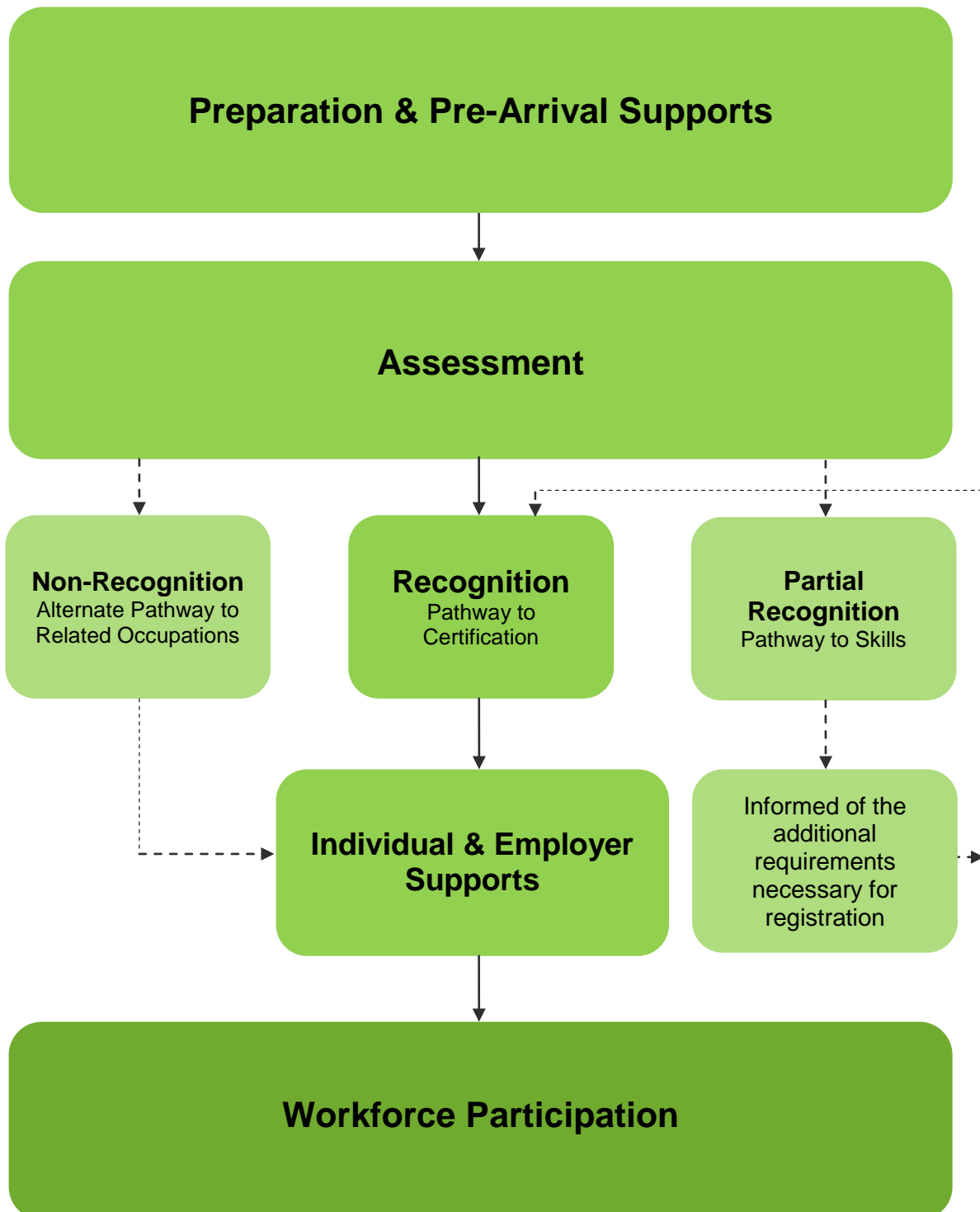




Process Map
Dental Assistants
NOC 3411





Description of Occupation

Registered Dental Assistants are registered and licensed dental team members who work together to provide high quality dental health care. The scope of practice and duties of the dental assistant will differ in each province. Dental Assistants may work with dentists, hygienists and dental therapists in four-handed dentistry and autonomously during the examination and treatment of patients. Registered Dental Assistants take x-rays; take impressions and bite registrations; apply and remove rubber dams; place and remove matrix bands and wedges; apply cavity bases and liners; polish teeth and provide fluoride applications; provide dietary counselling, oral hygiene instruction, and post-operative instruction; place topical anaesthetic; perform coronal whitening; apply pit and fissure sealants and apply desensitizing agents. Many dental assistants who receive additional training in direct patient care may: remove sutures; fabricate/place/remove temporary crowns and temporary restorations; place a gingival retraction cord; and provide other restorative, orthodontic and preventive services. The Dental Assistant is responsible for ensuring the process and practice of infection control is conducted to accepted professional standards. Dental Assistants may also be educators, administrators, clinical technicians, treatment coordinators, receptionists, office managers and sales representatives. Dental Assistants work primarily in dental offices, but they may be employed by government agencies, in private care homes and educational institutions, in hospitals, by dental supply companies, by insurance companies, in dental laboratories and in the military.

Job titles and descriptions are not the same in every country. Your occupation may have a different job title in Saskatchewan. Even if it is called by the same name, the kind of work you would be required to do may be different than what you have done before: saskimmigrationcanada.ca/what-is-my-occupation-called/

Alternative name variations:

- Dental Assistant
- Certified Dental Assistant
- Certified Intra-oral Dental Assistant

Description of Regulator

The Saskatchewan Dental Assistants' Association provides excellence in oral health care through education, provides public protection through regulation, participates in oral health initiatives and advocates for the health and safety of dental assistants.

Preparation & Pre-Arrival Supports

