**Appendix C – ASSESSMENT ELIGIBILITY APPLICATION CHECKLIST**

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| --- | --- |
| APPLICANT FULL LEGAL NAME: |  |
|  |  |
| APPLICANT EMAIL ADDRESS: |  |

The applicant must print/type their full legal name (first, middle and last names) and email address above.

Complete the applicable checklist and make a photocopy for your records.

**1. Have you included the following documents with your application?**

Items: **1 – 2 – 3.**

**And if applicable 4.**

**2. Depending on your type of dental hygiene education, have you made the proper arrangements to have the following documents sent to the FDHRC office to support your application?**

(Select the applicable one)

**If, as the Applicant, you are a:**

1. **Graduate of a Dental Hygiene Program from outside of Canada (therefore not accredited by CDAC)**

The proper authorities/issuing institutions must send the following documents to the FDHRC office:

Items: **5 – 7 – 8 – 9 – 11 – 12 – 13**

OR

1. **Graduate of a Canadian dental hygiene program not accredited by the Commission on Dental Accreditation of Canada (CDAC)**

The proper authorities/issuing institutions must send the following documents to the FDHRC office:

Items: **6 – 7 – 9 – 10 – 11 – 12 – 13**

**Have you arranged for these documents to be sent to the FDHRC office?**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | | | Document sent by the applicant to the FDHRC. | | |
|  | | | |  | | |
|  | | | | Document sent by a third party (an Institution or Agency) **directly** to the FDHRC. | | |
|  |  | |  | **For Office use Only** | |
|  | | A completed **Application** **Form - Appendix A** for an Assessment of Educational Credentials and Qualifications (signed and dated). | | Yes  No | Received on \_\_\_\_\_\_\_\_\_\_  D/M/Y | |
|  | | A **money order/certified cheque, credit card payment** (VISA OR Mastercard) or **VISA debit card**, in Canadian funds for the appropriate fee (See p. 7 of the Equivalency Assessment Handbook), payable to the Federation of Dental Hygiene Regulators of Canada.  *You must send your fee with the completed application form.* ***We do not accept personal cheques****.* | | Yes  No | Received on \_\_\_\_\_\_\_\_\_\_  D/M/Y | |
|  | | A **notarized** copy of proof of applicant’s legal name change (if applicable). For example, a marriage certificate. | | Yes  No  Not applicable | Received on \_\_\_\_\_\_\_\_\_\_  D/M/Y | |
|  | | **Notarized or original** copy of the applicant’s diploma or degree in dental hygiene from College or University.  Simple photocopies are not accepted. | | The proper authority was contacted on \_\_\_\_\_\_\_\_\_\_ (D/M/Y) | Received on \_\_\_\_\_\_\_\_\_\_  D/M/Y | |
|  | | FOR INTERNATIONAL GRADUATES ONLY:  A **legal description** of the practice of dental hygiene in the jurisdiction/country of education.  This document must be submitted directly to the FDHRC office by the dental hygiene authority/agency which issues a certificate of registration/licensure to practice. The document must describe exactly what competencies a dental hygienist is permitted to perform in the jurisdiction/country of education. | | The proper authority was contacted on \_\_\_\_\_\_\_\_\_\_ (D/M/Y) | Received on \_\_\_\_\_\_\_\_\_\_  D/M/Y | |
|  | | FOR CANADIAN NON-ACCREDITED GRADUATES ONLY:  An official statement by the educational institution confirming the dental hygiene program is established as a separate school, faculty, division or department recognized by the appropriate government agency in the country/jurisdiction where the program is established at a post secondary institution which is also recognized by the appropriate government agency.  This document must be submitted directly by the dental hygiene educational institution of graduation. | | The proper authority was contacted on \_\_\_\_\_\_\_\_\_\_ (D/M/Y) | Received on \_\_\_\_\_\_\_\_\_\_  D/M/Y | |
|  | | Official **academic records** (transcripts/mark sheets/grade lists/records) from any institution the applicant has attended in order to complete their dental hygiene education.  This document must be submitted directly by your dental hygiene education institution. | | The institution was contacted on \_\_\_\_\_\_\_\_\_\_ (D/M/Y) | Received on \_\_\_\_\_\_\_\_\_\_  D/M/Y | |
