



Practice Advisory: Administrative Suspension of Registered Dental Technologists

This advisory of the College of Dental Technologists of Ontario informs Members of their registration obligations and implications of being administratively suspended.

What are your registration obligations under the Dental Technology Act?

According to the Registration regulation, it is a condition of every certificate of registration that a Registered Dental Technologist (RDT) pay all outstanding and applicable fees by August 31st of each year, maintain his/her employment eligibility status to practice dental technology in Canada, and maintain professional liability insurance (current and runoff) as required by the By-laws.

What happens if you do not meet your registration obligations?

An RDT who fails to meet his or her registration obligation will be reminded in writing that they are in default of their administrative obligation and provided with a notice to comply. If the RDT fails to comply within the notice period, a referral will be made to the Registrar for formal suspension of the RDT's certificate of registration for administrative reasons.

An RDT will not meet their registration obligations if the RDT fails to do any of the following:

1. fails to pay any outstanding and applicable fees
2. fails to provide evidence that he/she is a Canadian citizen, a permanent resident of Canada, or is authorized under the Immigration and Refugee Protection Act (Canada) to engage in the practice of the profession
3. fails to maintain professional liability insurance in the amount and in the form as required by the College By-laws.

What does administrative suspension mean to you?

On the date that an RDT's certificate of registration is administratively suspended, the reasons of the administrative suspension will be posted on the online Public Register, which is accessed by the public on the College's website.

Administrative suspension also means:

- You cannot use the restricted title "Registered Dental Technologists", "dental technologists", "RDT", "dental technician" or any variation, abbreviation or an equivalent in another language.



- You must update your marketing material including your website to reflect the change in your registration status.
- You cannot supervise the design, construction, repair or alteration of a dental prosthetic, restorative or orthodontic device as of your suspension date. You lose the ability to release a dental device or case in your authority using the Supervision Stamp or your signature.
- You cannot hold yourself out as a person who is qualified to practice in Ontario as a Dental Technologist or in a speciality of dental technology.
- You must return the Supervision Stamp to the College. The stamp is the property of the College and must be returned immediately once a Member is suspended, revoked, or has resigned.

If you continue to use the protected title or perform supervisory functions contrary to the *Regulated Health Professions Act, Dental Technology Act*, and rules and regulations thereunder, an investigation for professional misconduct may be brought against you. If this occurs, you may be liable for up to 100% of the costs associated with this investigation.

Can an administrative suspension be lifted?

The Registrar may lift the suspension if the Member provides evidence of eligible employment status and/ or professional liability insurance and/ or payment of all outstanding fees and penalties.

Please note, all outstanding fees must be received by the Registrar within 2 years of the suspension plus the applicable late fees and reinstatement fees. If the suspension of a Members certificate of registration is not lifted, the certificate is automatically revoked as of the second anniversary of the suspension.

As it can get quite costly to be administratively suspended, the College stresses to the Membership that they must renew their certificates of registration timely, and/or pay any outstanding fees as soon as possible.

For more information about this process, please contact the College.