

# ANNUAL REPORT

April 1, 2003 - March 31, 2004

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The College is required under the Health Professions Act (HPA) to publish an Annual Report. The Board welcomes suggestions for improvement and requests for further information.

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## MANDATE

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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.”<sup>1</sup>



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

- 
- ❖ “to superintend the practice of the profession;
  - ❖ to govern registrants according to this Act, the regulation and the bylaws of the College;
  - ❖ to establish, monitor, and enforce standards of education and qualifications for registration of registrants;
  - ❖ 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, the regulation, and the bylaws of the College and the *Freedom of Information and Protection of Privacy Act*;
  - ❖ to administer the affairs of the College and perform other duties through the exercise of the powers conferred by this Act, the regulation, or the bylaws.”

Section 16 (1) of the Health Professions Act<sup>1</sup>

Section 16 (2) of the Health Professions Act<sup>2</sup>

## CHAIR'S & REGISTRAR'S REPORT

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We would like to provide a quick overview of some of the office activities for the year ending, March 31<sup>st</sup>, 2004 and share with readers some of our observations regarding the gains of this year and the challenges of the next.

In June 2003 the College moved to new premises at 1727 West Broadway after being located at Airport Square in South Granville since 1995. As a result of this move the College was better able to provide access to research materials for licensure applicants, students and registrants; host in-house continuing education opportunities, and meet with a number of stakeholder groups in dedicated rather than cramped shared office space. It has been a pleasure to hear visitors' positive remarks; their comments indicate their opinion that the space is a more appropriate and professional space for a regulatory body.

Ms. Maureen Terrey, a long term staff member, retired in September, and her position was filled a short time later by Ms. Doris Chan. There were no changes to appointments or elected positions during this period. In the course of the year, Board members were involved with two (2) orientation sessions, four (4) board meetings, and some thirty (30) other scheduled meetings. As part of the College's Quality Assurance Program, Mr. Ron Revell, inspected sixty (60) laboratories throughout B.C.

Coordinating the move to the new premises and other related matters was certainly time consuming in the early part of the year, but the transition was well in hand prior to the busier, renewal period starting in January 2004.

Jurisprudence seminars and theory and practical examinations were administered at various times in the year. Thirteen (13) candidates challenged the practical examinations in August and September; a number of former registrants applied for re-instatement and a few applicants from other provinces applied under the Mutual Recognition Agreement for licensure in BC. All in all, nineteen (19) new licenses were granted throughout the year. While there is often a significant fluctuation in the Assistant registrants numbers seasonally, and some fluctuation in the numbers of dental technicians registered with the College, all in all at the close of the fiscal period there was an overall 2% *increase* in the number of individuals registered with the College. However a record number of fifty-two (52) Assistants, and twelve (12) RDTs were removed from the register at the close of the year for a number of reasons including retirement from the profession.

Ms. Chan handled continuing education records for some 500 dental technicians processing request for credit for one hundred and sixteen (116) different continuing education sources.

In this period, the office sent out six (6) Notices, and two (2) Newsletters to registrants, including a number of news bulletins sent for posting to all the laboratories in the Province. Board members were kept informed of office activity by way of fourteen (14) *Keeping in Touch* information packages in addition to regular receipt of board and committee preparatory materials.

### **BOARD AND COMMITTEE APPOINTMENTS**

At the outset of this period, I was re-elected as chair, and Mr. John Eggeling as Vice-Chair. At the close of the period, I felt it necessary to advise that due to increasing family commitments, I would be unable to stand for re-election for the 2004-2005 fiscal period. Mr. John Eggeling and Mr. Ken Izumi were elected as Chair and Vice-Chair respectively for the upcoming 2004-2005 period.

### **POLICY MATTERS**

Board members amended a number of established administrative policies:

- to ensure that a copy of register was not provided to individuals trying to recruit workers from dental laboratories;
- to limit the types of advertisement posted on the college web site; and
- to provide "allowances and reimbursements" for board members attending orientation sessions.

