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# **CREDENTIALING APPLICATION GUIDE**

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MAY 7, 2021

CADTR Address: 305 Milner Ave, Suite 904, Scarborough, Ontario M1B 3V4

# Disclaimer

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The Canadian Alliance of Dental Technology Regulators (CADTR) provides credentialing and competency assessment on behalf of provincial dental technology regulators and plays no role in their registration decisions.

Before applying for registration as a dental technologist/technician in Canada, applicants are responsible for ensuring that they understand the regulations and policies associated with their intended practice jurisdiction. This includes whether completing credentialing and/or assessment through CADTR is required by the provincial regulator.

By applying to CADTR, applicants attest to having read and understood the policies herein. Failure to comply with the application requirements may result in application or assessment ineligibility, cancellation and loss of payment.

CADTR reserves all rights to review and update its policies. We remind you to regularly check the CADTR website ([www.cadtr-acortd.com](http://www.cadtr-acortd.com)) for new updates and changes, and seek assistance when required.

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# Acronyms

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AP – Approved Program

CADTR – Canadian Alliance of Dental Technology Regulators

DCA - Designated Credential Assessment

DTR - Dental Technology Regulators in Canada

DTEE – Dental Technology Education Equivalence

DTETPA – Dental Technology Entry-to-Practice Assessment

DTPCE – Dental Technology Profession Credential Evaluation

KBA – Knowledge-Based Assessment

L-CAS – Letter of Credential and Assessment Standing

NEETPC – National Essential Entry-to-Practice Competencies

PBA – Performance-Based Assessment

PLAR – Prior Learning Assessment Recognition

PSP – Practicum Student Program

RR – Referral Route

## Dental Technology in Canada

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Dental technology professionals are key in promoting oral healthcare for patients through the design, construction, repair and alteration of dental prostheses, restorative and orthodontic devices. Dental technology professionals may practice independently and/or within an interprofessional practice framework where they collaborate with other healthcare professionals such as dentists and denturists. Dental technology professionals may also provide a broad range of other clinical and professional services.

In Canada, you need to be fluent in either English or French, but not both in order to practice as a registered dental technology professional with a Dental Technology Regulator. If you intend to practice in Quebec, please check their French language requirements.

# About CADTR

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CADTR is the national federation of dental technology regulators in Canada. It is composed of seven provincial dental technology regulators, members, who work collaboratively, demonstrating leadership and accountability for the dental technology profession and protecting the public's right to safe, effective and ethical care.

Dental technology regulators have mandates to protect the public by ensuring individuals seeking registration to practise dental technology meet standard qualifications in education and professional competencies. CADTR's core function is to provide credentialing and assessment services that meet eligibility requirements for registration on behalf of its members.

CADTR's member regulators also known as DTR are:

Province	Regulator	Regulator's Website
Alberta	College of Dental Technologists of Alberta (CDTA)	<a href="https://cdta.ca/">https://cdta.ca/</a>
British Columbia	College of Dental Technicians of British Columbia (CDTBC)	<a href="https://www.cdtbc.ca/">https://www.cdtbc.ca/</a>
New Brunswick	New Brunswick Dental Technicians Association (NBDTA)	<a href="http://www.newbrunswickdentaltechsassoc.ca/">http://www.newbrunswickdentaltechsassoc.ca/</a>
Nova Scotia	Nova Scotia Dental Technicians Association (NSDTA)	<a href="https://www.nsdta.ca/">https://www.nsdta.ca/</a>
Ontario	College of Dental Technologists of Ontario (CDTO)	<a href="https://cdto.ca/">https://cdto.ca/</a>
Quebec	Ordre des technologues en prothèses et appareils dentaires du Québec (OTPADQ)	<a href="http://www.otpadq.com">www.otpadq.com</a>
Saskatchewan	Dental Technicians Associations of Saskatchewan (DTAS)	<a href="http://www.dtas.ca/">http://www.dtas.ca/</a>

The profession of dental technology is also regulated in Newfoundland and Labrador. Contact the provincial regulator to learn more about their registration and practice requirements.

