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**PROFESSIONAL BOARD FOR DENTAL ASSISTING, DENTAL THERAPY AND ORAL  
HYGIENE**

All Practitioners	<b>Acting General Manager</b>	Ms T Vundule
	<b>Department:</b>	Professional Boards
	<b>Designation:</b>	Manager: Mrs A Pieters
	<b>Reference:</b>	17/6/P
	<b>Date:</b>	2 August 2017

Dear Sir/Madam

**REGISTRATION OF UNQUALIFIED BUT EXPERIENCED DENTAL ASSISTANTS**

The Professional Board for Dental Therapy and Oral Hygiene made recommendations to the Minister of Health that would allow for unqualified dental assistants, who have experience, to register with the HPCSA. The Minister of Health subsequently promulgated these Regulations on the 07 April 2017.

In terms of these regulations an experienced but unqualified dental assistant may apply to the HPCSA to be registered for a period of two years. The period of registration will be from the date of promulgation of the regulations and close six months later (07 April 2017 – 07 October 2017). **Thereafter no new applications will be accepted**, and any unqualified dental assistant will be required to complete a qualification via an accredited University of Technology.

It should be noted that this registration is limited to a period of two years, from date of initial registration. During this time the registered dental assistant will be expected to pay an annual fee, and to comply with CPD requirements. A requirement of such registration is that the dental assistant must, within a period of two years from date of registration, successfully complete a board exam.

Failure to complete this exam will result in the registration of the dental assistant lapsing. Dental assistants registered in this category will be afforded four opportunities to complete the exam. The Board has arranged that there will be four examinations a year, and that these examinations will be made available in all nine provinces.

An appeal is made to you to please share the information with all dental assistants, in light of the limited remaining three-month period.

The procedure for registration, and examination, is as follows:

<p><b>STEP 1</b></p> <p>Applicant applies to the HPCSA for registration.</p>	<p>Applicant to complete Form 24 DA Limited Registration available here -</p> <p><a href="http://www.hpcsa.co.za/Uploads/editor/UserFiles/downloads/dental/Form_24_DA%20-%20Dental%20Assistant_LIMITED_REGISTRATION%20(3).pdfpp">http://www.hpcsa.co.za/Uploads/editor/UserFiles/downloads/dental/Form_24_DA%20-%20Dental%20Assistant_LIMITED_REGISTRATION%20(3).pdfpp</a></p>																				
<p><b>STEP 2</b></p> <p>Fee payments</p>	<p>Applicant to pay the prescribed fees - for banking details see: <a href="http://www.hpcsa.co.za/registrations/BankingDetails">www.hpcsa.co.za/registrations/BankingDetails</a></p> <p>ABSA, Arcadia Branch, Branch code: 632005, Account Name: HPCSA, Account Type: Cheque, Account number: 061 00 00 169, Swift code: ABSAZAJJ. Use your ID number as a reference.</p> <p><b>FEES PAYABLE</b></p> <p>If registration occurs in the month of:</p> <table border="1" data-bbox="375 1176 1412 1422"> <thead> <tr> <th>Month</th> <th>Registration fee</th> <th>Pro-rata annual fee</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>July 2017</td> <td>R697.00</td> <td>R564.03</td> <td>R 1 261.03</td> </tr> <tr> <td>August 2017</td> <td>R697.00</td> <td>R501.36</td> <td>R 1 198.36</td> </tr> <tr> <td>September 2017</td> <td>R697.00</td> <td>R438.69</td> <td>R 1 135.69</td> </tr> <tr> <td>1-7 October 2017</td> <td>R697.00</td> <td>R376.02</td> <td>R 1 073.02</td> </tr> </tbody> </table>	Month	Registration fee	Pro-rata annual fee	Total	July 2017	R697.00	R564.03	R 1 261.03	August 2017	R697.00	R501.36	R 1 198.36	September 2017	R697.00	R438.69	R 1 135.69	1-7 October 2017	R697.00	R376.02	R 1 073.02
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<p><b>STEP 3</b></p> <p>Document submission</p>	<p>Submit documentation to HPCSA and obtain registration.</p> <p>Required documents: certified copy of ID,</p> <ul style="list-style-type: none"> <li>• certified copy of marriage certificate (if applicable),</li> <li>• proof of payment of the prescribed fees,</li> <li>• Form 24DA- Application for Registration as a Dental Assistant (Limited Registration),</li> </ul>																				
<p><b>STEP 4</b></p> <p>Registration</p>	<p>Receive proof of registration.</p>																				

