

## INFORMATION FOR GRADUATES

Due to the measures put in place during the state of national health emergency, please read the special modalities applicable this year to the process for issuance of permits to practice to those who were or will soon be granted a diploma of collegial studies in the dental hygiene program.

### Electronic forms

The OHDQ allows you this year to transmit your application entirely by e-mail. In order to do so, please download the electronic version of the forms available hereafter. You may fill it and send it by e-mail along with all the required documents.

- [Application for issuance of a permit and registration on the OHDQ Members' Roll \(2020-2021\)](#)
- [Appendix A to transmit to the registrar of your educational institution](#)

### Signature and transmission

Exceptionally this year, it will not be mandatory to sign the electronic application form. Instead, you may simply type your name in the signature section.

It is important that you communicate with the OHDQ using the e-mail address that you chose to indicate on your application form. The transmission of your application form and other required documents from that e-mail address will be deemed sufficient to attest of your consent and your declaration that the content of your application is true, accurate and complete.

To avoid losing any document and additional delays, make sure to gather all documents required before sending them in only one message to the following address: [permis@ohdq.com](mailto:permis@ohdq.com).

In any way, applications will be considered only once all of the documents and items required have been received by the secretariat of the OHDQ.

In the meantime, make sure to have remitted a duly filled and signed copy of the Annex A to the registrar of your educational institution authorizing the latter to transmit your college studies transcript to the OHDQ.

### Payment authorization

In order to protect your banking information, the applicable fees with respect to the issuance of a permit and entry on the OHDQ Member's Roll will be paid directly over the phone with our accounting department.

There is no need to follow up on that matter. The OHDQ will communicate with you to collect your payment information once your application is complete, including having received your college studies transcript directly from your educational institution, if applicable.

## Processing of your application

The [Comité de délivrance des permis](#) was created by the board of directors of the OHDQ for the purpose of make decisions related to the issuance of permits. Its members meet on a periodical basis every second week to dispose of applications that are complete.

Unless the OHDQ has received the original or a certified copy of your diploma, no application will be presented to the Comité de délivrance des permis without having received the college studies transcript directly from the registrar of your educational institution, pursuant to the requirements of the [Règlement sur un document accepté par l'Ordre des hygiénistes dentaires du Québec aux fins de la délivrance du permis](#).

To avoid any additional delay, make sure that your application and all required documents have been transmitted within a reasonable time before the college studies transcript are sent to the OHDQ by the registrar. In this case, your application will be put to the upcoming meeting of the Comité de délivrance des permis, following receipt of the college studies transcript and the payment of the applicable fees.

## Confirmation of permit issuance and entry on the Roll

A confirmation will be sent to you by email on the same day that your permit number is delivered. Until then, **it is unnecessary to contact the OHDQ's secretary to inquire the status of your request**. Said email shall constitute proof of delivery of your permit to practice and of your entry on the Roll of members.

As long as you have not received your permit number and the confirmation of your enrolment, you cannot practice any reserved activity, use the reserved title of dental hygienist or the reserved initials HD. Any offence to the rule may result in penal prosecution for unauthorized use of the title or illegal practice of a profession.

Indeed, in Quebec, the dental hygienist profession is a profession with a reserved title governed by the Professional Code and other regulations. In order to exercise this profession, or to simply use the title of dental hygienist or the initials HD reserved for members of the Order, any person must hold a permit issued by the Ordre des hygiénistes dentaires du Québec (OHDQ) AND be entered on the Roll of members every year.

Thanking your for your collaboration,

Le secrétariat de l'Ordre



**Me Marc-Antoine Bondu, LL.B, MBA**  
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