



GUIDELINES
MANDATORY CONTINUING EDUCATION
UPDATED January 1, 2008

INTRODUCTION

The College of Dental Surgeons of British Columbia (College) is mandated to regulate dentists and certified dental assistants in the public interest and is committed to encourage professional growth and development of its registrants. This mandate stems from the *Dentists Act* and Article 17 of the Rules under the *Dentists Act*. The College endorses and promotes the philosophy that registrants must remain contemporary in thought and practice throughout their careers.

The College has established continuing competency requirements for relicensure of dentists and certified dental assistants within a Quality Assurance Program. The details of the program are presented in the following sections:

1. OBJECTIVE OF THE QUALITY ASSURANCE PROGRAM
2. QUALITY ASSURANCE REQUIREMENTS, including
 - a) Credit Hours
 - b) Credits Required
 - c) Reporting Credits
 - d) Records
 - e) Approved sponsors
 - f) Non-approved sponsors
3. CATEGORIES AND CREDITS

The dental profession is responsible for the quality of dental care that is provided to the public. The need for each registrant to keep current of professional development has intensified in the past several years. This is the result of the rapid rate of technological change through research, innovation in patterns of health care delivery, new clinical procedures, and an increasing social awareness. The dental team must strive to deliver the highest standards of professional care in its delivery of dental services. A commitment to continuing competence is fundamental and the lifelong responsibility of every registrant of the College.

1. OBJECTIVE

The objective of the Quality Assurance Program is to ensure competence and professionalism at all stages of registrants' careers. It is understood that Quality Assurance Programs will have significant intellectual or practical content related to the practice of dentistry and/or the management of the dental practice. They can also be related to the professional responsibility or ethical obligations of the participant.



2. QUALITY ASSURANCE REQUIREMENTS

The requirements for Quality Assurance are contained in Article 17 of the Rules. Please review the Articles for detailed information.

Cycles commence January 1 of the calendar year following the year of registration.

Note: for first-time registrants only, credits obtained between the date of registration and the beginning of the first three-year cycle may be applied to the first three-year cycle.

2a) Credit Hours

One Hour = 1 Credit

Only hours of lecture, instruction or participation can be reported.

2b) Credits Required

Dentists

- Must obtain a minimum of 90 credits during a three-year cycle.

Certified Dental Assistants

- Must obtain a minimum of 36 credits during a three-year cycle.

Certified Specialists

- At least 50% of the requirement of 90 credits must be acquired through programs pertaining to the specialty in which the dentist is licensed.

Community health dentists or community health certified dental assistants

- May obtain up to 50% of their credits in community health, management, and administration courses or programs.

2c) Reporting Credits

Credits in excess of those required in a three-year cycle cannot be carried forward to a subsequent three-year cycle.

It is the registrant's responsibility to ensure that credits towards continuing competence are reported on College approved forms, either individually, or through the sponsoring agency's group submission (for example, dental societies, study clubs, universities and colleges). Transcripts for each registrant will be maintained based on information reported to the College on individual or group report forms.



2c) Reporting Credits, cont.

The College will supply a transcript by mail of each registrant's accumulated credits at least once in every calendar year. Registrants can also check their credit status on the "Registrants Only" section of the College website at www.cdsbc.org/login.asp.

2d) Records

It is each registrant's responsibility to maintain a quality assurance portfolio containing documentary evidence of program completion (for example, course descriptions, receipts, certificates and course syllabi). A registrant may be asked to provide these records to the College.

2e) Approved Sponsors

The following sponsors of courses, lectures or equivalents are approved for continuing education credit, subject to limitations contained in the guidelines.

NOTE: The Quality Assurance Committee reserves the right to deny eligibility of credits, even for approved sponsors, for programs that do not meet the objectives of the Quality Assurance Program.

- A faculty or school of dentistry or medicine
- The Commission on Dental Accreditation of Canada (CDAC) accredited dental/dental assisting/dental hygiene programs
- A body that has been approved by the Academy of General Dentistry (AGD), the American Dental Association – Continuing Education Recognition Program (ADA – CERP), or the Canadian Dental Association (CDA) recognition program
- An international, national, provincial or state dental or medical association
 - *Examples:* Canadian Dental Association (CDA), Canadian Dental Assistants' Association (CDAA), American Dental Association (ADA), Federation Dentaire Internationale (FDI), and Certified Dental Assistants of BC (CDABC)
- Local, provincial, state, national or international specialty dental or medical associations (Examples: Canadian Association of Orthodontics (CAO) and American Association of Endodontists (AAE))
- Dental or medical regulatory authorities
 - *Examples:* College of Dental Surgeons of BC (CDSBC), Saskatchewan Dental Assistants Association (SDAA)
- Study clubs approved by the Quality Assurance Committee
- Hospitals accredited by the Canadian Council of Hospital Accreditation
- Federal government health agencies, including the military service



2e) Approved Sponsors, cont.

- All provincial or local government departments of health or public health
- Qualified providers of emergency procedure programs such as Cardiac Pulmonary Resuscitation (CPR) Advanced Cardiac Life Support (ACLS), and First Aid
- Local or regional dental or component societies
 - *Examples:* Vancouver and District Dental Society, the Victoria and District Dental Society

2f) Non-approved Sponsors

i. Non-approved Sponsors – Clinical Dental Category

Hour-for-hour credit points are available for participation in a course or equivalent that is offered by a non-approved sponsor where it relates directly to dentistry and is presented to a dental audience.

ii. Non-approved Sponsors – Non-clinical Dental Category

NOTE: there is a 15 credit limit per three-year cycle for dentists and a 12 credit limit per three-year cycle for certified dental assistants.

Credit points are available for participation in non-approved sponsored- non-clinical dental or dental assisting education programs such as practice management, personal development and other profession-related general interest topics, subject to Article 17.02, Objectives, of the Rules.