Individuals with a formal background in the dental profession who are considering immigration to Canada should contact the Dental Assisting Regulatory Authority in their preferred destination. There are no Mutual Recognition Agreements between the Dental Assisting Regulatory Authorities and any other country relative to the dental assisting profession. All applicants are required to successfully complete the National Dental Assisting Examining Board written examination and Clinical Practice Evaluation.

Can the licensing process be started overseas?

Yes, the process can and should be started overseas.

Provide a description of the process and any residency requirements.

The applicant should email the dental assisting regulator located in their preferred local. The DARA will direct the applicant to one of the three approved credential evaluation services, such as the International Qualifications Assessment Agency (IQAS), International Credential Evaluation Service (ICES) in BC and World Education Service (WES) in Ontario. There are no residency requirements in order to participate in the credentialing examinations; however the applicant will need to be physically present in Canada in order to participate in examinations.



Do documents need to be translated?

- All documents need to be translated. While the translations can be done overseas, the documents need to be notarized by a Canadian Notary Public or Commissioner of Oath. Employees in Canadian Embassies around the world hold this certification. These credentials will then be ready to present to the examining board in Canada.

The NDAEB documentation requires certified true copies of transcripts, diplomas, certificates of marriage for name change, etcetera translated to English or French as necessary. The aforementioned agencies are the only three agencies NDAEB will accept reports from; however, if an applicant has applied to NDEB and been accepted to enter the dentistry exam process, the NDAEB will accept those reports in lieu of ICES, IQAS or WES reports. The foreign trained applicant going through the NDEB process is still required to submit certified true copies of academic records, certified by a lawyer/notary/commissioner of oaths certified in Canada.

The last eligibility pathway, besides education completed in Canada, is acceptance by the Association of Canadian Faculties of Dentistry (ACFD) the agency that examines foreign trained dentists for admission into Canadian universities for dentistry equivalency programs. Those candidates can upon successfully writing the ACFD exam, enter a dentistry program in Canada in the 3rd year and complete year 3 and 4 and are then eligible for graduation and the NDEB exam. They must provide NDAEB with certified true copies of academic records and proof of admission into the ACFD process to be considered for eligibility by this Board.

