practice competently, and that you subscribe to established standards of practice and ethics. Members of the public can call any regulatory college to determine a person’s membership or registration status, and if that registrant is in good standing.

Anyone who provides the services of a dental technician in British Columbia is also subject to specific regulations restricting services with regard to supervision and ratio of registrants within a laboratory.

For further information call this College office, and/or consult the Health Professions Act, the Dental Technicians Regulation, and the Bylaws.

Some of the other regulatory colleges in British Columbia are:

BC Association of Podiatrists  
 BC College of Chiropractors  
 BC College of Social Workers  
 College of Dental Hygienists of BC  
 College of Dental Surgeons of BC  
 College of Denturists of BC  
 College of Dieticians of BC  
 College of Licensed Practical Nurses of BC  
 College of Massage Therapists of BC  
 College of Midwives of BC  
 College of Naturopathic Physicians of BC  
 College of Occupational Therapists of BC  
 College of Opticians of BC  
 College of Optometrists of BC  
 College of Pharmacists of BC  
 College of Physical Therapists of BC  
 College of Physicians and Surgeons of BC  
 College of Psychologists of BC  
 College of Registered Nurses of BC  
 College of Registered Psychiatric Nurses of BC  
 College of Speech and Hearing Health Professionals of BC  
 College of Traditional Chinese Medicine Practitioners and Acupuncturists of BC  
 Emergency Medical Assistants Licensing Board

## **APPLICATION PROCEDURE**

### ***How can I become registered as a Dental Technician in BC?***

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*In order to provide the services of a Dental Technician in British Columbia you must be registered with the College of Dental Technicians of BC. Registration is mandatory if you are planning to practice in British Columbia.*

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### **APPLICATION FOR INITIAL REGISTRATION**

The application process for initial registration as a Registered Dental Technician is a two-part process as noted below.

**Individuals who intend to apply for registration as a dental technician are strongly encouraged to ensure that they meet the eligibility criteria for registration, and have all of the required documentation prepared and notarized as necessary, prior to submitting their application to avoid delays in processing their application.**

Individuals who have received their dental technology education from a program outside of Canada and are planning to immigrate to British Columbia may wish to have their academic credentials evaluated by International Credential Evaluation Service (ICES) prior to moving to Canada and submitting their application. This assessment will provide an indication of their likelihood of approval should they be considering applying for registration as a Dental Technician at some point in the future. See page 8 for further information regarding the evaluation by ICES. Such preliminary opinion does not guarantee approval, and will be for applicants who have graduated from a dental technician education program, and not for those individuals who are applying under Section 29(2)(b) of the Bylaws (see relevant Bylaw sections enclosed).

**NOTE: Individuals who have the equivalent of Registered Dental Technician / Technologist status in another jurisdiction in Canada should refer to page 9.**

#### **PART ONE:**

You must be approved to sit the licensure Theory and Practical Exams.

#### **PART TWO:**

Once you have been approved, and have taken and passed the required Theory and Practical Exams, you can complete your application process.

Your application process is open over the course of time it takes to complete your Theory and Practical Exams successfully, and complete the application process. This could occur within 6 months, or take as long as 3+ years.

## PART ONE

Terms in ***bold italics*** are discussed further in “**HIGHLIGHTED TERMS**” on pages 8 to 10.

- For complete information, please refer to the relevant Bylaw sections enclosed.
- All application forms referred to below are enclosed with this package.

