

**College of Dental Technicians
of British Columbia**

BYLAWS

TABLE OF CONTENTS

DEFINITIONS	3
PART I: BOARD OF THE COLLEGE	
Elected Members	5
Nomination Procedure	5
Election Procedure	6
Terms of Office.....	6
Allowances and Reimbursements.....	7
Chair	7
Vice-Chair	7
Board Meetings	8
Committees	9
Registration Committee	10
Inquiry Committee	10
Discipline Committee.....	10
Quality Assurance Committee	10
Finance Committee	11
Rules of Conduct and Conflicts of Interest.....	11
PART II: COLLEGE ADMINISTRATION	
Seal.....	12
Registrar.....	12
Deputy Registrar	12
Audit of Accounts	13
Financial Authority	13
Financial Administration and Reporting	13
Legal Counsel	14
General meetings	14
Voting by Proxy	15
PART III: REGISTRATION	
College Records.....	16
Classes of Registrants.....	17
Applications for Registration	17
Dental Technician.....	17
Non-practicing Dental Technician	18
Dental Technician Assistant	19
Dental Technician Student.....	19
Certificate of Registration	19
Renewal of Registration	19
Examinations.....	20
Fees	21
Continuing Education	22
Honorary Membership	22
Notice of Change of Information	22

PART IV: RESTRICTION ON REGISTRATIONS	
Interpretation	23
Services performed by Dental Technician Students, Assistants	23
Delivery of Products	23
Supervision Ratio	23
Use of Title - Repealed	23
 PART V: INVESTIGATION AND DISCIPLINE	
Interpretation	24
Inquiry	24
Citations	24
Discipline.....	25
Fines	25
 PART VI: CODE OF ETHICS AND STANDARDS OF PRACTICE	
Code of Ethics	26
Standards of Practice	27
 PART VII: MISCELLANEOUS	
Infection Control	28
Prescriptions and Business Records	28
Foreign Documents	28
Advertising	28
Payments to College	29
Transitional - Repealed	29
Professional Liability Insurance	29
 SCHEDULE "A"	
Tariff of Costs - Investigation and Discipline	30
 SCHEDULE OF BYLAW AMENDMENTS.....	31

COLLEGE OF DENTAL TECHNICIANS BYLAWS

DEFINITIONS

1. (1) In these Bylaws,

“**Act**” means the *Health Professions Act*, S.B.C. 1990, c.50, as amended from time to time;

“**advertise**” means the use of space or time in a public medium, or the use of a commercial publication such as a brochure or handbill, to communicate with any segment of the general public for the purpose of promoting professional services or enhancing the image of the advertiser;

“**appointed member**” means a member of the Board appointed under section 17(3)(b) of the Act;

“**Assistant**” means a person registered with the College as a Dental Technician Assistant;

“**Board**” means the Board of the College;

“**College**” means the College of Dental Technicians of British Columbia established under section 15(1) of the Act;

“**Dental Technician**” means a person registered with the College as a Dental Technician;

“**elected member**” means a member of the Board elected under these Bylaws;

“**examination**” means a theoretical examination, given orally or in writing, or a practical examination, or any combination of these;

“**fiscal year**” means April 1 to March 31 of the following year;

“**member**” means an appointed or an elected member of the Board;

“**patient**” means the person for whom a dental prosthesis has been provided for personal use;

“**personal information**” means “personal information” as defined in Schedule I of the *Freedom of Information and Protection of Privacy Act*;

“**profession**” means the practice of dental technology as described in the Dental Technology Regulations of the Act;

“**professional misconduct of a sexual nature**” includes, but is not limited to,

- (a) physical sexual relations,
- (b) touching of a sexual nature, and
- (c) behaviour or remarks of a sexual nature,

between the registrant and a patient or a registrant and the registrant’s employee if the conduct is unwelcome or exploits the professional or working relationship between the individuals;

“**records**” means “records” as defined in Schedule I of the *Freedom of Information and Protection of Privacy Act*;

“**register**” means the Register of Dental Technicians;

“**registrant**” means a person registered with the College under these Bylaws;

“**registrant’s employee**” includes an individual who is under the supervision or direction of a registrant;

“Regulations” means the Dental Technology Regulations and any other regulations made under the *Health Professions Act* which are applicable to the College and its registrants;

“Student” means a person registered with the College as a Dental Technician Student.

- (2) In these Bylaws, unless the context indicates otherwise, terms which are defined in the Act or in the Regulations have the same meanings.
- (3) Words importing the singular include the plural and vice versa.
- (4) A registrant is in good standing with the College unless the Registrar has made a finding that the registrant
 - (a) has outstanding fees or penalties payable under these Bylaws,
 - (b) has an outstanding obligation to file or provide forms and information required under these Bylaws,
 - (c) is suspended under these Bylaws,
 - (d) has had his or her registration cancelled under these Bylaws, and
 - (e) is not in compliance with any order consented to by the registrant under section 36 of the Act or made by the Inquiry Committee under section 35 of the Act or the Discipline Committee under section 39 of the Act.
- (5) For purposes of sections 21, 24 and 25 “voting registrant” means a Dental Technician in good standing with the College.

**PART I:
BOARD OF THE COLLEGE**

Elected Members

2. (1) The Board shall consist of six elected members, five of whom must be Dental Technicians and one of whom must be an Assistant.
- (2) The following classes of registrants are eligible to be elected in an election under section 17 (3)(a) of the *Act*.
 - (a) Dental Technician
 - (b) Dental Technician Assistant
- (3) The following classes of registrants are eligible to vote in an election under section 17 (3)(a) of the *Act*.
 - (c) Dental Technician
 - (d) Non-practicing Dental Technician
 - (e) Dental Technician Assistant
- (4) All registrants elected to the Board must not
 - (a) hold any position as a member of a board of directors, officer, employee, or contractor, whether paid or voluntary on any organization that is engaged in advocacy for members of the College
 - (b) accept endorsement or financial support from any organization that is engaged in advocacy for members of the College
 - (c) act in any manner that might result in their responsibilities and duties to any other organization being incompatible with, or in conflict with their duties as a Board Member of the College.

Nomination Procedure

3. (1) At least 120 days before the end of a term of office of an elected member, the Registrar must notify every registrant in the College of a pending vacancy and provide information about the nomination and election procedures.
- (2) The accidental omission to deliver notice of an election to, or the non-receipt of such notice by, any person entitled to receive notice does not invalidate the election, any proceedings in relation thereto, or the results thereof.
- (3) A registrant may nominate for election not more than two eligible registrants by delivering the nomination(s) to the Registrar. Nominations must be received by the Registrar at least 90 days prior to the end of the term of office of an elected member.
- (4) A nomination must be in writing in the form specified by the Registrar and be signed by the nominating registrant and one other registrant, and the nomination must be accepted in writing by the nominated registrant.
- (5) A person nominated under subsection (3) must declare in writing that he or she will observe the provisions of the *Act*, the regulations and these bylaws, and the procedures related to the election and the conduct of the election.
- (6) For purposes of subsections (3) and (4),
 - (a) only an Assistant in good standing may nominate an Assistant, and
 - (b) only a Dental Technician or Non-practicing Dental Technician in good standing may

nominate a Dental Technician.

(7) The Registrar must disqualify from election any nominated registrant who is not in good standing or whose nomination or subsequent election contravenes these Bylaws.

