

MANDATORY CONTINUING DENTAL EDUCATION GUIDELINES
(Revised November 25, 2017)

These Guidelines are drawn in compliance with Section 7 (a) of the
Mandatory Continuing Dental Education Regulation.

POLICY STATEMENT: It is understood that courses, or their educational equivalent, shall have significant intellectual or practical content directly related to the practice of dentistry or to the professional responsibility or ethical obligation of the participant.

Required Credit Hours In a Three Year Cycle:
Dentists 90; Dental Assistants 36

I GENERAL GUIDELINES:

1. The Committee will establish the implementation date (anniversary date) for the Mandatory Continuing Dental Education Program.
2. The three-year cycle for each current licensee will commence on the anniversary date.
3. Only first-time licensees will be awarded credits from the date of licensure. The three-year cycle will begin on the anniversary date next following licensure.
4. Recording and verification of mandatory continuing dental education credits is the responsibility of the licensee.
5. Verification is to be maintained by the licensee and must be made available upon request of the Continuing Dental Education Committee and/or in response to an audit. For audit purposes, verification must be maintained for one year following cycle completion.
6. Credits obtained prior to commencement of a three-year cycle do not count towards necessary credits for that cycle, excepting first-time licensees, as in Guideline No. 3.
7. Surplus credits accumulated in a three-year cycle cannot be carried forward to the subsequent cycle.
8. Continuing education taken as a result of a Board or Discipline Committee ruling cannot be used towards the total number of credits necessary to satisfy the Mandatory Continuing Education requirement.
9. Falsification of any information will be considered professional misconduct.
10. Independent study which is not examined or monitored will not qualify for credit hours.
11. There will be no prior approval of courses (other than that implicit in the Guidelines). Courses that do not fit the criteria contained within the Guidelines will be assessed only after they have been taken.
12. Licensees or groups of licensees who wish to provide dentally related CDE courses outside of the context of an approved study club must do so through an approved sponsor.

13. The Continuing Dental Education Committee is given the authority to approve or disapprove credits for courses or equivalents that it considers to be of questionable content to the practice of dentistry.
14. A licensee who is not renewing his/her license for the coming year because of reasons of health, moving from the province etc. must advise the Registrar in writing. The three-year cycle is interrupted and upon relicensure, the cycle is extended to include the unexpired term and will conclude on the appropriate December 31st.
15. A licensee who is removed from the Register for late payment of fees or as a result of disciplinary activity does not begin a new cycle upon reinstatement. The original three-year cycle remains in effect.
16. A licensee who, for health reasons, is unable to pursue continuing education credits for more than a cumulative six-month period during a three-year cycle will be eligible to apply to have his/her cycle extended to conclude on the subsequent December 31st. It is the responsibility of the licensee to apply, in writing, to the Registrar for the one year extension of the cycle, as soon as possible prior to completion of the present three year cycle. Documentation is to be submitted if requested.
17. A licensee who is in dispute with the Committee with respect to the continuing dental education credits recorded for such person may appeal the matter to The Board and the finding of The Board shall be final and binding.

II. MANDATORY CONTINUING DENTAL EDUCATION CREDIT HOURS MAY BE ACCUMULATED FROM THREE CATEGORIES:

Category 1:

- A. Scientific/clinical courses or their equivalents (eg. ethics).
These courses or their educational equivalents shall have significant intellectual or practical content directly related to the practice of dentistry.
One credit hour is awarded per hour of participation.
- B. Scientific/clinical hands-on participation.
These experiences will be awarded two credit hours for each hour of participation.
- C. CPR Course – Mandatory requirement once per cycle (hour for hour credit)

A MINIMUM OF 30 CREDIT HOURS FOR DENTISTS AND 12 CREDIT HOURS FOR DENTAL ASSISTANTS MUST BE OBTAINED FROM THIS CATEGORY.