**In order to be approved to sit the licensure Theory and Practical Exams, an individual must:**

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### EITHER

1. apply for registration in the form required by this College and pay a \$100.00 application fee; **and**
  2. provide documentation to verify:
    - 2.1 graduation from an ***approved education program*** in dental technology;
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### OR

1. apply for registration in the form required by this College and pay a \$100.00 application fee; **and**
  2. provide documentation/evidence to verify:
    - 2.1 that you have provided ***services equivalent to those of a dental technician*** for a period of not less than 5 years, **and**
    - 2.2 that you have a combination of knowledge, skills and abilities, which, in the opinion of the Registration Committee, satisfy the education requirements;
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### AND

3. demonstrate ***proficiency in the English language***;
  4. complete a criminal record check in the form required by the *Criminal Records Review Act*;
  5. provide evidence that he or she is of ***good character and fit to practice as a dental technician***.
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**Individuals who intend to apply to the College are encouraged to ensure that they have ALL DOCUMENTATION REQUIRED, prior to submitting their application.**

**Applications must be received by the College no later than:**

- **March 31st** if they intend to take May Theory Examinations
- **September 30th** if they intend to take November Theory Examinations

**Applications received after these dates will be held and submitted to the Registration Committee in the next period.**

**Applications will not be forwarded to the Registration Committee until all documents and requisite fees as set out in the application form, have been received.**

## PART TWO

Once an individual has been approved to sit the Theory and Practical Exams, and has passed the required exams, they will be required to deliver to the Registrar:

- proof of having obtained and maintained professional liability insurance coverage in an amount of at least \$1,000,000 per loss;
- a solemn declaration in Form 1; and
- the required registration fees.

### ***What are the application and examination fees?***

Application for registration as a Dental Technician (non-refundable)	<b>\$ 100.00</b>
Competency Theory Exam	<b>\$ 200.00</b>
Jurisprudence Theory Exam	<b>\$ 100.00</b>
Practical Exam (all assignments)	<b>\$ 850.00</b>
Review of Practical Exam (per assignment)	<b>\$ 200.00</b>

### ***Can I withdraw from an examination for which I am scheduled? Will I receive a refund of my examination fee?***

The Bylaws state that if an applicant fails, without reasonable explanation, to attend an examination for which he or she has been scheduled to attend, the applicant is deemed to have attempted that examination and failed.

When an applicant is provided with the initial information of an upcoming exam, a scheduling form is included which allows the applicant to explain why they may not wish to take the opportunity to sit their exam at this time. Our policy has been to respect the applicant's advice in this regard. Applicants are reminded that there is a limited time period allowed to take and pass exams (see Bylaws 34).

Once an applicant has been scheduled to sit the exam, we stipulate that written notification of withdrawal must be received by the College one (1) week before the date of the Theory Exams, and three (3) weeks before the Practical Exam. If the appropriate notice is received, the examination fee less a 10% administrative cost will be refunded. Reasons for withdrawal are still required as noted above.

Only in extraordinary circumstances will fees (less 10% administrative cost) be refunded after this period. Such circumstances are reviewed and considered by the Registration Committee. Verbal communication of withdrawal will not be processed.

## **LICENSURE EXAMINATIONS**

Theory Exams must be taken and passed before an applicant may take their Practical Exam. Theory Exams are provided two times per year. Practical Exams are held in the summer months (typically in August). Applicants may only take their Practical Exam once in any given year.

**The exams set out below are required of all approved applicants and are used to certify that all individuals who are licensed by the College are able to meet the Standards of Practice for a dental technician in British Columbia.**

## **THEORY EXAMINATIONS**

### ***What are the standard Theory Exams that I have to take?***

1. A Jurisprudence Exam  
This exam, based on the Health Professions Act, the Dental Technicians Regulation and the Bylaws, is designed to test an applicant's basic knowledge of the current legislation that governs this health profession in BC.
2. A Competency Exam  
This Exam is a three-hour examination that tests entry-level competencies for dental technology. The examination will include questions that test the applicant's knowledge in the following areas:
  - a) Complete Dentures
  - b) Partial Dentures
  - c) Crown & Bridge
  - d) Ceramics
  - e) Orthodontics
  - f) General Science
  - g) Dental Materials
  - h) Lab Equipment & Instruments
  - i) Dental Anatomy
  - j) Safety / Infection Control

See "Required Standards of Competencies for Entry to the Dental Technician Profession" (enclosed).

