



DATE: March 2026

SUBJECT: Call for Nominations – Health Facilities and Internship Accreditation Review Committee, Dental Assisting Accreditation Review Committee

We are looking for one (1) committee member to serve a three-year term on our Health Facilities and Internship Accreditation Review Committee, effective 2026-2029, and one (1) committee member to serve a three-year term on our Dental Assisting Accreditation Review Committee, effective 2026-2029. Each committee is responsible for reviewing accreditation survey reports, progress reports and other requests for Health Facility Dental Services and Internship programs, and Dental Assisting Programs.

Committee Activities

- Review accreditation survey reports and progress reports for Health Facility Dental Services and Internship programs to determine the need for additional documentation and establish a final decision on the accreditation status of programs.
- Review annual program review submissions and other related materials.
- Review applications for new program surveys.
- Provide annual report on Committee activities to the CDAC Board of Directors

Qualifications

Required Qualifications:

- Active involvement in a health facility dental service and/or internship program as a full- or part-time faculty member/instructor
- Active involvement in a dental assisting educational program as a full- or part-time faculty member/instructor
- Subject matter expertise with formal education and credentialing in an applicable discipline
- Ability to meet the level of commitment outlined below

Desirable Qualifications:

- Previous experience in formal evaluation
- Indigenous cultural safety and humility training

- Equity, diversity, inclusion, and accessibility training
- Previous experience with a regulatory body
- Previous experience with accreditation
- Previous experience in health facilities and/or internships
- Previous experience as a dental assistant or program faculty member
- Previous experience chairing committees
- Previous experience as a CDAC surveyor

Commitment

Committee members must:

- Be able to evaluate an educational program objectively in terms of such broad areas as curriculum, faculty, facilities, student evaluation and outcomes assessment.
- Demonstrate fairness, impartiality, and confidentiality when carrying out committee duties
- Commit ten (10) to twenty (20) days per year to Committee activities, including training, comprehensive review of print and electronically delivered materials.
- Have access to reliable internet and appropriate technology to participate in virtual meetings.
- Be available to meet with the Committee a minimum of four times annually.

Who can apply?

This opportunity is open to all Health Facility Dental Services and Internship, and Dental Assisting Program Faculty members/instructors with formal subject matter expertise and credentialing.

Expenses and Compensation

Committee members may claim expenses, including travel, accommodation, and honoraria for attending meetings and other required functions. Meetings usually take place virtually.

If you're interested in joining the Committee

Please send the completed form with a copy of your current curriculum vitae and a letter of interest outlining how your skills match the requirements to Georgia Cameron gcameron@cdac-cadc.ca by April 24, 2026.