SPONSORSHIP

The following sponsors of a continuing education course or equivalent would likely be approved for credit hours under this category if it fulfills the criteria:

- (a) Accredited dental, dental hygiene and dental assisting schools, universities and colleges.
- (b) Provincial, state and national dental, dental hygiene and dental assisting associations.
- (c) Federal government health agencies, including the military service.
- (d) Provincial and local government departments of health or public health.
- (e) Hospitals accredited by the Canadian Council of Hospital Accreditation.
- (f) National and international dental, dental hygiene, and dental assisting organizations recognized by the Canadian or American Dental and Dental Assisting Associations.
- (g) A dentally-related course sponsored by dental industry.
- (h) A dentally-related course sponsored by a health organization, non-dentistry.

Category 2

- A. Non-course scientific/clinical experiences.
- B. Non-course scientific/clinical hands-on participation will be awarded two credit hours for each hour of participation.

A MAXIMUM OF 60 CREDIT HOURS FOR DENTISTS AND 24 CREDIT HOURS FOR DENTAL ASSISTANTS MAY BE OBTAINED FROM THIS CATEGORY.

The number of credit hours obtained will vary according to the activity involved. Credit hours awarded are as follows:

- (a) Part-time or full-time faculty who are appointed by their institution to an instructor position (e.g. lecturer or clinician in direct student contact in clinics will receive 1 credit hour for every 7 faculty hours to a maximum of 20 credit hours per year).
- (b) Presenters of approved courses will receive two credit hours per one hour presentation time. These include formal courses, lectures or talks at dental meetings and study club presentations.
- (c) For each dentally related article published in a refereed journal of dental literature, 20 credit hours will be given.
- (d) Where a dentally related article is authored by more than one person, each author will receive credit hours proportionate to the total number of authors.
- (e) Authors of books or chapters in books will be awarded credits on an individual basis.
- (f) The presenter of a research paper or abstract at a scientific meeting will receive five credit hours.
- (g) Individual self-study courses, including on-line courses, qualify for credit hours if the licensee successfully completes a monitored post-course examination.
- (h) Attendance at approved study clubs will qualify for hour for hour credit.
- (i) A learning contract can consist of a variety of learning activities, e.g. literature review, clinical practice, internship, etc., designed to meet a specific learning objective. A formalized learning contract must exist between a mentor and one or more individuals which is subject to approval by the continuing education committee. Total credit hours will be based on the recommendation of the mentor as the reasonable amount of time necessary to learn the material.

Category 3:

Non-scientific/non-clinical experiences. These experiences are to encourage professional responsibility and ethical obligations of the dentist or dental assistant.

One credit hour is awarded per hour of participation or attendance.

A MAXIMUM OF 30 CREDIT HOURS FOR DENTISTS AND 12 CREDIT HOURS FOR DENTAL ASSISTANTS MAY BE OBTAINED FROM THIS CATEGORY.

The following would likely be approved for continuing education credit hours under this category:

- (a) A course attended for practice management.
- (b) Participation or attendance at meetings of dental committees, dental boards, dental societies, dental associations, dental multi-day conventions or interdisciplinary health conferences, whether local, provincial, national or international, to a maximum of five credit hours per meeting.
- (c) A course attended for personal development, directly of benefit to the practice of dentistry, will qualify for a maximum of five credit hours per course.

III. FULL TIME STUDY:

Graduate study, internships, residencies, licensees engaged in acceptable full-time programs, will fulfill their requirements for the period of their full-time program and a new three-year cycle will commence on the anniversary date following successful completion of the program.

IV. STUDY CLUBS:

Members of registered/approved study clubs will receive hour for hour credit in Category 2 (i). Hands on activity will be awarded two credit hours for each hour of participation.

Study club presentations, related to the practice of dentistry by a presenter, not a member of the Study Club, will receive Category 1 or 3 credits depending on the subject matter.

Study Clubs must be registered/approved by the Registrar, providing the following information:

Name of study club:

- 1. Subject matter:
- 2. a. can be of specific interest to dentistry;
b. can be of general interest to do with the practice of dentistry;
- 3. Membership:
 - (a) minimum of five members;
 - (b) name of chairperson, including address;
 - (c) name of members, including address;
 - (d) members must be licensed health profession practitioners.

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