



Continuing Professional Development

JUST THE FACTS!

Question	Answer
How many CPD credits do I need in a 3-year cycle?	60 – But the more the better!
How many of the 60 CPD credits must be <i>Structured</i> ?	30 – But the more the better!
What is the minimum for each year?	10 – But remember you still need 60 CPD credits over the three-year cycle.
How do I know when my cycle starts?	All registrants are on the same 3-year cycle, for example, April 1, 2022 - March 31, 2025, April 1, 2025 – March 31, 2028, etc...
I registered mid-cycle. How do I know how many CPD credits I need for the Cycle?	There is a CPD Calculator on the site which will tell you what your requirements are for the current CPD cycle.
How many of the 60 CPD credits can be <i>Unstructured</i> ?	30 – As many as you want, but only 30 will count towards your cycle requirement.
How many CPD credits can I claim for a College Webinar?	1 – You can claim 1 CPD credit for watching the webinar either when it is presented live or the recorded version in the e-learning library.
How many CPD credits can I claim for a Self-Directed Learning Assignment based on a webinar?	It varies. The number of CPD credits that can be claimed is included in the return email after the assignment has been submitted and reviewed.
Can I use my practice hours as my CPD credits?	No. Practice hours which fulfill your Currency Requirements may NOT be used as CPD credits.
How long do I need to keep my proof of my CPD credits?	6 years. You need to hang on to your supporting documentation for a minimum of two reporting cycles which is 6 years.
What is the difference between Structured CPD Credits and Unstructured CPD Credits ?	<p>Structured activities are generally active/interactive learning programs. They usually have agendas and objectives for the activity and often include interaction with other Registered Denturists. Examples include:</p> <ul style="list-style-type: none"> • Conferences or Lectures • Webinars or Online Learning Modules • Lectures, Clinical Instruction <p>Unstructured activities are self-directed, independent activities that you do on your own. Examples include:</p>



	<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.
How do I prove my attendance or participation for Structured activities?	<ul style="list-style-type: none"> • A certificate of completion from a course or lecture. • An email confirming attendance at a webinar. • A letter confirming your participation in an activity with specific details that includes a description of the activity and the date(s) of participation. • Receipts for costs specifically associated with CPD activities; or • A course description of a completed course.
How do I prove my attendance or participation for Unstructured activities?	<ul style="list-style-type: none"> • Keep a copy of the article if it's on paper. • For videos or online articles, record the website link along with the date you read/watched or participated. Save it in a separate word document. • Download a copy of what you read.
What happens if I do not meet the minimum CPD requirements?	<ul style="list-style-type: none"> • You will be given the opportunity to earn the missing CPD credits and show your proof to the Quality Assurance Committee. • If a submission is found to be incomplete or insufficient, or if it does not reflect adequate participation in CPD activities, you may be asked to rectify any outstanding issues. If concerns persist, you may be referred for a Peer & Practice Assessment.
How many credits and what type of credits can I claim for doing work for the College?	<ul style="list-style-type: none"> • See chart below.

Participating in CDO Activities	Structured	Unstructured
Attendance at CDO Council or Committee meetings	1 credit per hour	
Preparing for/reviewing material for Council and Committee meetings		1 credit per hour
Participating in examination Item Writing session		1 credit per hour
Participating in examination Standard Setting session		1 credit per hour
Exam Assessor training	1 credit per hour	
Participation as an Exam Assessor		1 credit per hour
Peer and Practice Assessor Training	1 credit per hour	
Conducting a Peer and Practice Assessment		1 credit per hour
Peer Circle Facilitator Training	1 credit per hour	
Participation as a Peer Circle Facilitator		1 credit per hour
Peer Circle Case writing workshop		1 credit per hour
Reviewing CDO public and stakeholder consultation materials		1 credit per hour