



COLLEGE OF  
DENTURISTS  
OF ONTARIO

## ***Inactive (Non-Practising) Class Guidelines***



## Overview

The Inactive Class of Registration (aka Non-Practising Class) is a class of registration for Denturists who will not be practising for an extended period but wishes to maintain their registration with the CDO.

Reasons to apply for an Inactive Certificate of Registration may include, but are not limited to:

- Family/parental leave
- Medical/personal leave
- Educational leave/returning to school
- Temporary move to another jurisdiction
- Sabbatical leave
- Retirement/career change
- Other

The Inactive Class is designed for longer-term absences and is not intended for short-term absences from practice (e.g., temporary unemployment, extended vacation, etc.). Denturists may also consider resigning if they are no longer practising.

Denturists in the Inactive Class cannot practise Denturism in Ontario even under the supervision of another Denturist or Dentist. They pay a reduced annual fee and are not required to maintain professional liability insurance coverage for the period in which they are not practising (other than tail-end coverage). Denturists in the Inactive Class will still be required to participate in CPD activities throughout the three-year CPD cycle where possible. For those who are unable to undertake CPD activities, the CDO's Quality Assurance Committee will determine next steps upon their return to the General Class.

## Non-Practising Status as a Denturist

Here are some important notes for what it means to be in the Inactive Class:

- DDs in the Inactive Class **cannot** practise as a Denturist in Ontario or perform the controlled act, even on a volunteer or temporary basis. This includes working under the supervision of another Denturist or oral health care professional. This also includes working on the bench or in a laboratory.
- DDs in the Inactive Class cannot supervise or teach the practice of Denturism.
- DDs in the Inactive Class are not required to carry active Professional Liability Insurance for the period in which they are not practising. They are still required to hold "tail coverage" for the



period in which they were practising. Tail coverage is a required provision usually found within existing Professional Liability Insurance policies, but Denturists should confirm that this coverage exists.

- DDs in the Inactive Class are still required to participate in CPD activities and will remain in their CPD cycle.
  - While DDs should use their best efforts to continue their professional development journeys, If the reason for inactivity interferes with the ability to undertake CPD activities, the CDO's Quality Assurance Committee will determine next steps upon their return to the General Class.
- DDs in the Inactive Class cannot make any claims or representations that they are currently authorized to practise Denturism.
- Since DDs in the Inactive Class cannot practise Denturism, they also cannot submit, or bill claims to insurance providers including any governmental dental care programs during the inactive period. This may be considered an act of professional misconduct and engaging in insurance fraud.
  - It is important for Denturists to confirm the exact date of their last day of practice to avoid any unnecessary mistakes due to the timing of the application.

***To determine whether you are practising as a Denturist, consider the following questions:***

- Am I performing any component of the controlled act (i.e., design, construction, repair, or alteration of removable dentures for patients)?
- Do I use the title "Denturist" or "Registered Denturist" while providing clinical treatment, advice, education, or other services within the scope of denturism?
- Am I relying on my knowledge, skills, and judgment as a Denturist to perform my duties?
- Are clients seeking a treatment or service from me because of my training as a Denturist?

If you answered "yes" to any of the above, you are likely practising and would not be permitted to hold a Certificate of Registration in the Inactive Class.



## **Eligibility for the Non-Practising Inactive Class**

You are eligible to apply for the Inactive Class if you:

- Are a current holder of a General Class Certificate of Registration,
- Are not in default of any fees, penalties, or other amount owing to the CDO,
- Have provided the CDO with any outstanding requests for information.

## **Use of the Title**

Denturists in the Inactive Class may use the following titles while inactive:

- Denturist (Inactive) or Denturologiste (inactif)
- Registered Denturist (Inactive) or Denturologiste inscrit (inactif)
- DD (Inactive) or DD (inactif)

## **Returning to Practice**

Denturists can apply or return to practice from the Inactive Class to the General Class at any time throughout the year. Please ensure you apply for a transfer well in advance of your anticipated return date as it takes time to process your application, and it may be referred to the Registration Committee if the extended leave is over three years.

Depending on whether you have been inactive for less than three years or more than three years, there are additional requirements before you can return. These requirements are due to the Currency Hours provisions set in legislation that requires all Denturists to provide evidence that they still retain the knowledge, skill, and judgement required to safely return to practice after long periods of non-practice.





