



## ***NBDAA AGM Newsletter***

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***Office Coordinator Resignation-*** After 18 years, the NBDAA board of directors with sadness accepted the resignation of Office Coordinator, Bernice Leger. Bernice the board as well as the entire membership wish you all the best in your new venture. Best Wishes!

***New Office Coordinator Search-*** The board quickly put together a hiring committee to begin the search for a new Office Coordinator. The board hopes to find a suitable candidate before the end of the summer. If you know anyone who might fit the following criterion and wish to join our association, please have them forward their resume to Heather Melvin [NBDAA1975@gmail.com](mailto:NBDAA1975@gmail.com)

***Job Description-*** The ideal candidate would have extensive previous experience in office coordination and be highly organized with exceptional time management skills. Willing to work from their own home and have experience with accounting software. Bilingualism is required. Website administration would be a valued asset.

### **Duties and responsibilities (25-30 hours/week)**

- Follow office workflow procedures to ensure maximum efficiency.
- Maintain files and records with effective filing systems.
- Manage Membership Renewals.
- Work in close, regular contact with the Board of Directors
- Schedule board meetings. (agendas, travel arrangements, appointments, continuing educations and conferences etc. for the NBDAA board and the membership).
- Manage phone calls and correspondence. (e-mail, letters, packages etc.).
- Monitor office expenditures and handle all office contracts. (rent, service etc.).
- Perform basic bookkeeping activities and update the accounting system.
- Maintain and update Website and Facebook pages to keep current.
- Care for members inquires with a cheerful disposition.
- Maintain office equipment and inventory.
- Organize and support meeting and conferencing needs.
- Assist in vendor and stakeholder relationship management.



Have you thought about a **career** in the  
**ROYAL CANADIAN DENTAL CORPS?**

**Dental Assistants (Dent Techs) are a vital part of the Canadian  
Armed Forces.**

**Visit a recruiting centre or search the link below for more  
information:**

<https://forces.ca/en/career/dental-technician/>



[NBDAA1975@gmail.com](mailto:NBDAA1975@gmail.com)

506-850-9876

***NBDAA Membership Dues & Continuing Education Points***- Reminder that the NBDAA has followed the NBDS footsteps this year in waiving the requirement for the Continuing Education points due to the COVID19 global pandemic. As your professional association it is encouraged to continue to participate in continuing education opportunities.

\*\*\*At the October 1, 2021 renewal deadline (for the year October 1, 2020 to October 1, 2021) you **will NOT be required to submit 12 CE points** with your membership renewal, only your payment. Renewal forms will be sent end of August beginning of September 2021.

**Breakdown of the fee structure:**

**Regular member \$135**

(\$45 CDAA, \$70 NBDAA, \$5 Local, \$15 Insurance)

**Inactive member \$45.00**

(\$45 NBDAA)

**Student member \$45.00**

(45\$ NBDAA)

**Membership Renewal Date:** On or before **October 1st** annually

(Renewals received after October 1st are subject to a late fee of \$10 per month but is not applicable to first time members)



**New Brunswick  
Dental Society**  

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**Soci t  Dentaire du  
Nouveau-Brunswick**

***NBDS Licensure & Fees-*** annual license fee will be INCREASING this year by \$10 to a \$135.00  
Credit cards not accepted. Annual fees are not pro-rated or refunded. Licenses are valid from November 1st, 2021 until October 31st, 2022.

Proof of current membership with the New Brunswick Dental Assistants' Association, NBDAA.

### **What is Licensure?**

All practicing level II dental assistants in the province of NB must possess an intra-oral license before performing ANY intra-oral duties in a dental office. This license entitles the assistant to perform intra-oral duties as specified in **Bylaw #17** of the NB Dental Society (NBDS). Applications and additional information can be obtained from the NB Dental Society's office or visit their website at [www.nbdental.com](http://www.nbdental.com)

**LAPSE OF A LICENSE** Posted by Daniel P.L. Leger, NBDS Registrar on Apr 09, 2018

A lapse of a license of over **3 years** requires a recommendation from the Registrar and approval of the Executive Committee of the Board of Directors prior to having a license re-issued. The longer you are out of practice, the more stringent re-entry into practice will become.

**DID YOU KNOW?!** On February 3rd, 2018 at the NBDAA Board of Directors' meeting, we had a discussion with Mr. Dan L ger, Registrar of the NB Dental Society following the refusal of license of a few members.

It was brought to our attention that the NBDS's by-law number 3-2 was passed and came into effect in June 2017.

