



NEWFOUNDLAND & LABRADOR DENTAL BOARD

GUIDELINES FOR MANDATORY CONTINUING EDUCATION

These Guidelines are made pursuant to the Dental Regulations and the Dental Auxiliaries' Regulations and are effective from September 1, 2017 – August 31, 2020.

It is understood that courses shall have significant intellectual or practical content, directly related to the practice of dentistry or to the professional responsibility or ethical obligations of the participant.

CREDITS REQUIRED IN THE 3 YEAR CYCLE AREAS FOLLOWS:

Dentists 60

Registered Dental Assistants (RDAs) 24

Registered Dental Technicians (RDTs) 18

Referred to as the Registrants

I. CONTINUING EDUCATION & AUDIT COMMITTEE

- (i) The Board shall appoint a Committee (the "Committee") consisting of a minimum of four members. Each group is required to have Continuing Education (CE) shall be represented on the Committee plus a member from the NLDA CE Committee.

The Committee shall have the following responsibilities:

- a. determine the timing of cycles;
- b. determine the reporting and verification of credits for Dentists, Registered Dental Assistants and Registered Dental Technicians;
- c. approve continuing education courses, or their equivalents, and their sponsors;
- d. determine the maximum number of credits that may be claimed in respect of any particular continuing education course or equivalent;
- e. advise the Board as to registrants who fail to meet their mandatory CE requirements; and
- f. generally to give effect to such other functions as may be approved by the Board from time to time, pursuant to the Regulations.

- (ii) The Registrar will act as Chairperson of the Committee until the Committee elects a Chairperson.
- (iii) The term of members of the Committee shall be three years, with members being eligible for reappointment.

II REPORTING OF CREDITS

At the end of the Cycle **ALL** Registrants will be audited.

It is the registrant's responsibility to maintain proper documentation throughout the cycle and maintain that documentation for 1 year after completion of the cycle. (As mobility may be a concern for some registrants, you are advised to keep records for at least three years.) A record of each person's accumulated credits is the responsibility of each registrant.

By August 31st of the 3rd year of the cycle all Registrants including new Registrants **must provide the Board with a log of all credits accumulated during the cycle in addition to the verification of each course listed.**

Failure to submit your CE Documentation on the deadline will mean you will not be eligible for re-licensure.

III GENERAL GUIDELINES

1. The implementation date for each cycle is September 1st. The present cycle is three years from **September 1, 2017 to August 31, 2020.**
2. The cycle for new graduates will commence on September 1st in the year of graduation. It will be the responsibility of the new graduate to submit a log for that period. Please note there is no requirement for CE credits for the first two (2) years following graduation.

If the new graduate chooses to accumulate CE credits during this 2 year period, they can be used to satisfy the CE requirements during the cycle in question. No CE carry-over is permitted into the next cycle.

3. Accurate recording and accurate verification of credits is the responsibility of the Registrant and not the responsibility of the Board or the Audit Committee to seek verification of courses for registrants.

4. CE taken as a result of a Board or Discipline Order does not count towards the cycle.
5. Falsification of credits will be considered professional misconduct.
6. Online courses or independent study that is not examined or monitored will not qualify for credit.
7. Audits for every registrant will occur at the end of each cycle.
8. **FAILURE TO MEET CREDIT REQUIREMENTS**
 - (i) Where the Registrant fails to acquire credits as required by these Guidelines he/she would not be eligible for re-licensure.
 - (ii) Where a Registrant has not acquired the required number of credits prescribed by the Guidelines he/she may apply to the Board before the prescribed period expires for an extension of time in which to acquire the necessary credits. This extension may or may not be granted. Such extension period would not exceed 4 months duration.
 - (iii) The licence of a suspended Registrant may be reinstated when the requirements for CE have been met to the satisfaction of the Board.
 - (iv) In instances where the Committee feels the Registrant has failed to comply, the matter will be referred to the Board for disposition.
 - (v) Prior to admission for re-licensure at the end of a cycle Registrants must provide a list of the requirements they claim and sign the document to verify its authenticity. Providing a document the registrant knows to be false will be considered professional misconduct.