# CHAIR'S & REGISTRAR'S REPORT

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The Board also distributed several new registrant policies in December, including;

- policy addressing use of the College logo
- policy regarding patient contact

The later policy should serve as an excellent resource to registrants who routinely provide services to the public in the laboratory.

## BY LAW CHANGES

Several bylaw changes were approved in this period, notably;

- changes that effect an increase in examination and renewal fees
- changes to sections of the code of ethics and renewal practice hour requirements

Registrants received full copies of the amended bylaws with their renewal certificates.

## LIAISONS

Board members and staff met on various occasions, with representatives of Vancouver Community College and the Commercial Dental laboratory Association to discuss Prior Learning Assessment, degree completion issues, general member service needs, and potential member services. The Public Relations Committee also provided the Canadian Alliance of Dental Technology Regulatory Authorities [CADR] with a draft proposal regarding video development to address the public's general lack of knowledge about the profession of dental technology.

## ONGOING INITIATIVES

The College continues to see a shortage of dental technicians in the professional community, and a need for more skill and expertise in specific areas of dental technology. The College has tried to address this issue through various initiatives and communications with the member service organization; Vancouver Community College; the Ministry of Advanced Education; the Provincial Nominee Program, and Human Resources Development Canada.

The fiscal year closed with the Board involved in completion of several strategic goals identified in previous years, and a session that articulated a number of new vision statements including an ongoing commitment to:

- regulate the profession so as to ensure that registered dental technicians meet or exceed professional standards of the College of Dental Technicians of BC
- ensure the College is resourced in a way that allows it to deal with long term identified projects and vision statements
- develop collaborative and supportive relationships with related organizations in BC and other Provinces
- develop policy and management strategies regarding "off shore" fabrication of dental appliances issues
- review aspects of the regulation of the Assistant Class including services assistant registrants may provide under supervision and assessment and continuing education issues

In retrospect, I think this has been a particularly pivotal year. Much of the groundwork and leadership provided by our many former Chairs, Mr. Ken Danderfer LLB, Mr. Bill Wallace RDT, Mr. Gabor Szombathy RDT, culminated with the work of this Board, in a new level of awareness of the obligations, goals and directions of the College. Dental Technology is a unique health profession, with a very challenging set of issues. I think our next ten (10) years will be ground breaking as we form strong liaisons with our regulatory colleges across the country, and built on the administrative gains of the past nine (9) years, to best address our regulatory role.

## CHAIR'S & REGISTRAR'S REPORT

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### FEATURE COMMENT

In the course of this period, the College made a concerted effort to articulate a long standing concern about the needs of the profession, to the Commercial Dental Laboratory Association and to registrants generally. The Commercial Dental Laboratory Association [CDLA] is a voluntary service organization that has represented and lobbied for the profession over the years. The CDLA organizes and facilitates a very successful dental technology convention that provides both Continuing Education opportunities for the registrants of the College, and an opportunity for registrants to meet and mingle socially with their colleagues on an annual basis. It is the College's opinion however, that in addition to the many good services that are provided by the CDLA, at this time in the evolution of the profession, dental technicians need specific individual member services and a support organization that will serve both as resource and a political voice for the profession on a year round basis. It is the College's position that the health and vitality of the profession, and its ability to provide good professional service to the public, over the long term is tied to the existence of such a support structure.

Quite typically member services organizations have significant resources, an independent office and staff, and provide member services such as recruitment; public education; fee guidelines; orientation of members regarding benefits of professional status; year round continuing professional education and support, legal counsel, consulting services, business and start up support, and some support for individual members regarding employment related matters.

The College is not authorized to provide these services, and is indeed precluded from doing so. However the College has indicated to the CDLA, that within the parameters of its mandate, it would try to assist and support any dental technician group or organization that could demonstrate that they were ready and willing to address these concerns on behalf of individual technicians.

The effective and sound regulation of this profession becomes increasingly important in an environment where there is declining exposure of dentistry students to laboratory fabrication skills and the body of knowledge related to fabrication materials and techniques; and a growing reliance of the allied dental professions' on the skill and knowledge of the dental technician.

