



Continuing Professional Development: Just the Facts!

Component	Requirement
Annual Reporting	Minimum 10 credits/year
3 Year Reporting Cycle (April 15, 2016 – April 14, 2019)	Minimum 60 credits – minimum of 30 structured activity credits; maximum of 30 unstructured activity credits
Structured Activities	Minimum 30 credits in the 3 year reporting cycle Structured activities include: <ul style="list-style-type: none"> • Conferences or Lectures • Webinars or Online Learning Modules • Teaching (Lectures, Clinical Instruction, Study Group Mentoring)
Unstructured Activities	Maximum 30 credits in the 3 year reporting cycle Unstructured activities include: <ul style="list-style-type: none"> • 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.
Retention of proof of activities	Retain proof of activities for the current and the previous cycle (6 years total)
Acceptable Proof of Completion	<ul style="list-style-type: none"> • 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 description of a completed course.
Monitoring & Compliance	<p>Registered denturists who do not report the minimum number of annual credits by the registration renewal deadline, may be required to submit proof of attendance at and/or completion of CPD activities for the year in question.</p> <p>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 then he/she may be referred for a Peer & Practice Assessment.</p>