

COLLEGE OF DENTURISTS OF ONTARIO

A GUIDE TO THE  
QUALITY ASSURANCE PROGRAM'S

CONTINUING PROFESSIONAL DEVELOPMENT REQUIREMENTS

2016-2017



# Continuing Professional Development Guide 2016-2017

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## Introduction

The mission of the College of Denturists of Ontario is to regulate and govern the profession of denturism in the public interest of access to safe, competent care and service.

The Regulated Health Professions Act, 1991, mandates that denturists registered with the College participate in a Quality Assurance program.

The College's Quality Assurance program has three main components:

- Self-assessment;
- Continuing Professional Development (CPD)
- Peer & Practice Assessment

This Guide has been created to assist members with an understanding of the CPD component of the Quality Assurance Program.

## Objectives of Continuing Professional Development

Participation in Continuing Professional Development activities assists registered denturists with the maintenance and evolution of professional knowledge, skills and judgment at all career stages.

### Who Must Participate?

All members who hold an active Certificate of Registration with the College are required to participate in CPD.

### What Activities Count as CPD?

To be eligible for CPD credits, activities must have significant intellectual and/or practical content related to the practice of denturism and/or the management of the denturist practice. Activities can also be related to the general professional responsibilities or ethical components of the profession.

Activities that are eligible for CPD credit can be either **Structured** or **Unstructured**

#### A. Structured Learning Activities

Structured learning activities are active/interactive learning programs. These activities generally have structured agendas, specified learning objectives, and interaction with other members of the profession or other professions.

Structured activities include:

- Conferences or Lectures
- Webinars or Online Learning Modules
- Teaching (Lectures, Clinical Instruction, Study Group Mentoring)

#### B. Unstructured Learning Activities

Unstructured activities are self-directed, independent learning activities.

Unstructured activities include:

- Reading discipline-related books, journals, articles, research papers
- Viewing/reading/listening to professional audio/video, Internet material
- Reviewing CDO regulations, standards of practice, policies, guidelines, other CDO materials
- Preparing/presenting professional presentations
- Researching/writing/editing professional publications
- Participation in professional organizations i.e. attending meetings, peer assessor, item writer, exam assessor etc.

## How Many Credits Do I Need?

	Structured Learning Activities	Unstructured Learning Activities	Total
<b>Annually</b>	10 credits		10
<b>3 Year Cycle</b>	Minimum of 30 Credits	Maximum of 30 Credits	60

**Annually:** Registered denturists must complete a minimum of 10 CPD credits annually.

**3 year Cycle:** Registered denturists must complete 60 credits over each three-year cycle. Of those 60 credits in a 3 year cycle, a **minimum** of 30 must be from participation in Structured Learning Activities. A **maximum** of 30 credits can be obtained for Unstructured Learning Activities in a 3 year cycle. This distribution was established to encourage registered denturists to maintain a broad and well-rounded understanding of the Standards of Practice, current issues facing the profession, new developments in the field of denturism, and the evolution of technology that are typically presented in structured learning activities.

One hour of participation in an activity is equal to one credit. Only active hours associated with participation, instruction or attendance associated with a learning activity are eligible for CPD credit.

## How Should I Select CPD Activities?

Within the scope of practice of the profession, registered denturists engage in a wide variety of practice activities. Consequently, each professional's Continuing Professional Development activities will be unique. The structure of the CPD program allows a registered denturist to establish their personal Continuing Professional Development plan based on perceived needs and learning objectives. The Quality Assurance Program Self-Assessment tool will assist individuals with establishing their personal CPD learning objectives.

Some general approaches to selecting Continuing Professional Development activities include:

- Reflecting on specific areas of your practice that you feel need improvement;
- Choosing courses to ensure your knowledge and skills are current;
- Seeking opportunities to gain knowledge in different areas of practice that you may wish to undertake in the future and;
- Giving back to your professional community by supervising students, becoming a member of a Committee for a professional organization, writing an article, or teaching a course

## Do I have to Report my CPD activity?

Yes. Reporting happens at 2 levels; Annual Reporting and 3 year Cycle Reporting.