Dental technology is not regulated in Manitoba, Prince Edward Island, Yukon, Northwest Territories and Nunavut.

# General Policies

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## Non-Discrimination

CADTR policies respect the non-discrimination principles of the Canadian Code of Human Rights. We do not discriminate for any reason, including age, gender, race, national origin, colour, religion, sexual orientation, family or marital status, and disability.

## Privacy Policy

Our privacy policy explains how CADTR collects, uses and discloses personal information. "Personal information" is information about an identifiable individual but does not include the name, title or business address or telephone number of an employee of an organization. CADTR recognizes the importance of privacy and the sensitivity of personal information.

CADTR is committed to protecting the privacy of all collected personal information and to responsibly sharing only the information required to achieve its tasks. Although the federal Personal Information Protection and Electronic Documents Act, 2000 (PIPEDA) does not apply to our activities, CADTR is committed to ensuring that the foundation of our privacy policy is based on the principles stipulated in PIPEDA. See CADTR's [Privacy Policy](#) for more information.

## Record Retention

Documents received by CADTR that cannot be appended to an open or ongoing application will not be accepted or retained and will be disposed of securely. CADTR does not track and cannot provide information about disposed documents.

## Refund Policy

CADTR has established conditions in which a refund will be provided to candidates for the Dental Technology Entry-to-Practice Assessment (DTETPA) Fees. See CADTR's [Refund Policy](#) for more information.

# Before You Apply

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Dental technology practice is regulated by law in eight Canadian provinces including: Alberta, British Columbia, New Brunswick, Newfoundland and Labrador, Nova Scotia, Ontario, Quebec, and Saskatchewan. Applicants should follow the steps below to ensure they fully understand the specific registration/licensure requirements and professional expectations of the jurisdiction where they intend to practice prior to applying or providing professional services:

1. Determine the Canadian province or territory where you intend to practice.



2. Determine the entry-to-practice, credentialing and assessment requirements of the Canadian province or territory where you intend to practice by contacting the regulator and visiting their website.

- If you intend to practice in the regulated provinces of **Alberta, British Columbia, Nova Scotia, New Brunswick, Ontario, and Saskatchewan**, you must complete CADTR's credential evaluation and assessment.
  - If you intend to practice in **Quebec**, you should contact l'Ordre des technologues en prothèses et appareils dentaires du Québec (OTPADQ) to determine whether you are required to apply through CADTR.
  - If you intend to practice in the regulated province of **Newfoundland and Labrador** you should contact the provincial regulator to learn more.
  - If you intend to practice in the unregulated provinces/territories of **Manitoba, Prince Edward Island, Yukon, Northwest Territories, and Nunavut**, you should contact the provincial/territorial professional association to learn more.
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3. Apply to CADTR for credential and assessment services if they apply to you.

# Step One: Preparing to Apply

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## Know the Credentialing and Assessment Policies

Applicants are responsible for ensuring that they understand CADTR's credentialing and assessment policies before applying. These policies outline important processes including appeals, administrative reconsideration and accommodations. Review the credentialing and assessment policies for full details.

## Routes of Entry

There are four routes by which an applicant can complete a credential evaluation and qualify for assessment services, depending on individual situations and backgrounds, each with its own set of specific requirements. A summary of each of the routes of entry is listed below. Full descriptions for each route can be read under [Step Two: Credential Evaluation](#).

Applicants are invited to take the [Online Applicant Quiz](#) to determine which route of entry they are eligible for.

### 1. Approved Program (AP) Route

This route is available for applicants who are nearing completion or have successfully completed a dental technology education program approved by CADTR. The approved dental technology education programs are:

- George Brown College (GBC)
- Northern Alberta Institute of Technology (NAIT)
- Vancouver Community College (VCC)
- CDI College
- Cégep Édouard-Montpetit (CEM)
- Technical Vocational High School (See [Experiential Hours Requirement](#) section)

### 2. Dental Technology Education Equivalence (DTEE) Route

This route is available for applicants who are nearing completion or have successfully completed, in any country, a program in dental technology or dental health (e.g., dental hygiene, denturism) not approved by CADTR. Credentialing requires a report from an Alliance of Credential Evaluation Services of Canada (ACESC) [Designated Credential Assessment](#) (DCA) organization and a credential evaluation completed by CADTR.

