

# COLLEGE OF DENTAL TECHNICIANS OF BRITISH COLUMBIA

## ANNUAL REPORT

APRIL 1, 2010– MARCH 31, 2011

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The College is required under the *Health Professions Act* to submit an Annual Report to the Minister and the Bylaws require the Registrar to prepare an Annual Report to submit to the Board and to the annual general meeting of the College.

The Board welcomes suggestions for improvements to the report or requests for additional information.

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## COLLEGE MANDATE<sup>1</sup>

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**“IT IS THE DUTY OF THIS COLLEGE AT ALL TIMES TO SERVE AND PROTECT THE PUBLIC, AND TO EXERCISE ITS POWERS AND DISCHARGE ITS RESPONSIBILITIES UNDER ALL ENACTMENTS IN THE PUBLIC INTEREST.”**

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## THE COLLEGE HAS THE FOLLOWING OBJECTS<sup>2</sup>

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- ❖ “to superintend the practice of the profession;
- ❖ to govern registrants according to this *Act*, the regulations and the bylaws of the College;
- ❖ to establish the conditions or requirements for registration of a person as a member of the College;
- ❖ to establish, monitor, and enforce standards of practice to enhance the quality of practice and reduce incompetent, impaired or unethical practice amongst registrants;
- ❖ to establish and maintain a continuing competency program to promote high practice standards amongst registrants;
- ❖ to establish, for a College designated under section 12 (2) (h), a patient relations program to seek to prevent professional misconduct of a sexual nature;
- ❖ to establish, monitor, and enforce standards of professional ethics amongst registrants;
- ❖ to require registrants to provide to an individual access to the individual’s health care records in appropriate circumstances;
- ❖ to inform individuals of their rights under this *Act*, and the *Freedom of Information and Protection of Privacy Act*;
- ❖ to administer the affairs of the College and perform its duties and exercise its powers under this *Act*, or other enactments;
- ❖ in the course of performing its duties and exercising its powers under this *Act* or other enactments, to promote and enhance the following:
  - collaborative relations with other colleges established under this *Act*, regional health boards, designated under the *Health Authorities Act* and other entities in the Provincial health system, post-secondary education institutions and the government;
  - interprofessional collaborative practice between its registrants and persons practising another health profession;
  - the ability of its registrants to respond and adapt to changes in practice environments, advances in technology and other emerging issues.”

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1 Section 16 (1) of the [Health Professions Act](#)

2 Section 16 (2) of the [Health Professions Act](#)

## **CHAIR'S AND REGISTRAR'S REPORT**

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The College of Dental Technicians of BC has been regulating the profession of dental technology under the *Health Professions Act* since December 1995. The College is required by the Ministry of Health Services to regulate the profession in the public interest, and it does so with the help of various committees, working groups, volunteers and staff, all under the direction of the Board. Each of these individuals works diligently to ensure that the dental technology services available to dental patients in British Columbia are provided in a safe, competent, and ethical manner.

The Board and staff of the College work together to meet all of the College's obligations and duties as set out in the legislation. While there are a number of tasks that are repeated on an annual basis, there are also many new challenges and opportunities that require the attention of the Committees, Board, and staff throughout the year.

Some of the annual activities of the College include preparing and administering licensure examinations, processing applications for registration, investigating complaints, and monitoring registrant's compliance with the Continuing Education program. The College also has a routine inspection program which helps ensure that all registrants working in dental laboratories in BC are providing services in accordance with the Bylaws. The Registrar and staff are also available to meet with registrants and members of the public as necessary to provide information or answer questions about dental technology practice in BC.

### **COLLEGE OFFICE**

The Board decided to move the College office from West Broadway in Vancouver to Cooney Road in Richmond in May 2008. Since that time we have received many positive comments about the new premises from registrants who stop by the office. Board and Committee members also seem to appreciate the easy access to the office by transit, major roads, and the proximity to the airport. Of course the lower cost and available parking in the area is a bonus for everyone; visitors and staff alike!