### **NBDS BYLAW No 3-2**

10. Any New Brunswick Level II dental assistant who has lapsed their license for more than three years, in addition to good standing, must be approved by the Executive Committee on recommendation of the Registrar's Office.

As we are facing a possible shortage of dental assistants in New Brunswick, some of you may consider returning to the profession after a few or several years of absence.

If you foresee returning to the workforce as a level II dental assistant in NB, I urge you to apply NOW for your regular [membership](#) with NBDAA with 12 continuing education points for each year lapsed followed by applying for your [license](#) with NBDS without delay.

If you have not been licensed in the past three (3) years, please include a brief explanation as to why you have not kept your license active.

Each application will be treated individually on a case-by-case basis.

If you are refused your license, NBDS will refund your payment. NBDAA will also refund your membership payment upon receipt of a copy of your refusal letter from NBDS.

If you have any questions, please contact NBDS at [info@nbdent.ca](mailto:info@nbdent.ca) or (506) 452-8575.

**\*\*\*The NBDAA board will be setting up a meeting to discuss the Lapse of Licensure with the NBDS Registrar and Executive Director. Stay tuned for more info to come. \*\*\***

**Thank you to Sylvie Fortin Bourque for your great advocacy on behalf of NB Dental Assistants on the board of NBDS! In addition, the board will be making efforts to schedule a meeting to discuss the results of our Membership Survey with the NBDS. NBDS has expressed their continued support in our efforts to provide better service to our membership.**



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## **Welcome to any New Dental Assistants**

### **Application for New Registration: Dental Assistants**

The following is required for licensure:

1. Completed notarized application form (Acrobat PDF format). Please make sure your application is notarized by a commissioner for oaths or notary public (lawyer).
2. A copy of a diploma from the accredited school, and if applicable, a copy of the diploma from another dental assisting program which the applicant completed.
3. A National Dental Assisting Examining Board Certificate (Level II).
4. A dental assistant who possesses a National Dental Examining Board certificate (Level II) who is a graduate from a school which is not accredited by the Commission on Dental Accreditation of Canada shall successfully complete, as of January 1, 2009, the NDAEB clinical practice evaluation (CPE).
5. A cheque made payable to the New Brunswick Dental Society for registration fee of \$165.00 This amount represents a onetime \$30.00 registration fee and your annual license fee of \$135.00. Credit cards not accepted. Annual fees are not pro-rated or refunded. Licenses are valid from November 1st, 2020 until October 31st, 2021.
6. Proof of current membership with the New Brunswick Dental Assistants' Association, NBDAA,
7. Please provide a letter of good standing from the Provincial Licensing Board, if you are presently licensed to practise in another province.

# CONFUSING DATES???

**NBDAA** annual **Membership** renewals with 12 CE points are due on or before **OCTOBER 1<sup>st</sup>** each year

**NBDS** annual **License** renewals are due on or before **OCTOBER 31**, each year





**NBDAA Board of Directors will have its next board meeting in Fredericton, September 17<sup>th</sup>, 2021.**

We will be reviewing in depth our *Membership Survey* as well as the boards *Strategic Planning session* outcomes.

Some of the immediate **Initiatives** the board will explore are:

**NBDAA Website-** we anticipate a complete overhaul of this to make it more user friendly and have everything at the members fingertips.

**Member Services-** from the membership survey we will identify some quick hits that we can offer in a short time period to get the membership more of what they need now!

**NBDS relationship & Licensure-** we will set up a committee to meet with the Executive Director and Registrar to discuss the NBDAA's role and how we can better work together to ensure safe practices and proper licensure as well as work collaborate on providing a healthier safer work environment for dental assistants in NB.

**Membership Communication-** the NBDAA members need accurate, up to date, current, real time communication on issues facing DA's in the work place and at home. How can the NBDAA board Help?



**Current NBDAA Board of Directors:**

Interim President & Office Coordinator- Heather Melvin (Moncton)

Vice-President- Vacant

Past President- Melissa MacDonald (Fredericton)

CDAА Representative - Shantelle Boudreau (Moncton)

NBDS Representative- Sylvie Fortin Bourque (North Shore)

Saint John Local Representative- Annette Kierstead

Fredericton Local Representative- Dacia Farrell

Moncton Local Representative- Vacant

North Shore Local Representative- Renee Comeau

Upper Saint John River Valley Local Representative- Vacant

Member at Large- Rachel Oulton (Moncton)

Member at Large- Jan Cowper (Fredericton)

Please feel free to contact any of the board members if you have any questions or concerns.

[NBDAA1975@gmail.com](mailto:NBDAA1975@gmail.com)

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