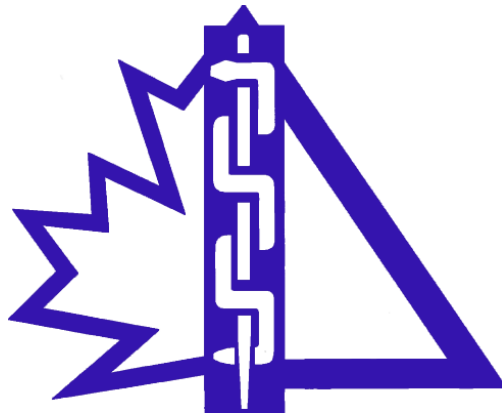


Dental Hygiene Programs

Guide for Application for Program Survey



Commission on Dental Accreditation of Canada

This guide has been prepared by the Commission on Dental Accreditation of Canada to assist Dental Hygiene programs in their initial application for a program survey.

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I Application for a Program Survey

Dental Hygiene programs seeking initial program accreditation must first apply to the CDAC for a “*Program Survey*”. This guide is to assist programs in their initial ‘*Application for Program Survey*’

If your program has already been ‘*Approved for a Program Survey*’ and you are preparing for an accreditation survey visit, please consult the CDAC “Guide to Accreditation”.

The first step in the process requires programs to submit an ‘*Application for Program Survey*’ to the CDAC. The submission outlines a program’s responses to the CDAC accreditation requirements. The accreditation requirements are available for download online at <http://www.cda-adc.ca/en/cda/cdac/accreditation/index.asp>. Once the submission is received by the CDAC, the program will be listed on the CDAC Website as having *Applied for Program Survey*.

The CDAC reviews the documentation submitted by the program at its annual meeting in November and will either approve or deny the “*Application for Program Survey*”. Programs approved for an accreditation survey visit are listed on the CDAC website indicating that the “*Program Status is Under Review*”.

New Dental Hygiene programs are strongly encouraged to contact the Dental Hygiene regulatory authority in their jurisdiction for information related to the registration/licensure of graduates. In addition, new programs should also contact the National Dental Hygiene Certification Board (NDHCB) at www.ndhcb.ca for information related to national certification.

II How do I prepare an ‘Application for a Program Survey’?

1. Download the accreditation requirements from the CDAC web site at <http://www.cda-adc.ca/en/cda/cdac/accreditation/index.asp>. As a first step the program should read the stated requirements to become familiar with the various requirements for program accreditation. The requirements indicating must statements are essential or mandatory. Should statements indicate that compliance with the requirement is highly desirable. Each accreditation requirement is followed by a “Documentation Required” section that requests specific information related to the accreditation requirement. The “Documentation Required” provided by the program provides evidence that the requirement has been addressed by the program. **If questions arise during the initial review of the accreditation requirements program may contact the CDAC for clarification.**
2. The program is required to clearly and concisely respond to all the stated requirements. When preparing the documentation the program is required to state each individual accreditation requirement and provide the “*Documentation*”

Required” for each requirement. The program’s responses to the accreditation requirements should be at the beginning of the submission. **For each section requiring supporting documentation clearly reference this information immediately following the response and identify any appendices with labelled tabs.**

3. The submission is to be printed double-sided and each section is to be clearly tabbed for easy reference. Binders may be used to store the paper copy of the document, however, the submission is to fit easily into the binder, more than one binder can be used. Submissions may also be bound.

4. **Applications that are incomplete will be returned to the program**

Summary on how to structure the submission

- answer each requirement as accurately and clearly as possible
- when further documentation is required – reference the appendices after each response to the requirement
- tab and label the referenced appendices
- the printed copy should be double-sided
- the submission is to fit easily into the binder(s)

III Frequently Asked Questions

How many copies of the application are required?

Five copies are required by the CDAC.

When is the application deadline?

The application deadline is August 1st.

What is the application fee?

The application fee for an *Application for Program Survey* is \$ 2,000.00 + GST

Does the CDAC publish the names of programs that have applied for a program survey?

Yes, all programs that have applied for a program survey will be listed on the CDAC Website.

When does the CDAC review the application?

All *Applications for Program Surveys* are reviewed by the CDAC at the annual meeting in November.

When will the CDAC decision be communicated to the program?

Decisions will be conveyed to the programs in the first week of December.

IV Once Approved for an Accreditation Survey Visit

Programs approved for an accreditation survey visit are listed on the CDAC website indicating that the “*Program Status is Under Review*”. The CDAC will contact the program to schedule an accreditation site visit to review the Dental Hygiene program for the purpose of granting program accreditation. Program preparing for an accreditation site visit are directed to review the “Guide to Accreditation” posted on the CDAC web site.