### ***What should I study to prepare for my Theory Exams?***

Applicants will not be provided with a general resource or text list. The technical Theory Examination is based on texts used throughout Canada at various teaching institutions that offer a minimum two-year program in dental technology. Theory Exam questions taken from these materials are generic in nature, and should have been covered in any comprehensive dental technology program.

Links to the Health Professions Act, Dental Technicians Regulation and College Bylaws are available on the College website ([www.cdtbc.ca](http://www.cdtbc.ca)) under the Legislation tab. The Health Professions Act is available for purchase through Crown Publications at 250-386-4636.

Once applicants have reviewed the material, they may call the Registrar with any questions they have regarding the legislation.

### ***Where do I take my Theory Exams?***

Theory Exams are held at a location near the College office in the Greater Vancouver area. The College does however try to accommodate applicants who wish to take the exams at other locations in British Columbia. Please call the College office for further information on alternate examination sites outside of Lower Mainland area.

### ***When do I have to pay for my Theory Exams?***

Theory Exams fees are due by the deadline for returning the scheduling form.

### ***How are my Theory Exams marked?***

Theory Exams are based on the general texts used by various Canadian dental technology teaching programs as noted above, and are marked according to an answer key approved by the Registration Committee. An applicant passes the Theory Exams when a mark of 65% or over is obtained in each of the Theory Exams.

### ***When will I be advised of my Theory Exams marks?***

The College will provide marks as soon as possible to applicants. We estimate that applicants should receive written confirmation of Theory Exams results within two (2) weeks. No marks will be provided to applicants over the phone.

## **PRACTICAL EXAMINATIONS**

### ***What Practical Exam do I have to take?***

The Practical Examination tests the applicant's ability to understand and follow prescription directions, and their technical competency, time management and organizational skills. The Practical Exam is administered and supervised by the College's Exam Co-ordinator, and are scheduled annually at Vancouver Community College during the late summer, over the course of a four and one-half-day period. An exact timetable / schedule will be provided to applicants upon approval to sit the Practical Exam.

Applicants are required to successfully complete six (6) assignments demonstrating technical competency in Complete Dentures, Crown & Bridge, Ceramics, Orthodontics and Removable Partial Dentures. Only assignments finished according to the prescription will be marked. Unfinished assignments will not be graded. An applicant passes the Practical Examination when a mark of 65% or over is obtained for each assignment. A description of the "*Practical Examination Assignments*" is enclosed.

Examination Assignment Directions, Marking Criteria, Timetable, and invoices are provided to the applicants approximately six (6) weeks prior to the examination date. The Practical Examination Assignment Directions and Marking Criteria have been developed by the Registration Committee and approved by the Board. They are reviewed annually and amended from time to time. The Committee seeks input from the Exam Co-ordinator, his assistants, and examiners when considering any amendments to the current exams. Any questions you may have about the material received should be directed to the College office.

### ***When do I have to pay for my Practical Exam?***

As noted above, applicants will receive confirmation of the date of the exams and all printed exam material six (6) weeks before the exam for which they are scheduled. Practical Exam fees are due by the deadline for the returning the scheduling form.

Applicants who are required to retake failed assignment(s) from a previous exam will be charged a prorated fee based on the number of hours allotted for each assignment attempted, including orientation and clean up time. Please contact the College office if you are interested in the amount of time allotted, and/or fee required for a specific assignment.

### ***How is my Practical Exam marked?***

All exam assignments are marked independently by multiple examiners, with strict reference to the established marking criteria. The marks are averaged to determine the applicant's final mark for each Practical Exam assignment.

The examiners are selected and approved by the Registration Committee. All examiners are Registered Dental Technicians, who have practiced for a minimum of five years. The College maintains a consistent pool of trained examiners.

The Registration Committee members and the examiners are not aware of the applicants' identities.

If you wish to comment on any aspect of the exam process, and exam materials provided, please address those comments to the Registration Committee.