Election Procedure

4. (1) Not less than 60 days before the end of a term of office of an elected member, the Registrar must deliver the instructions for voting electronically in the election to each eligible voting registrant in good standing.
- (2) Each eligible voting registrant in good standing is entitled to one vote for each pending vacancy.
- (3) A registrant
 - (a) who is an Assistant may vote for one person for a Board vacancy for Assistant, and
 - (b) who is a Dental Technician or Non-practicing Dental Technician, may vote for one person for each Board vacancy for Dental Technicians, as shown on the ballot.
- (4) A ballot must not be counted unless it is
 - (a) cast by no later than 5:00 pm Pacific Time on the last date of the election period which in any event must be no later than 30 days before the end of the term of office, and
 - (b) cast by a secure and confidential electronic ballot.
- (5) The person receiving the most votes on the return of the ballots is elected.
- (6) In the case of a tie vote, the Registrar, must draw by lottery from the names of the tied candidates, the name of one of the candidates who shall be deemed to have been elected.
- (7) The Registrar must supervise and administer all Board elections and may establish procedures, consistent with these Bylaws, for that purpose.
- (8) The Registrar may determine any dispute or irregularity with respect to any nomination ballot or election.
- (9) Where the number of nominees is less than or equal to the number of positions, the Registrar will declare the nominees to be elected by acclamation.

Terms of Office

5. (1) Subject to subsections (3) and (5), an elected member shall hold office for 3 years.
- (2) An elected member is eligible for re-election for a maximum of two additional three-year terms.
- (3) An elected member may resign at any time by delivering a written notice to the Registrar.
- (4) The resignation of an elected member shall take effect on the date specified in the notice and, if no date is specified, immediately upon delivery of a notice to the Registrar.
- (5) If a member
 - (a) has not fulfilled or is unable to fulfil the duties of office due to
 - (i) non-attendance at more than 50% of scheduled Board meetings or Committee meetings to which that member has been appointed,
 - (ii) conflicts of interest as described in section 16(1)(a) to (c), or
 - (iii) physical or mental incapacity, or
 - (b) is not in good standing,

the member may be removed by a vote of 75% of all the members and the reasons for the removal shall be recorded in the Board minutes.

- (6) A vacancy in the position of an elected member may be filled by the Board appointing a Dental Technician or Assistant, as the case may be, in good standing to serve the remainder of the vacating member's term.
- (7) An appointment under subsection (6) must be passed by a vote of at least two-thirds of all the members.

Allowances and Reimbursements

- 6. (1) In this section,
 “full day” means four hours or more of any day;
 “half day” means less than four hours of any day;
- (2) For reasonable travel time to and attendance at Board meetings, members must be paid an allowance by the College as follows:

	Full Day	Half Day
(a) if Chair of the Board	\$350	\$175
(b) if Vice-Chair of Board	300	150
(c) if member	250	125
- (3) For reasonable travel time to and attendance at Committee meetings, Committee members must be paid an allowance by the College as follows:

	Full Day	Half Day
(a) if Committee Chair	\$250	\$125
(b) If Committee member	150	75
- (4) Members and Committee members must be reimbursed by the College, in accordance with guidelines set by the Board, for reasonable expenses necessarily incurred in performing their official functions.

Chair

- 7. (1) The members must appoint a Chair, who is a Dental Technician, or an appointed member, from among their membership to hold office for one year.
- (2) The Chair
 - (a) must preside at all meetings of the College and Board at which the Chair is present,
 - (b) is, subject to these Bylaws, an ex officio member of all Committees, and
 - (c) must sign certificates, diplomas and other instruments executed on behalf of the College as required.
- (3) An appointment under this section must be confirmed by a vote of a majority of the members present at the meeting when the vote is conducted.

Vice-Chair

- 8. (1) The members must appoint a Vice-Chair, who is a Dental Technician or a public member, from among their membership to hold office for a one year term.
- (2) The Vice-Chair must perform the duties of the Chair in the Chair's absence.
- (3) In the absence of both the Chair and the Vice-Chair at a meeting, an acting chair must be appointed

- (a) by the members, in the case of a Board meeting,
 - (b) by the Committee members, in the case of a Committee meeting, and
 - (c) in the case of a general meeting, by the registrants present who must appoint a Dental Technician who is an elected member.
- (4) An appointment under this section must be confirmed by a vote of a majority of the members, Committee members or registrants, as the case may be, who are present at the meeting when the vote is conducted.

Board Meetings

9. (1) The Board may conduct its meetings by conference telephone or by electronic means if a member is unable to attend in person or the circumstances require a meeting to be held before an “in person” meeting may be convened.
- (2) Registrants and the public may be present at meetings of the Board.
- (3) The Board must meet at least 4 times in each fiscal year.
- (4) The Registrar must give reasonable written notice to all registrants of the College of all regularly scheduled Board meetings.
- (5) On request of any person, the Registrar must provide information respecting the time, place and agenda of any Board meeting.
- (6) Notwithstanding subsection (2), the Board may exclude any person from all or any part of a meeting if it is satisfied that
- (a) financial, personal or other matters may be disclosed of such a nature that potential harm or prejudice to the interests of a person outweighs the benefits of public disclosure of such matters,
 - (b) a person involved in a criminal proceeding or civil suit or proceedings may be prejudiced,
 - (c) personnel matters or property acquisitions will be discussed,
 - (d) instructions will be given to, or opinions received from, legal counsel,
 - (e) the content of College examinations will be discussed,
 - (f) communications with the Office of the Ombudsman will be discussed, or
 - (g) it would otherwise be appropriate in the circumstances to do so.
- (7) If the Board excludes any person from a meeting, it must note its reasons in the minutes of the meeting.
- (8) On the request of the Chair or any three members, the Registrar must call a meeting of the Board by giving reasonable, written notice to the members.
- (9) A majority of all the members of the Board constitutes a quorum.
- (10) A written resolution signed by all of the members of the Board is valid and binding and of the same effect as if such resolution had been duly passed at a meeting of the Board.
- (11) Subject to these Bylaws, the Board may adopt any procedures for the conduct of its business and meetings as it considers appropriate in the circumstances.
- (12) Unless otherwise specified in these Bylaws, decisions of the Board may be made by a vote of a simple majority of the members present at the meeting.
- (13) The Chair may cast a deciding vote in the event of a tie vote.

Committees

10. (1) This section applies to all Committees established under these Bylaws.
- (2) The Board must appoint all Committee members who shall serve a term, not exceeding two years, as specified by the Board.
- (3) A Committee member is eligible for reappointment for a maximum of 2 additional terms.
- (4) A Committee member's appointment may be revoked by the Board at any time.
- (5) The Board must appoint a Chair of the Committee from among its members.
- (6) A majority of all the members of the Committee constitutes a quorum.
- (7) A Committee, panel, or subcommittee may conduct meetings by conference telephone or electronic means if any member is unable to attend in person or the circumstances require a meeting to be held before an "in person" meeting may be convened.
- (8) A Committee must submit a written annual report of its activities to the Board and the Chair of a Committee must report to the Board from time to time on request of the Board.
- (9) A member of a Committee must be
 - (a) a person specified in these Bylaws, and
 - (b) if none is specified, a Board member, a registrant or former registrant or any other individual the Board considers appropriate in the circumstances.
- (10) One-third of the members of a Committee must be appointed members of the Board or individuals who are not registrants or former registrants.
- (11) Decisions of the Committee may be made by a vote of a simple majority of the Committee members present at the meeting.
- (12) The Chair may cast a deciding vote in the event of a tie vote.
- (13) A Committee or its Chair may from time to time establish a subcommittee or a panel and, in that event, must
 - (a) appoint persons from the Committee who will be members of that subcommittee or panel,
 - (b) appoint the Chair of the subcommittee or panel, and
 - (c) in the case of a panel, specify the length of time the panel will exist.
- (14) A subcommittee or panel must report to the Committee from time to time on request.
- (15) A subcommittee or panel of the Committee may exercise any powers and perform any duties or functions of the Committee.
- (16) Despite subsection (15), the Committee or Chair of the Committee may give written directions to a subcommittee or panel of the Committee limiting the scope of its authority.

Registration Committee

11. (1) The Registration Committee is established consisting of not less than 3 Committee members.
- (2) Committee members must include one elected member, one appointed member and one Dental Technician in good standing.
- (3) In addition to the powers, duties and functions assigned to the Registration Committee under section 20 of the Act, the Committee must
 - (a) prepare examinations to be taken by the applicants,
 - (b) determine examinations to be taken by particular applicants,
 - (c) determine the time and place for the holding of examinations,
 - (d) designate the exam coordinator, the examiners and substitutes and enter into contracts with them on behalf of the College,
 - (e) determine the procedures for the conduct of the examinations,
 - (f) review the results of the examinations for each applicant,
 - (g) determine if an applicant is qualified to be a registrant, and
 - (h) maintain a list of approved Dental Technician education programs.