<p><b>STEP 5</b></p> <p>Apply to undertake Board Examination</p>	<p>Applicant applies to sit the Board Exam by submitting Form 324 (available at <a href="http://hpcsa.co.za/uploads/editor/UserFiles/downloads/dental/form_324_dental_ass_exam.pdf">http://hpcsa.co.za/uploads/editor/UserFiles/downloads/dental/form_324_dental_ass_exam.pdf</a> ) by fax (012 – 3389352) or email to <a href="mailto:simangelek@hpcsa.co.za">simangelek@hpcsa.co.za</a>.</p> <p>Fee of R700 payable. (See bank details above, use DA number as a reference).</p> <p>Note: there will be four exam sittings a year, and examinations will be available in all 9 provinces).</p> <p>The closing date for applications to write the examination is 6 weeks prior to date of the examination.</p>
<p><b>STEP 6</b></p> <p>Exam preparation</p>	<p>Visit <a href="http://www.hpcsa.co.za/PBDentalTherapy/Examinations">http://www.hpcsa.co.za/PBDentalTherapy/Examinations</a></p> <p>You will find: past exam papers examination preparation guidelines (also available at: <a href="http://www.hpcsa.co.za/Uploads/editor/UserFiles/downloads/dental/form_322_preparation_guide.pdf">http://www.hpcsa.co.za/Uploads/editor/UserFiles/downloads/dental/form_322_preparation_guide.pdf</a> )</p> <p>Exam guidelines for dental assistants <a href="http://www.hpcsa.co.za/uploads/editor/UserFiles/FORM%20325-%20EXAM%20GUIDELINES-JULY%202014.doc">http://www.hpcsa.co.za/uploads/editor/UserFiles/FORM%20325-%20EXAM%20GUIDELINES-JULY%202014.doc</a></p> <p>The HPCSA does not have any prescribed books or preferred book sellers. The recommended textbooks are: Torres and Ehrlich <i>Modern Dental Assisting</i> by DL Bird &amp; DS Robinson Delmars <i>Dental Assisting: A Comprehensive Approach</i> by DJ Phinney &amp; JH Halstead</p> <p>Books may be obtainable from local libraries, purchased second-hand or new.</p> <p>Booksellers:</p> <p>The applicant is welcome to use the services of any bookseller. Some of the booksellers available are: <a href="http://www.takealot.com">www.takealot.com</a>, <a href="http://www.sherwoodbooks.co.za">www.sherwoodbooks.co.za</a>, <a href="http://www.loot.co.za">www.loot.co.za</a>, <a href="http://www.beyondbooks.co.za">www.beyondbooks.co.za</a>, Adams Book Stores and Van Schaik</p>
<p><b>STEP 7</b></p> <p>Undertake the exam</p>	<p><b>PUBLICATION OF THE EXAMINATION RESULTS</b></p> <p>The results of the examination will be available 6 weeks after date of the examination and will be communicated to candidates in writing.</p> <p><b>RE-EXAMINATIONS</b></p> <p>Candidates who are unsuccessful in the examination will be allowed to sit for 3 redo examinations. The candidates are required to advise the Board in writing 6 weeks prior to date of the examination of their intention to re-write the examination. Proof of payment of the examination fee (R700) must be submitted together with the written application.</p>

<p><b>STEP 8A</b></p> <p><b>Passed the exam?</b> - Register as a Dental Assistant</p>	<p>Upon successful completion of the Board Exam you <b>MUST</b> re-register as a Dental Assistant (New registration as the Limited Registration falls away) by paying the registration fee and applicable annual fee. NOTE: The exam results are valid for a limited period and if you do not register as a Dental Assistant you will have to redo the examination.</p>
<p><b>STEP 8B</b></p> <p><b>Not attempted/ Failed the exam?</b></p>	<p>If you have not attempted the exam with the prescribed two year period, or you have failed the exam then after two years of your initial registration then you will be have to complete a formal qualification in dental assisting at a University of Technology. Your registration as a Dental Assistant in the category "Limited Registration" will no longer be valid, and you will not be able to practice legally as a dental assistant in South Africa.</p>

Yours sincerely



**MRS S SHIRINDI**  
**COMMITTEE COORDINATOR**