



DATE: June 2026

SUBJECT: Call for Nominations – Dental Assisting Accreditation Review Committee

We are looking for two (2) committee members to serve a three-year term on our Dental Assisting Accreditation Review Committee, effective 2026-2029. The committee is responsible for reviewing accreditation survey reports, progress reports and other requests for dental assisting programs.

Committee Activities

- Review accreditation survey reports and progress reports for dental assisting 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 accreditation from new programs

Qualifications

Required Qualifications of nominee must be:

- An educator affiliated with an accredited dental assisting program
OR
- A practicing dental assistant who is registered and in good standing with their provincial regulatory body and not subject to any active disciplinary action
- Subject matter expertise in the dental assisting discipline, demonstrated through relevant education, professional qualifications, and professional or academic experience
- Ability to meet the level of commitment outlined below

Desirable Qualifications:

- Previous or current experience in formal evaluation techniques
- Indigenous cultural safety and humility training
- Equity, diversity, inclusion, and accessibility training
- Previous experience with a regulatory body
- Previous experience with accreditation
- Previous experience as a CDAC surveyor
- Bilingualism in French/English is a strong asset

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 four (4) to eight (8) 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 virtually a minimum of four times annually

Who can apply?

This opportunity is open to all dental assisting program faculty members/instructors with formal subject matter expertise and active practicing dental assistants.

Expenses and Compensation

Committee members receive an honorarium for their participation in meetings. Meetings usually take place virtually. If in-person meetings are required, committee members may claim expenses, including travel, accommodation, and honoraria for attending meetings.

If you're interested in joining the Committee

Please provide the following:

- The completed nominations form, available at <https://www.cdac-cadc.ca/about/get-involved/>
- A copy of your current resume
- A letter of interest outlining how your skills match the requirements
- Two letters of reference
- Please note an interview with CDAC staff will be conducted virtually as part of our review process

All materials should be submitted to the attention of Georgia Cameron at cdac@cdac-cadc.ca by August 14th, 2026.