Inquiry Committee

12. (1) The Inquiry Committee is established consisting of not less than 3 Committee members.
- (2) The Committee members must include at least one appointed member, one elected member and one Dental Technician in good standing.
- (3) The Inquiry Committee must perform the duties and functions and exercise the powers assigned to the Committee under the Act.

Discipline Committee

13. (1) The Discipline Committee is established consisting of not less than 5 Committee members.
- (2) The Committee members must include at least one elected member, one appointed member, and 3 Dental Technicians in good standing.
- (3) No member of the Discipline Committee may participate in the hearing of a matter in which he or she was involved as a member of the Inquiry Committee.
- (4) The Discipline Committee must perform the duties and functions and exercise the powers assigned to the Committee under the Act.

Quality Assurance Committee

14. (1) The Quality Assurance Committee is established consisting of not less than 3 Committee members.
- (2) The Committee members must include one appointed member, one elected member and one Dental Technician in good standing.
- (3) The Quality Assurance Committee
 - (a) must establish and administer a quality assurance program, and
 - (b) must administer any continuing education program established by the Board.

Finance Committee

15. (1) The Finance Committee is established consisting of at least 3 Committee members.
- (2) The Committee members must include at least one appointed member.
- (3) The Finance Committee must
 - (a) manage the College's system of financial administration, including
 - (i) accounting practices and systems, including classification of accounts, internal control and auditing systems,
 - (ii) financial planning,
 - (iii) budgetary control,
 - (iv) ensuring the safekeeping of College assets, including assets held in trust,
 - (v) managing College revenues, including receipt, recording and control of funds and deposit to accounts maintained by the Board, and
 - (vi) producing financial reports for the use of the Board, and submitting a financial statement to the auditor immediately after the close of each fiscal year,
 - (b) advise the Board on the needs of the College in regard to financial administration, and the financial implications of Board decisions,
 - (c) advise the Board on the application of legislative, regulatory and other financial requirements to the College,
 - (d) develop, establish and administer, for the approval of the Board, financial policies, systems and procedures essential to the financial administration of the College, and
 - (e) oversee the organization, staffing and training of financial staff of the College.

Rules of Conduct and Conflicts of Interest

16. (1) No Board or Committee member shall
 - (a) permit his or her personal or business interests to be in conflict with the duties of the College or protection of the public,
 - (b) use his or her office to derive a personal benefit or financial advantage or gain, and
 - (c) disclose or benefit from the use of confidential information obtained while acting in his or her official capacity.
- (2) If the subject matter of a Board or Committee meeting concerns issues which could lead to violation of subsection (1), the affected Board or Committee member must disclose the circumstances and remove him or herself from consideration of and voting upon such issues.

**PART II:
COLLEGE ADMINISTRATION**

Seal

17. (1) The Board may provide a common seal for the College.
- (2) The seal of the College must be affixed to certificates of registration and such other documents as the Board may direct by resolution under the hands of the persons the Board designates.

Registrar

18. (1) The Registrar must
- (a) carry out the instructions of the Finance Committee respecting financial administration of the College,
 - (b) prepare an annual report to be submitted to the Board and to the annual general meeting of the College,
 - (c) subject to any directions of the Board, be responsible for the administration of the staff and office of the College,
 - (d) attend meetings of the Board and, as required, Committees of the Board,
 - (e) arrange for the taking of minutes of meetings of the Board or Committees,
 - (f) be responsible for the control of all outgoing and incoming documents and correspondence of the College,
 - (g) keep custody and control of all records and documents of the College and the seal of the College, and
 - (h) perform the duties of the registrar set out in the Act and the Bylaws, and as directed by the Board.
- (2) The Registrar is an ex officio member of every Committee of the Board, but shall not be a sitting member at a hearing of the Discipline Committee.

Deputy Registrar

19. (1) The Board may appoint a deputy Registrar.
- (2) A deputy Registrar must
- (a) report to and be directly responsible to the Registrar,
 - (b) perform the duties of the Registrar in his or her absence,
 - (c) perform the functions specified by the Registrar and exercise the powers and duties delegated by the Registrar.

Audit of Accounts

20. (1) At its first meeting in each fiscal year, the Board must appoint an auditor to hold office that year and, if an appointment is not so made, the auditor then in office shall continue until his or her successor is appointed.
- (2) The accounts of the College must be audited by an auditor who is a member, or a partnership whose partners are members, in good standing of the Certified General Accountants' Association of British Columbia or the Canadian Institute of Chartered Accountants.
- (3) The auditor must
- (a) audit the financial statements of the College and make a report to the Board and to the annual general meeting of the College,
 - (b) state in the report whether the financial statements present fairly the financial position of the College and the results of its operations for the period under review, and do so on a basis consistent with that of the preceding fiscal period, and
 - (c) where the opinion contained in the report of the auditor is qualified, state the reasons for the qualification in the report.
- (4) The auditor is entitled to be heard at any meeting on any part of the business of the meeting that concerns him or her as auditor or that concerns the financial statements of the College.
- (5) The Board will promptly fill any vacancy in the office of the auditor.

Financial Authority

21. (1) The Board may
- (a) raise or secure the payment or repayment of money on behalf of and in the name of the College, in the manner it decides, in order to carry out the purposes of the College, and
 - (b) invest funds of the College limited to those investments approved by the *Trustee Act* and may change those investments.
- (2) The voting registrants may, by special resolution at an annual or special general meeting, restrict the borrowing powers of the Board, but a restriction imposed expires at the next annual general meeting.

Financial Administration and Reporting

22. (1) The signature of any two of the following persons is required for signing cheques and any other financial instruments of the College: the Chair, the Vice-Chair, the Chair of the Finance Committee, a member designated from time to time by the Board, or the Registrar.
- (2) The College shall keep accounting records in respect of all its financial and other transactions, and without limiting the foregoing, shall keep records of
- (a) all money received and disbursed by the College and the matter in respect of which the receipt and disbursement took place, and
 - (b) every asset and liability.
- (3) The College shall maintain records and accounts in such a manner as to allow the preparation of a set of financial statements for all activities of the College including
- (a) a balance sheet;
 - (b) a statement of income and expenditure; and
 - (c) a statement of changes in financial position.
- (4) Financial statements will be prepared in accordance with generally accepted accounting principles.

Legal Counsel

23. The Board or, with the approval of the Board, a Committee, may retain legal counsel for the purpose of assisting the Board or Committee in carrying out its duties or responsibilities.

General meetings

24. (1) An annual general meeting of the registrants of the College must
- (a) be held in the Province at a time and place chosen by the Board and
 - (b) must consider the financial statements of the College, the annual report of the Board and the report of the auditor.
- (2) The Registrar must give all registrants, members and Committee members at least 30 days reasonable notice of the annual general meeting.
- (2.1) The accidental omission to deliver notice of a meeting to, or the non-receipt of such notice by, any person entitled to receive notice under subsection (2) does not invalidate proceedings at that meeting.
- (3) The Board may call a special general meeting of the registrants
- (a) on its own initiative at any time, or
 - (b) within 45 days after receipt by the Registrar of a request for a meeting signed by at least 20% of all voting registrants.
- (4) Except as these Bylaws otherwise provide, Roberts' Rules of Order, Revised, govern the procedures at the annual general meeting or a special general meeting.
- (5) Where any 25 voting registrants want to introduce a special resolution at an annual meeting or special general meeting, they must deliver a signed copy of that resolution to the Registrar at least 30 days before the date of that annual or special general meeting.
- (6) On receipt of a special resolution under subsection (5) and at least 14 days before the date of the meeting, the Registrar must send to all voting registrants, notice of the special resolution and a copy of it.
- (7) No resolution passed by registrants at an annual or special general meeting is binding on the Board.
- (8) A voting registrant present at a meeting is entitled to one vote and the chair of the meeting, where the chair is a registrant, is entitled to one vote.
- (9) In case of a tie vote, the proposed resolution must not pass.