### ***When will I be advised of my Practical Exam marks?***

The College makes every attempt to provide marks as quickly as possible to applicants. We estimate that applicants should receive their Practical Exam marks within six to eight weeks of the last scheduled exam period. *No marks will be provided to applicants over the phone.*

## **POST EXAMINATION INFORMATION**

### ***Will my work be returned to me?***

All exam assignments are destroyed. The College will contact applicants at the end of the exam marking period and ask them to pick up their alloys and denture teeth from the College office. In the event that an applicant is from outside of the Lower Mainland area, we will return the materials by registered mail. Alloys are altered by the exam co-ordinator prior to being returned in order to ensure the integrity of the examination process.

### ***Can I view my marked assignments?***

Within 30 days of receipt of their initial marks, applicants may view their work at the College office. This viewing is limited to a maximum of one hour. Applicants should not expect to discuss the validity of their marks with the exam co-ordinator at this viewing, but would use this time to consider the marks provided by the examiners, and to assess their likelihood of success on further review. Applicants may also wish to use this viewing time to assess their areas of weakness with respect to their next attempt at the Practical Exam.

### ***Can I view sample exam assignments?***

The College endeavours to maintain a sample of each practical exam assignment at the office for viewing by applicants. Applicants may view these display assignments at any time of the year, and would typically view them prior to attempting the Practical Exam. Please call the College office to arrange a time for viewing. There is no charge for this service.

### ***If I am not satisfied with my Practical Exam marks, can I have my marks reviewed?***

Within 30 days of the date of the College's letter confirming the Practical Exam results, an applicant may advise the College in writing of their request for a review. There is a fee for this review process. This fee will be refunded if the applicant is successful upon review (see application and examination fees schedule).

### ***Can I find out the pass/fail rate of other applicants?***

Specific information about other applicants is private and confidential. However, the College will publish annually general information about the number of applicants, the success rate of those applicants overall, and on the pass/fail rate for each specific Theory Exam and Practical assignment. Please call the office to request this information.

### ***How often can I repeat the examinations?***

Please refer to Sections 34(5)(6) of the Bylaws for information regarding repeat examinations. Essentially, after 3 failed attempts and/or a hiatus of 2 years, applicants must satisfy to the Registration Committee the **likelihood of their improvement or success** on a subsequent examination.

### ***When will I receive my certificate as a Dental Technician?***

When applicants are advised by mail of passing grades in their Practical Exam, they will also be asked to complete **Part Two** of their application process and will be invoiced at that time for registration as a Dental Technician. (Registration fees are prorated.)

Upon receipt of their registration fee and the required documentation, applicants will be granted a permanent Certificate of Registration as a Dental Technician.

## **HIGHLIGHTED TERMS**

### **APPROVED EDUCATION PROGRAM**

Dental technicians in British Columbia may provide services in all areas of dental technology, pursuant to the Scope of Practice (see Dental Technicians Regulation).

The Registration Committee must be assured that an individual applying for registration has received training in techniques and procedures enabling them to:

- fabricate, modify and repair complete dentures, partial dentures, crowns, inlays, onlays, posts and cores, bridges, and dental ceramics, and appliances used in orthodontics.

Individuals should also have been educated with respect to:

- general laboratory procedures, principles of physics and general science associated with the fabrication of dental prostheses;
- characteristics and properties of dental materials, the operation of equipment and instrumentation associated with the fabrication of dental prostheses;
- basic head and neck anatomy, dental anatomy, dental physiology, tooth morphology and pathological conditions relevant to dental technology;
- basic laboratory hygiene, infection control and first aid.

A full description of the required standards of competencies is included in this package.

The Registration Committee has found that in order to teach the required competencies, post-secondary education programs must be at least 2 years in length, and provide an opportunity for applicants to have been educated in all areas of dental technology as set out in the *Required Standards of Competencies for Entry to the Dental Technician Profession*, approved and accepted by all dental technology regulators in Canada.