Assessment

If you are an internationally-trained Dental Assistant, you must contact the National Dental Assisting Examining Board (NDAEB). The NDAEB is the organization that administers national examinations for Dental Assistants in Canada. Saskatchewan requires that all Dental Assistants have an NDAEB certificate before they can apply for provincial registration. For internationally trained dental assistants, or other qualified dental professionals such as dentists or hygienists, the NDAEB certificate has 2 parts: the NDAEB Written Exam and the Clinical Practice Evaluation (CPE).

In order to be eligible to write the first exam, you must have your credentials and previous education assessed. NDAEB requires that you show that you have a minimum level of training in a number of specific areas. You can find more information on those specific areas of training and the credential assessment process on the [NDAEB](#) website, under the “International Applicants” heading.

To begin the credential assessment process, you must send the required documents, forms and fees to **one** of the following international qualifications assessment agencies:

- [International Credential Evaluation Service \(ICES\)](#), for a Comprehensive Report.
- [International Qualifications Assessment Service \(IQAS\)](#), for a Description of Course Work Assessment.
- [World Education Services – Canada \(WES\)](#), for a Course-by-Course Report.

Make sure that the assessment agency sends a copy of the assessment report directly to NDAEB as well as to you.

While you are waiting for this assessment, you can send other required documents and forms to NDAEB. When you submit the following documents to NDAEB, you must advise the NDAEB office in writing of the date on which you sent your package to ICES, IQAS, or WES. The NDAEB office will hold your other documents until it receives the assessment report, and then begin to consider if you are eligible to write the National Exam.

What documents are required for the application package?

- Academic records but must be certified as true copies in Canada and submitted to NDAEB by the applicant (certified in Canada by a lawyer, notary public or commissioner of oaths). Documents



may be submitted to NDAEB pending receipt of the agency report (ICES, IQAS or WES). Agency reports will be submitted directly from the agency to NDAEB.

- Certified translations of the transcripts and documents, if they were not originally written in English.
- Report from ICES, IQAS or WES or proof of registration with NDEB or ACFD in lieu of agency report; consent for personal information form.
- Certified copy of proof of name change if the name appearing on the academic records is different from the name of the applicant (certified in Canada by a lawyer, notary public or commissioner of oaths).
- Completed Dental Assisting Coursework Report (you can download this from the NDAEB website).
- A signed consent form, stating that the NDAEB has your permission to gather and share information about you with members of the Candidate Eligibility Committee (you can also download this form from the NDAEB website).
- The link to the NDAEB website is www.ndaeb.ca (other links are available on the NDAEB website to ICES, IQAS and WES, provincial DARA contact information, a list of Canadian education programs and NDAEB documents (applications, etc)).

How long does it take to review and make a decision after a completed application has been submitted (and fees paid if applicable)?

- NDAEB will make an eligibility decision within 4 weeks of receipt of all required documents, including the agency report (ICES, IQAS or WES).
- From the time exam eligibility is granted until the candidate completes the written exam and Clinical Practice Evaluation (CPE) and the NDAEB certificate is issued takes approximately 4 to 5 months. This may vary depending on when the application is received and eligibility is granted and if the candidate is successful on the initial attempt on the exam and CPE. If exam or CPE rewrites/retakes are required, the time will increase as exams and CPE are available every three months.

Are applicants informed (i.e. electronically) upon receipt of application, or informed about any missing documents or incomplete applications?

- Applicants are informed of the status of their application in writing.
- In the event that there are missing documents, incomplete applications are held on file pending the receipt of all required documents unless the applicant requests return of previously submitted documents and withdraws from the eligibility assessment process.
- In the event that there is a change in the national entry level standard which occurs after the applicant submits partial documentation and before they complete the NDAEB eligibility assessment process they may be required to resubmit documentation relative to the new national entry level standard.

What are the fees?

- There are currently no assessment fees levied by NDAEB at this time.

Is a preliminary assessment tool available?

- Applicants can assess their eligibility for the profession by completing the Dental Assisting Course Work Report (self-assessment) which is available on www.ndaeb.ca.
- All countries are eligible for education assessment but not all countries' education systems, particularly for dental assistants, meet the Canadian entry level standard.
- Applicants are only eligible to challenge the examinations a maximum of three times. Further attempts are only allowable after retraining is completed.

