Continuing Education Requirements
Updated May 2015

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**Program Principles**

CDSBC’s Quality Assurance program is based on the following principles, which should be considered by registrants in planning for continuing education activities.

- It is the responsibility of every registrant to maintain his or her own competence to practice.
- The incorporation of self-reflection and self-assessment into day-to-day practice are important components of this responsibility.
- Practice improvement and professional growth are the ultimate goals of continuing education within CDSBC’s Quality Assurance program.
- The *Standards of Practice* is a core document that should be used for self-assessment by dentists, dental therapists and CDAs. Examples of other documents include the *Code of Ethics*, *Dental Recordkeeping Guidelines* and the *Clinical Practice Guideline for the Early Detection of Oral Cancer in British Columbia*.
- Registrants are encouraged to link learning activities and professional development to their individual practices as a means of enhancing competence.
Program Objective

The objective of the Quality Assurance Program is to promote competence and professionalism at all stages of a dentist’s, dental therapist’s or a CDA’s career. To be eligible for credit, activities must have significant intellectual and/or practical content related to the practice of dentistry and/or the management of the dental practice. Activities can also be related to the professional responsibilities or ethical obligations of the participant.
Quality Assurance Requirements

The requirements for Quality Assurance are outlined in provincial legislation governing dentists, dental therapists and CDAs. Practitioners acquire credits in three-year cycles, with each new cycle commencing January 1 of the calendar year following the year of registration or certification with CDSBC.

**Reporting Credits**

Credits should be reported as they are acquired. Credits in excess of those required in a three-year cycle cannot be carried forward to a subsequent three-year cycle.

Registrants are responsible for ensuring that credits toward continuing competence are reported to CDSBC. To submit credits, log into your account on the CDSBC website and click on ‘submit CE credits’ in the continuing education section, or use the approved individual or group report forms which are available at [www.cdsbc.org](http://www.cdsbc.org). Transcripts for each registrant are maintained based on information reported to CDSBC.

A CE reminder memo will be sent to registrants approximately four months before the end of their three-year cycle.

**Records of Continuing Education Activity**

It is each practitioner’s responsibility to maintain documentary evidence of program completion (for example, course descriptions, receipts, certificates and course syllabi). Registrants may be asked to provide any of these records to CDSBC. For multiple day courses/seminars, proof of attendance and/or a course outline may be required.

**Credit Hours**

One hour = 1 credit

Only hours of lecture, instruction or participation are eligible.

**Credits Required**

**Dentists** – must obtain a minimum of 90 credits during a three-year cycle.

**Certified specialists** – at least 50 per cent of the total 90-credit requirement must be obtained through programs pertaining to the specialty in which the dentist is registered.

**Certified dental assistants** – must obtain a minimum of 36 credits during a three-year cycle.

**Dental therapists** – must obtain a minimum of 75 credits during a three-year cycle.
### Categories of Continuing Education

Following are descriptions of the categories under which dentists, dental therapists and CDAs may earn CE credits and the maximum number of credits allowed in each category over a three-year cycle.

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Dentists</th>
<th>CDAs</th>
<th>Dental Therapists</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLINICAL DENTAL</td>
<td>Relates directly to the provision of patient care and treatment.</td>
<td>no limit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DENTAL PRACTICE MANAGEMENT</td>
<td>Relates directly to the operation and management of a dental practice. Does not include courses related to personal financial or retirement planning, or marketing products or services to patients.</td>
<td>30</td>
<td>18</td>
<td>18</td>
</tr>
<tr>
<td>DENTAL/MEDICAL EMERGENCIES</td>
<td>First aid, CPR, ACLS, and management of dental/medical emergencies.</td>
<td>24</td>
<td>12</td>
<td>12</td>
</tr>
<tr>
<td>NON-CLINICAL DENTAL</td>
<td>Topics that are applicable to the practice of dentistry.</td>
<td>15</td>
<td>12</td>
<td>12</td>
</tr>
<tr>
<td>OTHER DENTAL</td>
<td>E.g. CDA modules, lecturers/presenters/mentors/supervisors, university/college courses, examinations, publication authorship, and learning contract/direct study.</td>
<td>variable</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Learning Modalities

Following are examples of CE learning modalities and the credit limits for each one within the three-year CE cycle (one cycle = three years). Credits are hour-for-hour unless specified otherwise.

Courses/Lectures

Single or multi-day courses or scientific lectures are eligible for credit on an hour-for-hour basis.

Dental/Medical Emergencies

First aid/CPR, ACLS and other emergency management courses

CREDIT LIMITS

Dentists: 24 credits
Dental Therapists: 12 credits
CDAs: 12 credits

Study Clubs

APPROVAL PROCESS

Study clubs and other forms of peer-to-peer learning are encouraged. CDSBC-registered study club sessions are not automatically eligible for CE credits. A session must meet the requirements outlined in this document to be eligible.