Voting by Proxy

25. (1) A proxy
- (a) may only be used to vote on resolutions that have been circulated in advance of a meeting,
 - (b) ceases to be valid following the general meeting specified in the proxy, and
 - (c) may be revoked by the voting registrant in writing.
- (2) Voting registrants who are unable to be present at a meeting may vote on a resolution by proxy if
- (a) the proxy is in writing and in the form prescribed by the Board,
 - (b) the proxy is received by the Registrar not less than 5 days before the annual or special general meeting, and
 - (c) the person acting as proxy is a voting registrant when the signed proxy is received by the Registrar.
- (3) A voting registrant must not carry more than 5 proxy votes for a single resolution.

**PART III:
REGISTRATION**

College Records

26. (1) The Registrar
- (a) is the head of a public body for the purposes of the *Freedom of Information and Protection of Privacy Act*,
 - (b) may, in writing and with any conditions or restrictions the Registrar considers appropriate, delegate a duty, power or function pursuant to the *Freedom of Information and Protection of Privacy Act*, except the power to delegate under section 66 of that Act, and
 - (c) must report quarterly to the Board regarding actions which have been taken and policies which have been adopted or are being recommended to fulfill the College and Registrar's obligations under the *Freedom of Information and Protection of Privacy Act*.
- (2) The College must
- (a) make each of its annual reports available for inspection by registrants and the public at the office of the College and electronically on the College website,
 - (b) notify each registrant when an annual report becomes available, and
 - (c) provide a copy of each annual report to any person on request.
- (3) Where an inquiry about the registration status of a person is received by the Board or the Registrar, the Registrar must disclose
- (a) whether or not the person is a registrant or a former registrant,
 - (b) whether or not the Discipline Committee has ever issued an order relating to the person under section 39 of the Act and the details of the order,
 - (c) whether or not the person has ever signed a consent order under section 36 of the Act, and
 - (d) the details of a consent order pertaining to a change in the person's registration status or a restriction on the practice of the profession of the registrant.
- (4) Except with the consent of the person affected, the Registrar must not release the names of complainants, patients, or their families or information which might otherwise enable a person inquiring about the status of a registrant to establish the identity of complainants, patients or their families.
- (5) The Board must ensure that a College record containing personal information is disposed of only by
- (a) effectively destroying a physical record by utilizing a shredder or by complete burning,
 - (b) erasing information recorded or stored by electronic methods on tapes, disks or cassettes in a manner that ensures that the information cannot be reconstructed,
 - (c) returning the record to the person the information pertains to, or
 - (d) returning the record to the registrant who compiled the information.
- (6) The College must keep records of
- (a) the Inquiry Committee for not less than 6 years following the conclusion of an investigation, and
 - (b) the Discipline Committee for not less than 6 years following the date a decision is rendered.

Classes of Registrants

27. (1) The College shall have the following classes of registrants:
- (a) Dental Technician;
 - (b) Dental Technician Assistant;
 - (c) Dental Technician Student;
 - (d) Non-practicing Dental Technician.
- (2) No person may be registered in more than one class of registrant at the same time.

Applications for Registration

28. (1) All applicants for registration must deliver to the Registrar
- (a) a completed application form, signed by the applicant, together with the required application fees specified in section 35(1),
 - (b) a solemn declaration in Form 1,
 - (c) the required registration fee,
 - (d) a certified passport size photograph of the applicant, taken within 1 year prior to the date of application, and
 - (e) an authorization for a criminal record check in the form required by the *Criminal Records Review Act*, if applicable.
- (2) An applicant for registration as a Dental Technician is exempt from the requirement in subsection (1)(c), until he or she has met the requirement in section 29. (1)(b).
- (3) The Registration Committee may require an applicant for registration to attend before it for the purposes of an interview to assess the applicant's character and fitness to practice the profession.

Dental Technician

29. (1) An individual is entitled to be registered as a Dental Technician if the individual
- (a) satisfies the training and experience requirements specified in subsection (2),
 - (b) passes the written and practical examinations required by the Registration Committee,
 - (c) is of good character and fit to practice the profession, and
 - (d) demonstrates proficiency in the English language as required by the Registration Committee.
- (2) The requirements of subsection (1)(a) are the following:
- (a) the applicant must
 - (i) have graduated from a Dental Technician education program approved by the Registration Committee, or
 - (b) the applicant must
 - (i) have provided the services equivalent to those of a dental technician for a period of not less than 5 years, and
 - (ii) provide evidence of having a combination of knowledge, skills and abilities, which, in the opinion of the Registration Committee, satisfy the requirements established in subsection (2)(a)(i).
- (3) If the applicant
- (a) was registered as a Dental Technician in British Columbia for a period of not less than 12 consecutive months ending less than 2 years before the current application for registration, and

- (b) has satisfied the education requirements under section 36 of these Bylaws for the period of time when the applicant was not registered,

the Board must waive the requirements of subsection (1)(a), (b) and (d).

- (4) If the applicant

- (a) was registered as a Dental Technician in British Columbia for a period of not less than 12 consecutive months ending more than 2 years before the current application for registration, and
- (b) has satisfied the education requirements under section 36 of these Bylaws for the period of time when the applicant was not registered,

the Board

- (c) must waive the requirements of subsection (1)(a) and (d), and
- (d) may waive all or some of the requirements of subsection (1)(b).

- (5) The Board is not required to waive the requirements of subsection (1)(a), (b) or (d) under subsection (3) or (4) if

- (a) the individual applying for registration was under suspension when he or she ceased to be registered as a Dental Technician, or
- (b) the individual's registration as a Dental Technician was cancelled by the Discipline Committee under a disciplinary order.

Non-practicing Dental Technician

- 29.1 (1) A Dental Technician registrant is entitled to be registered as a Non-practicing Dental Technician if the registrant
 - (a) submits a signed application for non-practicing registration to the Registrar in the required form,
 - (b) pays the application and registration fees as required, and
 - (c) submits a signed statutory declaration stating that they will not provide any of the services of the profession of dental technology in British Columbia, including supervising other registrants, while registered as a Non-practicing Dental Technician,
- (2) A Non-practicing Dental Technician may return to full registration as a Dental Technician if the individual
 - (a) is not in contravention of the *Act*, the Regulation, or these Bylaws,
 - (b) submits an authorization for a criminal record check in the form required by the *Criminal Records Review Act*,
 - (c) provides evidence of having obtained the professional liability insurance coverage required under section 57 of these Bylaws,
 - (d) provides evidence that they have satisfied the education requirements under section 36 of these Bylaws for the period of time when they were registered as a Non-practicing Dental Technician, and
 - (e) in the case of an individual who has been registered as a Non-practicing Dental Technician for a period of more than three (3) years, completes the theory or practical examinations as determined by the Registration Committee.
- (3) A Non-practicing Dental Technician may use the titles reserved for exclusive use by registrants under section 3 of the Dental Technicians Regulation, or an abbreviation of one of those titles but only in association with the term "non-practicing".
- (4) A Non-practicing Dental Technician may not provide any of the services of the profession of dental technology in British Columbia.

Dental Technician Assistant

30. An individual is entitled to be registered as a Dental Technician Assistant if the individual
- (a) has 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, and
 - (b) is of good character and fit to practice the profession
 - (c) the board may exempt a registrant from sub section (a) if extraordinary circumstances justify the exemption.

Dental Technician Student

31. An individual is entitled to be registered as a Dental Technician Student, if the individual
- (a) is currently enrolled as a student in a Board approved post secondary Dental Technician Training Program in British Columbia, and
 - (b) is of good character and fit to practice the profession.