If applicable, are there country exceptions for preliminary assessments of applicants?

- US applicants not required to submit agency report from ICES, IQAS or WES. The NDAEB will contact the US education program directly for program survey information.
- There are no Mutual Recognition Agreements that exist between the Dental Assisting Regulatory Authorities (of Canada) and other countries relative to the dental assisting profession.



What do applicants receive upon completion of an assessment? How are they notified?

- Applicants will receive a letter from the NDAEB upon receipt of their exam application, confirming eligibility. The NDAEB certificate will be issued after the applicant successfully completes the NDAEB written exam and CPE or completes education at a CDAC accredited program in Canada in lieu of CPE.

After NDAEB has received all of the required information, including the assessment report from WES, IQAS, or ICES, it will make a decision about your eligibility to write the national exam. If NDAEB determines that your education in dental assisting is substantially equivalent to Canadian education, they will grant you exam eligibility.

Partial Recognition – Pathway to Skills Upgrading

If NDAEB determines that your education is not substantially equivalent to Canadian standards in all skill areas, they will not grant you eligibility to write the exam. They will direct you to one of the available educational programs for further education.

What are the steps needed for full recognition?

- If your dental assisting education does not meet the standard for exam eligibility, you may want to enroll in a Canadian dental assisting program to complete gap training.
- You should be aware, however, that not all dental assisting programs available in Canada are accredited. Graduates of accredited programs do not have to complete the Clinical Practice Evaluation after they pass the NDAEB Written Exam.
- You can find a list of dental assisting programs in Canada on the [NDAEB](#) website under “Schools”.
- You will find a list of accredited dental assisting programs for each Canadian province on the website of the [Commission on Dental Accreditation of Canada](#).

Non-Recognition – Alternate Pathway to Related Occupations

If NDAEB determines that your education is not substantially equivalent to Canadian standards, they will not grant you eligibility to write the exam. They will direct you to one of the available educational programs for further education.

What are the steps needed for full recognition?

- If your dental assisting education does not meet the standard for exam eligibility, you may want to enroll in a Canadian dental assisting program.
- You should be aware, however, that not all dental assisting programs available in Canada are accredited. Graduates of accredited programs do not have to complete the Clinical Practice Evaluation after they pass the NDAEB Written Exam.
- You can find a list of dental assisting programs in Canada on the [NDAEB](#) website under “Schools”.
- You will find a list of accredited dental assisting programs for each Canadian province on the website of the [Commission on Dental Accreditation of Canada](#).

Where can I find resources and counseling on alternate career paths?

Can-Sask Career and Employment Services (CES) provides career and employment services to Saskatchewan people in need of information on career and job opportunities, as well as training and/or education options that enable participation in the provincial labour market. The services are focused on matching the skills of Saskatchewan workers with the skill needs of employers.
www.aeei.gov.sk.ca/career-employment-services

[Dental Hygienists and Dental Therapists \(NOC 3222\)](#)



Dental hygienists provide dental hygiene treatment and information related to the prevention of diseases and disorders of the teeth and mouth. They are employed in dentists' offices, hospitals, clinics, educational institutions, government agencies and private industry. Dental therapists carry out limited dental services related to the prevention and treatment of diseases and disorders of the teeth and mouth. They are employed by the federal government and the provincial governments to provide services in rural and remote communities.

Dental Technologists, Technicians and Laboratory Assistants (NOC 3223)

Dental technologists and technicians design, prepare and fabricate dentures and dental devices as prescribed by dentists and other specialists. Dental laboratory bench workers assist dental technologists and technicians in preparing and fabricating dentures and other dental devices. They are employed in dental laboratories. Supervisors of dental technologists and technicians are also included in this unit group.

Recognition – Pathway to Certification

If NDAEB has assessed your education as being substantially equivalent to Canadian standards, you may apply to write the first exam – the NDAEB Written Exam. The exam is offered four times per year in a number of cities across Canada. The Written Exam contains 200 multiple choice questions which test the basic knowledge, skills, and attitudes you need to practice as a dental assistant. You can find the application form, exam handbook and information on exam fees on the NDAEB website.