The number of registrants that used the online renewal option increased again last year as approximately two-thirds of registration renewals were completed online using credit card payments. The secure website option makes the renewal application process quick and easy for registrants and frees up staff time so they can focus on preparing the renewal certificates and receipts. This helps to control administrative costs as the office staff can handle all of the annual renewals without the need to work long overtime hours just to keep pace with the workload. We anticipate that even more registrants will renew their registration online next year using this secure and reliable option.

I would like to acknowledge each of the office staff at the College for their dedication and hard work throughout the year as they deal with registrants and members of the public in a professional manner. Thank you for a job well done!

### **BOARD ELECTIONS / APPOINTMENTS**

This year did not require an election to be held as none of the elected members' terms were completed. There was however one appointed member who had finished their second term on the Board. Ms. Diane Minichiello, B.Ed., MA expressed her interest in continuing with the College and was re-appointed to the Board for a three-year term by the Ministry.

I would like to acknowledge the continued support and dedication the College's Board Members demonstrate as they volunteer their time and abilities in this often challenging arena of self-regulation. They are to be commended for their willingness to serve the public interest through the governance of dental technology. Each of these individuals has agreed to serve on a number of the College's committees and they routinely give up their evenings and Saturdays to attend Board and Committee meetings.

## BOARD HIGHLIGHTS

Throughout each fiscal year, the board and committees meet regularly to ensure that the College fulfills all of its obligations as a regulator of a health profession in BC. Additionally, the CDTBC is also involved in a number of liaison activities with other regulatory Colleges and stakeholder groups both in BC and across Canada. This includes the Registrar attending regular meetings of the BC Health Regulatory Organization and some of its working groups as well as an Executive Director's and Registrar's forum. The Chair of the Board and the Registrar also attend meetings of the Canadian Alliance of Dental Technology Regulators, and the Registrar sits on Vancouver Community College's Dental Technology Program Advisory Committee.

The College also has a visible presence at both the Dental Technicians Association of BC's annual convention and at the Pacific Dental Conference in Vancouver. At each of these events, the College hosts a booth at the conventions' trade show. Our participation at these two venues presents an opportunity to provide information about the profession and the College to other allied dental health professionals as well as our own technicians. Both the DTABC and the Pacific Dental Conference provide complementary booth space to the College, and their generosity in allowing us to attend these events at no cost is greatly appreciated.

As a member of the Canadian Alliance of Dental Technology Regulators, (CADTR) the College was actively involved in the revision of the Competency Profile of a Canadian Dental Technician/Technologist during this fiscal period. The "Competency Profile" identifies the entry-level knowledge, skills and abilities expected of every individual applying for registration as an RDT with one of the provincial regulatory organizations for dental technology in Canada. The revised profile was approved by the CADTR, and has been adopted by the Board for use in BC. While this change will not affect the daily practice of registrants, the new document better addresses ongoing changes in technology and will make it easier for applicants to assess if they meet the requirements for registration before applying. The Alliance is now working on the development of a national "Standards of Practice" document that we hope will eventually identify and be accepted by each Provincial regulator as the common baseline standards for dental technology practice in Canada.

Thanks to funding that was provided by the Canada-British Columbia Labour Market Agreement, the College was able to update and revise its website and registration database several years ago. One of the new features introduced was an online application request form for individuals who were interested in applying for initial registration. This past year we received 63 requests for application packages, including 17 requests from individuals in 11 different countries. While not all applications are returned, we are pleased to be able to provide this 24/7 access to our application process.

The Board approved the purchase of the Continuing Education module for our registration management software database. The College has been working with the database developer, Softworks Group to customize this module to meet our College's specific needs. The new module will allow registrants to login to the secure site and manage their own continuing education record online. We expect that this feature will be available to registrants by the end of summer 2011.

As we look ahead to the future, there are several issues that the Board will need to address to ensure that the profession remains strong and technicians in BC are able to provide the safe, quality dental technology services expected by the public. The declining number of registrants in the province is a concern, as more technicians are reaching retirement age, and there are fewer new registrants applying. The College is also concerned with the potential risk of harm that dental patients could face from dental technology services that are outsourced to unregulated and uncertified off-shore providers. The College of Dental Technicians of BC has done a good job of regulating the profession since it was established over 15 years ago, but as technology advances there are new challenges that must be faced as we fulfill our legislated duty to "serve and protect the public".