### 3. Referral Route (RR)

This route is available for applicants who were previously registered as a Registered Dental Technologist/Technician (RDT), Dental Technologist/Technician (DT) or Technologue en Prothèses et Appareils Dentaires (TPAD) with a DTR. The applicant must have a Letter of Referral from the DTR that is received by CADTR no more than six months from the date of issue

#### 4. Letter of Credential and Assessment Standing (L-Cas) Route

This route is available for applicants who have completed the credentialing process with a DTR. The applicant must have a Letter of Credential and Assessment Standing from the DTR that is received by CADTR no more than six months from date of issue.

## Common Requirements for All Routes of Entry

The following section outlines the common requirements that apply to all four routes of entry. Applicants are also responsible for understanding the specific requirements of each entry route specified under [Step Two: Credential Evaluation](#).

### Government-Issued Identification

CADTR requires government-issued identification to confirm your identity. Expired identification will not be accepted.

If an applicant's current name is different from the name displayed on their provided identification and/or documents submitted to CADTR, the applicant will be required to provide a copy of their marriage certificate or legal change of name document.

The following forms of government-issued identification are accepted:

- Driver's License Issued in Canada
- Canadian Passport
- Non-Canadian Passport (translated if not English/French)
- Permanent Resident Card

### Documentation Requirements

Applicants have 12 months from the date of the payment of the non-refundable application fee to ensure that the required documents for credentialing are received and all fees paid.

- Applicants are responsible to ensure that their documents are complete and legible.
- All documents submitted directly to CADTR must be in English or French. If the original exists in a language other than English or French, the applicant must arrange for an original certified translation with a copy of the original document that was translated be sent to CADTR. Applicants are responsible for any fees associated with this process.

If a credentialing evaluator has reason to believe that an applicant's documents or results are forged, fraudulent, altered, irregular, or involved cheating, then CADTR shall investigate. The candidate will be contacted to verify the information. If the candidate cannot provide a satisfactory explanation, the file will be closed. See [Fraudulent, Irregular Documents and Cheating Policy](#) for more details.

## Experiential Hours Requirement

All applicants are required to provide evidence of completing 1300 experiential hours in dental technology practice. Experiential hours can be gained in the following ways, including, but not limited to, an education/training program, work experience and volunteering.

- If you graduated more than 24 months before the date of your application, you will need to provide evidence of 1300 experiential hours gained within the 36 months before the date of application. See the [Education Currency Policy](#) for more details.
- If you graduated from a CADTR approved dental technology education program, except for Technical Vocational High School, in the past 24 months before the date of your application, your program meets the 1300 experiential hours requirement. Technical Vocational High School graduates are required to complete an additional 600 experiential hours within the 36 months before the date of application.
- If you graduated, in any country, from a program in dental technology or dental health (e.g., dental hygiene, denturism) not approved by CADTR, in the past 24 months before the date of your application, you are required to provide evidence of 1300 experiential hours. Evidence of hours may include any combination of hours within or outside of your education program.

Applicants who are required to provide documentation regarding their experiential hours will need to submit the [Experiential Hours Form](#). Evidence is required of these hours which may include, but is not limited to, transcripts, course outlines (syllabi), employment letters or certificates of completion. Refer to the Experiential Hours Form for additional details.

## Documents and Fees

The table below displays the total fees (in Canadian dollars) and documentation required for each route of entry.

- CADTR will not start the credential evaluation until all required documents and fees have been received.
- Additional fees, not currently specified in the table, will be charged if a candidate requests an extension to submit documents, provides supplemental documents once credentialing is complete, or applies for reconsideration or appeal.
- All payments are taken online only and the only accepted methods of payment are Visa, Mastercard, and Discover.
- Fees are subject to change.

