

# How to Use the Saskatchewan Dental Therapists Association Annual Licence Application Form

## Step-by-Step Instructions

### 1. Complete the Form

- **Section A: Demographic/Contact Information**
  - Fill in your last name, first name, date of birth, and registrant ID (if applicable).
  - Provide your complete address, including apartment/street number, city/town, province, and postal code.
  - Enter your email address and phone number.
- **Section B: Licence Information**
  - Choose the type of licence you are applying for:
    - **Full Practising Licence:** \$1283.02/year
    - **Non-Practising Licence:** \$250.00/year
  - Note the fee structure if applying for a new licence after July 1.
- **Section C: Employer Information**
  - Provide your employer's name and complete address.
  - Include the consulting dentist's name, email, and phone number.
- **Section D: Declaration Information**
  - Answer all the declaration questions by checking "Yes" or "No".
  - If you answer "Yes" to any question, provide additional details in the space provided.
- **Section E: Signature**
  - Read the declaration statement.
  - Sign and date the form to confirm that the information provided is true and correct.

### 2. Submit the Form

- **Mail or Email the Completed Form**
  - Send the completed form along with payment of licence fees and insurance premiums to the Saskatchewan Dental Therapists Association.
  - Payment options:
    - **Cheque or Money Order:** Payable to the Saskatchewan Dental Therapists Association.
    - **E-transfer:** Send payment to [contact@sdta.ca](mailto:contact@sdta.ca).
  - Note: Payment by credit card is not available.

### 3. Important Deadlines

- **Licence Renewals**

- Deadline for renewals: January 15, 2025.
- Renewals received after January 15, 2025, up to and including January 31, 2025, are subject to a late fee of \$250.
- Registrants will be struck from the registry effective February 1, 2025, if forms and payment have not been received by this date.

#### **4. Contact Information**

- **Mailing Address:**

- Saskatchewan Dental Therapists Association
- PO Box 37186
- Regina SK S4S 7K4

- **Email:**

- [contact@sdta.ca](mailto:contact@sdta.ca)

By following these steps, you can ensure that your application for the annual licence is completed and submitted correctly.