Respectfully Submitted by:

*Gordon Robertshaw, RDT*  
Chair

*Ronald Revell, RDT*  
Registrar

# COLLEGE STRUCTURE

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## LEGISLATIVE BASE

In British Columbia dental technology is a designated health profession. The services provided by this profession are defined in the scope of practice statement in the Dental Technicians Regulation. All individuals who provide dental technician services in British Columbia are required to be registered and as registrants are entitled to use the restricted title designation.

The College of Dental Technicians of British Columbia is the name of the College established under the Health Professions Act to administer all enactments pertaining to the provision of dental technician services. The College consists of the members of the Board and the registrants of the College. Its legislated duty is to serve and protect the public and to use its authority to administer the legislation pertaining to this profession. Bylaws, drafted by the Board and approved by the government, are the expression of the specific means by which the College protects the public, the recipients of dental technician services.

## INTERNAL ORGANIZATION

### The Board and Board Members

Sections 17 and 18 of the Health Professions Act and Sections 2 through 5 of the Bylaws set out the requirements regarding Board appointments, elections and membership. Board members have the primary responsibility to govern, control and administer the affairs of the College in accordance with the Health Professions Act, the Regulation and the Bylaws, and are always cognizant of the fundamental mandate of the College to serve and protect the public. The Board consists of six professional members elected by registrants and three public members appointed by the Minister of Health.

### Staff and Others

The College employs four full time staff members: the Registrar, an Office Manager, a Technical Assistant/Inspector and a Receptionist/Office Assistant. The College also uses the services of exam administrators, approximately 15 examiners, and other volunteers when appropriate. Additional services were provided to the Board by an appointed auditor, legal counsel, and various consultants as needed.

### Registrar

The Registrar is the chief executive officer of the College and is appointed by the Board. He represents the College on the administration of the regulation of the profession of dental technology, is ultimately responsible for all day-to-day administration of the affairs of the College, and for the provision of adequate support to the Board and its Committees. The Registrar is responsible for the supervision of all staff and acts as a liaison for the Board with all other persons who provide services to the College.

### Office Manager

The Office Manager reports directly to the Registrar and assists with the general administration of the office as directed. The office manager also provides additional administrative support to the Board and some Committees. Responsibilities include the daily management of the College's accounting and financial system and coordinating and monitoring the continuing education program. The office manager also processes registration applications, manages registrants' records and database.

### Technical Assistant/Inspector

Under the direction of the Registrar, the Technical Assistant/Inspector is involved with the administration, delivery and marking of the registration examinations. He also is responsible for the planning and implementation of the inspection program as directed by the Inquiry Committee and the Registrar. As the need arises, the Technical Assistant provides additional technical support to the Registrar.

### Receptionist/Office Assistant

The Receptionist/Office Assistant provides administrative/secretarial support to the Registrar and other staff. She also assists the Office Manager in the maintenance of registrants' records and database, the annual renewal process, regular mailings to registrants, and other general office duties. The Office Assistant also processes routine Assistant applications and registrations as required.

## COLLEGE STRUCTURE

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### STAFF AND OFFICE HOURS

**Staff:**

Ronald Revell, RDT	Registrar email: registrar@cdt.bc.ca
Susan Still	Office Manager email: manager@cdt.bc.ca
Joseph Wallace, RDT	Technical Assistant/Inspector email: tech@cdt.bc.ca
Christina Sklavenitis	Receptionist/Office Assistant email: reception@cdt.bc.ca

**Auxiliary:**

Karol Hoffmann, RDT	Examination Invigilator	(Annual Practical Examinations)
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**Office hours:**

Office access	9:00 am - 5:00 pm	(Monday to Friday)
Phone access	9:00 am - 5:00 pm	(Monday to Friday)
Fax and voice mail	24 hours	

### RECORDS

The office maintains records as follows:

- Register – including name, registration class, business address, business telephone number, any limits or conditions on the registration, and cancellation or suspension of every person granted registration
- Individual active registrant records - including copies of application forms, records relating to the attainment of registrant status, renewal applications, continuing education records, correspondence, etc.
- Archived registrant records - all registrant records for individuals who are removed from the Register
- Financial records
- Board Meeting Minutes
- Committee Meeting Minutes
- General information files pertaining to:
  - Registration requirements in other jurisdictions
  - Other regulatory bodies, communications, publications
  - Liaison groups, consultant services
  - Impacting legislation
  - Registrant examination results
  - Records relating to investigation, discipline of registrants and former registrants
  - Inspection records

# BOARD AND COMMITTEE MEMBERSHIP

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## BOARD & COMMITTEE MEMBERSHIP – FOR THE PERIOD ENDING MARCH 31, 2011

As of the last meeting in the fiscal period:

### COLLEGE BOARD

Gordon Robertshaw, RDT (Chair)  
Patrick Poyner, LLB (Vice-Chair)  
Junichi Eto, Assistant  
Hege Jahr, RDT  
Anil Kumar, RDT  
Azim Lalani, CA  
Diane Minichiello, B.Ed., MA  
Therese Roche, RDT  
Barry Van De Snepscheut, RDT

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### INQUIRY COMMITTEE

Patrick Poyner, LLB (Chair)  
Hege Jahr, RDT  
Anil Kumar, RDT  
Diane Minichiello, B.Ed., MA  
Barry Van De Snepscheut, RDT

### REGISTRATION COMMITTEE

Therese Roche, RDT (Chair)  
Junichi Eto, Assistant  
Azim Lalani, CA  
Diane Minichiello, B.Ed., MA  
Gordon Robertshaw, RDT

### FINANCE COMMITTEE

Azim Lalani, CA (Chair)  
Hege Jahr, RDT  
Gordon Robertshaw, RDT

### DISCIPLINE COMMITTEE

Azim Lalani, CA (Chair)  
Therese Roche, RDT  
3 RDTs as needed

### CONTINUING EDUCATION / QUALITY ASSURANCE COMMITTEE

Barry Van De Snepscheut, RDT (Chair)  
Junichi Eto, Assistant  
Anil Kumar, RDT  
Diane Minichiello, B.Ed., MA  
Patrick Poyner, LLB  
Therese Roche, RDT

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### AD HOC COMMITTEES

During this fiscal period, the Board also established an Association Liaison Committee which meets with members of the Dental Technicians' Association with the hope of fostering a better understanding of the two organizations' distinct mandates. The meetings also provide a venue and opportunity to discuss ways in which each group can best address common concerns.

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## COMMITTEE REPORTS

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These reports set out some of the activities and highlights of standing committees. In some instances the composition and/or the chair position may have changed in the course of the fiscal period. The Reports are submitted by the Chairs in place at the end of the fiscal period, as of March 31, 2011.

### INQUIRY COMMITTEE

The Inquiry Committee deals with all complaints regarding registrants and monitors the inspection program according to the authority of Section 33 of the Health Professions Act. The Registrar provided staff support for the Committee during this period.

The Committee met three times this year by teleconference to deal with any submitted complaints and monitor the routine inspection program of laboratories throughout BC. The Committee:

- opened one new investigation file as a result of a public complaint pertaining to alleged failure of a registrant to keep confidential the personal information about a patient
- completed the investigation, resolved the matter by Consent Agreement under Section 36 of the *Health Professions Act*, and subsequently closed the file

Reports on the disposition of matters investigated by the Inquiry Committee are provided to the Board as required by the Bylaws.

*Patrick Poyner, LLB*  
Chair, Inquiry Committee

### CONTINUING EDUCATION / QUALITY ASSURANCE COMMITTEE

The Continuing Education Committee is responsible for monitoring the continuing education program established by the Board as authorized by the Bylaws (Section 14). The Committee operates under the established Terms of Reference approved by the Board. This year the Continuing Education and Quality Assurance Committees met jointly. The Registrar and the Office Manager provided staff support for the Committee during this period.

The Committee met three times this year. In the course of the fiscal period, the Committee:

- reviewed and approved a special request for approval of CE credits
- reviewed and approved several requests to reduce or waive the CE requirements due to extraordinary circumstances
- reviewed and revised the Continuing Education Guide
- drafted a Vision Statement as the first step in the development of a new Quality Assurance Program for the College

*Barry Van De Snepscheut, RDT*  
Chair, Continuing Education / Quality Assurance Committee

## REGISTRATION COMMITTEE

The Registration Committee oversees and makes decisions in all matters related to applications for registration, educational requirements, and the examination process as authorized by Section 11 of the Bylaws. The Committee operates under the established Terms of Reference as approved by the Board. The Registrar provided staff support for the Committee during this period.