Fees and Required Documents	Approved Program	DTEE	Referral Route	L-CAS
<b>Application Fee (Non-refundable)</b>	\$165	\$165	\$165	\$0
<b>Credential Evaluation Fee</b>	\$0	\$261	\$0	\$0
<b>Experiential Hours Verification Fee (if applicable)</b>	\$50	\$50	\$50	\$0
<b>Official Transcript (from Education Institute or DCA organization)</b>	✓	✓	N/A	N/A
<b>Education Credential Assessment Report (from DCA organization)</b>	N/A	✓	N/A	N/A
<b>Outlines/Syllabi/ Additional Training</b>	N/A	✓	N/A	N/A
<b>Letter of Referral (from DTR)</b>	N/A	N/A	✓	N/A
<b>Letter of Credential &amp; Assessment Standing (from DTR)</b>	N/A	N/A	N/A	✓

The above documents must be submitted electronically to [cas@cadtr-acordt.com](mailto:cas@cadtr-acordt.com). Alternatively, documentation can be sent to:

c/o CADTR Credentialing and Assessment Manager  
 305 Milner Ave, Suite 904  
 Scarborough, Ontario M1B 3V4  
 Canada

## Create Your CADTR Account

The Online Portal is where you will be able to monitor the status of your required documents and application.

To create your CADTR online account go to [PORTAL LINK](#).

1. Complete the Eligibility Quiz.
2. Confirm your route of entry by clicking the "How to Apply" button.
3. Enter your current (legal) first name, last name, and an email address that CADTR may utilize to communicate with you. You must enter a unique e-mail address that is not shared by other users.
4. Type in the temporary password sent to the e-mail address you provided at the start of this application to continue.
5. Your new password must be 7 to 32 characters long, with at least one letter and one number. Strong passwords include both upper and lower-case letters, as well as special characters (such as an exclamation point, question mark or ampersand). Do not use a password that you use anywhere else. Memorize your new password and don't share it with anyone.

# Step Two: Credential Evaluation

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There are four routes by which an applicant can complete a credential evaluation and qualify for assessment services, depending on individual situations and backgrounds, each with its own set of specific requirements. A credential evaluation consists of two requirements: credential verification and comparing your credentials to the entry-level education and the practical experience required of a graduate from a CADTR Approved Program.

The credential evaluation results, which identify whether an applicant is eligible to write the Dental Technology Entry-to-Practice Assessment, are valid for 24 months. After this time period applicants will be required to reapply for the credential evaluation to re-establish eligibility. Refer to the [Credentialing Qualification Expiration Policy](#) for more details.

## Approved Programs (AP) Route

This route is available for applicants who are nearing completion or have successfully completed a CADTR approved dental technology education program. The following is a list of the Approved Programs:

- CDI College, British Columbia (CDI)
- Cégep Edouard Montpetit, Quebec (CEM)
- George Brown College, Ontario (GBC)
- Northern Alberta Institute of Technology, Alberta (NAIT)
- Technical Vocational High School, Manitoba (Tec Voc) (See [Experiential Hours Requirement](#) section)
- Vancouver Community College, British Columbia (VCC)

1. [Create a CADTR account](#) in the Online Applicant Portal.
2. Pay the non-refundable application fee.
3. Arrange for the required documents to be sent to CADTR. See [Required Documents for Approved Program Route](#) section. Applicants are responsible for any fees associated with this process.
4. You will have 12 months from the date of application fee payment to ensure that the required documents for credentialing are received by CADTR.
5. CADTR will assess your credentials and determine your eligibility to write the Dental Technology Entry-to-Practice Assessment (DTETPA). You will receive an email with the results of your credential evaluation.
6. If successful, you may apply to take the DTETPA and pay the associated fees.