Certificate of Registration

32. (1) Upon acceptance of an application for registration and receipt of all required documents and fees, the Registrar must issue to the applicant a certificate of registration which may contain any limitations or restrictions on practice which are permitted by the Act, the Regulations or these Bylaws.
- (2) A certificate of registration and any renewal of a certificate of registration is valid until the following March 31.
- (3) A registrant must display his or her certificate of registration and proof of current registration under the Act in a prominent location at his or her place of business or work or have such documents readily available for production, on request, at his or her place of business.

Renewal of Registration

33. (1) The registration of a registrant must be renewed by the Board if the registrant
- (a) applies for renewal of registration in the required form,
 - (b) is not in contravention of the Act, the Regulations or these Bylaws,
 - (c) pays the required registration renewal fee and the late payment fee, if applicable,
 - (d) is in good standing, and
 - (e) has satisfied the education requirements specified under section 36 of these Bylaws and paid any special fee assessed under section 35(6), if applicable
 - (f) has practiced the profession of dental technology for more than 675 hours during the 3-year period immediately preceding renewal.
 - (g) The Registration Committee may reduce or waive the requirement in subsection (f) where:
 - (i) the registrant has been registered for less than three years, in which case the requirement may be reduced proportionally,
 - (ii) the registrant establishes to the satisfaction of the Committee that the requirements of subsection (f) were not met due to extraordinary circumstances and that the renewal of registration is in the public interest.
- (2) An applicant under subsection (1) shall deliver the application, registration and renewal fee to the office of the Registrar before March 1 in the year in which the renewal is to take effect.
- (3) An applicant under subsection (1) who pays the required registration renewal fees on or after March 1 and on or before March 31 must also pay the late payment fee specified in section 35(4) of these Bylaws.

- (4) An individual automatically ceases to be registered with the College if his or her application for renewal, required fees and required certificate of insurance have not been received in the office of the Registrar on or before March 31 of the year in which the renewal is to take effect.
- (5) In the case of an application for renewal of registration as a Dental Technician or a Non-practicing Dental Technician, the applicant must provide an authorization for a criminal record check in the form required by the *Criminal Records Review Act* on the date that is the fifth anniversary of the date of the dental technician's initial criminal record check authorization.

Examinations

34. (1) An applicant for registration as a Dental Technician must pass all required theoretical examinations before being eligible to take any practical examination.
- (2) All examinations required under these Bylaws must be prepared by or under the direction of the Registration Committee and approved by the Board.
- (3) Before taking an examination under these Bylaws, the applicant must pay the required examination fee specified in section 35(5).
- (4) If an applicant fails to attend, without reasonable explanation, an examination for which he or she has been scheduled to attend, the applicant is deemed to have attempted that examination and failed.
- (5) An applicant who fails a third attempt of the examination must satisfy to the Registration Committee of conditions which have improved the applicant's likelihood of success at a subsequent examination before the applicant may retake the examination.
- (6) An applicant who fails an examination may not retake it more than two years after the failure unless the applicant satisfies the Registration Committee of conditions which have improved the applicant's likelihood of success at a later examination date.
- (7) Within 30 days after the date of the notice of examination results, an applicant who receives a failing mark in a practical examination may request a review of the mark by giving a notice in writing to the Registrar and paying the required fee specified in section 35(5)(c).
- (8) On receipt of a request for a review under subsection (7) the Registration Committee must
 - (a) appoint a panel to review the applicant's examination, and
 - (b) advise the applicant in writing of the results.
- (9) The Registrar shall refund the fee specified in subsection (7) if the applicant receives a passing grade after the appeal review.

Fees

35. (1) Applicants for registration must pay the College the following fees for consideration of their application:
- | | | |
|-----|--|-----------|
| (a) | Dental Technician | \$ 100.00 |
| (b) | Non-practicing Dental Technician | 100.00 |
| (c) | Assistant | 50.00 |
| (d) | Student | 0.00 |
| (e) | Application for Prior Learning Assessment | 250.00 |
| (f) | Transfer Fee
(from Dental Technician to Assistant and vice versa) | 200.00 |
- (2) Applicants for registration must pay the College the following registration fees:
- | | | |
|-----|----------------------------------|----------|
| (a) | Dental Technician | \$775.00 |
| (b) | Non-practicing Dental Technician | 360.00 |
| (c) | Assistant | 360.00 |
| (d) | Student | 0.00 |
- (3) Applicants for renewal of registration must pay the College the following registration renewal fees:
- | | | |
|-----|----------------------------------|----------|
| (a) | Dental Technician | \$775.00 |
| (b) | Non-practicing Dental Technician | 360.00 |
| (c) | Assistant | 325.00 |
| (d) | Student | 0.00 |
- (4) Applicants for renewal of registration must pay the College the following late payment fees under section 33(3) of these Bylaws:
- | | | |
|-----|----------------------------------|----------|
| (a) | Dental Technician | \$150.00 |
| (b) | Non-practicing Dental Technician | 150.00 |
| (b) | Assistant | 75.00 |
| (c) | Student | 0.00 |
- (5) Candidates for examinations must pay to the College the following fees:
- | | | |
|-------|---|-----------|
| (a) | to sit examinations: | |
| (i) | a practical examination | \$1000.00 |
| (ii) | a competency theory exam | 200.00 |
| (iii) | a jurisprudence theory exam | 100.00 |
| (iv) | to retake a failed single practical examination assignment (each assignment) | 200.00 |
| (b) | to sit prior learning assessment eligibility examinations | |
| (i) | theory exam | \$150.00 |
| (c) | to request a review of the results of a single practical examination assignment | \$200.00 |
- (6) Special fees assessed against registrants for non-compliance with continuing education requirements at the end of an applicable three-year continuing education cycle are: \$200.00
- (7) No later than 30 days before an annual renewal registration fee is due, the Registrar must notify the registrants of the amount of the fee, and the day on which it is due.
- (8) Upon payment of the renewal of registration fee and satisfaction of the other requirements of section 33(1), the Registrar must issue to the registrant a receipt under the Registrar's hand and under the seal of the College confirming that the registrant is entitled to practice the profession in the Province as a registrant of the College in accordance with the requirements and restrictions of the Act, the Regulations and these Bylaws.

- (9) A registrant automatically ceases to be registered if the registrant has failed to submit the required fees and documentation to the College before April 1 of any registration year.
- (10) The Board may
 - (a) establish a reduced registration fee if the applicant wishes to change registration class during a licensing year,
 - (b) establish a pro-rated registration fee if the applicant will practice for less than a full registration year,
 - (c) reimburse a former registrant up to 50% of his or her registration or renewal fees if, in the opinion of the Board, extraordinary circumstances exist that would justify reimbursement, and
 - (d) extend the time for an applicant to pay the fees specified in section 35(3), (4) and (6) in circumstances of undue hardship and on such terms and conditions as the Board deems appropriate.
- (11) If an individual ceases to be registered under these Bylaws but advises the Registrar he or she wishes to remain on the mailing list, the Registrar may charge that individual an annual fee not to exceed \$25.

Continuing Education

- 36. (1) During a 3 year period set from time to time by the Quality Assurance Committee, a Dental Technician must complete a minimum of 30 hours of continuing education approved by the Committee.
- (2) The Quality Assurance Committee must establish criteria and guidelines for obtaining the continuing education hours required under subsection (1).
- (3) The Quality Assurance Committee may reduce or waive a requirement in subsection (1) and section 29(3)(b) and (4)(d) for a particular Dental Technician if the Committee determines that extraordinary circumstances exist.
- (4) A Dental Technician who fails to meet the requirements of subsection (1) must pay the special fee specified under section 35(6).

Honorary Membership

- 37. (1) On recommendation of the Registration Committee, the Board may award an honorary membership in the College to an individual in recognition of outstanding contributions to the profession.
- (2) An honorary member of the College is not a registrant.

Notice of Change of Information

- 38. A registrant must immediately notify the Registrar of any change of address, name or any other information previously provided to the Registrar.