The graduation certificate from a post-secondary institution provided must be a Notarized true copy - OR - provided directly to the College from the institution in a sealed envelope.

#### **Approved Dental Technology Programs in Canada**

The Registration Committee has approved the dental technology programs offered at Vancouver Community College in British Columbia, CDI College in British Columbia, Northern Alberta Institute of Technology in Alberta, College Edouard-Montpetit in Quebec, and George Brown College in Ontario.

#### **Individuals who Graduated from Dental Technology Programs outside Canada**

In addition to the regular submission of the application form and the required documentation to the College, individuals who have graduated from dental technology programs outside Canada are required to have their academic credentials evaluated by International Credential Evaluation Service (ICES).

ICES must complete one (1) evaluation report, a Comprehensive Evaluation Report, on the applicant's academic credentials. The required Reports must be sent directly to the College by ICES.

Individuals planning to submit an application to the College should apply directly to ICES for the Evaluation Report by completing the prescribed ICES application form and paying the required fees directly to ICES.

International Credential Evaluation Service (ICES)

3700 Willingdon Avenue

Burnaby, BC V5G 3H2

Tel: 604-432-8800

Toll free: 1-866-434-9197

Fax: 604-435-7033

Email: [icesinfo@bcit.ca](mailto:icesinfo@bcit.ca)

Website: [www.bcit.ca/ices](http://www.bcit.ca/ices)

Please note that ICES advises that it takes a minimum of seven weeks to complete the Evaluation Report, from the time they receive all required documents from an individual. It is recommended that individuals contact ICES as soon as possible in order to initiate the process of evaluating their academic credentials so that the required reports from ICES will be received by the College prior to the application deadlines. Failure to submit the necessary forms will result in a delay in processing the application.

All documentation presented which is not in English must be accompanied by a translation certified by a qualified interpreter.

## SERVICES EQUIVALENT TO THOSE OF A DENTAL TECHNICIAN

In British Columbia a Dental Technician is permitted to provide services in all areas of dental technology, and can practice independently under a prescription from a dentist or medical practitioner.

In order to be eligible to apply under section 29(2)(b) of the Bylaws, an individual must provide evidence that they have provided the services equivalent to that of a Dental Technician in British Columbia. The College has a Prior Learning Assessment (PLA) program for those individuals who want to submit an application under this provision. Please contact the College office and ask for a PLA application package.

## PROFICIENCY IN ENGLISH LANGUAGE

The Dental Technician Education Program in British Columbia requires proficiency in English as one of the entry prerequisites. In the interests of maintaining equivalency, and ensuring the means for adequate communication between the prescribing practitioner and the Dental Technician as well as between the Dental Technician and the College, all applicants must demonstrate competency in the English language by successfully passing both the Competency and Jurisprudence Theory Examinations offered in English.

## GOOD CHARACTER AND FIT TO PRACTICE AS A DENTAL TECHNICIAN

Individuals are required to provide two letters of reference with their application, each addressing the two separate issues of character and fitness to practice. One letter should be from a former employer or co-worker. In the event that you were self-employed, provide a suitable letter from a dentist or medical practitioner with whom you have worked. Both letters should specify the nature and length of the relationship. **NOTE: Reference letters from family members and "form letters" are not acceptable.**

## CRIMINAL RECORDS CHECK REQUIREMENT

Applicants for registration as a Dental Technician are also required to submit to a Criminal Record Check under the British Columbia Criminal Records Review Program. You will be required to pay a processing fee of \$28.00 during the authorization process. To authorize this record check, visit the BC Ministry of Justice website at <https://justice.gov.bc.ca/eCRC/> and complete their application form. You will be requested to enter the following Access Code to access the correct form: **Access Code: JXYG77RN2A**. RCMP and Police Department Criminal Record Checks are not accepted.

