



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, 2021 – August 31, 2025.

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 4 YEAR CYCLE ARE AS 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 that is required to have Continuing Education (CE) shall be represented on the Committee plus a member from the NLDA.

The Committee shall have the following responsibilities:

- a. determines the timing of cycles.
- b. determines the reporting and verification of credits for Dentists, Registered Dental Assistants and Registered Dental Technicians.
- c. approves continuing education courses, or their equivalents, and their sponsors.
- d. determines the maximum number of credits that may be claimed in respect of any continuing education course or equivalent.
- e. advises 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 one 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 4th year of the cycle all current registrants including new registrants must **provide the Board with a log of all credits accumulated during the cycle as well as the proof of verification of each course listed.** The Registrant must complete the log provided by the Continuing Education Committee by identifying the category assigned for each course completed.

If the submission has not been completed correctly as the requirements state and on or before the deadline, 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 four years from **September 1, 2021 to August 31, 2025.**
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. Audits for every registrant will occur at the end of the cycle.
7. **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) CDAC and CODA accredited dental, dental hygiene, dental assisting and dental technology schools, universities or colleges
- (b) Provincial and national dental, dental hygiene, dental assisting and dental technician 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 Health Services Accreditation
- (f) Dentally-related course sponsored by dental industry
- (g) Dentally related course sponsored by a health organization, non-dentistry
- (h) Online course providers that meet above criteria - see Section VI for additional information

V CATEGORIES

CATEGORY I

A. Scientific/Clinical Courses

These courses shall have significant intellectual or practical content directly related to the practice of dentistry. *One credit per hour*

B. Scientific/Clinical Hands-on Participation

These courses shall have significant intellectual or practical content directly related to the practice of dentistry as well as hands-on participation. *Two credits per participation hour*

MINIMUM CREDITS REQUIRED IN CATEGORY I

Dentists - 50

RDAs - 18

RDTs - 12

The following are examples of courses that could be approved for CE credits under Category I. The number of credits obtained will vary according to the activity involved. Credits awarded are as follows:

- a) Attendance at **scientific/clinical presentations** at conventions or meetings that have significant intellectual or practical content directly related to the practice of dentistry. The time spent at only the scientific/clinical presentation will be awarded one credit per hour.
- b) Attendance at **scientific/clinical hands-on participation courses** at conventions or meetings that have significant intellectual or practical content directly related to the practice of dentistry as well as hands-on participation. The time spent at only the scientific/clinical hands-on participation will be awarded two credits per participation hour.

- c) CPR Recertification – up to four credits per course to a maximum of eight credits in the cycle. A registrant may submit **no more than** two courses within the cycle.
- d) Orthodontic Modules. (24 credits per cycle)
- e) Clinical Practical Evaluation (CPE) for RDAs – 24 credits per cycle
- f) Online Courses - Refer to **Section VI**
- g) Study Clubs will be awarded one credit for each hour attended for scientific courses. Refer to **Section VII**

CATEGORY II:

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

MAXIMUM HOURS ALLOWED IN CATEGORY II

Dentists - 10

RDAs - 6

RDTs - 6

The following are examples of courses that could be approved for CE credits under Category II. The number of credits obtained will vary according to the activity involved. Credits awarded are as follows

- (a) WHIMIS Course – Four credits
One submission per cycle. Registrants are not permitted to submit any other safety courses.
- (b) A course attended for practice management. One credit per hour for **RDA's** only to a maximum of six credits in this category. **Dentists will not be awarded credit for updates to technology and orientation to new dental equipment used in their dental practice.**
- (c) Participation and/or attendance at meetings of provincial and national associations, regulatory bodies, national certification boards and stakeholder organizations respective of the registrant's discipline – 1 credit per Committee per year.

Attendance at Annual General Meetings of Provincial Associations respective of the registrant's discipline – One credit per hour for a maximum

of ten credits per cycle.

Attendance at Oral Health Tradeshows – maximum 1 credit per day for attendance for a maximum of four credits in a cycle.

- (d) A course attended for personal development and wellness directly of benefit to the practice of dentistry - Maximum four credits per cycle
- (e) Part-time or Full-time faculty members in Canadian dental and dental assisting education programs accredited by the CDAC. - Maximum credit in this category. Letter of employment should be submitted as verification.
- (f) Presenters of approved courses – One hour credit per each 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 that is authored and published in a refereed journal of dental literature. – Maximum credit in this category.
- (h) The presenter of a research paper or abstract – Five credits – One submission per cycle.
- (i) Volunteer Experience in a charitable organization providing dental services – One credit per hour
- (j) Online courses - Refer to **Section VI** Online Study.

VI ONLINE STUDY

Maximum Hours allowed in Category I – Scientific/Clinical with Examination

Dentists - 30

Registered Dental Assistants - 12

Registered Dental Technicians - 12

Maximum Hours allowed in Category II

Dentists - 10

Registered Dental Assistants - 6

Registered Dental Technicians - 6

Registrants may utilize the online platform to fulfill continuing education requirements. To meet Category I requirements, the course must meet sponsorship criteria as outlined in Section IV. The registrant must submit proof of completion of an online examination. As in traditional Category I courses, they should have significant intellectual or practical content

directly related to the practice of dentistry. Online courses that are not examined or monitored will not qualify for credit in Category I.

If the registrant cannot verify completion through examination, they may submit the course if applicable as Category II for credit. Registrants may utilize the online platform to complete courses that meet the requirements for Category II as well. Registrants cannot exceed maximum allowable credits for either category. Registrants who complete online courses will be awarded one credit for each hour of participation.

The CE Committee recognizes that Registered Study Clubs can avail of the online platform to meet their educational objectives. Study Clubs must follow the guidelines for submission of continuing education credits as all other registrants. Study Clubs are required to have all courses pre-approved. Members may only submit the maximum hours allowed as noted above. If the course meets the requirements of Category II, the member may allocate the course in that category.

See information in Section VII to register a study club for approval by the Continuing Education Committee.

VII 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 2021**. Where any conflict exists between these Guidelines and any previous Guidelines these Guidelines will prevail.