IV SPONSORSHIP

The following sponsors of a CE Course would likely be approved for credit if it fulfills the criteria:

- (a) Accredited dental, dental hygiene and dental assisting schools, universities or colleges;
- (b) Provincial 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) Dentally-related course sponsored by dental industry
- (g) Dentally-related course sponsored by a health organization, non-dentistry

V CATEGORIES

CATEGORY I

MINIMUM CREDITS REQUIRED IN THIS CATEGORY

Dentists 45 RDA - 12 RDT - 9

A. SCIENTIFIC/CLINICAL COURSES

These courses shall have significant intellectual or practical content directly related to the practice of dentistry.

(One credit per hour of participation).

B. SCIENTIFIC/CLINICAL HANDS ON PARTICIPATION

These experiences will be awarded *two credits for each hour* of participation.

The following are examples of courses that could be approved for CE credits under Category 1

- a) Attendance at scientific presentations at conventions or meetings. The time spent at only the scientific presentations will be as awarded a credit for each hour.
- b) Recertification in CPR – up to 4 credits per session to a maximum of 8 credits in the three year cycle
- c) Orthodontic Modules. (24 credits per cycle)
- d) Clinical Practical Evaluation (CPE) for RDAs – 24 credits per cycle
- e) Online Courses - Refer to **Section V**
- f) Study Clubs will be awarded a credit for each hour attended for scientific courses. Refer to **Section VI**

CATEGORY II:

Other courses that are not scientific courses but are related to dentistry.

MAXIMUM HOURS ALLOWED IN THIS CATEGORY

Dentists 15 Registered Dental Assistants 12 Registered Dental RDT- 9

The number of credits obtained will vary according to the activity involved. Credits awarded are as follows

- (a) WHIMIS Course – 4 credits (once in a cycle)
- (b) A course attended for practice management – To a maximum of 50% of the maximum allowable credits in Category II.
- (c) Participation or attendance at meetings of Dental Associations’ committees & Dental Board including NDEB, NDAEB, CDAC and CDA– 1 credit per Committee per year.

Attendance at Annual General Meetings – 3 credits per meeting for a maximum of 9 credits per cycle.

Attendance at Oral Health Tradeshows – maximum 1 credit per day for attendance to a maximum of 6 credits in a three year cycle.
- (d) A course attended for personal development directly of benefit to the practice of dentistry (Maximum 2 credits per cycle)
- (e) Part-time or Full time faculty members in Canadian dental education programs accredited by the Commission on Dental Accreditation of Canada (CDAC). (Maximum credit in this category)
- (f) Presenters of approved courses – 1 hour credit per ½ hour presentation time. The course must be accompanied by a lesson plan or course delivery plan and an evaluation.
- (g) For each dental related article published in a refereed journal of dental literature, 20 credits.
- (h) The presenter of a research paper or abstract – 5 credits – once in a cycle.
- (i) Volunteer Experience in Haiti – 5 credits
- (j) Online courses - Refer to **Section V** Online Study.

V **ONLINE STUDY** – Participants of online courses will be awarded a credit for each hour of participation. The online course must meet sponsorship criteria as outlined at the beginning of the Guidelines. Participants must submit for credit a copy of the online examination and proof of completion. The following credits can be applied for online courses.

Dentists 15 credits maximum in Category I (Scientific/Clinical with Examination)

RDAs 8 credits maximum in Category I (Scientific/Clinical with Examination)

RDTs 8 credits maximum in Category I (Scientific/Clinical with Examination)

Participants may apply remaining online courses taken to Category II. Participants cannot exceed maximum allowable credits for Category II.

VI **STUDY CLUBS**

Must be registered and approved, providing the following information:

1. Name of Study Club;
2. Subject Matter:
 - (a) must be of specific interest to dentistry

Membership

- a. Minimum of 5 members
- b. Name of chairperson and address
- c. Name of members and addresses
- d. Members must be health professionals licensed by the Newfoundland and Labrador Dental Board.

The foregoing Guidelines for Mandatory Continuing Education were approved by the Newfoundland and Labrador Dental Board to be effective the **1st day of September 2017**. Where any conflict exists between these Guidelines and any previous Guidelines these Guidelines will prevail.