



COLLEGE OF
DENTURISTS
OF ONTARIO

***Continuing Professional Development
2022 - 2025 Guidelines***



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Introduction

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 Registered Denturists 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 Registered Denturists 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, the management of the denturist practice, managing communications with patients, and topics pertaining to diversity, equity, and inclusion.

Activities can also be related to the general professional responsibilities or ethical components of being a licensed health care professional.

Practice hours which fulfill your three-year currency requirements may not be used as CPD hours.

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

Structured Learning Activities

Structured learning activities are active or interactive learning programs. These activities generally have structured agendas, specified learning objectives, and interaction with other Registered Denturists or other health care professionals.



Structured activities may include:

- Conferences, lectures, or seminars
- Webinars
- Online learning modules
- Teaching - including lectures, clinical instruction, laboratory, and study group mentoring. Please note, the same activities counted for CPD cannot be used for your currency requirements.

Unstructured Learning Activities

Unstructured activities are generally self-directed independent learning activities.

Unstructured activities may include:

- Reading Denturism or scientific dental related books, textbooks, journals, articles, and research papers
- Viewing/reading/listening to professional audio/video, Internet material as it pertains to either Denturism or regulatory topics
- Reviewing CDO regulations, standards of practice, policies, guidelines, other CDO materials
- Participating in CDO held public and stakeholder consultations
- 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? Per year & Per Cycle?

	Structured Learning Activities	Unstructured Learning Activities	Total
Annually	10 Credits		10 per year
Three Year Cycle	Minimum of 30 Credits	Maximum of 30 Credits	60 per three-year cycle



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

Three-year Cycle: Registered Denturists must complete a minimum of 60 CPD credits over each three-year cycle.

- Of those 60 CPD credits in a three-year cycle, a **minimum** of 30 CPD credits must be from participation in Structured Learning Activities.
- A **maximum** of 30 CPD credits can be obtained for Unstructured Learning Activities in a three-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 CPD credit. Only active hours associated with participation, instruction, or attendance associated with a learning activity are eligible for CPD credit.

Do I have to Report my CPD activity?

Yes, reporting happens at two levels – annually and once every three years.

Annual Reporting

At the time of annual renewal, 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 three-year cycle will not provide you with the minimum three-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.

Three-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 three-year reporting cycle is from April 15, 2022, to March 31, 2025.

At the end of the three-year cycle, Registered Denturists must have obtained a minimum of 60 CPD credits. Of those 60 CPD credits, a **minimum** of 30 CPD credits must be from participation in Structured Learning Activities. A **maximum** of 30 CPD credits can be applied towards Unstructured Learning Activities in a three-year cycle.



What Do I Do if I am a New Registrant?

New registrants are not required to accumulate CPD credits for when they first receive their license (effective registration date) up to their first renewal deadline of March 31 of the upcoming year.

They do, however, have a total three-year cycle requirement based on when they joined the cycle (joining the cycle in the first, second, or third year). This three-year requirement is determined by when they joined the three-year cycle. The current CPD cycle is from 2022 – 2025.

It should be noted that while the registrant does not need to report their CPD activity for the partial year in which they were registered, any CPD credits earned during this period can be applied to the three-year cycle.

	Cycle Year 1 April 15, 2022 – April 14, 2023	Cycle Year 2 April 15, 2023 – March 31, 2024	Cycle Year 3 April 1, 2024 – March 31, 2025	Total CPD Required by March 31, 2025
Scenario 1: Registered anytime from April 15, 2022 – April 14, 2023	<i>Grace Period</i>	40 CPD required by March 31, 2025. (Minimum of 20 structured CPD)		40 CPD
Scenario 2: Registered anytime from April 15, 2023 – March 31, 2024	<i>Grace Period</i>		20 CPD required by March 31, 2025. (Minimum of 10 structured CPD)	20 CPD
Scenario 3: Registered anytime from April 1, 2024 – March 31, 2025	<i>Grace Period. New cycle begins April 1, 2026, full CPD requirements in effect then.</i>			0 CPD

How Should I Select my CPD Activities?

Your own reflection

Within the scope of practice of the profession, Registered Denturists engage in a wide variety of practice activities. Consequently, each person’s CPD activities will be unique to their professional needs. The structure of the CPD program allows a Registered Denturist to establish their personal CPD plan based on perceived needs and learning objectives. The Self-Assessment tool can also assist 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
- Planning attendance at Denturism association or industry continuing education events or conferences
- Learning about CDO hosted events such as Peer Circles or online webinars
- 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 Registered Denturist of a Committee for a professional organization, writing an article, or teaching a course

Using the Self-Assessment Tool

The Self-Assessment Tool, or SAT was designed to help you self-identify areas for Continuing Education. Instructions on how to access and fill out the tool are [here in this video](#).

