



**THE COLLEGE OF DENTAL TECHNICIANS  
OF BRITISH COLUMBIA**

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Website [www.cdt.bc.ca](http://www.cdt.bc.ca)

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## RENEWAL NOTICE

January 27, 2012

**It is time to renew your registration with the College of Dental Technicians of BC.** Registrants must submit all payments, an Application Form, and meet all eligibility requirements in order for the College to process their registration renewal. Renewal payments as noted below are due by **February 29, 2012**.

**NOTE:** All Registered Dental Technicians must obtain at least 30 hours of Continuing Education Credits in the 3-year CE Cycle ending on February 28, 2014.

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### 2012-2013 REGISTRATION RENEWAL FEES

Registration Class	Amount Due
Registered Dental Technician	<b>\$620.00</b>
Dental Technician Assistant	<b>\$215.00</b>

**NOTE: An additional Late Payment Fee of \$150 for Dental Technicians and \$75 for Assistants will be applied to renewal payments received after February 29, 2012.**

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### ONLINE RENEWAL

**You can renew your registration online using the College's secure website. Online payments can be made by VISA or MasterCard. Please follow the directions below for online renewal.**

1. To access the online renewal form and submit your payment by credit card, visit our website at: <http://www.cdt.bc.ca> and click "**Registrant Login**" at the top of the webpage.
2. Login using your User ID (registration number) and password. If you have forgotten your password, you will need to click the link below the login, provide the requested information in the pop-up box, and your password will be sent to you at the email address we have on file.
3. Click the "**Renewal**" link on the left side of the page and the system will guide you through the renewal process.
4. Review your "Profile" to ensure all the information is correct. Click "**Edit**" to make any changes as necessary.
5. Complete the "**Declaration Page**" by checking the appropriate boxes.
6. Submit payment by credit card. Ensure all fields marked with an \* are complete and click "**Pay Now**" to complete the renewal process. The College will mail your Registration Certificate and receipt to you in approximately two weeks.

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### MAIL-IN RENEWAL

1. Application Forms and Renewal Fees **MUST BE RECEIVED** by the College office by **FEBRUARY 29, 2012** to avoid a late payment charge. An additional PENALTY FEE is due if payment is received on or after March 1, 2012 and on or before March 31, 2012.
2. Please make cheque payable to COLLEGE OF DENTAL TECHNICIANS OF BRITISH COLUMBIA and write your Registration Number on your cheque. Cheques must be dated no later than February 29, 2012.
3. To renew by mail, please complete and sign the appropriate Renewal Application Form and submit your payment by cheque or money order only. A \$35.00 charge will be levied on all N.S.F. cheques.
4. Registrants **WILL NOT BE RENEWED** if they do not provide the required documents with their payment (i.e. application form / proof of professional liability insurance coverage as applicable) or they are in contravention of the *Health Professions Act*, Dental Technicians Regulation and Bylaws and/or if they are not in Good Standing.