**PART IV:
RESTRICTION ON REGISTRATIONS**

Interpretation

39. In this Part “**supervise**” and “**supervision**” means that a Dental Technician in good standing, in accordance with guidelines established by the Board,
- (a) is supervising the dental technology services performed by an Assistant or Student under his or her supervision, and
 - (b) is normally on the premises where those services are being performed.

**Services performed by
Dental Technician Students, Assistants**

40. (1) A Dental Technician may only delegate to an Assistant or Student in accordance with guidelines established by the board.
- (2) An Assistant or Student may only perform the services described in the *Dental Technicians Regulation* when they are performed under supervision.

Delivery of Products

41. (1) An Assistant or Student must not deliver or release any dental prosthesis or oral device until the corresponding prescription has been signed and dated by a Dental Technician.
- (2) A Dental Technician must not permit or require any registrant in his or her employment or under his or her supervision to breach subsection (1).

Supervision Ratio

42. (1) Subject to subsection (2), a Dental Technician may only supervise three registrants.
- (2) A Dental Technician may supervise a fourth registrant if that registrant is a Student.
- (3) No registrant may own, operate or manage a place of business offering dental technology services which exceeds the supervisory ratios set out in subsections (1) and (2) for each Dental Technician employed in the business.
- (4) The Board may exempt a registrant from subsections (1), (2) and (3) if extraordinary circumstances justify varying this ratio and no significant risk to the public would result.
- (5) A Dental Technician who has a Student working under his or her supervision must ensure that the Student has a satisfactory work experience including an opportunity to participate in the full range of services outlined in guidelines prepared by the College.
- (6) A registrant must report to the College orally or in writing within 2 business days if the supervisory ratios in his or her place of work exceeds those set out in subsections (1) and (2).

Use of Title

43. Repealed.

**PART V:
INVESTIGATION AND DISCIPLINE**

Interpretation

44. In this Part
“**registrant**” includes a former registrant;
“**respondent**” means a person who is the subject of a discipline hearing.

Inquiry

45. (1) The Registrar shall acknowledge receipt of any written complaint made to the College by a complainant.
- (2) The Inquiry Committee must notify, in writing, a registrant who has become the subject of an investigation under section 33 of the Act of
- (a) the investigation and the general nature of the information regarding the matter which it has obtained as soon as practicable,
 - (b) the progress of the investigation on written request of the registrant from time to time, and
 - (c) its decision in writing as soon as practicable.
- (3) After the Inquiry Committee has completed its investigation and formed an opinion on the circumstances of the complaint and before requesting the registrant to give an undertaking or to give a consent under section 36 of the Act, the Inquiry Committee may review the disposition of any previous complaints involving the registrant to be satisfied that the proposed undertaking or consent is appropriate in the circumstances.
- (4) In this section, “consent order” means the record of an undertaking or a consent given under section 36 of the Act for the purposes of resolving a complaint.
- (5) A consent order must
- (a) include any consent to a reprimand or to any other action made by the registrant under section 36 of the Act,
 - (b) include any undertaking made by the registrant under section 36 of the Act,
 - (c) specify the length of time that an undertaking specified in paragraph (b) is binding on the registrant, and
 - (d) specify the procedure, if any, that the registrant may follow to be released from an undertaking specified in paragraph (b).
- (6) No consent order may contain terms prohibiting disclosure of the consent order to the public.
- (7) The report of the Inquiry Committee to the Board regarding its decision in an investigation must be appended to the minutes of the meeting in which it is presented.

Citations

46. (1) On the direction of the Discipline Committee, the Registrar may
- (a) join or sever one or more complaints or other matters which are to be the subject to a discipline hearing in one citation, and
 - (b) amend a citation issued under section 37 of the Act.
- (2) Where a citation is amended under subsection (1) prior to a discipline hearing, the Registrar must notify the respondent and any complainant of the amendment not fewer than 14 days before the date of the hearing.

Discipline

47. (1) The Discipline Committee
- (a) must provide information about the date, time and subject matter of a hearing to any person on request,
 - (b) may arrange for a hearing to be recorded, and
 - (c) must make a transcript available to a party to the hearing at his or her own expense if a hearing is recorded.
- (2) Following a determination on the facts of a complaint and before making a decision on the appropriate disciplinary disposition,
- (a) any previous decisions of the Discipline Committee, or
 - (b) any undertakings or consents given under section 36 of the Act
- respecting the registrant, must be provided to the Discipline Committee.
- (3) Information provided under subsection (2) may be taken into account when considering the appropriate disciplinary disposition to be imposed if that information is considered to be relevant to the complaint under consideration.
- (4) If disciplinary proceedings
- (a) result in the restriction or suspension of a registrant's right to practice the profession, the Board
 - (i) must publish a notice containing
 - (A) the name of the respondent,
 - (B) the facts of the case,
 - (C) a summary of the reasons for the decision,
 - (D) the nature of the restrictions or suspension, and
 - (E) the date the restrictions are in effect,
 - (ii) must distribute the notice to all registrants, and
 - (iii) may distribute the notice to any person or body or to the general public, as the Board considers appropriate in the circumstances, and
 - (b) do not result in the restriction or suspension of a registrant's right to practice the profession, the Board may
 - (i) publish the notice described in paragraph (a)(i)(A), (B) and (C), and
 - (ii) distribute the notice to all registrants.
- (5) While under suspension of right to practice, a registrant must not perform any services described in the Regulations and must not represent himself or herself as a registrant or display any certificate of registration, whether current or expired.
- (6) While under restrictions on right to practice, a registrant must not perform any services described in the Regulations contrary to such restrictions.

Fines

48. The maximum fine the Discipline Committee may impose under section 39(2)(f) of the Act is \$20,000.

**PART VI:
CODE OF ETHICS AND STANDARDS OF PRACTICE**

Code of Ethics

49. (1) To uphold and advance the honour and dignity of the profession and its high standards of ethical conduct, a registrant must
- (a) be diligent and conscientious in serving the registrant's patients, the public and the profession,
 - (b) strive to increase the competence and prestige of the profession, and
 - (c) respect the dignity and professional status of, and professional relationships with, his or her colleagues.
- (2) Every registrant is charged with the duty to uphold the honour and dignity of the profession and to adhere strictly to the principles set out in this code.
- (3) Registrants are given the privilege of self regulation under the Act and, accordingly, registrants must read and understand the Act, the Regulations, and the Bylaws and must strictly observe and perform their duties and obligations under them.
- (4) A registrant must
- (a) execute his or her duties in a competent manner being guided at all times by the welfare and best interests of the patient and public,
 - (b) keep confidential personal information about patients, colleagues and other dental or health care personnel unless disclosure is required by law, has been consented to by the affected person or is necessary and incidental to properly performing the profession,
 - (c) only advertise in a truthful and professional manner consistent with the Bylaws,
 - (d) not compromise professional judgement and integrity with motives of profit and personal advancement,
 - (e) kindly but firmly insist upon doing only those things which his or her professional knowledge dictates to be in the best interest and welfare of patients and the public for whom dental technology services are requested,
 - (f) not provide the services of dental technology or perform a Dental Technician's supervisory functions while suffering from a physical or mental ailment, emotional disturbance or addiction to drugs or alcohol that may impair his or her ability to practice or constitute a danger to the public,
 - (g) be responsible for recognizing his or her limitations, continuing to develop his or her own level of competence, and confirming clinical diagnosis and management in those areas of practice in which he or she has been educated,
 - (h) not commit an act of professional misconduct of a sexual nature,
 - (i) report to the College any behaviour or conduct of another registrant which is contrary to the Act, the Regulations or these Bylaws, and
 - (j) respond to requests for information from the College respecting all matters within the jurisdiction of the College, and
 - (k) not require, encourage or condone any act or omission of a registrant or any other person that would result in that registrant or other person contravening the Act, the Regulation or the Bylaws.