The Committee met four times this year and implemented a thorough review of the Marking Criteria for the practical examinations to ensure that they are objective and fair. The Committee also reviews all applications from individuals who presented requests for special consideration under the provisions of the Bylaws. This year the Committee:

- approved two applications from individuals to become Examiners
- approved one request for an extension of time to complete a registration under the Agreement on Internal Trade
- reviewed three applications from individuals presenting with foreign credentials
- approved a request to retake the registration examinations more than 2-years after failing a previous attempt [Bylaw Section 34 (6)]

*Therese Roche, RDT*

Chair, Registration Committee

## FINANCE COMMITTEE

The Finance Committee oversees the College's system of financial administration and advises the Board on various financial matters as authorized by the Bylaws (Section 15). The Committee operates under the established Terms of Reference approved by the Board. The Office Manager and the Registrar provided staff support for the Finance Committee during this period.

The Committee held one in-person meeting and three teleconference meetings during the year. In the course of the fiscal period ended on March 31, 2011, the Committee:

- reviewed unaudited monthly financial statements and other financial information
- reviewed the proposed 2010/2011 annual capital and operating budgets and recommended approval to the Board
- reviewed and updated the College's Accounting Policy and Procedures Manual
- monitored the revenue and expenses in accordance with the approved fiscal budget
- reviewed the College's year end audited financial statements for the year ended March 31, 2011 and Auditor's Report with the auditor.

*Azim Lalani, CA*

Chair, Finance Committee

## BOARD AND COMMITTEE MEETING EXPENSES

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### SCHEDULE OF BOARD AND COMMITTEE MEETING EXPENSES

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YEAR ENDED MARCH 31	2011	2010
Board	\$10,110	\$ 9,894
Continuing Education /Quality Assurance Committee	1,665	838
Finance Committee	1,363	1,240
Inquiry Committee	1,275	3,096
Registration Committee	3,214	1,494
Other Committees & Directed Activities	<u>584</u>	<u>172</u>
	<u>\$ 18,211</u>	<u>\$ 16,734</u>

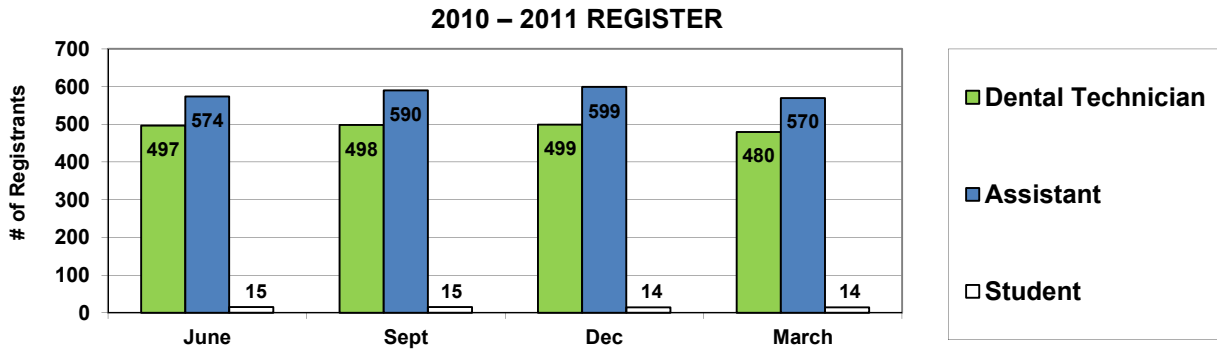
	<u>BOARD</u>	<u>COMMITTEE</u>	<u>TOTAL</u>	<u>TOTAL</u>
J. Eto	\$ 1,037	\$ 418	\$ 1,455	\$ 970
H. Jahr	1,086	450	1,536	927
A. Kumar	1,040	580	1,620	1,449
A. Lalani	602	334	936	1,435
D. Minichiello	875	780	1,655	1,100
P. Poyner	546	622	1,168	1,279
G. Robertshaw	1,751	2,286	4,037	3,236
T. Roche	1,377	1,493	2,870	2,884
B. Van De Snepscheut	903	597	1,500	2,393
Other Expenses	<u>893</u>	<u>541</u>	<u>1,434</u>	<u>1,061</u>
	<u>\$ 10,110</u>	<u>\$ 8,101</u>	<u>\$ 18,211</u>	<u>\$ 16,734</u>

Amounts paid to Board and Committee members include the cost of travel to attend meetings.