You will receive your exam results in the mail 4-6 weeks after you write the exam. You may write the exam again if you do not pass it on your first attempt. If you fail on the second attempt, you must submit a study plan to NDAEB that explains how you intend to improve your results. NDAEB must approve this plan before you are allowed to register to re-write the exam again.

You may write the exam a maximum of three times. If you fail on the third attempt, you must attend a full intra-oral dental assisting education program in Canada at a program accredited by the Commission on Dental Accreditation of Canada (CDAC) to become eligible to write the NDAEB exam again.

After you pass the Written Exam, you will need to pass the Clinical Practice Evaluation (CPE) before you can receive your NDAEB Certificate. The CPE asks you to demonstrate 9 different clinical skills on a mannequin. This test takes about 5-6 hours and it is offered 4 times per year in a number of cities. You can find the application form, information on fees and the CPE Handbook on the NDAEB website.

You will receive your CPE results by mail 4-6 weeks after you complete the evaluation. If you were not successful in all of the skill areas, you can be re-evaluated in the unsuccessful skill areas two more times. If you are still not successful, you will be referred to an accredited Canadian dental assisting program for upgrading. You must be successful in all the skill areas within 13 months of the date you first attempted the CPE. If this is not possible, you must apply to re-do the entire CPE (including the skill areas you were successful in), or you must enroll in an accredited dental assisting program for upgrading.

If you have been successful in some CPE skill areas and not successful in others, you can apply to Saskatchewan Dental Assistants' Association (SDAA) for a Restricted Practice licence. If your application is approved, you will be able to practice the skills in which you were successful. The restricted license will have an expiration date. You must successfully complete your remaining clinical requirements by that date. Please see Step 4 to learn more about applying to SDAA for a license.

As an internationally-trained dental assistant, you have the choice to attend an upgrading course in an **accredited** Canadian dental assisting program, rather than completing the CPE. The upgrading course you attend must provide theoretical and clinical training in the 9 clinical skills tested by the CPE. For more information on accredited dental assisting programs, see the list of schools on the NDAEB website. If you have questions, contact NDAEB directly.



Once you have completed the NDAEB Written Exam and the CPE, you will receive your NDAEB Certificate. The regulatory body for the province in which you want to register will have already been informed about your exam and CPE results, but you will need to submit a copy of your Certificate when you apply for registration.

What are the next steps following assessment completion?

- Following attainment of your NDAEB Certificate you are eligible to apply for registration and licensure in Saskatchewan.
- Complete the application form and provide copies of your original dental education and your NDAEB certificate.
- Submit payment according to application form.
- Pending completeness of application, your registration and licence will normally be processed within one week.

Individual & Employer Supports

Canadian Dental Assistants Association
110 Clarence Street, Suite 202
Ottawa ON K1N 5P6
info@cdaa.ca
www.cdaa.ca

National Dental Assisting Examining Board
205-2255 St. Laurent Blvd
Ottawa, Ontario K1G 4K3
Phone (613) 526-3424
Fax (613) 526-5560
office@ndaeb.ca
www.ndaeb.ca

CanLearn
[Programs](#)

- Detailed profiles, requirements and application and admissions information.

[CEGEPs, Colleges and Universities](#)

- Find the school that best suits your needs.

[Scholarships](#)

- Information on scholarships, bursaries, grants, and other forms of financial assistance.

Are there any mentorship programs?

- There are no mentorship opportunities specific to the dental community. The Open Doors Society and the Saskatchewan Intercultural Association are geared to working with the integration of immigrants into their new community.

How can I contact an immigrant-serving organization?

- A Regional Newcomer Gateway can be contacted to provide you with a list of community resources and services as you settle in your community: saskimmigrationcanada.ca/immigration-gateways

Where can I find information on financial support programs?

