



TO: DENTISTRY 1 STUDENTS

FROM: Michelle Oshanyk (Managing Director-CSS) & Dr T Reeve (Associate Dean- Clinical)

DATE: April 2, 2026

RE: CLEARANCE PROCEDURES

As a requirement for promotion, each Dentistry 1 student is responsible to complete the procedures listed below and receive clearance from each person indicated on the Clearance Checklist.

Students must sign-up for all appointments by May 1st. The file will be locked after this date.

Students must show up at their respective appointment times, accommodations cannot be made.

All sections in this document must be completed and signed **during the clearance week**. Failure of a student to comply with the responsibility of timely submission of documents may affect the completion of a student's program year.

Please return the completed form to **Michelle Oshanyk, Managing Director by May 15, 2026**

If you are late and/or miss your clearance appointment, you will be required to email Dr Reeve for a new appointment date the following week.

Instructions

MS Teams Sign-up for Individual Appointments

Review the link below to sign-up for appointments in each of the following categories

Microsoft Teams link: [Click Here](#)

1. HART LAB UNIT CLEANING

Cleaning Date: May 14 from 12:00 am – 12:30 pm

- a. All D1 Students must meet in the HART lab to perform cleaning of their assigned lab unit.
- b. Dental Assistants overseeing this cleaning will inspect all units for the entire class at this time.
- c. All areas in the individual unit must be cleaned acceptably
 - Wipe clean all counters and lights
 - Remove any wax from surfaces

- Clean ADEC simulator unit and rheostat
- Remove items from lab drawers

Failure to clean your Hart Lab Unit and/or attend the Hart Lab Cleaning session will result in a \$250.00 Lab Cleaning Fee ON YOUR STUDENT axiUm ACCOUNT

2. DENTAL KIT RETURN

See Microsoft Teams for DENTAL KIT Appointment sign-up

Dental Kit appointments will run on time – if you are more than 5 minutes late for your appointment, you will be rescheduled at end of Clearance. You must contact Dr Reeve for a new Clearance appointment time

- Pick up all items from MDR
- Print the KIT LIST documents found in your STUDENT axiUm account
 - Attachments
 - Paper Chart Info
 - Agreement/Contract
- Reconcile, clean & organize **ALL** your kit items **PRIOR** to your Dental Kit appointment
- Bring **ALL** your kit items to your appointment
- Dental Kit appointments do not have a Lost and Found. It is expected that students work with each other to reconcile borrowed or missing Kit Items within the class, **PRIOR**, to your Dental Kit Return appointment.
- You will be CHARGED ON YOUR STUDENT axiUm ACCOUNT for any lost or broken items that need replacing.**
- ALL KIT ITEMS MUST BE RETURNED AT THE TIME OF YOUR APPOINTMENT. IF THE KIT ITEM IS NOT RETURNED DURING THE KIT APPOINTMENT, IT WILL BE DEEMED NOT RETURNED & YOU WILL BE CHARGED FOR THE MISSING ITEM. Students are not permitted to return kit items after your Kit appointment.
- Dental kits/instruments that are deemed uncleaned will be charged a \$250.00 Kit Cleaning Fee ON YOUR STUDENT axiUm ACCOUNT.**

3. ALGINATE TRAY RETURN

No sign-up required for this item, drop by Main Clinic Dispensary D138

- Return alginate trays to Dispensary by **May 1st 12:00 pm**
Failure to return trays by the deadline will result in student being CHARGED ON YOUR STUDENT axiUm ACCOUNT
- Trays must be returned cleaned, free of debris.
- Signatures on Clearance Checklist will be given during the **week of Clearance**

4. CHILD AND ADULT ABUSE REGISTRY CHECKS

No sign-up required for this item, drop by the College of Dentistry Dean's Office D113 before the end of clearance

Dentistry and Dental Hygiene Students must complete application forms for both Child and Adult Abuse Registry each year while enrolled in the school.

- Report to the Dean's Office, D113 to complete two separate application forms

- b. Bring 2 (two) pieces of ID
 - o ID Accepted:
 - i. SIN card
 - ii. Band and Status Card
 - iii. Passport
 - iv. Birth Certificate
 - v. MHSC Card
 - vi. Driver's License

The College/School will submit the forms directly to the government agency, which, once processed, will be sent directly back to the College/School. There is no Fee for this service.

5. **ACCOUNT BALANCES**

See Microsoft Teams for ACCOUNT BALANCE Appointment sign-up

- a. **All signatures on the checklist (1-4) must be completed BEFORE your Account Balance appointment**
- b. Any outstanding fees associated in you STUDENT axiUm Account, must be paid at reception **BEFORE** your Account Balance appointment
- c. Michelle Oshanyk will confirm zero balance of Student axiUm Account
- d. Print your Patient Balances and bring list to your appointment
- e. Review your Patient Balances and give explanation of existing balance
- f. Submit Completed Clearance Form with Michelle Oshanyk for review by Dr T Reeve

STUDENT NAME: _____

Year: Dentistry 1

Checklist and Signatures

Check	Student Initial	Task	Submit	Signature	Date
<input type="checkbox"/>		1. HART LAB UNIT CLEANING: May 14 12:00-12:30 pm in HART LAB	Dental Assistants: Larissa S and Anthony		
<input type="checkbox"/>		2. DENTAL KIT RETURN <i>See sign-up sheet for appointment</i>	Sheila or Jenna M Dental Stores D028		
<input type="checkbox"/>		3. ALGINATE TRAY RETURN <i>No sign-up required</i> Return tray before May 1, 2026, at 12:00 pm Signatures given during week of clearance	Main Clinic Dispensary D138 Lemlem and Larissa Signature to be obtained May 14-15 th only		
<input type="checkbox"/>		4. CHILD & ADULT ABUSE REGISTRY FORMS <i>No sign-up, drop by the COD Dean's Office D113</i> before end of clearance • Bring 2 (two) pieces of ID	COD Dean's Office D113		
<input type="checkbox"/>		5. ACCOUNT BALANCES: THIS IS YOUR LAST APPOINTMENT <i>See sign-up sheet for appointment</i> Lost/Missing/Replaced Equipment Charges: Balance Due: Paid: Yes <input type="checkbox"/> No <input type="checkbox"/> Receipt: Yes <input type="checkbox"/> No <input type="checkbox"/>	Michelle Oshanyk Managing Director D126C CSS Admin Offices		
<input type="checkbox"/>		6. CLEARANCE COMPLETED <i>Note: Signature from Dr. T. Reeve on your attached Clearance form will occur ONLY when administrative matters have been resolved.</i>	Dr. T. Reeve Associate Dean, Clinical		