# 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 Lieutenant Governor In Council, are the expression of the specific means by which the College protects the public, the recipients of dental technician services.

## INTERNAL ORGANIZATION

### The Board & Board Members

Sections 17 and 18 of the Health Professions Act and Bylaws, sections 2 through 6, set out the requirements regarding Board appointments, elections, and membership. Board members have a primary responsibility to govern, control, and administer the affairs of the College in accordance with the Act, the Regulation, and the Bylaws cognizant always of the fundamental mandate of the College to serve and protect the public. During this fiscal period the Board consisted of six (6) professional members elected by registrants and (3) public members appointed by the Minister of Health.

### Staff and Others

In this period the College employed four full time employees: the registrar, an executive assistant, a secretary, and a technical assistant. The College also used the services of exam administrators, a bookkeeper, and had access to approximately 15 examiners. Additional services were provided to the Board by an appointed auditor, legal counsel, and various consultants as needed.

### Registrar

The registrar is the executive officer of the College. She represents the College on administrative matters, 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 supervision of staff and for relaying Board requirements/directions to all other persons who provide services to the College.

### Executive Assistant

The executive assistant provides office and database management, computer hardware/software support, processes registration, and maintains continuing education information. The executive assistant also schedules theory and practical licensure examinations, and may support various committees including the Continuing Education Committee, as required by the registrar.

### Secretary/Receptionist

The secretary/receptionist position includes administrative/secretarial support to the office, database entry, and scheduling for Board/committees meetings. The secretary also process routine Assistant applications, and provides support for various projects as required by the registrar, executive assistant, and technical assistant.

### Technician Assistant

Under the direction of the Registration Committee, Inquiry Committee and the Registrar, the technical assistant is involved with the Inspection Program and examinations administration and delivery, and provides staff support to various committees of the Board at the direction of the registrar. The technical assistant also provides professional technical support as the need arises.

# COLLEGE STRUCTURE

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## STAFF AND OFFICE HOURS

Staff: Rosemary Ishkanian, Registrar  
Doris Chan, Executive Assistant  
Alice Ng, Secretary/Receptionist  
Ronald Revell, Technical Assistant

Auxiliary: Karol Hoffmann RDT exam assistant - annual exams

Business hours: Telephone voice response 9:00 am - 5:00 pm  
Fax and voice mail 24 hours  
The registrar is frequently at the office on evenings and weekends for committee meetings etc.

## RECORDS

The office maintains records as follows:

- Register - name and address of every person granted registration
- individual active registrant records - including all copies of memos, correspondence, continuing education notices, application forms, etc. - records relating to the attainment of registrant status - continuing education records
- archived registrant records - all registrant records removed from the Register
- financial records - all accounts, financial records, invoices, etc.
- Board minutes
- committee minutes
- general information files pertaining to:
  - registration requirements in other jurisdictions
  - other regulatory bodies, communications, publications
  - liaison groups, consultant services
  - impacting legislation
  - registrant exam result files
  - records relating to investigation, discipline of registrants, and former registrants
  - inspection records

## COMMITTEE ACTIVITIES

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### REPORTS

These reports set out some of the activities and highlights of standing committees. In some instances the composition and/or the chair position has changed in the course of the fiscal period. The Reports are signed by the Chairs' in place at the end of the fiscal period, as of March 31<sup>st</sup>, 2004.

### CONTINUING EDUCATION 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 an established Term of Reference approved by the Board. Staff supporting this committee varies. In this period the committee was supported by Ms. Maureen Terrey, Ms. Doris Chan, and the Registrar. The committee met four (4) times during the past fiscal year, including one telephone conference meeting. In the course of the meetings, the committee considered:

- Registrant applications to the committee for consideration under section 36 (2), which allows the committee to reduce or waive the continuing education requirements if the Board determines that extraordinary circumstances exist
- generally approved a schedule of in house education events in the College's new premises
- approved continuing education credits for attending seminars and viewing in house videos available at the College office and/or other lectures
- made several small housekeeping changes to the current Continuing Education Guidelines
- monitored the provision of Continuing Education Records to all RDT registrants, and their responses to the College office.
- suggested required capital expenses to facilitate in house continuing education event expenses

*Dr. Bikkar Lalli*

### REGISTRATION COMMITTEE

The Registration Committee deals with all aspects concerning the registration, education, and the examination process as authorized by the Bylaws (Section 11). Staff supporting this committee are Mr. Ron Revell, and the Registrar.