|  | | Report from an **Independent educational credential evaluation service** covering the country of education, name of the institution(s) attended, the year and the specific credential received (degree, diploma or certificate), the length of the program, the area(s) of specialization and the Canadian equivalency, prepared and submitted directly by **one** of the following external credentialing agencies approved by the FDHRC:   1. [World Education Services (WES)](http://www.wes.org/ca) 2. [International Credential Evaluation Service (ICES)](http://www.bcit.ca/ices) 3. [International Qualifications Assessment Service (IQAS)](https://www.alberta.ca/iqas-immigration.aspx)   Application forms are available on the websites listed above. | | I have contacted  Option:  a  b  c  on \_\_\_\_\_\_\_\_\_\_ (D/M/Y) | Received on \_\_\_\_\_\_\_\_\_\_  D/M/Y | |
|  | | **Educational Documentation: Document Request Form – Appendix B** including corresponding **syllabus/course descriptions** from the applicant’s dental hygiene education institution in the language of instruction. If the language of instruction is not English or French, those documents must also be translated **word for word** in either English or French by a certified/official translator.   * Please refer to Equivalency Assessment Handbook and the Appendix B for details.   1st page of Appendix B must be completed by the applicant  This information is to be submitted in electronic form if possible (CD, USB key, attachment, etc.) If the institution has an official translation word-for-word in either English or French, it has to send the FDHRC the documents in their original language accompanied with the official signed translation (English of French) attached.  If the institution does not have an official translation, and the FDHRC receives documents from the institution in a language other than English of French, a copy of these documents will be sent back to the applicant for translation. The applicant must have these documents translated **word for word** by an official translator.  NOTE: A certified/official translator is authorized to officially sign and stamp translations. All translated documents need to have the seal of a certified/official translator to be considered; all translations can be audited for accuracy. | | I contacted my institution on \_\_\_\_\_\_\_\_\_\_ (D/M/Y) | Received on \_\_\_\_\_\_\_\_\_\_  D/M/Y | |
|  | | FOR CANADIAN NON-ACCREDITED GRADUATES ONLY:  Letter from the educational institution with confirmation that it has applied to CDAC for accreditation including CDAC’s recommendations and the institution’s response as well as measures taken or to be taken since CDAC’s report. | | Not applicable  Yes  No  I contacted my institution on \_\_\_\_\_\_\_\_\_\_ (D/M/Y) | Received on \_\_\_\_\_\_\_\_\_\_  D/M/Y | |
|  | | **Appendix D** – Applicant Self-Evaluation of Educational Credentials Form.  NOTE: This Appendix cannot be started until you have received the official paginated curriculum document directly from our office. | | Yes  No  Not applicable | Received on \_\_\_\_\_\_\_\_\_\_  D/M/Y | |
|  | | **Appendix E** – Applicant Continuing Competence Activities Report (since graduation in dental hygiene). | | Yes  No  Not applicable | Received on \_\_\_\_\_\_\_\_\_\_  D/M/Y | |
|  | | **Appendix F** – Applicant Current and Former Employers Report (since graduation in dental hygiene). | | Yes  No  Not applicable | Received on \_\_\_\_\_\_\_\_\_\_  D/M/Y | |

**Important Note:**

The applicant should have their educational institution send their documents electronically preferably using an international courier service (e.g., Federal Express, DHL, Purolator, etc...) and inform the institution that the FDHRC will track the package to verify who the sender was. If the pick-up location of the courier package does not match the applicant’s institution address and location, the FDHRC will not be able to verify that the institution is the sender of the package and will NOT accept it. For example, the educational institution cannot put the documents in an envelope and seal it and then give the sealed envelope to the applicant so that they can take it to a courier company and send it to the FDHRC or give it to the applicant to bring with them into Canada. The institution **must send the package directly to the FDHRC** (not through the applicant).