Standards of Practice

50. (1) All registrants must
- (a) work within his or her scope of practice of dental technology and capability and comply with any applicable restrictions or conditions on his or her practice,
 - (b) maintain currency in knowledge and skill in dental technology and upgrade that knowledge and skill with the development of new procedures and equipment,
 - (c) take full responsibility for the services he or she provides or delegates to personnel under his or her supervision,
 - (d) observe the supervision requirements as set out in the Bylaws and in any guidelines published by the board,
 - (e) follow proper business principles and procedures in respect to his or her practice,
 - (f) comply with infection control standards set by the board, and
 - (g) keep accurate and complete records.
- (2) A Dental Technician must
- (a) be able to describe and apply competently general laboratory procedures, principles of physics and general science associated with the fabrication of dental prostheses,
 - (b) be able to describe characteristics and properties of dental materials associated with the fabrication of dental prosthetic devices and appliances,
 - (c) be able to describe characteristics of, and operate competently equipment and instrumentation associated with the fabrication of dental prostheses,
 - (d) be able to describe and apply competently information regarding basic elements of head and neck anatomy, dental anatomy, dental physiology, tooth morphology and pathological conditions relevant to dental technology, and
 - (e) be able to describe and apply competently basic elements of business and laboratory management.
- (3) All registrants who are responsible for managing a place of business offering dental technology services, supervising registrants within the meaning of section 39, or delegating dental technology services to registrants, must
- (a) implement a procedure to verify that all dental technology services performed by registrants are being performed under the authority of and in accordance with prescriptions where applicable and have been signed and dated by a dentist or medical practitioner licensed to practice in the province.

**PART VII:
MISCELLANEOUS**

Infection Control

51. The Board shall set and publish from time to time standards for infection control procedures that must be observed by all registrants in the provision of services in dental technology.

Prescriptions and Business Records

52. (1) A Dental Technician or Assistant who owns, operates or manages a place of business offering dental technology services must
- (a) ensure that all prescriptions and records pertaining to dental technology services and containing personal information are safely and securely stored,
 - (b) retain prescriptions for dental technology services for a period of not less than 6 years from the date of receipt,
 - (c) ensure that all prescriptions and business records containing personal information are disposed of only by
 - (i) transferring the record to another registrant or with the consent of the patient, to another health care agency or health care practitioner,
 - (ii) effectively destroying a physical record by utilizing a shredder or by complete burning, or
 - (iii) erasing information recorded or stored by electronic methods on tapes, disks or cassettes in a manner that ensures that the information cannot be reconstructed, and
 - (d) make appropriate arrangements in the event that the registrant ceases to practice, becomes unable to practice or dies, to ensure the obligations to this section are carried out by another registrant, and
 - (e) on written request of a patient or his or her authorized representative, provide copies of the patient's prescription and any records pertaining to dental technology services provided to or on behalf of the patient.
- (2) Copies requested under subsection (1)(e) must be provided as soon as practicable but in any event not more than 45 days following the request.
- (3) A registrant may charge a reasonable fee, not to exceed 25 cents per photocopied page.

Foreign Documents

53. (1) If an individual is required to provide documents or materials for the Board and the documents or materials are not in the English language, the individual must, at his or her expense, have certified translations of these documents or materials prepared in the English language.
- (2) The Registration Committee may assess the fee, not to exceed the fee specified in section 35(1)(d), to evaluate the credentials of an applicant coming from a foreign jurisdiction.

Advertising

54. (1) No Dental Technician or Assistant shall, through the use of audio, visual, electronic or other means, advertise or promote him or her self or his or her services or business in a way that is
- (a) false or misleading,
 - (b) reasonably expected to mislead the public,
 - (c) unverifiable, or
 - (d) contrary to the public interest in the practice of the profession.

- (2) No Dental Technician or Assistant shall advertise
 - (a) using testimonials, or
 - (b) in a manner that directly or indirectly claims or implies superiority regarding a service or product, other than with a reference to a manufacturer's claim about materials used.
- (3) No Dental Technician or Assistant shall engage or permit another person, on his behalf, to perform any of the activities referred to in subsections (1) and (2).
- (4) A Dental Technician and an Assistant who, in any advertisement, includes a statement of fees for a specific service
 - (a) must ensure that the statement sufficiently describes the fees and services so as to enable the recipient or intended recipient to understand the nature and extent of the services to be provided and the cost to the patient, and
 - (b) must not in the advertisement compare the fees charged by the registrant with those charged by another registrant.
- (5) A Dental Technician and an Assistant must
 - (a) retain for one year after the date of publication or broadcast of any advertisement or brochure, and
 - (b) provide to the Board upon request,
 - (i) a copy of any such publication,
 - (ii) a recording of any such broadcast made by use of any electronic media, including radio, television and the microwave transmission, and
 - (iii) a written record of when and where the publication or broadcast was made.
- (6) On request of the Discipline Committee, Inquiry Committee or the Board, the Dental Technician or Assistant must verify the statements made in his or her marketing activity.

Payments to College

55. All payments made to the College must be made by cheque or money order in Canadian funds.

Transitional

56. Repealed.

Professional Liability Insurance

57. All Dental Technician registrants must obtain and maintain professional liability insurance coverage in an amount of at least \$1,000,000 per loss.

SCHEDULE "A"

TARIFF OF COSTS Investigation and Discipline

Investigations

1. For the purposes of calculating costs with respect to an investigation, an investigation is deemed to run from the time the registrar receives a complaint in writing under section 32(1) of the *Act* until the inquiry committee takes action under section 33(6) of the *Act*.
2. The College is entitled to recover the following costs of an investigation:
 - (a) expenses for legal representation for the purposes of an investigation not exceeding 50% of actual legal fees incurred;
 - (b) expenses for other reasonable and necessary professional services for the purposes of an investigation up to 100% of actual expenses incurred;
 - (c) expenses for reasonable and necessary disbursements for the purposes of an investigation, including disbursements paid for by legal counsel, up to 100% of actual expenses incurred.

Discipline Hearings

3. For the purposes of calculating costs with respect to preparation for and conduct of a hearing, expenses are recoverable from the time that the inquiry committee directs the registrar to issue a citation under section 33(6)(6) of the *Act* until:
 - (a) the inquiry committee accepts a written proposal for consent under sections 37.1(2) or (5) of the *Act*,
 - (b) the discipline committee dismisses the matter under section 39(1) of the *Act*,
or
 - (c) the discipline committee issues an order under section 39(2) of the *Act*.
4. The College is entitled to recover the following costs with respect to preparation for and conduct of a discipline hearing:
 - (a) expenses for legal representation for the purposes of preparing for and conducting the hearing up to 50% of the actual legal fees incurred,
 - (b) reasonable and necessary expert witness fees for the purposes of preparing for and conducting the hearing up to 100% of actual fees incurred, and
 - (c) other reasonable and necessary disbursements for the purposes of preparing for and conducting the hearing, including disbursements paid for by legal counsel, up to 100% of actual expenses incurred.

