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| TYPE | Quality Assurance |
| NAME | Continuing Professional Development Program Compliance |
| DATE APPROVED BY COUNCIL | March 3, 2017 |
| DATE REVISED BY COUNCIL | September 18, 2020 |

LEGISLATIVE BACKGROUND

The *Regulated Health Professions Act (RHPA), 1991*, mandates that each health profession regulatory College prescribe a quality assurance program that includes a number of components, including continuing education (CE) and professional development (PD) designed to promote continuing competence and continuing quality improvement among the members. The RHPA also mandates that the Colleges establish mechanisms to monitor members' participation in, and compliance with, the quality assurance program. Section 10(2) of the General Regulation under the *Denturism Act, 1991* states that every member shall comply with the requirements of the quality assurance program, which includes the CPD component.

INTENT

This policy outlines the College's Continuing Professional Development (CPD) program requirements and the College's approach to member non-compliance.

THE POLICY

CPD Program Requirements:

| | Structured Learning Activities | Unstructured Learning Activities | Total |
|---------------------|---------------------------------------|---|--------------|
| Annually | 10 Credits | | 10 |
| 3-Year Cycle | 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.

Specific details about the CPD program are found in the current version of the Continuing Professional Development Guide.

Reporting Deadlines:

Annual – March 31st of each year

3-year Cycle – March 31, 2025, and every three years thereafter.

Non-Compliance Notifications:

1st Notification – Reminder Email:

After March 31st of each year, the College will review all members who have not recorded the minimum annual CPD requirement of 10 credits. The College will send a reminder email to these members requesting that they enter the information into their profile through the Member Portal within 30 days of the date of the email.

2nd Notification – Final Reminder Letter:

After the submission deadline identified in the initial reminder email, the College will identify all members who still have not recorded the information into their profile. These members will receive a letter from the Quality Assurance Committee requesting that the member:

- 1) Submit a written response to the Committee that includes reason(s) for non-compliance and a plan of action **by no later than the date specified**; and
- 2) Complete the outstanding requirements **by no later than the date specified**; and
- 3) Enter the credits into their profile through the Member Portal within 10 days of completing the activity; and
- 4) Notify the College in writing once the outstanding requirements have been completed and entered into their profile through the Member Portal.

Continuing Non-Compliance

Failure to provide a response by **the dates specified** in the second reminder letter and compliance with the Committee's requests may result in one or more of the following actions by the Quality Assurance Committee (please consult Appendix 1: CPD Compliance – Stages of Escalation for more information):

- appointment of a Quality Assurance Assessor to review the member's CPD documentation,
- an order to participate in a Peer and Practice Assessment (at the member's cost), or
- referral to the Inquiries, Complaints and Reports Committee (ICRC)*

After 2 consecutive reporting periods where a member has been non-compliant and escalated to stage 3 of the Stages of Escalation outlined in Appendix 1 of the CPD Program Compliance Policy (attached) by Panel A of the Quality Assurance Committee, a \$100 administrative fee for the first letter will be levied and subsequent fees for additional letters will increase by \$100 for each letter.

Please note that after the member reaches stage 4 of the Stages of Escalation, the Committee will proceed to stage 5a, 5b or 5c on a case-by-case basis.

* Under the Health Professions Procedural Code, failing to co-operate with the QAC is an act of professional misconduct. The name of the member and allegations against the member may be disclosed to the Inquiries, Complaints and Reports Committee if the Quality Assurance Committee is of the opinion that the member may have committed an act of professional misconduct.

RELATED LEGISLATION AND DOCUMENTS

Regulated Health Professions Act, 1991
Health Professions Procedural Code, 1991
Denturism Act, 1991
Ontario Regulation 206/94 (General) Professional
Misconduct Regulation 854/93
Continuing Professional Development Guide (Current version)

REVISION CONTROL

| Date | Revision | Effective |
|--------------------|---|--------------------|
| March 3, 2017 | Addition of administrative fee | March 3, 2017 |
| September 18, 2020 | Addition of higher administrative fees for consecutive non-compliance | September 18, 2020 |
| May 28, 2024 | Updated deadline date to be in line with renewal deadline | June 7, 2024 |

Appendix 1: CPD COMPLIANCE – STAGES OF ESCALATION