The committee met four times this year and in general reviewed RDT registration, reinstatement, and examination related applications and issues. Specifically this committee:

- considered some specific requests for a waiver of renewal penalties, and special exam sittings
- recommended policy with respect to use and distribution of the Register
- recommended an increase in examination and registration fees
- implemented a number of changes to the practical examination marking criteria
- monitored a review of office examination delivery procedures and communications
- monitored staff orientation procedures for exam administration, and examination marking, and approved developed marking criteria guidelines.
- continued to review and direct ongoing development of new practical examination assignments

The committee's particular challenge in this period was to work with Vancouver Community College to continue to encourage development of a Prior Learning Assessment process to insert VCC students into the program, and to communicate to the various ministries the need for further RDT training, more RDT training seats and opportunities, a general need for Prior Learning Assessment and distributed learning opportunities for a variety of potential students of dental technology.

*John Eggeling RDT*

## COMMITTEE ACTIVITIES

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### THE PUBLIC RELATIONS COMMITTEE

The Public Relations Committee met once in this period. The committee resolved to postpone a number of possible public education initiatives previously contemplated and to limit the number of activities in this particular period.

Their focus was to provide the Canadian Alliance of Dental Technology Regulatory Authorities [CADR] with a proposal for an educational video as a follow up to the direction given to BC, at a previous CADR meeting.

The Committee also directed the Registrar to work with a local high school CAPP counselor to support interest and the placement of high school student in dental laboratories in specific areas in the lower mainland.

At the close of this period, the committee indicated that they would recommend that less college resources be allocated to public education.

*Barbara Lee*

### INQUIRY COMMITTEE

In the course of this fiscal period the committee met twice and directed and/or monitored the inspections of some 60 laboratories throughout BC. Reports of the disposition of the Inquiry Committee were provided to the Board on four occasions, as required with section 34(1)(a) of the H.P.A. Registrants were advised of the Inquiry Committee disposition activities in the June and December 2003 Newsletters.

In general the committee opened six (6) new files related to supervision and registration issues and non compliance issues; and closed twelve(12) files in the course of the fiscal year, related to breach of ethics advertising and registration and supervision issues. At the close of the fiscal period, two files were still under investigation.

A notice of registrants who were no longer registrants of the College was provided to the College of Dental Surgeons of B.C., and published in their Newsletter. The Colleges' policy of providing annual registry information facilitates College of Dental Surgeons members in complying with their Rule 12(1)(a)(b) which states

*Subject to the Act and the Rules, a duly licensed member may direct a dental technician who is a member of the College of Dental Technicians of British Columbia to provide services authorized by the Dental Technicians' Regulation under the Health Professions Act and the Bylaws of the College of Dental Technicians of British Columbia. A member using the services of such dental technician must:*

- (a) be satisfied from their own personal knowledge that such dental technician is a registered member in good standing of the College of Dental Technicians of British Columbia;*
- (b) be satisfied from their own personal knowledge that such dental technician is permitted to perform the services pursuant to the Dental Technicians' Regulation under the Health Professions Act and the Bylaws of the College of Dental Technicians of British Columbia; and*
- (c) give such dental technician a signed, written prescription in respect of such services.*