For additional information on how to navigate and use the Self-Assessment Tool, there is a webinar on the topic available through the e-learning library in the member portal. You can earn structured CPD credits for watching the webinar and completing the associated self-directed learning assignment.

Is This Information Audited?

Yes, each year, the CDO randomly selects from all registrants 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 CDO 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 Registered Denturist will be asked to rectify any outstanding issues. If concerns persist, or if the Registered Denturist refuses to participate, then they may be referred for a Peer & Practice Assessment.



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, Registered Denturists 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

"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?

What is Acceptable Proof of Completion of a CPD Activity?

The Quality Assurance 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 description of a completed course.

Other documents may be used as proof of completion. If you are unsure of whether the provided 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 three-year cycle requirement, if you are:

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

The Quality Assurance 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.



Can I earn CPD credits doing work for the College?

Yes! You can earn CPD credits by participating in CDO committee work, attending meetings, participating in training workshops, becoming an assessor, or a variety of other activities. The below table outlines how many and what type of credits you can earn for various CDO related activities.

	CDO Activity	Structured	Unstructured
1.	Attendance at CDO Council or Committee meetings	1 credit per hour	
2.	Preparing for/reviewing material for Council and Committee meetings		1 credit per hour
3.	Participating in examination Item Writing session		1 credit per hour
4.	Participating in examination Standard Setting session		1 credit per hour
5.	Exam Assessor training	1 credit per hour	
6.	Participation as an Exam Assessor		1 credit per hour
7.	Peer and Practice Assessor Training	1 credit per hour	
8.	Conducting a Peer and Practice Assessment		1 credit per hour
9.	Peer Circle Facilitator Training	1 credit per hour	
10.	Participation as a Peer Circle Facilitator		1 credit per hour
11.	Peer Circle Case writing workshop		1 credit per hour
12.	Reviewing CDO public and stakeholder consultation materials – per hour		1 credit per hour

Other Questions?

Can I carry over credits I earned during a three-year cycle into a subsequent three-year cycle?

No.

How do I keep track of my CPD activities?

Registered Denturists can use the College’s CPD Log. This provides a template to record the relevant information about each CPD activity that a Registered Denturist completes. The information that Registered Denturists are required to record in the online Member Portal can also be used for CPD tracking.

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 becoming registered with the College.



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

All Registered Denturists must participate in CPD activities as part of the QA program requirements. If a Registered Denturist does not report the required number of CPD credits, this may be considered non-compliance with the QA program.

The QA Committee will work with all Denturists to find a positive solution forward. This may include providing more time, asking for follow up, requiring the Denturist to undergo a Peer & Practice Assessment or, in cases of continued non-compliance, refer the matter to the Inquiries, Complaints and Reports Committee.

Is there a list of accredited programs/courses to which Registered Denturists 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. Registered Denturists should select courses based on their self-assessments, peer & practice assessments, and professional interests.

How can a Registered Denturist meet the three-year cycle requirement if the minimum annual requirement is only 10 CPD credits?

The annual minimum requirement of 10 CPD credits per 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 Registered Denturist to concentrate on CPD activities in a year where they have more time available for CPD and to complete only the minimum of 10 credits in another year.

However, when possible, Registered Denturists should complete at least 20 credits/year so that they remain on track to meet the three-year cycle requirement and avoid a situation where they must obtain a large number of credits in the last year of the three-year cycle.

The following chart provides some examples of how Registered Denturists can meet the three-year cycle requirement:

	Year 1	Year 2	Year 3	Total
Scenario 1: <i>"The Consistent Registrant"</i>	20 CPD	20 CPD	20 CPD	60 CPD
Scenario 2: <i>"The Banner Year Registrant"</i>	10 CPD	35 CPD	15 CPD	60 CPD
Scenario 3: <i>"The Last-Minute Registrant"</i>	10 CPD	10 CPD	40 CPD	60 CPD



Appendix

List of Revisions

Date	Revision
January 10, 2024	Updated guidelines template, cover photo, new registrant CPD onboarding chart, CDO CPD Credits activity earn chart
January 11, 2024	New Registration Year end implemented, Three-Year CPD cycle aligned with new registration year end of April 1 – March 31