

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 \(2021-2022\)](#)
- [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.

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 the OHDQ's secretariat.

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. Your permit should be officially delivered the next business day following the Comité de délivrance des permis's decision.

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
Secrétaire adjoint et conseiller juridique

Frequently asked questions

Should you have any questions regarding the issuance of permits or your entry on the OHDQ Members' Roll, please read the frequently asked questions hereafter. If your question has not yet been answered, you may send an e-mail to permis@ohdq.com. Make sure to identify yourself.

Q : Where is my professional domicile?

R : Article 60 of the Professional Code defines the concept of professional domicile. The choice of professional domicile must be made in light of the criteria set out in the Professional Code. The professional domicile will be used for election purposes.

To guide you, here are the criteria and obligations as indicated in the Code:

1. A professional shall elect domicile, by informing the secretary of the order of which he is a member, of the place where he principally practices his profession, within 30 days after he begins to practise. For example, if you practise the profession of dental hygiene in Montreal, but you reside in the Montérégie region, **you have no choice to make**: your professional domicile must be Montreal.
2. However, if you are not a practicing dental hygienist but you are a registered member, you may choose either your place of residence or your main place of employment as your professional domicile. The domicile of your choice constitutes your professional domicile.

For example, if you are not a practicing dental hygienist, but you work in Montreal and your residence is in the Montérégie region, you may choose either Montreal or Montérégie region as your elected domicile. You can make any modifications to your membership profile through our website (www.ohdq.com).

Know that the contact information of your professional domicile and all your places of practise appear on the Members' Roll and they are accessible to the public through the search engine available on the OHDQ's website. Consequently, if you do not practice as a dental hygienist and have chosen to elect your residence as your professional domicile, this information will appear to the search results.

Q : What is a place of practice?

A : You must inform the secretary of the OHDQ of **all the places** where you practice your profession, whether it is on a regular basis or a specific time, as an employee, a self-employed worker or a volunteer. From the moment you are using the title of dental hygienist or the initials HD or if it is in your quality of dental hygienist that you are participating in an activity, you must declare it as a place of practice.

You must inform the secretary of the OHDQ of any change in respect with your places of practice within 30 days of the change. You can make these modifications to your membership profile through our website (www.ohdq.com).

Q : Will my **personal information be available to the public?**

A : As a professional order, the Ordre des hygiénistes dentaires du Québec is subject to the rules governing access to information and protection of personal information. However, some documents are considered public records, specifically information entered on the Order members' Roll, including:

- Name of the dental hygienist
- His/her gender
- Name of his/her office or employer
- Address and telephone number of the dental hygienist's professional domicile
- Year he/she was first entered on the Roll and the year of any subsequent entry
- Mention of any certificate, permit, accreditation or authorization issued by the Order
- Mention of whether the dental hygienist has ever been struck from the Roll, or that his/her right to practice professionally is or has been limited or suspended
- Mention of the fact that the dental hygienist has been struck from the Roll, or declared incompetent.

This information is therefore accessible to any person as long as the request for access concerns a specific person.

Q : What **volunteering activities could the OHDQ solicit me for?**

A : The OHDQ solicits the participation of dental hygienists to volunteer for various activities, including moderators for lectures or as volunteers during career days. If you are interested in volunteering, please fill in the space reserved for this purpose on your application.

Q : What type of **identification photo do I need to provide?**

A : An identification passport sized digital photo is required but it does not have to be an official passport photo from a photographer or at the pharmacy.

A clear photograph showing the candidate's face and shoulders will be sufficient. Said photo may be taken using a digital camera or a smart phone.