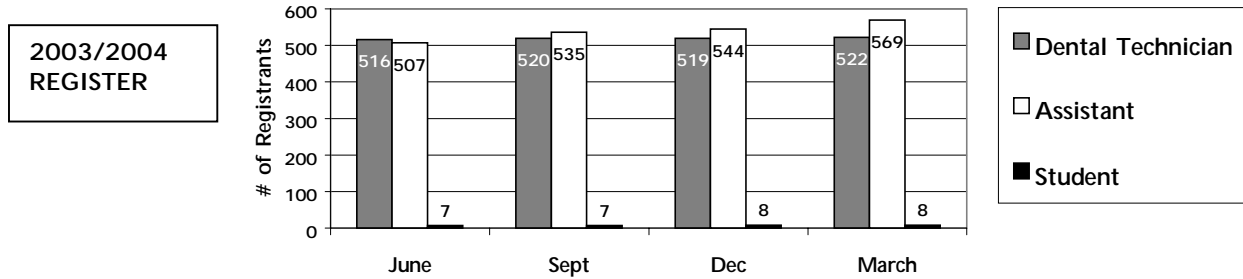
In the Summer Newsletter the committee provided clarification with respect to how invoices should be rendered and represented by registrants - an issue arising from a committee investigation. The committee also made general policy recommendations to the Board regarding the use of the College logo, arising from a review of misuse of the logo in a registrant's advertisement. The Board subsequently approved and distributed this policy in the December Newsletter. The committee initiated a general investigation regarding dental technicians accepting dental appliances fabricated outside of the province/country, and delivering these appliances to dentists in BC.

*Hege Jahr RDT*

# 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) & 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.

### 2003 THEORY EXAM RESULTS FOR 18 CANDIDATES



### 2003 PRACTICAL EXAM RESULTS FOR 13 CANDIDATES



## BOARD & COMMITTEE MEMBERSHIP – for the period ending March 31, 2004

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As of the last meeting in the fiscal period:

<p><b>BOARD</b></p> <ul style="list-style-type: none"> <li>John Eggeling RDT (Vice-Chair)</li> <li>Ken Izumi RDT</li> <li>Hege Jahr RDT</li> <li>Bikkar Lalli</li> <li>Barbara Lee</li> <li>Bernie Leong</li> <li>Andrew Pritchard RDT (Chair)</li> <li>Gordon Robertshaw RDT</li> <li>Mohammad M. Sarwari ASST</li> </ul> <p><b>REGISTRATION COMMITTEE</b></p> <ul style="list-style-type: none"> <li>John Eggeling RDT (Chair)</li> <li>Ken Izumi RDT</li> <li>Bikkar Lalli</li> <li>Bernie Leong</li> <li>Andrew Pritchard RDT</li> <li>Neal Russell RDT</li> <li>Mohammad M. Sarwari ASST</li> </ul> <p><b>FINANCE COMMITTEE</b></p> <ul style="list-style-type: none"> <li>Ken Izumi RDT</li> <li>Hege Jahr RDT</li> <li>Barbara Lee</li> <li>Bernie Leong (Chair)</li> <li>Gordon Robertshaw RDT</li> <li>Neal Russell RDT</li> </ul>	<p><b>CONTINUING EDUCATION COMMITTEE</b></p> <ul style="list-style-type: none"> <li>Bikkar Lalli (Chair)</li> <li>Mohammad M. Sarwari ASST</li> <li>Gabor Szombathy RDT</li> </ul> <p><b>INQUIRY COMMITTEE</b></p> <ul style="list-style-type: none"> <li>Stephen Getty RDT</li> <li>Hege Jahr RDT (Chair)</li> <li>Bikkar Lalli</li> <li>Andrew Pritchard RDT</li> <li>Larry Welter</li> </ul> <p><b>DISCIPLINE COMMITTEE</b></p> <ul style="list-style-type: none"> <li>Louis Chow RDT</li> <li>John Eggeling RDT</li> <li>Ken Izumi RDT</li> <li>Bernie Leong (Chair)</li> <li>Gabor Szombathy RDT</li> </ul> <p><b>PUBLIC RELATIONS COMMITTEE</b></p> <ul style="list-style-type: none"> <li>John Eggeling RDT</li> <li>Ken Izumi RDT</li> <li>Barbara Lee (Chair)</li> <li>Bernie Leong</li> <li>Mohammad M. Sarwari ASST</li> </ul>
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[Various Ad Hoc Committees are also struck from time to time throughout the fiscal period which involves a number of board members.]

