

<b>2.7 Dormant File Policy</b>			
<b>Date of Approval:</b>	June 1, 2020	<b>Effective Date:</b>	November 1, 2020

**I. Definitions:**

“**CADTR**” means the Canadian Alliance of Dental Technology Regulators  
 “**DTETPA**” means the Dental Technology Entry to Practice Assessment

**II. Scope:**

This policy applies to all candidates that have successfully completed the credentialing education equivalency assessment at CADTR.

**III. Principles:**

This policy is written in accordance with the Pan-Canadian Framework for the Assessment and Recognition of Foreign Qualifications principles of fairness, transparency, timeliness and consistency and in consideration with the minimum standards of the approved dental technology programs in Canada.

**IV. Purpose:**

The purpose of this policy is to define the time period before dormant applications (i.e., incomplete or inactive) are disposed of.

**V. Policy:**

CADTR will keep dormant applications on file for a maximum of **2 years** from the date the credentialing application fee is received. After 2 years, the dormant application shall be closed, and all information and documentation on file shall be securely disposed of.

**VI. Associated Policies, Procedures and Guidelines:**

Non applicable.

**VII. Review:**

This policy is subject to review every three (3) years.

**VIII. Disclaimer**

If there is a discrepancy between these electronic policies and the written copies held by the policy owner, the written copies prevail.