### Annual Reporting

At the time of annual renewal of your Certificate of Registration, you are required to report the number of CPD credits that you have obtained in the preceding year. Registered denturists must complete a *minimum* of 10 CPD credits each year. Keep in mind that completing the minimum of 10 CPD credits each year for the 3 year cycle will not provide you with the minimum 3 year cycle requirements. This flexibility allows an individual to engage in more or less CPD activity in any given year depending on their personal circumstances.

### 3 year Cycle Reporting

In addition to annual reporting (of 10 or more CPD credits), all active registered denturists must report their completed CPD credits at the end of each three year cycle. The current 3 year reporting cycle is from April 15, 2016 to April 14, 2019.

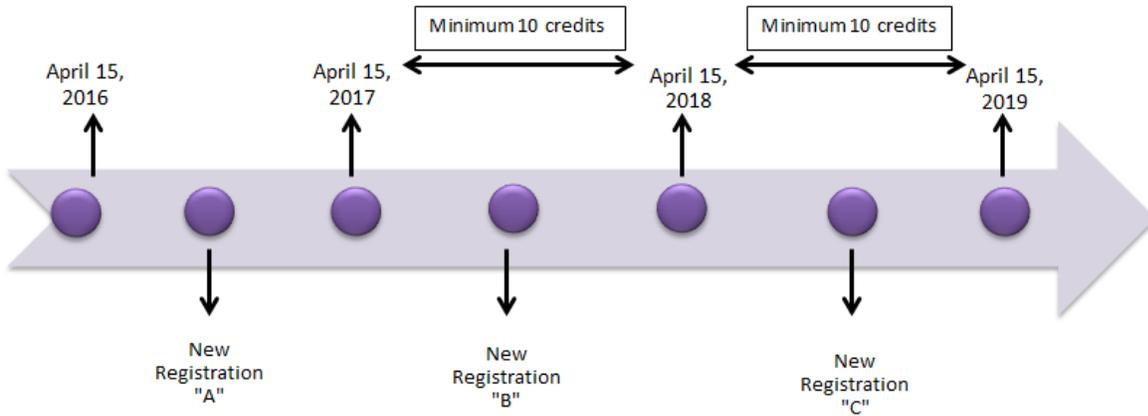
At the end of the three year cycle, registered denturists must have obtained a total of 60 CPD credits. Of those 60 credits, a *minimum* of 30 must be from participation in Structured Learning Activities. A *maximum* of 30 credits can be obtained for Unstructured Learning Activities in a 3 year cycle.

## What Do I Do if I am a New Registrant?

New registrants who become registered for the first time on a date other than the date of the annual renewal are not required to accumulate CPD credits for the time period between initial registration and the first renewal on the annual renewal date (April 15). For every full year of the 3 year cycle following the member's first renewal on the annual renewal date (April 15), a new registrant is required to: a) obtain a minimum of 10 credits per year, and b) at the end of the 3 year cycle in which the member became registered, have obtained a total of 20 credits for each full year in which the member was registered.

Please see the example on the next page.

Example:



New Registration	Annual CPD Requirement	3 Year Cycle Requirement
A	April 15, 2016-April 14, 2017 - 0 April 15, 2017-April 14, 2018 - 10 April 15, 2018-April 14, 2019 - 10	40 Credits (minimum of 20 structured)
B	April 15, 2017-April 14, 2018 - 0 April 15, 2018-April 14, 2019 - 10	20 Credits (minimum of 10 structured)
C	April 15, 2018-April 14, 2019 - 0	CPD requirement will commence at the beginning of the next cycle

## How Do I Keep Track of My CPD Credits?

Registered denturists can log their completed CPD activities and credits into their online record through the Member Portal. To assist with accuracy in reporting, members are encouraged to log their CPD activities as they are completed.

For each activity you complete and log, you will be asked to record the following information:

**CPD CREDITS -**

**Continuing Professional Development**

CPD Period \*

Activity Name

Presenter

Sponsor

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"Please note for 1/2 credits round up to the nearest whole number. EG: 5.5 would be entered as 6 for the CPD Hours/Units"

CPD Hours/Units \*

Date Completed \*

Activity Topic \*

Activity Type \*

Upload File

Is there any additional information that would help the Quality Assurance Committee determine eligibility for continuing professional development credit?

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## Is This Information Audited?

Yes.