## Required Documents for Approved Program Route

### 1. **Official education transcript**

- Arrange for the education institution where you obtained your diploma/degree to send your official transcript directly to CADTR.

### 2. **Experiential Hours**

Complete the Experiential Hours Form, if you do not meet the experiential hours requirement. See [Experiential Hours Requirement](#) section.

## Dental Technology Education Equivalence (DTEE) Route

This route is available for applicants who are nearing completion or have successfully completed, in any country, a program in dental technology or dental health (e.g., dental hygiene, denturism) that is not approved by CADTR. Complete the following steps for the DTEE route:

1. [Create a CADTR account](#) in the Online Applicant Portal.
2. Pay the non-refundable application fee.
3. Arrange for the required documents to be sent to CADTR. See [Required Documents for the DTEE Route](#) below. Applicants are responsible for any fees associated with this process.
4. You will have 12 months from the date of application fee payment to ensure that the required documents for credentialing are received by CADTR.
5. Once CADTR has received the required documents, you will receive a confirmation by email and must pay the credential evaluation fee. CADTR will only evaluate your credentials after the required documents and fees are received.
6. A credential evaluation will be conducted using the [Dental Technology Profession Credential Evaluation \(DTPCE\) Tool](#) to determine if you have completed the equivalent of both the entry-level education and the practical experience required of a graduate from an approved Canadian education program.
7. You will receive a [Credential Report](#) with the results of your credential evaluation by email. If your Credential Report results are substantially equivalent, you may apply to take the Dental Technology Entry-to-Practice Assessment (DTETPA) and pay the associated fees for the DTETPA. If your Credential Report results are not substantially equivalent, you will be informed of the gaps and provided with recommendations.
8. If you are not satisfied with your Credential Report results, you will have 30 days from the date it is issued to seek an [administrative reassessment](#) or [appeal](#), or submit [supplemental documentation](#). Note that additional fees will apply.

## Required Documents for the DTEE Route

### 1. **A report from a [Designated Credential Assessment \(DCA\)](#) organization**

List of DCA organizations as of February 1, 2021:

- Comparative Education Service: University of Toronto School of Continuing Studies (CES)
- International Credential Evaluation Service (ICES)
- International Credential Assessment Service of Canada (ICAS)
- International Qualifications Assessment Service (IQAS)
- World Education Services (WES)

You must select one of the DCA organizations to complete a report of your dental technology or dental health education, and have them send the report directly to CADTR. Note that processing time for issuing the report may vary depending on the organization.

- All types of reports from DCA organizations are accepted by CADTR (e.g., document by document, educational credential assessment, course by course). However, the basic report is sufficient.
- If a report has already been issued by a DCA organization for other purposes (e.g., immigration), you may be able to request that they issue a duplicate report and send it directly to CADTR.

### 2. **Copy of your education transcript(s)**

- The education transcript must be received as either an authorized copy from a DCA organization or as an official transcript from the issuing education institution where you completed your dental technology or dental health education.

### 3. **Course outlines or syllabi**

- Course outlines or syllabi are descriptions of all relevant courses taken.
- Documents may be sent directly to CADTR from the applicant, education institution or DCA organization.

### 4. **Additional Training**

If you have identified any gaps in your education, you are encouraged to submit evidence to demonstrate any additional training that may fill those identified gaps. This can be in the form of any upgrading or continuing education/training in dental technology since completing your initial dental technology or dental health program. Submit copies of certificates of completion for courses/training including course outlines/descriptions to CADTR.

### 5. **Experiential Hours**

Complete the [Experiential Hours Form](#). See [Experiential Hours Requirement](#) section.

## Alternative Documentation

If documentation from an original source is not available (e.g., an institution or country is affected by war, natural disaster, or political interference), you will be required to provide persuasive evidence why sufficient or adequate documentation from original sources cannot be obtained. In these circumstances, CADTR will work with applicants on a case-by-case basis.

