



COLLEGE OF DENTAL ASSISTANTS OF  
SASKATCHEWAN

# CDAS Renewal Process

Depending on the individual applicant, the renewal process can take from 2 days to 1.5 months. This is all dependent on the applicant to provide all required documentation (in the proper format\*) in order to successfully renew their license with CDAS.

Here is how CDAS staff currently processes renewal applications:

1. CDAS registrants submit renewal applications which is received via email by CDAS staff.
2. CDAS staff reviews all required documentation submitted by CDAS registrant and contacts them via email regarding missing or inaccurate documentation. CDAS staff reviews all attestation questions answered by CDAS registrant.
3. CDAS staff reviews the eligibility of license renewal of renewal applicant (ie; practice status changes, conclusion of PD cycles, etc)
4. Once an application is deemed approved and complete, CDAS staff reviews that proper payment has been received for said renewal application.
5. CDAS staff will apply the payment to the registrants' account.
6. CDAS staff notifies the registrant regarding their successful renewal for the upcoming licensing year.