SCHEDULE OF BYLAW AMENDMENTS

Order in Council # 1052/97 approved and ordered September 11, 1997	
re: approval of original set of Bylaws for the College under the Health Professions Act	
Order in Council # 398/02 approved and ordered May 23, 2002	
re: the following:	
1(1)	reference to section 16(3)(b) changed to 17(3)(b)
1(4)(e)	reference to section 35 changed to 36
1(4)(e)	reference to section 34 changed to 35
1(4)(e)	reference to section 38 changed to 39
5(1)	term of office an elected member can hold changed from 2 to 3 years
5(2)	reference to two year terms changed to three year terms
9(3)	number of times the board must meet changed from 6 times to 4 times per year
11(3)	reference to section 19 changed to 20
24(8)	re: quorum - the reference to 10% changed to 5%
26(3)(b)	reference to section 38 changed to 39
26(3)(c)	reference to section 35 changed to 36
30(c)	new provision re: assistant registration, allowing discretion in extraordinary circumstances
34(7)	'before it is confirmed by the Registration Committee' phrase removed
34(8)(a)	provision to appoint a panel rather than an examiner to consider reviews
34(8)(a)	'as soon as possible' phrase removed
34(8)(b)	'as soon as possible' phrase removed
40(1)	new provision re: delegation to assistants
40(2)	previously numbered 40
43	deletion - use of title repealed - addressed in Regulation
45(2)	reference to section 32 changed to 33
45(3)	reference to 35 changed to 36
45(4)	reference to 35 changed to 36
45(5)(a)	reference to 35 changed to 36
45(5)(b)	reference to 35 changed to 36
46(1)(b)	reference to 36 changed to 37
47(2)(b)	reference to 35(1) changed to 36
48	reference to (1)(e.1) changed to 39(1)(f)
49(4)(j)	the word 'College,' changed to 'College, and'
49(4)(k)	new provision re: obligation not to facilitate non compliance with legislation
50(3)	new provision re: managers' and/or supervisors' responsibilities
50(3)(a)	new provision re: manager's and /or supervisors' responsibilities
56	deletion - transitional 56(1)(2)(3)(4)(5)(6) and (7) repealed
Order in Council # 0527/03 approved and ordered May 28, 2003	
re: the following:	
33(1)(f)	new provision re: renewal of registration, requirement for 675 practice hours in previous 3 years
33(1)(g)(i)(ii)	new provision re: discretion to waive requirement in extraordinary circumstances
29(2)(a)(ii)	deletion – removed requirement to complete 18 month practicum for RDT applicant
Order in Council # 1225/03 approved and ordered December 11, 2003	
re: the following:	
35(2)	amendment to initial registration fees - fees increased
35(3)	amendment to registration renewal fees - fees increased
35(5)(a)(b)	amendment to examination fees and review fees - fees increased

Amendment deposited in accordance with section 19(3.1) of the Health Professions Act effective July 29, 2005	
re: the following:	
35(1)	amendment to application fees - fees increased
35(2)	amendment to initial registration fees - fees increased
35(3)	amendment to registration renewal fees - fees increased
35(4)	amendment to late payment fees - fees increased
35(5)(a)	amendment to examination fees - fees increased
35(5)(b)	new provision re: exam fee category to address Prior Learning Assessment
35(5)(c)	amendment to exam review fees - fees increased
Amendment deposited in accordance with section 19(3.1) of the Health Professions Act effective June 29, 2006	
re: the following:	
26(2)	repealed and substituted with new provision re: make annual report available electronically
Order in Council # 644 approved and ordered September 7, 2006	
re: the following:	
29(2)(b)	repealed and replaced with new provision re: registration requirements for dental technician
57	new provision re: liability insurance requirement for dental technician
Amendment deposited in accordance with section 19(3.1) of the Health Professions Act effective October 27, 2006	
re: the following:	
35(2)	amendment to initial registration fees - fees increased
35(3)	amendment to registration renewal fees - fees increased
Amendment deposited in accordance with section 19(3.1) of the Health Professions Act effective November 16, 2007	
re: the following:	
35(1)	deletion – removed 35(1)(d) consideration of foreign credentials
35(2)	amendment to initial registration fees - fees increased
35(3)	amendment to registration renewal fees - fees increased
Amendment deposited in accordance with section 19(3.1) of the Health Professions Act effective November 13, 2008	
re: the following:	
35(2)	amendment to initial registration fees - fees increased
35(3)	amendment to registration renewal fees - fees increased
35(4)	amendment to late payment fees - fees increased
35(5)	amendment to combine costs of prior learning eligibility examinations
Amendment filed in accordance with section 19(3) of the Health Professions Act on July 23, 2009	
re: the following:	
3(3)	amendment to nomination procedure
24	amendment to change procedures and remove quorum requirement at an annual general meeting

<p>Amendment filed in accordance with section 19(3) of the Health Professions Act on August 6, 2010 re: the following:</p>
Schedule "A" amendment to add Tariff of Costs for Investigations and Discipline Hearings
<p>Amendment filed in accordance with section 19(3) of the Health Professions Act on August 13, 2010 re: the following:</p>
48 reference to section 39(1)(f) changed to 39(2)(f)
<p>Amendment filed in accordance with section 19(3) of the Health Professions Act on January 7, 2011 re: the following:</p>
35(3) amendment to registration renewal fees - fees increased
<p>Amendment filed in accordance with section 19(3) of the Health Professions Act on October 18, 2011 re: the following:</p>
2 (2), (3) (4) amendments re: eligibility to be elected to the Board
35(3) amendment to registration renewal fees - fees increased
<p>Amendment filed in accordance with section 19(3) of the Health Professions Act on April 27, 2012 re: the following:</p>
11, 12, 13, 15 phrase "of the Board" removed to comply with <i>Health Profession Act</i>
14 repealed and replaced to establish a Quality Assurance Committee
27 amended by adding "Non-practicing Dental Technician class
28 amended to add requirement of photo ID and authorization of Criminal Record Check
28 (2) repealed and replaced to clarify timing of a registration requirement
29.1 section added to establish requirements for Non-practicing Dental Technician
33 amended to add requirement for authorization of Criminal Record Check every 5 years for registration renewal as a Dental Technician
36 repealed and replaced to comply with the Quality Assurance Committee's authority to administer the continuing education program
<p>Amendment filed in accordance with section 19(3) of the Health Professions Act on May 9, 2013 re: the following:</p>
26(1), 26(1)(b), 26(1)(c) amendments to establish the Registrar as head of the public body for the purposes of the <i>Freedom of Information and Protection of Privacy Act</i>
<p>Amendment filed in accordance with section 19(3) of the Health Professions Act on December 12, 2013 re: the following:</p>
35(1) amendment to application fees - fees increased
35(2) amendment to initial registration fees - fees increased
35(3) amendment to registration renewal fees - fees increased
<p>Amendment filed in accordance with section 19(3) of the Health Professions Act on December 29, 2014 (In force on December 31, 2014) re: the following:</p>
35(3) amendment to registration renewal fees – Dental Technician's renewal fees increased

<p>Amendment filed in accordance with section 19(3) of the Health Professions Act on March 24, 2015 (In force on May 1, 2015) re: the following:</p>
2 (2) amendment re: eligibility to be elected to the Board
2 (3) amendment re: eligibility to vote in an election to the Board
3 (4)(b) amendment re: eligibility to vote in an election to the Board
4 (3)(b) amendment re: eligibility to vote in an election to the Board
<p>Amendment filed in accordance with section 19(3) of the Health Professions Act on September 22, 2015 (In force on November 21, 2015) re: the following:</p>
35(3) amendment to registration renewal fees – Dental Technician’s renewal fees increased
<p>Amendment filed in accordance with section 19(3) of the Health Professions Act on October 1, 2016 (In force on November 30, 2016) re: the following:</p>
3 repealed and replaced re: timing of nomination and election notices, and accidental omission to deliver notice does not invalidate election
4 repealed and replaced re: to authorize new election procedures to allow secure online voting
<p>Amendment filed in accordance with section 19(3) of the Health Professions Act on October 6, 2016 (In force on December 5, 2016) re: the following:</p>
24 (2.1) new provision added re: accidental omission to deliver notice of general meeting does not invalidate meeting
24 (7) amendment re: removal of binding effect of registrants’ vote on special resolutions
<p>Amendment filed in accordance with section 19(3) of the Health Professions Act on December 12, 2016 (In force on December 13, 2016) re: the following:</p>
35(3) amendment to registration renewal fees – Dental Technician’s renewal fees increased
<p>Amendment filed in accordance with section 19(3) of the Health Professions Act on October 5, 2017 (In force on December 4, 2017) re: the following:</p>
35 (2) amendment to initial registration fees – Dental Technician’s and Assistant’s fees increased
35 (3) amendment to registration renewal fees – Dental Technician’s renewal fees increased
35 (5) amendment to examination fees – practical exam fees increased; (iv) added to specify fee for re-take of each single practical exam assignment (as per current policy)