The following is a non-exhaustive list of the alternative documentation that CADTR may accept:

- a. Copies of documents from the applicant or other available resources;
- b. Signed affidavits attesting to requirements completed by an authorized representative from the applicant's academic institution;
- c. An applicant's professional portfolio;
- d. Documentary evidence from an instructor(s); and
- e. Education and fieldwork reference(s) and or academic reference(s).

## Dental Technology Profession Credential Evaluation (DTPCE) Tool

The DTPCE provides a consistent and fair process to determine if an applicant has completed the equivalent of both the entry-level education and the practical experience required of a graduate from a CADTR approved Canadian dental technology education program.

The DTPCE breaks the required course content into five program areas: Foundational Knowledge and Sciences, Design and Fabrication, Dental Materials and Laboratory Equipment, Professionalism, and Health and Safety. This design allows the credential evaluator to use the descriptions of each course you completed to determine:

- a) How closely their content matches that of the required Canadian courses. For each required course element, the assessor uses a standardized scale to score the evidence provided in your documentation. The assessor adds up the points in the DTPCE Tool and converts the score to a percentage.
- b) Whether you have enough experiential hours to meet the requirement of 1300 hours. The credential evaluator will add up all hours of simulated experience (laboratory work, project work), external laboratory experience, and patient-care hours cited in your documentation to determine if you have acquired sufficient practical experience during your educational program.

The DTPCE tool was established using rigorous processes to ensure the validity and reliability of the DTPCE tool through the work of subject matter experts, studies, piloting, scoring framework and psychometric analysis.

## Credential Report

A credential report is the result of evaluating an applicant's education/training using the DTPCE tool by a credential evaluator. The DTPCE scoring and a threshold were established using rigorous processes including various statistical analyses such as a modified Angoff Method to ensure fairness and reliability of the evaluation. The threshold defines the substantial education equivalency to that of a graduate of an approved Canadian dental technology program. Trained

evaluators use the scoring and established threshold to identify areas at which an applicant's education/training meets required education, training and experience standard or falls short (or has gaps).

The Credential Report contains the result of your credential evaluation and will state one of three outcomes:

**1. Substantially Equivalent**

You have met the required education, training and experience standard for an entry-level Canadian dental technologist/technician, and are eligible to write the Dental Technology Entry-to-Practice Assessment (DTETPA).

Your credentialing results are valid for 24 months. After this time period you will be required to reapply for the credential evaluation to re-establish eligibility. Refer to the [Credentialing Qualification Expiration Policy](#) for more details.

**2. Non-equivalent – Minor Gaps**

Minor gaps have been identified in your education, training, or experience. Minor gaps include conditions that can be corrected with further information, additional course(s)/training (e.g., continuing education) or additional practice hours. You will be provided with an opportunity to fill these gaps by a specific deadline in order to become eligible to write the DTETPA.

**3. Non-equivalent – Major Gaps**

Major gaps have been identified as your qualifications or training are significantly different from the minimal standards for an entry-level Canadian dental technologist/technician. You are not eligible to write the DTETPA and will not be permitted to continue with the registration/licensure process. Based on the gaps, you may choose to upgrade your education, to engage in an alternative process to assess your continuing education and your experiential learning (e.g., a Prior Learning Assessment and Recognition (PLAR) in British Columbia, a Practicum Student Program (PSP) in Alberta), or to consider an alternative career.

[Credentialing Reconsideration](#)

If you are not satisfied with the results of your Credential Report, you will have 30 days from the date it is issued to pay the associated fees and submit a written request to pursue one of the following:

**1. Supplemental Documentation**

For candidates who have supplemental documentation (i.e., not submitted in the initial application) that may change the credential evaluation results. Supplemental documentation can include additional education or practice hours. Refer to the [Supplemental Documentation Policy](#) for more details.

## **2. Administrative Reassessment**

For candidates who believe there is an error or omission where there was significant deviation from CADTR's credentialing standard or procedure that could negatively impact the credentialing evaluation.