# ANNUAL ACTIVITIES

## REGISTRATIONS

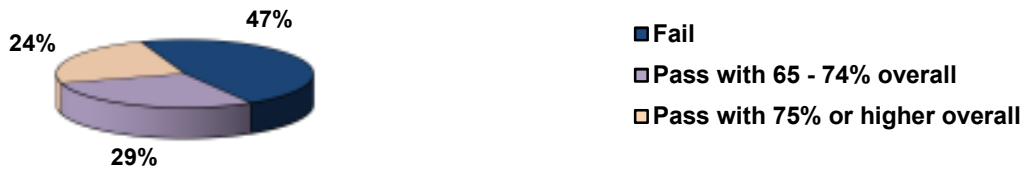
Requirements for registration in each class are set out in the Bylaws. The College loses and gains Assistant registrants throughout the year on an ongoing and generally unpredictable basis. Dental Technician registrations usually increase slightly after the practical exam period, and a certain number of registrants drop off the Register annually for a wide variety of reasons. The chart below provides a picture of the changes during this period.



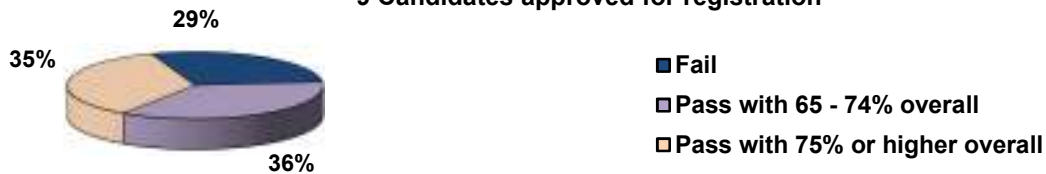
## EXAMINATIONS

The College's authority regarding examinations is set out in Sections 19 (1) (j) and 20 of the Health Professions Act, and Section 11 (3) of the Bylaws. Theory and practical exams test for entry-level competency in the profession.

**2010 THEORY EXAM RESULTS FOR 32 CANDIDATES**  
12 Candidates approved for Practical exams



**2010 PRACTICAL EXAM RESULTS FOR 23 CANDIDATES**  
9 Candidates approved for registration



## INFORMATION SCHEDULES

### SCHEDULE A – STATISTICAL DATA

College of Dental Technicians of British Columbia  
April 1, 2010 – March 31, 2011