## PROFESSIONAL LIABILITY INSURANCE COVERAGE

Bylaw Section 57 states that "All Dental Technician registrants must obtain and maintain professional liability insurance coverage in an amount of at least \$1,000,000 per loss." When applicants are notified of their eligibility to complete **Part Two** of their application process, they will be asked to provide the proof of having obtained the professional liability insurance (eg. a copy of their personal certificate of insurance).

## LIKELIHOOD OF IMPROVEMENT OR SUCCESS

The Board encourages applicants to continue to improve their skills, and appreciates that such skills take time to develop. They also recognize that skills often develop at rates determined by personal circumstances and other factors often beyond the control of the applicant.

The current Bylaws allow applicants three opportunities to take their Theory and/or Practical Exams. After three unsuccessful attempts, or a two-year break in the sequence of taking the examinations, the applicant must apply to the Registration Committee for a further opportunity.

The applicant is encouraged to consider the reasons for their failure and a means of addressing their weak areas and to provide information to the Registration Committee of those factors that may have increased their likelihood of success. Such factors may include a practice schedule, working with an identified mentor, courses which may have altered techniques etc, personal changes that increase the applicant's chance of success. (Please contact the College office regarding exam opportunity extension.)

## APPLICATIONS FROM INDIVIDUALS WHO HAVE THE EQUIVALENT OF RDT STATUS IN ANOTHER PROVINCE IN CANADA

Effective April 1, 2009, and consistent with the terms of the Agreement on Internal Trade (AIT) and the BC/AB Trade, Investment and Labour Mobility Agreement (TILMA), the College of Dental Technicians of British Columbia will continue to register Registered Dental Technicians/Technologists *currently* registered in another jurisdiction in Canada in accordance with the provisions of these Agreements.

If you have been certified by a Provincial or Territorial Regulatory authority, and have current licensure / registration as a Registered Dental Technologist (RDT) [or the equivalent] in another Canadian jurisdiction, you are eligible for registration as a Registered Dental Technician in BC. If you believe you qualify for labour mobility recognition, please contact the College directly for further information.

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## **PROVIDING DENTAL TECHNICIAN SERVICES IN BRITISH COLUMBIA**

### ***When can I start work in a laboratory in BC?***

If you are interested in working in a laboratory during the course of completing your application process, you can apply for registration as an Assistant. This registration class allows you to work in a laboratory under the supervision of a current RDT immediately.

**Please ask for the Assistant application package from the College office.**

In order to be eligible to register as an Assistant, you must:

- have graduated from Grade 12 in a secondary school in British Columbia or, in the opinion of the Registration Committee, the equivalent of Grade 12 in another jurisdiction;
- be of good character and fit to practice the profession;
- complete a solemn declaration in Form 1; and
- work under the supervision of a Dental Technician. There can be no more than 3 Assistants working under the supervision of a Dental Technician in the laboratory.

The College office will not be able to process your registration as an Assistant until we have received all of the required documentation and payment of fees. You will also be asked to provide the name of your place of work so that the College can ensure compliance with the supervision ratio specified in the Bylaws. (There may be exceptions to these requirements in some extraordinary circumstances.)

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## **INQUIRIES AND COMMUNICATIONS**

### ***Who can I talk to directly about any of these issues?***

Please direct all your initial communications and inquires to the office of the Registrar at:

College of Dental Technicians of British Columbia  
N208 – 5811 Cooney Road  
Richmond, BC V6X 3M1

Phone: 604-278-8324  
Toll Free: 1-877-666-8324

Fax: 604-278-8325  
E-mail: registrar@cdtbc.ca

<b>INFORMATION CONTAINED IN THIS MATERIAL IS SUBJECT TO CHANGE</b>
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### **ENCLOSURES:**

- Application for Registration as a Dental Technician  
PART ONE: Approval to sit the Theory and Practical Exams
- Bylaw sections pertaining to this application
- Dental Technicians Regulation
- Practical Examination Assignments
- Required Standards of Competencies for Entry to the Dental Technician Profession