- The reassessment is based on the existing documentation and therefore additional information cannot be submitted. The reassessment will be conducted by an assessor who was not part of the initial assessment.
- Administrative reassessments must meet one or more circumstances outlined in the Administrative Reassessment Policy. See the [Administrative Reassessment Policy](#) for more details.

## **3. Credentialing Results Appeal**

For candidates who can provide more information that may change the results of their credential evaluation, are not eligible for an Administrative Reassessment or are not satisfied with the outcome of their Administrative Reassessment.

- You will have 30 days from the date the Credential Report is issued or from the date of the Administrative Reassessment decision to submit a written request for an Appeal and pay the credentialing appeal fee.
- Your appeal will be reviewed by a panel of three members from the Appeals Resource Group. Decisions of the Appeal Panel are final. See the [Credentialing Results Appeal Policy](#) for more details.

## Referral Route (RR)

This route is available for applicants who were previously registered as a Registered Dental Technologist/Technician (RDT), Dental Technologist/Technician (DT) or Technologue en Prothèses et Appareils Dentaires (TPAD) with a DTR.

1. [Create a CADTR account](#) in the Online Applicant Portal.
2. Pay the non-refundable application fee.
3. Arrange for the required documents to be sent to CADTR. See [Required Documents for Referral Route](#) section. Applicants are responsible for any fees associated with this process.
4. You will have 12 months from the date of application fee payment to ensure that the required documents for credentialing are received by CADTR.
5. Once CADTR has received the required documents, you will receive a confirmation by email and must pay any associated fees. CADTR will only evaluate your credentials after the required documents and fees are received.
6. CADTR will assess your credentials and determine your eligibility to write the Dental Technology Entry-to-Practice Assessment (DTETPA). You will receive an email with the results of your credential evaluation.
7. If successful, you may apply to take the DTETPA and pay the associated fees.

### Required Documents for Referral Route

The required documents for applicants who were previously registered with a DTR are:

#### **1. A Letter of Referral**

You must request a [Letter of Referral](#) from the DTR, you were registered with to complete and send the letter directly to CADTR.

- The letter must be received by CADTR no more than six months from the date of issue.
  - The letter must include registration status and history, professional conduct history by the DTR.
2. If the DTR refuses to issue a letter for you, this does not prevent you from applying to CADTR for credentialing and assessment under another route. However, you are responsible for ensuring that you understand the specific registration/licensure requirements and professional expectations of the jurisdiction where they intend to practice prior to applying for CADTR services.

#### **3. Experiential Hours**

Complete the [Experiential Hours Form](#), if you do not meet the experiential hours requirement. See [Experiential Hours Requirement](#) section.

## Letter of Credential and Assessment Standing (L-CAS) Route

This route is available for applicants who initiated the credentialing process with a DTR prior to January 1, 2021 and have successfully completed the process.

1. [Create a CADTR account](#) in the Online Applicant Portal.
2. Arrange for the required documents to be sent to CADTR. See [Required Documents for Letter of Credential and Assessment Standing Route](#) section. Applicants are responsible for any fees associated with this process.
3. CADTR will assess your credentials and determine your eligibility to write the Dental Technology Entry-to-Practice Assessment (DTETPA). You will receive an email with the results of your credential evaluation.
4. If successful, you may apply to take the DTETPA and pay the associated fees.

### Required Documents for Letter of Credential and Assessment Standing

The required documents for applicants who have completed the credentialing process with a DTR are:

#### **1. A Letter of Credential and Assessment Standing**

You must request a [Letter of Credential and Assessment Standing](#) from your DTR to complete and send the Letter of Credential and Assessment Standing directly to CADTR.

- The letter must include your credential evaluation status and your examination/assessment status if applicable.
- Your successful completion of the credentialing process must have been initiated with the DTR prior to January 1, 2021 in order to be eligible for this route.
- The letter must be received by CADTR no more than six months from the date of issue.
- If the DTR refuses to issue a letter for you, this does not prevent you from applying to CADTR for credentialing and assessment under another route. However, you are responsible for ensuring that you understand the specific registration/licensure requirements and professional expectations of the jurisdiction where they intend to practice prior to applying for CADTR services.