<i>Description</i>	<i>Category</i>	<b>2010-11 Period</b>	<b>2009-10 Period</b>	<b>2010-11 Total</b>	<b>2009-10 Total</b>
Number of registrants on March 31, 2011	<ul style="list-style-type: none"> <li>▪ Dental Technicians</li> <li>▪ Assistants</li> <li>▪ Students</li> </ul>	480 570 15	510 578 15	1065	1103
Number of dental technician applications approved to sit exams	<ul style="list-style-type: none"> <li>▪ Educated within BC</li> <li>▪ Educated in other provinces</li> <li>▪ Educated outside Canada</li> </ul>	8 1 2	7 0 3	11	10
Number of dental technician applications approved under labour mobility	<ul style="list-style-type: none"> <li>▪ Other provinces</li> </ul>	2	2	2	2
Number of applicants denied approval to sit exams	<ul style="list-style-type: none"> <li>▪ Due to incomplete documentation</li> <li>▪ Due to lack of required training</li> </ul>	0 1	0 0	1	0
Number of standing approved applicants who elected to sit exams	<ul style="list-style-type: none"> <li>▪ Theory</li> <li>▪ Practical</li> </ul>	32 23	27 20	55	47
Number of requests for review of practical exam results	<ul style="list-style-type: none"> <li>▪ Practical</li> </ul>	1	1	1	1
Number of PLA applications received		6	14	6	14
Number of PLA applicants approved as eligible to apply for registration		3	3	3	3
Number of dental technician registration reinstatement during the fiscal period	<ul style="list-style-type: none"> <li>▪ Dental Technicians</li> </ul>	3	4	3	4
Number of registrants removed from Register at the end of the fiscal period	<ul style="list-style-type: none"> <li>▪ Dental Technicians</li> <li>▪ Other registrants *</li> </ul>	15 8	12 18	23	30
Number of new complaints investigated in this period (some complaints may be related to more than one area of alleged non-compliance)	<ul style="list-style-type: none"> <li>▪ Alleged sexual misconduct</li> <li>▪ Alleged incompetence/negligence</li> <li>▪ Alleged unethical conduct</li> <li>▪ Alleged impairment</li> <li>▪ Breach of standards of practice</li> <li>▪ Non-compliance registration</li> <li>▪ Non-compliance other</li> <li>▪ Supervision/ratio issue</li> <li>▪ Non-compliance advertising</li> </ul>	0 0 1 0 0 0 0 0 0	0 0 0 0 0 0 1 1 0	1	2
Disposition of complaints in this period (these complaints may have arisen in other previous fiscal periods)	<ul style="list-style-type: none"> <li>▪ No further action taken</li> <li>▪ Informal solution</li> <li>▪ Resolved by Consent Agreement</li> <li>▪ Issue a citation</li> <li>▪ Refer to crown counsel</li> <li>▪ Ongoing investigation</li> </ul>	0 0 1 0 0 0	1 2 2 0 0 0	1	5
Number of Disciplinary Hearings		0	0	0	0

\* Other registrants are typically Dental Technician Assistants. There is always a large turnover in the Assistant registrant class.

## INFORMATION SCHEDULES

### SCHEDULE B – COLLEGE MEETING ACTIVITY

College of Dental Technicians of British Columbia

April 1, 2010 – March 31, 2011

Board and Committees	Function	# of Times Met 2010-11	# of Times Met 2009- 10
Board	<ul style="list-style-type: none"> <li>▪ Administers affairs of the College</li> <li>▪ Reviews committee work</li> <li>▪ Considers committee recommendations</li> </ul>	5	4
Quality Assurance/Continuing Education Committee	<ul style="list-style-type: none"> <li>▪ Research and consider options to develop a Quality Assurance Program</li> <li>▪ Reviews continuing education guidelines</li> <li>▪ Considers issues related to continuing education</li> </ul>	3	2
Discipline Committee	<ul style="list-style-type: none"> <li>▪ Prepares for hearing procedures</li> <li>▪ Hears matters referred by Citation from the Inquiry Committee</li> <li>▪ Disposition of hearing matters</li> </ul>	0	0
Finance Committee	<ul style="list-style-type: none"> <li>▪ Manages and monitors the College's system of financial administration</li> <li>▪ Advises the Board on various financial matters</li> </ul>	4	5
Inquiry Committee	<ul style="list-style-type: none"> <li>▪ Reviews complaints received</li> <li>▪ Investigates complaints</li> <li>▪ Disposition of complaints</li> </ul>	3	3
Registration Committee	<ul style="list-style-type: none"> <li>▪ Reviews questions pertaining to education, registration and examination issues</li> </ul>	4	3
Other Ad Hoc Committees	<ul style="list-style-type: none"> <li>▪ Consider various short term issues and make recommendations to the Board</li> </ul>	2	2

Other Activities	Details	# of Times Met 2010-11	# of Times Met 2009- 10
Exam Reviews	RDT registration applicants may request a review of their practical examination	1	2
Vancouver Community College related meeting	Discuss matters pertaining to the current VCC dental technician program, curriculum, etc.	2	1
Jurisprudence Review for exam candidates	Informal discussions regarding the current legislation and provide exam candidates with an opportunity to ask questions regarding legislation	2	2
General Meetings: <ul style="list-style-type: none"> <li>▪ Annual General Meeting</li> <li>▪ Strategic Planning Session</li> <li>▪ Orientation</li> </ul>	General meetings include but are not limited to the annual general meeting, and orientation sessions for Board members	1	2
Various external meetings attended by the Registrar related to the specific business of the Board, Committees, or the College	Include meetings with various Ministry representatives, attendances at Health Regulatory Organization and Executive Directors and Registrars Organization / Canadian Alliance of Dental Technology Regulatory Authorities / Award Ceremonies / Etc	46	33