Denturists in the Inactive Class can return to practice by applying to transfer back into the General Class by:

1. Completing an online application
2. Paying the pro-rated registration fee (based on month of return) as stated in the College's By-Laws
  - a. Please note, the CDO does not provide any mid-year refunds on any renewal fees already paid when entering or leaving the Inactive Class.
3. Obtaining Professional Liability Insurance before your first day of practice
4. Paying any outstanding amounts or penalties owed to the CDO (if any)
5. Completing additional regulatory requirements based on length of inactivity (see below)

#### **Additional Regulatory Requirements Based on Length of Inactivity**

- **Inactive less than three years:** provide the Registrar with evidence of completion of the required activities in the chart below.
- **Inactive more than three years:** The application may be referred to the Registration Committee to determine what additional regulatory activities are necessary to facilitate a safe and gradual return to practice. Denturists will be provided with an opportunity to make written submissions to support their application and provide their narrative on the factors listed below.

Factors the Registration Committee will use to render their decision include:

- The circumstances that motivated the registrant to enter the Inactive Class
- The time elapsed since the registrant last practised denturism
- The nature and intensity of the last time the registrant practised denturism
- The quality and quantity of efforts to maintain currency while not practising (if possible)
- Any education or training that was undertaken by the registrant
- The registrant's potential re-entry plan, including planned Continuing Professional Development and Quality Assurance activities and/or clinical supervision or mentorship arrangements.



Inactive less than three years	Inactive more than three years
<p><b>Completion of the following:</b></p> <ul style="list-style-type: none"><li>• Completion of the Self-Assessment Tool to identify and assess any gaps in skills or knowledge that may have occurred in the time since the registrant last practised the profession and set learning goals to address those gaps.</li><li>• Successful completion of the online open book Jurisprudence Examination.</li><li>• (if applicable) providing evidence of completion of additional training and/or education acceptable to the Registrar.</li></ul>	<p><b>Registration Committee will review the application and order one or more of the following:</b></p> <ul style="list-style-type: none"><li>• Assigning a temporary mentor to provide guidance and/or supervision upon return to practice e.g. first 750 hours of supervised practice.</li><li>• Undergo an in-person on-site review within 3 months of returning to practice to meet with a College mentor for a review of their knowledge, skills, and judgement.</li><li>• Complete a refresher program, continuing education, or remediation program.</li><li>• Submit previous records of continuing professional development activities.</li><li>• Successfully pass the Qualifying Examinations (MCQ, OSCE, or any portions of the Qualifying Examinations).</li></ul>

## Application and Registration Fees

There are fees associated with applying for the Inactive Class and a pro-rated registration fee when returning to practice. It is a requirement to renew the Inactive class every year and remit the annual renewal fee for the Inactive Class during the Annual Renewal period of mid February to end of March.

The fees that apply for the Inactive Class is set by Council and is found in Schedule 7 of the College's By-Laws [here](#).



Denturists who wish to transfer from the Inactive Class back to the General Class will remit a pro-rated registration fee (based on the month they wish to return to practice). The pro-rated fees are designed so that when a Denturist returns to the General Class, they would have remitted a similar amount of fees that a renewing Active General Class registrant would have remitted for that registration year. This principle adopted by the CDO Council helps facilitate Denturists timely return to the workforce in a fair manner for all registrants.

Please note, the CDO does not provide any mid-year refunds on any renewal fees already remitted when entering or leaving the Inactive Class during the year.

To avoid any excess fees remitted, the CDO encourages Denturists to apply or return to practice during the Annual Renewal period of each year if possible. This allows for a seamless transition between renewal periods.

## **Inactive Class vs. Resigning**

The CDO understands that Denturists may encounter situations in their professional careers where they may consider resigning their certificates of registration and leave the profession permanently.

Resigning your certificate of registration is a very important professional decision with significant implications. Should a Denturist wish to return to the profession after resigning their certificate, they may have up to 3 years from the date of resignation to be reinstated, or they may be required to fully apply as a new applicant including the need to undergo the Qualifying Examinations and meet all registration requirements at that time. Please review the College's reinstatement provisions carefully.

The Inactive Class provides Denturists with flexibility in returning as the administrative, financial, and time commitment to return to practice is significantly less burdensome than the reinstatement process or applying as a new applicant. The CDO encourages non-practising Denturists who are unsure about their professional pathway to consider applying in the Inactive Class and remaining there until they are certain they are ready to resign their certificates of registration permanently.



## Appendix

### List of Revisions

Date	Revision
Sept 3, 2025	Minor grammatical updates
Dec 13, 2024	Council Approval Date