

HEALTH PROFESSIONS COUNCIL OF SOUTH AFRICA

PROFESSIONAL BOARD FOR DENTAL THERAPY AND ORAL HYGIENE

REQUIREMENTS FOR REGISTRATION OF DENTAL ASSISTANTS

REGISTRATION IS A PREREQUISITE FOR PRACTISING AS A DENTAL ASSISTANT

In terms of the Health Professions Act, 1974 (Act 56 of 1974) Professional Acts and procedures performed by Dental Assistants in dental practices, dental therapy practices oral health establishments, fall within the scopes of registrable oral health professions. By registering with Council you would be conferred Professional status that is not enjoyed by any person not registered with Council. Once you are registered you would be subjected to comply with the ethical code all the rules and regulations of the HPCSA, perform your duties as a Dental Assistant professionally and ethically in the interest of the patient. Please note that it is now illegal to work as a Dental Assistant if you are not registered.

1. REGISTRATION OF DENTAL ASSISTANTS

The Professional Board revised the regulations relating to the registration of Dental Assistants promulgated on 15 April 2005. In terms of the revised regulations any person practising as a Dental Assistant should be registered with the Health Professions Council of South Africa **within six (6) months of date of publication of the revised regulations** (revised regulations have not been promulgated yet).

2. CATEGORIES OF REGISTRATION

i. Student Dental Assistants

The following persons are required to register as Student Dental Assistants:

- a. All students enrolling for the National Certificate in dental assisting at an accredited training institution are required to register as Student Dental Assistants, **within 4 months** following such enrolment.
- b. All persons who have worked as Dental Assistants for a period **less than five years** without being registered may apply to the Board for registration as Student Dental Assistants within four (4) months from a date as may be determined by Council and published in the Government Gazette requiring such registration.

ii. Dental Assistants –

The requirement for registration as a Dental Assistant is successful completion of a National Certificate in Dental Assisting from a University of Technology, recognised in terms of sub regulation 1 of the regulations relating to registration of Dental Assistants (DA);

However, in terms of the revised regulations any person who worked as a Dental Assistant for a minimum period of 5 years without being registered as such, may apply to the Board for registration as a Dental Assistant, provided that a letter/s issued on an official letterhead/s and duly signed by the Dentist or HR Department, confirming the years of work experience as a fulltime Dental Assistant, is submitted. **However, no person shall qualify for this registration after six (6) months from date of publication of the revised regulations** (revised regulations have not been promulgated yet).

Alternatively universities could at their discretion assess the qualification and **other** qualifications acquired on the basis of recognition of prior learning and allow the applicant to sit the examination only.

3. TRAINING INSTITUTIONS ACCREDITED FOR THE TRAINING OF DENTAL ASSISTANTS

TSWANE UNIVERSITY OF TECHNOLOGY

Ms E Prinsloo
Tshwane University of Technology
Department Dental Sciences
Private Bag X 680
Pretoria
0001

Tel/Fax : 012 – 382 5278
E-mail: prinslooem@tut.ac.za

CENTRAL UNIVERSITY OF TECHNOLOGY

Ms J Oosthuizen
Central University of Technology
Private Bag X 20539
Bloemfontein
9300

Tel: 051 – 507 3388
E-mail: hfried@cut.ac.za
jeanneo@cut.ac.za (082 602 4177)

DURBAN UNIVERSITY OF TECHNOLOGY

Mr A Muslim
Acting Head: Dental Assisting
Durban University of Technology
ML Sultan Campus
P.O. Box 1334
Durban
4000

Tel: 031 - 373 5287/5459
Fax: 086 614 8194
E-mail: ahmedm@dut.ac.za

CAPE PENINSULA UNIVERSITY OF TECHNOLOGY

Mr Louis Steyn
Head: Department of Dental Sciences
Faculty of Health and Wellness
Cape Peninsula University of Technology
P.O. Box 1906
Bellville
7535

Tel : 021 –933 4664 x12
Fax: 021 – 959 6096
E-mail: SteynL@cput.ac.za

Contact Person: Me Zuleika Nortje
: Tel 021-9334664 x32.
E-mail: nortjez@cput.ac.za

Persons with qualifications obtained from predecessors of the above institutions (e.g Peninsula Technikon, Pretoria Technikon, M L Sultan, Technikon Free State, etc.) will also be considered for full registration as Dental Assistants. Prior to the promulgation of the regulations several courses were offered under the auspices of the Dental Association of South Africa (DASA) which would also be considered for registration as Dental Assistants. These include certificates from Wits Oral Dental Hospital and Tygerberg Hospital completed under the auspices of the University of Stellenbosch.