### Schedule of Board and Committee Meeting Expenses

Year Ended March 31	2004			2003
	<u>BOARD</u>	<u>COMMITTEE</u>	<u>TOTAL</u>	<u>TOTAL</u>
J. Eggeling	\$ 2,561	\$ 5,266	\$ 7,827	\$ 5,504
B. Leong	799	1,191	1,990	2,944
A. Pritchard	1,238	1,056	2,294	2,921
B. Lalli	1,387	1,242	2,629	2,309
H. Jahr	793	988	1,781	2,197
K. Izumi	759	851	1,610	1,980
M. Sarwari	519	551	1,070	1,414
T. Fogarassy	-	-	-	905
L. Welter	-	-	-	810
G. Robertshaw	1,524	1,821	3,345	-
B. Lee	781	363	1,144	343
Meals/Hardware	655	2,996	3,651	2,945
Committee and Others				
below \$500	-	1,745	1,745	1,870
	\$ 11,016	\$ 18,070	\$ 29,086	\$ 26,142

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

# INFORMATION SCHEDULES

## SCHEDULE A - STATISTICAL DATA

College of Dental Technicians of British Columbia

April 1, 2003 - March 31, 2004

Description	Category	02/03 Period	03/04 Period	02/03 Total	03/04 Total
Number of registrants on March 31, 2004	Dental technicians	519	522	1044	1099
	Assistants	519	569		
	Students	6	8		
Number of dental technician applications approved to sit exams	educated within BC	6	5	11	15
	educated other provinces	0	1		
	educated outside Canada	5	9		
Number of applicants denied approval to sit exams	due to incomplete documentation	4	0	4	3
	due to lack of required training	0	0		
	due to lack of English language competency documentation	0	3		
Number of standing approved applicants who elected to sit exams	theory	27	16	46	29
	practical	19	13		
Number of requests for review of exam marks	theory	0		0	1
	practical	0	1		
Number of registrants removed from Register due to non payment of fees at the end of this fiscal period	dental technicians	4	12	33	64
	other registrants *	29	52		
Number of new complaints investigated in this period	alleged sexual misconduct	0	0	17	4
	alleged incompetence/negligence	0	0		
	alleged unethical conduct	0	0		
	alleged impairment	0	0		
	breach of standards of practice	1	0		
	non-compliance registration	8	1		
	supervision/ratio issue	6	2		
	breach of Regulation	1	0		
	non-compliance advertising	1	1		
	breach of ethics	0	0		
Disposition of complaints in this period (these complaints may have arisen in other previous fiscal periods)	no further action taken	4	2	21	12
	informal solution	3	1		
	Act under section 36	13	8		
	issue a citation	0	0		
	refer to crown counsel	0	0		
	ongoing investigation	1	1		
Number of Disciplinary Hearings		0	0	0	0

\* other registrants are typically assistants; there is always a large turnover in the assistant registrant class.

