

Certificates of Standing Letters of Good Standing/Hospital Privileges Letters

If you are a member of the Alberta Dental Association and College and are moving to another province, you may be asked to provide a Certificate of Standing.

If you have practiced in one or more of the 10 Canadian provinces, a **Certificate of Standing** will be required. You will need to complete and mail in the attached Consent for Release of Information form and submit payment, before a Certificate of Standing can be produced.

If you have practiced in the Yukon, N.W.T. or Nunavut, the U.S.A. or internationally, a **Letter of Good Standing** is required from each jurisdiction in which you have practiced dentistry. No payment is required for this letter.

Please contact the province you are applying to and obtain and complete the Consent for Release of Information form on their website. The form can then be forwarded to the Alberta Dental Association and College by mail, fax or email. **It will need to be accompanied by a fee of \$200.** (Please see below.) Once both are received, the Certificate of Standing will be completed and forwarded to the provincial College and/or Association you are applying to. A copy will be kept on your personal file at the Alberta Dental Association and College office.

The \$200 processing fee for the Certificate of Standing can be paid by cash, cheque, VISA, MasterCard or American Express. The form is attached. A Certificate of Standing can not be produced until payment is received.

There is no fee for Hospital Privilege letters or Letters of Good Standing to the U.S.A. or Internationally.

If you have any questions please contact Cindy Bolster at the Alberta Dental Association and College at:

Phone : (780)432-1012
Toll-Free: 1-800-843-3848
Fax: (780)433-4864
e-mail: cbolster@adaandc.com

Attachment



Certificate of Standing Administration Fee of \$200

Name: _____

There is a \$200 administration fee for a Certificate of Standing. This fee can be paid by cheque, Canadian money order, VISA, MasterCard or American Express.

Cheques or Money Orders Payment

Please check the appropriate box below to indicate your form of payment. Ensure that your cheque is drawn on a Canadian account and that a money order is in Canadian dollars. Cheques that are not honoured by your bank are subject to a \$25 service charge. Post-dated cheques are not accepted.

Cheque

Cheque Number _____

Canadian Money Order

Credit Card Payment

Please check the appropriate box below if you are paying by credit card. Please indicate the credit card number and expiry date, and sign in the space provided.

VISA

MasterCard

American Express

_____ CW# _____
Credit Card Number: _____ Expiry Date: _____

Signature:

If you require a letter for hospital privileges or a letter of good standing for registration internationally or in the U.S.A., there will be no fee assessed. Please indicate if you require a hospital privileges letter or letter of good standing by checking the box below.

Letter for Hospital Privileges

Letter of Good Standing internationally or for the U.S.A.