# Step Three: Dental Technology Entry-to-Practice Assessment

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Within two years of successfully completing the credential evaluation (Step Two), an applicant must apply to take the Dental Technology Entry-to-Practice Assessment (DTETPA), pay the assessment fee, and schedule an assessment date.

The two components of the DTETPA are:

## 1. Knowledge-Based Assessment (KBA):

The Knowledge-Based Assessment will be a virtually proctored computer-based assessment comprising 150-180 multiple choice, multiple select and image-based questions, taking no more than four hours to complete. See KBA Assessment Handbook for more details.

Virtually Proctored KBA:

- Allows participants to take the KBA at a location of their choosing
- Monitored from start to finish by proctor and the entire session is recorded
- Cheating is detected and flagged
- Offered twice a year

Fee for KBA: \$587 (fees are subject to change annually)

Date of KBA: July 9, 2021

## 2. Performance-Based Assessment (PBA):

The Performance-Based Assessment will consist of 8-12 stations to assess technical and non-technical skills, taking no more than four hours to complete. See PBA Assessment Handbook for more details.

PBA stations:

- Simulates professional practice and set-up “like you’re in a lab”
- Requires participants to demonstrate the entry to practice skills
- Participants are required to bring some tools and supplies
- Offered once a year in two different provinces

Fee for PBA: \$942 (fees are subject to change annually)

Date of PBA: To be scheduled for August 2021

Applicants have three attempts to successfully complete each component of the DTETPA.

Please note: Step Three may not apply in Quebec.

# Step Four: Successful Completion

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Once a candidate has successfully completed credentialing and, in most cases, the assessment, a report will be provided. The successful candidate can bring the report to the DTR of their choice and apply for registration. Please note that the DTR may have additional requirements prior to registration.

## Glossary

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### **Credentialing**

A process that involves the collection, verification and evaluation of information regarding the education, training, experience, and ability of an individual to practice in the dental technology profession.

### **Designated Credential Assessment (DCA) Organizations**

An organization that is designated by Immigration Refugee Citizenship Canada (IRCC) to determine your program of study, confirm the authenticity of your academic document(s) and the institution(s) that issued them, determine the level of your education, and its equivalence to Canadian education.

### **Letter of Credential and Assessment Standing (L-CAS)**

A requirement for applicants who have been credentialed with a DTR, have not completed the entry-to-practice examinations/assessments, and want to sit for one or both of CADTR's Knowledge Based Assessment and Performance Based Assessment. The L-CAS completed by the DTR includes the applicant's credentialing status, education history and examination/assessment status and any additional information that is specific to the application.

### **Letter of Referral**

A requirement for applicants who are no longer registered with a DTR and want to complete the entry-to-practice eligibility requirements necessary to re-register. It includes the applicant's credentialing status, education history, registration status, professional conduct history and any additional information that is specific to the application.

### **Practicum Student Program (PSP)**

A program offered by the College of Dental Technologists of Alberta (CDTA) to individuals who do not have the required formal education but are enrolled in a two-year program approved by CDTA where they can acquire the necessary skills and knowledge through work experiences under the direct supervision of a Registered Dental Technologist or Registered Dental Technician.

Applicants who have completed the CDTA PSP program are eligible to apply with CADTR for credentialing and assessment. Applicants interested in the PSP program should contact the CDTA for more information at [membersinfo@cdta.ca](mailto:membersinfo@cdta.ca).

**Prior Learning Assessment Recognition (PLAR)**

A process that gives dental laboratory assistants who do not have the required formal education but can demonstrate that they have acquired the necessary skills and knowledge through work experiences.

Applicants who have completed the College of Dental Technicians of British Columbia (CDTBC) PLAR program are eligible to apply with CADTR for credentialing and assessment. Applicants interested in the PLAR program should contact CDTBC for more information at [info@cdtbc.ca](mailto:info@cdtbc.ca).

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