Each year, the College randomly selects 5% of registered denturists who will then be required to submit proof of attendance at and/or completion of CPD activities for the previous renewal year.

Registered denturists who are selected for CPD audit are notified by the College well in advance of the submission deadline.

Registered denturists who do not report the minimum number of annual credits by the registration renewal deadline, will be required to submit proof of attendance at and/or completion of CPD activities for the year in question.

Ordinarily, if a submission is found to be incomplete or insufficient, or if it does not reflect adequate participation in CPD activities, the member will be asked to rectify any outstanding issues. If concerns persist, or if a Member refuses to participate, then he/she may be referred for a Peer & Practice Assessment.

## What is Acceptable Proof of Completion of a CPD Activity?

The QA Committee determines acceptable proof of completion of CPD activities. Acceptable proof normally includes:

- A certificate of completion from a course or lecture;
- A letter confirming your participation in an activity with specific details that includes a description of the activity and the date(s) of participation;
- A copy of a published article that was written or read;
- Receipts for costs specifically associated with CPD activities; or
- A course descriptions of a completed course.

Other documents may be used as proof of completion. If you are unsure of whether or not documentation meets the criteria for acceptable proof, feel free to contact the College for advice.

## How Long Must I Retain My CPD Documentation?

A minimum of two reporting cycles or six years. This includes proof of completion and any other documentation verifying your participation in all CPD activities.

## What if I Have Special Circumstances that Prevent Me from Completing CPD Activities?

You may request an extension that provides you with more time to complete your annual or 3 year cycle requirement, if you are:

- on parental leave;
- seriously ill;

- on a leave of absence; or
- have other extenuating circumstances.

The QA Committee will review all extension requests. If the request is approved, this will not change the requirements for your future CPD reporting cycle. Extensions only apply to the reporting period, not the number of credit hours for the period that is being reported. You will still be required to complete and report on the required number of credits for any subsequent CPD cycles.

To request an extension, please:

- Complete and submit the Extension Request form, which is available on the College's website; or
- Submit an application for an extension in writing, and include a detailed description of the reasons for the request as well as any relevant supporting documentation.

The College must receive applications and any other relevant supporting documentation at least 30 days in advance of the submission deadline, unless there are circumstances that affect your ability to submit the application.

## Other Questions?

### **Can I carry over credits I earned during a 3 year cycle into a subsequent 3 year cycle?**

No.

### **How do I keep track of my CPD activities?**

Members can use the College's CPD Log. This provides a template to record the relevant information about each CPD activity that a member completes.

The information that registered denturists are required to record in the online Member Portal can also be used for CPD tracking.

### **What will happen if I don't complete the required number of credits in my three-year cycle?**

All members must participate in CPD activities as part of the QA program requirements. If a member does not report the required number of CPD credits, this may be considered non-compliance with the QA program. The QA Committee may require some follow-up, require the member to undergo a Peer & Practice Assessment or, in cases of continued non-compliance refer the matter to the Inquiries, Complaints and Reports Committee.

**As a new registrant, can I obtain CPD credits prior to the start of my three year cycle?**

Yes. CPD activities can be recorded for credit if they were completed after you became registered with the College.

**Is there a list of accredited programs/courses to which members can refer?**

The College does not accredit or approve CPD courses. The College supports individual selection of CPD activities that includes reflection and self-assessment of learning needs and objectives. Members should select courses based on their self-assessments, peer & practice assessments, and professional interests.

**How can a member meet the 3 year cycle requirement if the minimum annual requirement is only 10 credits?**

The annual minimum requirement of 10 credits/year was established to allow for some flexibility in the amount of time that is devoted to CPD activities in any given year. This allows a member to concentrate CPD activities in a year where he/she has more time available for CPD and to complete only the minimum of 10 credits in another year. However, when possible, members should complete 20 credits/year so that they remain on track to meet the 3 year cycle requirement and avoid a situation where they must obtain a large number of credits in the last year of the 3 year cycle.

The following chart provides some examples of how members can meet the 3 year cycle requirement:

<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Total</b>
10	40	10	<b>60</b>
10	20	30	<b>60</b>
20	20	20	<b>60</b>

It is important to note that in each year, members are completing a minimum of 10 credits.