



**THE COLLEGE OF DENTAL TECHNICIANS  
OF BRITISH COLUMBIA**

Suite 900, 200 Granville Street, Vancouver BC V6C 1S4  
Telephone 604-742-6561 Fax 604-899-0794  
Website [www.cdtbc.ca](http://www.cdtbc.ca)

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## RENEWAL NOTICE

January 25, 2019

**It is time to renew your registration with the College of Dental Technicians of BC.** Registrants must meet all eligibility requirements and submit a completed renewal form with payment in order for the College to process their registration renewal. Renewal payments must be received by the College office by **February 28, 2019.**

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### 2019-2020 REGISTRATION RENEWAL FEES

<u>Registration Class</u>	<u>Amount Due</u>
Registered Dental Technician	\$775.00
Non-Practicing Dental Technician	\$360.00
Dental Technician Assistant	\$325.00
Dental Technician Student	No fee

**NOTE: An additional Late Payment Fee of \$150 for Dental Technicians and \$75 for Assistants will be applied to renewal payments received after February 28, 2019.**

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### ONLINE RENEWAL

**You can renew your registration online using the College's secure website. Online payments can be made by VISA or MasterCard. Please follow the directions below to renew online.**

1. To access the online renewal form, visit our website at <http://www.cdtbc.ca> and click "**Registrant Login**" at the top of the webpage.
2. Login using your email address and password. If you have forgotten your password, click "Forgot Password" to have a temporary password emailed to you.
3. Click "**Renew Registration**" on the welcome page and the system will guide you through the renewal process.

Registered Dental Technicians are reminded that the following requirements must be met to complete the renewal process:

- **Professional Liability Insurance** needs to be renewed before the submission of your online form. Please ensure that the College has evidence of your continuing liability insurance coverage.
- **Criminal Record Review Check** is completed within the last five years as stated in Section 15 (1) of the *Criminal Records Review Act* and the College has a current Clearance Letter.

### RENEWAL PAYMENT

Renewal fees can be paid online by Visa or MasterCard. An option to pay by cheque or bank draft is also available. Please note that payment must be received by the College before February 28<sup>th</sup> to avoid incurring a late penalty fee.

If your employer has agreed to pay your renewal fee, choose the "Employer Pay Option". Be sure to inform your employer once the online renewal form has been submitted to the College.

Registration certificates and receipts will be available online once your renewal and payment has been processed.

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### MAIL-IN RENEWAL

To renew by mail, please complete the enclosed Renewal Form and submit your payment by cheque or money order only. Registrants **WILL NOT BE RENEWED** if they do not provide the required documents with their payment (i.e. renewal form/proof of professional liability insurance coverage if applicable) or they are in contravention of the *Health Professions Act*, Dental Technicians Regulation and Bylaws and/or if they are not in Good Standing.

Please make a cheque payable to COLLEGE OF DENTAL TECHNICIANS OF BRITISH COLUMBIA and write your Registration Number on your cheque. Cheques must be dated no later than February 28, 2019. A \$35.00 charge will be levied on all N.S.F. cheques.