## FINANCIAL HIGHLIGHTS

The following statements are highlights of the College's financial position as at March 31, 2011 taken from the full audited financial statements, which are available from the College office upon request, and are posted on the College's web site at [www.cdt.bc.ca](http://www.cdt.bc.ca).

### STATEMENT OF FINANCIAL POSITION

AS AT MARCH 31, 2011	2011	2010
<b>ASSETS</b>		
CURRENT ASSETS		
Cash and term deposits	\$ 850,464	\$ 846,915
Accounts receivable	-	7,913
Prepaid expenses	<u>9,307</u>	<u>10,717</u>
	859,771	865,545
TERM DEPOSIT - RESTRICTED	137,116	135,174
CAPITAL ASSETS (Note 4)	<u>92,132</u>	<u>107,918</u>
	<u>\$ 1,089,019</u>	<u>\$ 1,108,637</u>
<b>LIABILITIES</b>		
CURRENT LIABILITIES		
Accounts payable and accrued liabilities	\$ 24,329	\$ 15,709
GST payable	-	20,362
Deferred revenue (Note 5)	401,204	380,751
Deferred rental benefit	<u>1,227</u>	<u>1,227</u>
	426,760	418,049
DEFERRED RENTAL BENEFIT	7,359	8,585
DEFERRED CONTRIBUTIONS RELATED TO CAPITAL ASSETS (Note 6)	<u>45,955</u>	<u>68,097</u>
	<u>480,074</u>	<u>494,731</u>
COMMITMENTS (Note 8)		
<b>NET ASSETS</b>		
INVESTED IN CAPITAL ASSETS	46,177	39,821
DISCIPLINE LEGAL RESERVE	137,116	135,174
UNRESTRICTED	<u>425,652</u>	<u>438,911</u>
	<u>608,945</u>	<u>613,906</u>
	<u>\$ 1,089,019</u>	<u>\$ 1,108,637</u>

## FINANCIAL HIGHLIGHTS

### STATEMENT OF REVENUE AND EXPENSES

YEAR ENDED MARCH 31, 2011	2011	2010
<b>REVENUE</b>		
License and registration fees	\$ 400,908	\$ 417,979
Examination fees	22,904	18,632
Interest	10,967	15,186
Amortization of deferred contributions relating to capital assets	22,142	22,142
Fines and hearing fees	6,020	3,575
Other	<u>338</u>	<u>5,160</u>
	<u>463,279</u>	<u>482,674</u>
<b>EXPENSES</b>		
Salaries and benefits	248,268	248,663
Rent	64,684	64,276
Amortization	25,761	30,129
Examination	19,621	17,807
Board and committee meetings (Schedule)	18,211	16,734
HST	10,900	-
Legal and accounting	10,324	23,623
Liaison activities	9,256	4,328
Bank charges and credit card processing	8,360	7,846
Office supplies	8,026	7,048
Registrant Communications	7,741	7,088
Repairs and maintenance	6,683	8,089
Telephone, fax and internet	6,119	6,554
Staff and member expenses	5,458	4,590
Insurance	5,187	5,187
Consulting	3,003	360
Annual report and meeting	2,457	2,226
Office equipment lease	2,144	1,703
Inspections	1,673	1,387
Promotional activities	1,393	2,175
Staff and member education	1,001	2,204
Benefits administration and WCB	721	564
Award and scholarship	565	593
Resource materials	355	552
Public education	<u>329</u>	<u>910</u>
	<u>468,240</u>	<u>464,636</u>
<b>(DEFICIENCY) EXCESS OF REVENUE OVER EXPENSES FOR THE YEAR</b>	<u>\$ (4,961)</u>	<u>\$ 18,038</u>