Dental Scientific Meetings

Single or multi-day dental scientific lectures or conventions

CREDIT LIMITS

Hour-for-hour credit is given for non-specific educational activities (eg. exhibits) at a convention to a maximum of 5 credits per event (not including formal courses).

Publication Authorship

Articles

Dental articles written and published in a peer-reviewed journal of dental or medical literature may qualify, subject to approval by the Quality Assurance Committee.

CREDIT LIMITS

Up to 15 credits may be granted per article, at the discretion of the Quality Assurance Committee.

(A example of 15 credits would be the lead author of an article published in a professional publication.)

Books or chapters in books

APPROVAL PROCESS

Credits will be granted on an individual basis on assessment by the Quality Assurance Committee.

Advanced Study

Studies in a field applicable to the practice of dentistry in an accredited university or college

A new three-year cycle will commence on January 1 of the year following completion of a postgraduate dental program.

CREDIT LIMITS

Credits for full-time programs are granted on a course-by-course basis to a maximum of:

Dentists: 90 credits
Dental Therapists: 75 credits
CDAs: 36 credits

Part-time study:

Dentists: 54 credits
Dental Therapists: 45 credits
CDAs: 22 credits

(Part-time courses must be in excess of 35 hours/semester.)
<table>
<thead>
<tr>
<th><strong>Self-study Courses</strong></th>
<th><strong>Dental Teaching</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Self-study courses may include the following mediums: educational/clinical video tapes, CD-ROM, other video formats, Internet and print-based material.</td>
<td>Lecturers, presenters or study club mentors may claim one credit for one hour of CE. Clinical Supervisors may claim one credit for three hours of clinical instruction.</td>
</tr>
<tr>
<td><strong>APPROVAL PROCESS</strong></td>
<td><strong>CREDIT LIMITS</strong></td>
</tr>
<tr>
<td>The Quality Assurance Committee will determine the number of credits eligible and will extend credit only to those courses that include:</td>
<td>Maximum of 20 credits per year, including time for the development of course content</td>
</tr>
<tr>
<td>• a clearly defined learning objective;</td>
<td></td>
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<tr>
<td>• supporting literature references;</td>
<td></td>
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<tr>
<td>• post-course knowledge assessment or other mechanism accepted by the Quality Assurance Committee; and</td>
<td></td>
</tr>
<tr>
<td>• direct feedback of post-test results</td>
<td></td>
</tr>
<tr>
<td><strong>CREDIT LIMITS</strong></td>
<td><strong>Examinations</strong></td>
</tr>
<tr>
<td>Self-study courses qualify for:</td>
<td>Proof of successful completion of recognized postgraduate dental examinations other than entry-level or specialty qualification exams.</td>
</tr>
<tr>
<td>Dentists: 54 credits per cycle</td>
<td><strong>CREDIT LIMITS</strong></td>
</tr>
<tr>
<td>Dental Therapists: 45 credits per cycle</td>
<td>25 credits</td>
</tr>
<tr>
<td>CDAs: 22 credits per cycle</td>
<td><strong>CDA Modules</strong></td>
</tr>
<tr>
<td>(Total hours will not be based on the time an individual takes to complete a program.)</td>
<td>Completion of approved certified dental assistant advanced education modules for prescribed areas of dentistry.</td>
</tr>
<tr>
<td><strong>CREDIT LIMITS</strong></td>
<td><strong>CREDIT LIMITS</strong></td>
</tr>
<tr>
<td>Maximum 22 per module</td>
<td>Maximum 22 per module</td>
</tr>
</tbody>
</table>
The Quality Assurance Committee reserves the right to deny eligibility of credits for programs that do not meet the objective of the Quality Assurance Program, even if those programs come from approved sources.

Approved Educational Sources

The following list includes, but is not limited to, sources where dentists, dental therapists and CDAs may obtain courses, lectures or equivalents that are recognized for continuing education credit, subject to limitations contained in the guidelines.

NOTE: The Quality Assurance Committee reserves the right to deny eligibility of credits for programs that do not meet the objective of the Quality Assurance Program, even if those programs come from approved sources. If there are questions as to whether a course will be eligible for credits, please contact CDSBC for further information.

• A recognized educational institution, i.e.
  » study clubs (recognized by the Quality Assurance Committee)
  » teaching hospital
  » government health agencies
  » military-sponsored health related courses
  » emergency health programs (CPR, ACLS, first aid, etc.)
  » dental component societies
  » professional association courses
  » dental or medical regulatory authorities

• An educational institute that is accredited by the Commission on Dental Accreditation of Canada (CDAC) or American Dental Association (ADA)

• 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), Certified Dental Assistants of BC (CDABC), American Dental Association (ADA), and Federation Dentaire Internationale (FDI)

For More Information

If you have questions or require additional reporting forms, contact CDSBC Continuing Education at 604-736-3621 or toll free at 1-800-663-9169. You can also reach us by email at CE@cdsbc.org or visit our website at www.cdsbc.org.