# INFORMATION SCHEDULES

## SCHEDULE B - TABLE OF COLLEGE MEETING ACTIVITY

College of Dental Technicians of British Columbia

April 1, 2003 - March 31, 2004

BOARD-COMMITTEE	FUNCTION	# OF TIMES MET 02/03	# OF TIMES MET 03/04
Board	administers affairs of the College / review of committee work / consideration of committee recommendations	5	4
Inquiry Committee	reviews complaints received / investigation of complaints / disposition of complaints	5	2
Registration Committee	reviews questions pertaining to education / registration / and examination issues	7	4
Continuing Education Committee	reviews continuing education guidelines / considers issues related to continuing education	1	4
Discipline Committee	prepares for hearing procedures / hears matters referred by Citation from the Inquiry Committee / disposition of hearing matters	0	0
Ad Hoc Meetings	considers various short term issues and makes recommendations to the Board	7	9
Finance	manages and monitors the College's system of financial administration and advises the Board on various financial matters	3	2
Legislation	makes recommendations to the Board regarding changes to the current legislation, or clarifications that need to be addressed with registrants	3	0
<b>OTHER ACTIVITIES</b>			
Marking of Practical Exam cases: Crown & Bridge Removable Cast Partial Dentures Complete Dentures Orthodontic Appliances	2 – 6 examiners in a particular areas meet with the Exam Coordinator to mark cases recently completed in the process of application for licensure.	4	5
Exam Reviews	RDT registration applicants may request a review of their practical examination	0	1
Vancouver Community College Related Meeting	to discuss matters pertaining to the current VCC dental technician program - curriculum - etc.	5	3
Jurisprudence Seminar to Exam Candidates	informal discussions regarding the current legislation / to provide exam candidates with an opportunity to ask questions regarding legislation	3	2
General Meetings: A.G.M. Strategic Planning Session/Orientation	general meetings include but are not limited to the annual general meeting, and orientation sessions for board members	3	3
Various external meetings attended by the Registrar regarding the business of regulation or the specific business of the Board/committees	such meetings would include meetings with various ministry representatives, attendances at Health Regulatory Organization and Executive Directors and Registrar Organization / Canadian Alliance of Dental Technology Regulatory Authorities	n/a	13

## FINANCIAL HIGHLIGHTS

The following statements are highlights of the College's financial position as at March 31, 2004 taken from the full audited financial statements, which are available from the College office upon request, and can also be viewed at the College's web site at [www.cdt.bc.ca](http://www.cdt.bc.ca).

### Statement of Financial Position

March 31	2004	2003
<b>ASSETS</b>		
CURRENT ASSETS		
Cash	\$ 385,860	\$ 62,580
Term deposits and interest	232,149	556,209
Prepaid expenses	<u>12,632</u>	<u>15,731</u>
	630,641	634,520
TERM DEPOSIT – RESTRICTED	116,716	112,419
CAPITAL ASSETS	<u>68,104</u>	<u>41,384</u>
	<u>\$ 815,461</u>	<u>\$ 788,323</u>
<b>LIABILITIES</b>		
CURRENT LIABILITIES		
Accounts payable and accrued liabilities	\$ 29,451	\$ 25,819
Deferred revenue	347,202	306,350
Deferred rental benefit	<u>6,396</u>	<u>-</u>
	<u>383,049</u>	<u>332,169</u>
<b>NET ASSETS</b>		
INVESTED IN CAPITAL ASSETS	68,104	41,384
DISCIPLINE LEGAL RESERVE	116,716	112,419
UNRESTRICTED	<u>247,592</u>	<u>302,351</u>
	<u>432,412</u>	<u>456,154</u>
	<u>\$ 815,461</u>	<u>\$ 788,323</u>

## FINANCIAL HIGHLIGHTS

### Statement of Revenue and Expenses

Year Ended March 31	2004	2003
<b>REVENUE</b>		
License and registration fees	\$ 331,965	\$ 322,032
Interest	14,389	15,336
Examination fees	8,978	9,724
Fines and hearing fees	4,350	6,618
Other	3,449	686
	363,131	354,396
<b>EXPENSES</b>		
Salaries and benefits	213,895	213,214
Rent	52,546	31,685
Board and committee meetings	29,086	26,142
Examination costs	15,717	21,747
Office supplies	12,619	19,594
Amortization	9,353	6,388
Registrant communications	8,610	15,253
Legal and accounting	8,270	11,089
Public education	5,892	9,096
Consulting	5,369	4,960
Staff and member education	5,198	5,452
Telephone	4,404	3,300
Insurance	3,597	2,960
Staff and member expenses	3,369	2,179
Repairs and maintenance	3,147	808
Annual report and meeting	2,734	4,670
Inspections	2,025	2,040
Bank charges	542	359
Scholarship	500	500
	386,873	381,436
<b>DEFICIENCY OF REVENUE OVER EXPENSES FOR THE YEAR</b>	<b>\$ (23,742)</b>	<b>\$ (27,040)</b>