

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, 2025, to August 31, 2028.

The objective of the Continuing Education Requirements is to promote competence and professionalism. To be eligible for credit, activities must have significant intellectual and/or practical content related to the practice of dentistry. Activities can also be related to the professional responsibilities or ethical obligations of the participant.

Registrants should consider the following eligibility criteria before submitting a continuing education course for credit. To be eligible for CE credits, an activity must include at least one of the following criteria:

- Have significant intellectual and/or practical content related to oral health
- Improve the efficacy of patient care and treatment
- Address the continuing competence of the practitioner
- Address change in practice environments (e.g. cultural sensitivity)
- Address advances in technology that improves patient outcomes
- Relate to the professional responsibilities or ethical obligations of the participant
- Improve overall physical and mental health

Credits required in the three-year cycle:

Dentists

- **60 credit hours per cycle**
- **minimum 50 credits Category I**
- **maximum 10 credits Category II**

Registered Dental Assistants (RDA)

- **24 credit hours per cycle**
- **minimum 18 credits Category I**
- **maximum 6 credits Category II**

Registered Dental Technicians (RDT)

- **18 credit hours per cycle**
- **minimum 12 credits Category I**
- **maximum 6 credits Category II**

CATEGORIES

CATEGORY I - A

Dentists – 30 minimum, 60 maximum

RDAs – 12 minimum, 24 maximum

RDTs – 9 minimum, 18 maximum

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

- a. **Scientific/Clinical Courses** - Attendance at scientific/clinical presentations at conventions, meetings or live/synchronous webinars that have significant intellectual or practical content directly related to the practice of dentistry - One credit per hour.
- b. **Hands-on Scientific/Clinical Courses** - 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 - Two credits per participation hour.
- c. **Online asynchronous lectures on scientific or clinical topics directly related to the practice of dentistry with examination/evaluation.** The registrant must submit proof of completion of an examination - Maximum 30 credits per cycle for Dentists, 12 per cycle for RDAs, and 9 per cycle for RDTs.
- d. **Orthodontic Modules** – 24 credits per cycle
- e. **Clinical Practice Evaluation (NDAEB CPE)** for RDAs – 24 credits per cycle
- f. **Mental Health and Wellness** – Credit will be awarded for attendance at a course or session pertaining to mental health and wellness directly of benefit to the practice of dentistry – Maximum 6 credits per cycle

CATEGORY I - B

Total Maximum Hours Allowed in Category I – B

Dentists – 20

RDAs – 6

RDTs – 6

- a. **Online asynchronous lectures on scientific or clinical topics without examination directly related to the practice of dentistry** – One credit per hour. Verification of completion must be provided. Maximum 20 credits per cycle for Dentists, 6 per cycle for RDAs, and 6 per cycle for RDTs.

CATEGORY II:

Total 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/Safety Course** – Maximum of 4 credits per cycle.
- b. **Practice Management** – RDAs only one credit per hour to a maximum of 6 credits. Dentists will not be granted credit for updates in technology and orientation to new equipment in the dental practice.
- c. **Professional Meetings and Association Activities** – Participation in or attendance at meetings of provincial and national associations, regulatory bodies, national certification boards, and organizations relevant to the registrant's discipline. Credit awarded: 1 credit per hour, up to the maximum allowed in this category.
- d. **Attendance at Oral Health Tradeshows** – Maximum of 3 credits per cycle.
- e. **Part-time or Full-time faculty members in Canadian dental and dental assisting education programs accredited by CDAC** – Credit awarded: 1 credit per hour, up to the maximum allowed 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. **Author of a dental related article that is authored and published in a refereed journal of dental literature** – Credit awarded: 1 credit per hour, up to the maximum allowed in this category.
- h. **The presenter of a research paper or abstract** – 5 credits, one submission per cycle
- i. **Volunteer experience in a charitable organization providing dental services** – one credit per hour
- j. **Equity, diversity, inclusion and reconciliation course or session** – Maximum 3 credits per cycle - one credit per hour
- k. **Sexual misconduct or gender-based/intimate partner violence course or session** – Maximum 3 credits per cycle – one credit per hour.
- l. **Personal development activities that directly support the practice of dentistry.** Maximum 4 credits per cycle.
- m. **Online asynchronous lectures related to the applicable topics above in Category II** – Credit awarded: 1 credit per hour, up to the maximum allowed in this category.

GENERAL GUIDELINES

- a. The implementation date for each cycle is September 1st. The present cycle is three years in length from September 1, 2025, to August 31, 2028.
- b. 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 in the next cycle.
- c. Accurate recording and verification of credits is the responsibility of the registrant and not the responsibility of the Board or the Audit Committee to seek verification or courses for registrants.
- d. 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)
- e. Credits obtained before the commencement of the cycle do not count towards necessary credits for that cycle.
- f. Surplus credits accumulated in a three-year period cannot be carried forward to the subsequent cycle
- g. CE taken because of a Board or Discipline order does not count towards the cycle.
- h. Falsification of credits will be considered professional misconduct.
- i. Any credit recorded in a registrant's account for experiences that do not fit the guidelines criteria may be deducted from the total number of credits entered as part of an audit.
- j. Audits for every registrant will occur at the end of the cycle.
- k. Where the registrant fails to acquire credits as required by these Guidelines he/she would not be eligible for re-licensure.
- l. All registrants are required to record their continuing education courses and upload supporting/verification documents in their online account on an ongoing basis. Deadline for submission of all courses and documentation will be the last day of the cycle, August 31st.
- m. 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.
- n. Where the registrant has not acquired the required number of credits prescribed by the Guidelines he/she may apply to the Board before the prescribe 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.
- o. The license of a suspended registrant may be reinstated when the requirements for CE have been met to the satisfaction of the Board.
- p. In instances where the Committee feels the registrant has failed to comply, the matter will be referred to by the Board for disposition.

- q. 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.

SPONSORSHIP OF CONTINUING EDUCATION COURSES

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 post-secondary institutions.
- b. Provincial and national professional associations for oral health professions.
- c. Federal government health agencies, including the Canadian Armed Forces.
- d. 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 the above criteria
- i. Registered and approved study clubs (see below)

STUDY CLUBS

Must be registered and approved, providing the following information:

- a. Name of the Study Club
- b. Subject matter (must be of specific interest to dentistry)
- c. Membership with a minimum of five members
- d. Name of chairperson and address
- e. Name of members and addresses
- f. Members must be licensed by the Newfoundland and Labrador Dental Board

The CE Committee recognizes that Registered Study Clubs can avail themselves of the online platform to meet their educational objectives. Study Clubs must follow the guidelines for submission of continuing education credits like 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.

The Guidelines for Mandatory Continuing Education were approved by the Newfoundland and Labrador Dental Board to be effective the 1st day of September 2025. Where any conflict exists between these Guidelines and any previous Guidelines, these Guidelines will prevail.