- The Immigrant Access Fund (IAF) provides micro loans (low-interest loans) to new immigrants in order to assist them in obtaining Canadian accreditation or training that will allow them to obtain employment in their field.
- Are you eligible?: www.iafcanada.org/how-to-apply/are-you-eligible/
- Common Questions: www.iafcanada.org/common-questions/common-questions/
- Contact the IAF Saskatchewan: www.iafcanada.org/how-to-apply/get-started/saskatchewan



Where can I find information on living in Saskatchewan?

Living in Saskatchewan: saskimmigrationcanada.ca/living

Where can I find information on working in Saskatchewan?

Working in Saskatchewan: saskimmigrationcanada.ca/working/

Search for a career: www.saskjobs.ca

Workforce Participation

The regulatory body for Dental Assistants in Saskatchewan is the [Saskatchewan Dental Assistants' Association \(SDAA\)](#). Once you have received your NDAEB Certificate, you can apply for registration with the SDAA. In order to get an application form, and learn more about what other documents and fees should be included, contact the [SDAA](#).

You must submit the following documents to SDAA:

- Completed application form.
- Your academic transcripts and your certificate of graduation.
- Proof of good standing with another regulatory body (if you were previously licensed with another Canadian province).
- Proof that you have graduated, taken retraining, or held a license to practice within the last 3 years.
- Copy of your NDAEB Certificate.
- Certificates from any courses you have taken in order to upgrade, or acquire extra skills.
- Submit required fees.

After the SDAA Registrar receives your entire application package, they will review your application. They will notify you of the licensing decision in writing. If your application is successful, you will receive your license to practice as a Registered Dental Assistant. If it is not successful, SDAA will inform you of the appeal process.

After my assessment is complete and I am deemed eligible to work, what next?

- Pending completeness of application, your registration and licence will normally be processed within one week.
- Your initial licence must be a "practice" licence. While holding a practice licence you must acquire ten hours of professional development per year.
- You will receive a publication from the SDAA four times a year, in it you will find information to keep abreast of professional development opportunities as well as expanded function training opportunities.
- The SDAA is managed by a council comprised of dental assistants and public members. New applications are always appreciated.

Fees

- Please contact the assessment agencies and the NDAEB relative to current fees.
- Here is some general information which might be helpful to you as you apply for registration with SDAA. For more specific information on fees, the appeal process, or what type of membership you should apply for, please contact SDAA directly. The cost for your whole licensing process can be quite high. It is best to learn more about all of the fees involved before you begin the process.

Membership Stage			
Initial Registration	\$100.00	Upon Application	Completed form Initial Dental Education Certificate (copy) NDAEB Certificate (copy)
Practice Licence	\$215.00	Upon Application	



Categories of Membership

- Full Practice
- Restricted Practice
- Appeal process: If your application for licensing was not successful, you can appeal the decision to the SDAA Council.

Timelines

- Once the SDAA Registrar has received your entire application for membership, a licensing decision is usually made within a few days.
- For your entire licensing process, from your initial credential assessment to applying for SDAA registration, the timeline is usually at least six months. This timeline can vary greatly, depending upon examination dates and results, as well as whether any educational upgrading is needed.

Wages for a Registered Dental Assistant in Saskatchewan

- The SDAA Proposed Salary Guide is posted on the sdaa website.
<http://www.sdaa.sk.ca/Career/Proposed%20Salary%20Guide%202013.pdf>
- The wages are cited below are taken from an HRSDC document; however, SDAA would suggest that the figures listed are lower than the current provincial experience.

Wage (\$/hour)		
Low	Median	High
\$17.00	\$22.00	\$26.00

[Source: [Labour Market Information - HRSDC | Wage Methodology](#)]

The [Working in Saskatchewan Tool](#) can help you find detailed information on:

- The demand for your occupation in Saskatchewan
- Some of the jobs currently available across the province
- How much you can expect to earn
- Who the employers are in a particular region of the province

Contact Information

Saskatchewan Dental Assistants' Association
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Kenaston, SK S0G 2N0
Phone (306) 252-2769
Fax (306) 252-2089
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www.sdaa.sk.ca