Qualifications obtained from Distant Learning Institutions such as Intec College, Oxbridge Home Study College or Stanford College **are not recognised** for registration and should, therefore, not be submitted when applying for registration.

4. PERSONS WITH FOREIGN QUALIFICATIONS

Persons with foreign qualifications in dental assisting are required to:

- 4.1. submit the curricula issued by the respective institutions to any of the recognised educational/training institutions in South Africa for assessment;
- 4.2. The institution will assess the curricula and measure it against the South African qualification;
- 4.3. Recognition of Prior Learning by South African universities and where deficiencies pertaining to the education and training outcomes are identified the institution will offer additional training and examinations towards meeting the requirements for registration as dental assistant (DA);
- 4.4. duly complete the application form for registration of foreign trained practitioners (Form 176 DOH) and submit it together with all the relevant documents to the Board for consideration.

Non-South African citizens are required to submit a letter of endorsement in support of the application for registration issued by the Foreign Workforce Management Program (FWMP) of the National Department of Health. Applications should be directed to The Program Manager, FWMP, Room 1125, Fedlife Building, Corner Church and Prinsloo Streets / National Department of Health, Private Bag X828, Pretoria, 0001

Telephone number: 012 312 0722/0725/0467/0498/0989/0936
Fax number: (086) 529 5305/6
E-mail address: volosos@health.gov.za

5. DOCUMENTS REQUIRED FOR REGISTRATION

5.1 Dental Assistant

The following documents have to be submitted:

- i. Form 24 DA (duly completed)
- ii. a copy of ID document duly certified by a Commissioner of Oath;
- iii. a copy of marriage certificate (if applicable) duly certified by a Commissioner of Oath;
- iv. a copy of the National Certificate duly certified by a **NOTARY PUBLIC**, i.e an attorney in his/her capacity as a **NOTARY PUBLIC**. Please note copies certified by a Commissioner of Oath will **not** be accepted for registration purposes; **or**
- v. a **duly** signed letter issued on an **official** letterhead by the employer, confirming the exact number of years (i.e. day, month and year) of work experience as a fulltime dental assistant;
- vi. proof of payment of the registration fee of **R411,00**.
- vii. proof of payment of the pro rata annual fee (See schedule below)

Please note faxed and e-mailed copies of registration documents will not be accepted for purposes of registration

5.2 Student Dental Assistant

- i. Form 53 DA-S (duly completed);
- ii. a copy of ID document duly certified by a Commissioner of Oath;
- iii. a copy of marriage certificate (if applicable) duly certified by a Commissioner of Oath;
- iv. proof of registration for the National Certificate **or** a **duly** signed letter issued on an **official** letterhead by the employer, confirming the **exact** period of employment.
- vi. proof of payment of the registration fee of **R137,00**.

Please note faxed and e-mailed copies of registration documents will not be accepted for purposes of registration

6. Annual fees

An annual fee is due on 1 April annually and is an amount payable to retain your name on the register. The annual fee payable by Dental Assistants for 2009/10 is R516,00, or part thereof calculated on a pro-rata basis. **Student Dental Assistants are not required to pay an annual fee.**

Pro rata annual fees for Dental Assistants, **in addition** to registration fees, are payable as follows:

Registrations during	2009/10					
	April	May	June	July	August	September
	R516,00	R473,00	R430,00	R387,00	R 344,00	R 301,00
Registrations during	October	November	December	January	February	March
	R 258,00	R215,00	R 172,00	R 129,00	R 86,00	R 43,00

Please note that failure to pay the annual fee could result in your name being removed from the register thereafter you will not be entitled to practice your profession. Furthermore you will be required to pay penalties for non-payment and restoration.

Disclosure of information

When applying for registration it is important that your correct postal address, physical address, contact telephone numbers be provided, you are also required to advise the HPCSA when such information change. Your compliance to this request will enable us to ensure that important information, e.g. newsletters and communication from the HPCSA reach you as a registered person.

Our contact details

If you require further information or have questions regarding the content of this information leaflet please contact **012-338 9300** during office hours, Monday to Friday.

Banking details of the HPCSA are as follows:

Name of the Bank : **ABSA**
Branch code : **334945**
Account number : **0610000169**
Ref No : **reference number and/or initials and surname of the applicant**

Please feel free to contact the HPCSA at the number provided above should you require further information.

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