3. CATEGORIES AND CREDITS

(one cycle = three years)

Type	Description	Credits
Dental Scientific Meetings	Single or multi-day dental scientific lectures or conventions	Either 5 credits for general attendance <i>OR</i> Hour-for-hour credit for educational sessions
Dental Practice Management	Subject matter being dental practice management to a maximum per cycle	Hour-for-hour credit <u>Dentists:</u> maximum of 30 credits per cycle <u>Certified dental assistants:</u> maximum of 18 credits per cycle
Study Clubs	Study clubs must be approved by the Quality Assurance Committee of the College. They must maintain attendance records and report credit for registrants on the approved group reporting form at least semi-annually, prior to December 31 of each calendar year.	Hour-for-hour credit subject to credit limitations



3. CATEGORIES AND CREDITS, cont.

Type	Description	Credits
Dental Teaching Programs	Full-time Faculty	Hour-for-hour credit to a maximum of 20 credits per year
	Part-time Faculty	Hour-for-hour credit to a maximum of 20 credits per year
	Lecturers, presenters, study club mentors or instructors who occasionally provide didactic and/or clinical instruction to audiences such as study groups, health groups, table clinics, university or college education programs	Hour-for-hour credit to a maximum of 20 credits per year <i>Hour-for-hour credit is allowed for preparation time for such lectures or courses, but only once per calendar year for the same or a similar course/lecture</i>
Self-study Courses <i>Self-study Courses may include the following mediums: educational/clinical video tapes, CD-ROM, other video formats, the Internet, and print based material</i>	The Quality Assurance Committee will extend credit only to those self-study programs which adhere to the following criteria <ul style="list-style-type: none"> ▪ a list of clearly defined objectives for the program ▪ supporting literature references ▪ completion of post-course examination which adequately evaluates the participant's comprehension ▪ direct feedback of post-test results by the sponsor to the participant 	Total hours will be determined by the Quality Assurance Committee, taking into account the amount of time necessary to cover the material and to take the examination. It will not be based on the time an individual takes to complete the program. Self study courses qualify for: Credit maximum per cycle (three years) <u>Dentists:</u> 54 credits <u>Certified dental assistants:</u> 22 credits Participants will be granted CE credits for approved programs only upon successful completion of the post-test



3. CATEGORIES AND CREDITS, cont.

Type	Description	Credits
Publications	Articles Each dental article written and published in a refereed journal of dental or medical literature will qualify	15 credits
	Books or chapters in books	Credits will be granted to the author on an individual basis
Examinations	Proof of successful completion of "Fellowship Examinations", as applied to general practice academy type programs or specialties beyond the requirement for specialty recognition	25 credits
	Proof of successful completion of the then current National Dental Assistants Examining Board of Canada examination	18 credits
	As an alternative to obtaining CE credits, dentists may achieve these for each three-year cycle by successfully completing the then current National Dental Examining Board of Canada Certification Examination or the Royal College of Dentists of Canada certificate examination	90 hours



3. CATEGORIES AND CREDITS, cont.

Type	Description	Credits
Advanced Study	<p>Full-time Study</p> <p>Graduate students, residents, and dentists or certified dental assistants engaged in acceptable full-time programs, directly related to the practice of dentistry and/or the management of the dental practice, will fulfil their continuing education requirements for the period of their full-time program. A new three-year cycle will commence on January 1 of the year following completion of the program.</p>	<p>Credits for full-time programs are granted on a program-by-program basis</p>
	<p>Part-time Study</p> <p>Registrants who successfully complete a dental related, credit eligible course or program in excess of 35 hours will qualify. The course must be offered by a recognized educational institution and registrants must be able to provide the College with evidence from the educational institution.</p>	<p>Hour-for-hour with credit maximum per course</p> <p><i>Program must be in excess of 35 hours (semester or term)</i></p> <p>Credit maximum per course:</p> <p><u>Dentists:</u> 22 credits <u>Certified dental assistants:</u> 7 credits</p> <p>Credit maximum per cycle (three years):</p> <p><u>Dentists:</u> 54 credits <u>Certified dental assistants:</u> 22 credits</p>



3. CATEGORIES AND CREDITS, cont.

Type	Description	Credits
Advanced Study, cont.	<p>Modules</p> <p>Proof of successful completion of approved certified dental assistant advanced education modules for prescribed areas of dentistry</p>	<p>Hour-for-hour with credit maximum per module</p> <p><u>Certified dental assistants:</u> 22 credits</p>
	<p>Industrial/Occupational First Aid – Level III</p>	<p>Hour-for-hour credit with maximum per cycle</p> <p><u>Dentists:</u> 22 credits <u>Certified dental assistants:</u> 7 credits</p>
Learning Contract or Directed Study	<p>A learning contract or a directed study program can consist of a variety of learning activities, designed to meet a specific learning objective. Examples of learning activities include: literature review, clinical practice, internship, etc. A formalized learning contract must exist between a mentor and one or more individuals approved by Council upon the recommendation of the Quality Assurance Committee, the Deputy Registrar or the Director of CDA Regulation.</p> <p>Total credit hours will be based on the recommendation of the mentor and the Registrar, Deputy Registrar, or Director, CDA Regulation, responsible, as to the reasonable amount of time necessary to learn the material, not the individual time spent.</p>	<p>Credit maximum per cycle</p> <p><u>Dentists:</u> 54 credits <u>Certified dental assistants:</u> 22 credits</p>



Contacts

If you have any questions or require additional reporting forms contact Continuing Education at the College: (604) 736-3621 or toll free at 1-800-663-9169. You can also reach us by email at postmaster@cdsbc.org or visit our website at www.cdsbc.org.