COLLEGE OF DENTAL ASSISTANTS OF

SASKATCHEWAN

FAQ: Required Documentation in PDF Format

1. Q: What format am I required to upload my documents in when I am submitting documentation to CDAS?

A: Presently PDF format is the only format that CDAS is able to accept. Submitting and uploading all required documentation in PDF format is standard across all dental regulators in Saskatchewan and formats other than PDF are too large to store in our registration system.

2. Q: Why do I have to upload my required documents in PDF format?

A: There are two main reasons to require PDFs:

1. **Security:** Accepting PDF format only is a security measure as PDF documents cannot easily be altered, assisting in confirming the authenticity of your document. This is another way to protect registrants by ensuring that applicants are legally licensed and not using AI to fabricate or alter credentials.

2. **Document Size:** Photos and photos saved in different formats are very large documents and CDAS does not have the ability to store these extremely large documents.

3. Q: Does this mean that all of my PD and Practice Hour uploads must be uploaded in PDF format?

A: Yes. CDAS staff cannot approve PD and Practice Hour uploads unless they are uploaded in PDF format. Staff will notify registrants to change the format of their uploads to PDF when registrants request document review.

4. Q: The current CDAS registration program allows me to upload my documents in other formats (ie; JPEG/PNG). Will my documents be accepted in these formats?

A: No; though our current registration program allows registrants to upload required documents in other formats, CDAS cannot accept any formats other than PDF. We do not control what formats our current registration system will accept as we are not the only client using this system.

5. Q: I had previously uploaded my PD certificates in 2023 in JPEG format; will these certificates be accepted by CDAS or will I need to convert them to PDF format?

A: All documentation uploaded into your CDAS Member Center needs to be in PDF format; this includes all PD certificates. Once you request that CDAS staff review your PD, they will notify you that all certificates uploaded in any format other than PDF will be awarded "0" credits until they are submitted in PDF format.

*Please note: converting a photo to PDF does not confirm the authenticity of your document for the following reasons:

1. This is converting a document that could've previously been altered

2. This creates a large document that will not upload into our current registration system

6. Q: My current required document is in JPEG format. How can I convert my document to PDF?

A: There are many options as to how you can convert your document to PDF. Please review page 3 for a few examples:

1. Scan your physical certificate with a scanner (office equipment) and save in PDF format.

2. Convert to PDF using your smart phone or tablet:

To create a PDF from a document on an iPhone, you can utilize the built-in "Print to PDF" feature or use the "Scan Documents" feature in the Notes app. The "Print to PDF" method works by sharing the document and selecting the print option, even if you don't have a physical printer.

Method 1: Print to PDF

1. **Open the document:** Open the document (e.g., in an app like Pages, Safari, or Mail) or the image you want to convert.
2. **Share:** Tap the Share icon (square with an arrow).
3. **Select Print:** Scroll through the options and select "Print".
4. **Preview:** You'll see a preview of the document as a PDF.
5. **Save:** Tap the Share icon again (in the print preview) and choose "Save to Files" or another appropriate option.

Method 2: Scan to PDF

1. **Open Notes:** Open the Notes app and create a new note or open an existing one.
2. **Start Scanning:** Tap the Camera icon and select "Scan Documents".
3. **Position and Adjust:** Position the document in the viewfinder and adjust the corners if needed.
4. **Keep and Save:** Tap "Keep Scan" and then "Save". The document will be saved as a PDF.

3. Use a PDF converter on your computer (ie; www.thebestpdf.com).

4. "Save as PDF" using the "print" option on your computer:

1. Open the Document: Open the document you want to convert to PDF in the appropriate application (e.g., Word, Google Docs, etc.).

2. Access the Print Menu:
- Locate and click on the "File" menu, usually found in the top left corner of the application window.
- Select "Print" from the dropdown menu.

3. Choose a PDF Printer:
- In the print dialog box, find the printer selection dropdown menu.

- Choose a PDF printer from the list. Common options include:
  - Microsoft Print to PDF: A built-in option on Windows systems.

  - Adobe PDF: If you have Adobe Acrobat installed.

  - CutePDF Writer: A free PDF printer (you may need to install it separately).

4. Configure Print Settings (Optional):
- You can customize the print settings, such as the page range, number of copies, and page orientation, before printing.

5. Save the PDF:
- Click the "Print" button in the print dialog box.
- A "Save As" dialog box will appear, prompting you to choose a location to save the PDF file.
- Enter a desired file name and click "Save".

Note: Some applications may also offer a "Save As" or "Export" option that allows you to save the document directly as a PDF without going through the print dialog.

7. Q: I have uploaded my required document in PDF format and CDAS staff still declined my document. Why is this being declined?

A: Your PDF upload must remain legible, appear as the original document you were initially provided, and be no larger than 5.0 MB. If CDAS staff cannot properly read/review your document, your document will not be accepted.

*PLEASE NOTE: you must submit the entire document to be reviewed; CDAS staff cannot review and approve a document that does not display the full document.

If you have further questions, please contact CDAS staff at: info@cdask.ca