

COLLEGE OF DENTURISTS OF ONTARIO

# CONTINUING EDUCATION PROGRAM



2011/2012



CONTENTS

Introduction ..... 3

Program Objectives ..... 4

Quality Assurance Requirements ..... 5

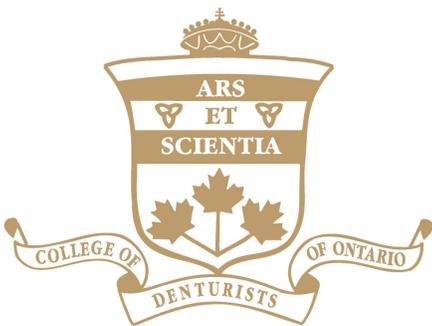
- Reporting Credits
- Records of Continuing Education Activity
- Credit Units
- Credits Required

Categories of Continuing Education ..... 6

Learning Modalities .....7

Approved Educational Sources .....8

CE Credit Submission form .....9



*Regulating the profession of  
Denturism since 1973.*

# INTRODUCTION



The mission of the College of Denturists of Ontario is to regulate, govern and develop the profession while serving the public interest.

Under the Regulated Health Professions Act, the duty of the Quality Assurance committee must include continuing education or professional development designed to promote continuing competence and practice improvement.

The College requires its members to maintain their professional knowledge through appropriate continuous learning and professional education on an annual basis.

The College promotes the philosophy that Denturists keep their knowledge up to date and maintain competence in their practices throughout their careers. Members must strive to deliver the highest standard of professional care and keep current with changes in technology and innovations in profession.

The College has established continuing education requirements for Denturists as part of the Quality Assurance Regulation.

This manual outlines the guidelines for fulfilling the requirements set out by the College

# PROGRAM OBJECTIVES

The objective of the Continuing Education program is to promote competence and professionalism at all stages of a denturists career. To be eligible for credit, 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 professional responsibilities or ethical obligations of the participant.



# QUALITY ASSURANCE REQUIREMENTS

Practitioners are required to acquire credits on a per year basis along with the registration term. All hours must be submitted prior to April 15th, with their annual registration renewal.

### REPORTING CREDITS

It is the responsibility of each dentist to report their continuing education credits. Credits should be reported as they are acquired. Credits in excess of those required in a five year cycle can be carried forward to the subsequent cycle.

Dentists are responsible for ensuring that their credits toward continuing education are reported on approved CDO forms. Forms may be submitted through mail, fax or online. Dentists must provide proof of CE credits.

All CE credits that are not on the CDO approved continuing education credit list must be approved by the CDO Quality Assurance committee.

### RECORDS OF CONTINUING EDUCATION ACTIVITY

It is the dentists' responsibility to maintain documentary and evidence of continuing education credit completion (i.e., course descriptions, certificates, receipts, course syllabi, etc.).

### CREDIT HOURS

One hour = 1 Credit

Only active hours of lecture, instruction or participation are eligible.

### CREDITS REQUIRED

Dentists must obtain a minimum of 100 hours of CE credits every five years with a minimum of 10 credits per year.



## CATEGORIES OF CONTINUING EDUCATION

Category	Description	Minimum Required Credits (per five years)
CLINIC DENTAL	Relates directly to the provision of patient care and treatment (clinical or laboratory), includes hands-on courses.	50
DENTAL PRACTICE MANAGEMENT	Relates directly to the operation and management of a dental practice. Does not include courses related to personal financial or retirement planning, or marketing products or marketing services to patients.	16
JURISPRUDENCE	Courses related to the study of ethics and Denturism law and regulation.	10
OTHER DENTAL	E.g. Faculty/teaching positions, self study courses, participation in professional organizations (CDO, DAO, DAC etc), study clubs.	(Credits are variable, refer to page 7)



# LEARNING MODALITIES

The following are examples of CE learning modalities and the credit limits for each one within the five year cycle. These Learning Modalities are for allocation in the “Other Dental” Category.

## PROFESSIONAL ORGANIZATIONS

Participation in professional organizations is encouraged. Professional organizations include CDO, DAO, DGO, DAC etc. Participation can involve being not only an executive member but also includes committee member as well as volunteer positions.

**Credit Limit:** Maximum of 8 CE credits/year.

## DENTAL MEETINGS & CONFERENCES

Single or multi-day dental lectures or conferences/ seminars.

**Credit Limit:** Hour-for-hour credit is given for educational activities at a convention.

## DENTAL/MEDICAL EMERGENCIES

First aid/CPR and other emergency management courses.

**Credit Limit:** up to maximum 8 credit units per course.

## STUDY CLUBS

**Approval Process:** Study clubs and other forms of peer to peer learning are encouraged but must be approved by the Quality Assurance committee to be eligible for credit. To obtain approval submit an agenda or speaker notes.

**Credit Limit:** 1 Credit unit per meeting (1-3 hours long).

## PUBLICATION AUTHORSHIP

Dental articles written and published in a peer reviewed journal of dental or medical literature may qualify subject to the approval by the Quality Assurance committee.

**Approval Process:** 3 credits per 1000 words may be granted per article at the discretion of the Quality Assurance committee to a maximum of 9 credits per article.

## COLLEGE OR ASSOCIATION ANNUAL GENERAL MEETINGS

**Credit Limit:** Maximum of 2 credits per meeting. Minimum of 2 credits within the five year cycle.

## JOURNALS

Internet and print-based journal material.

**Approval Process:** The Quality Assurance Committee will determine the number of credits eligible and will grant credit only to those journals that include:

- a clearly defined learning objective;
- post-course knowledge assessment or other mechanism accepted by the Quality Assurance committee

**Credit Limits:** Maximum of 1 credit per journal.

## DENTAL TEACHING PROGRAMS

Faculty (full and part-time) lecturers, presenters, study club mentors or instructors who occasionally provide educational and/or clinical instruction.

**Credit Limit:** Maximum of 8 credits per year.

# APPROVED EDUCATION SOURCES

*The Quality Assurance committee reserves the right to deny eligibility of credits for programs that do not meet the objective of the Continuing Education Program, even if those programs come from approved sources.*

The following list includes, but is not limited to, sources where denturists may obtain courses, lectures or equivalents that are recognized for CE credit:

- A recognized educational institution
- College of Denturist Courses
- An international, national or provincial dental association (*examples: Denturist Association of Ontario, Denturist Group of Ontario, Denturist Association of Canada, Ontario Dental Association etc.*)
- Dental Manufacturer or suppliers approved by the College Quality Assurance Committee.



## FOR MORE INFORMATION

If you have any questions or require additional reporting forms, contact the College of Denturists of Ontario at **416-925-6331** or toll free at **888-236-4326**. You can also reach us by email at [info@denturists-cdo.com](mailto:info@denturists-cdo.com) or visit our website at [www.denturists-cdo.com](http://www.denturists-cdo.com)

# QUALITY ASSURANCE REGULATION

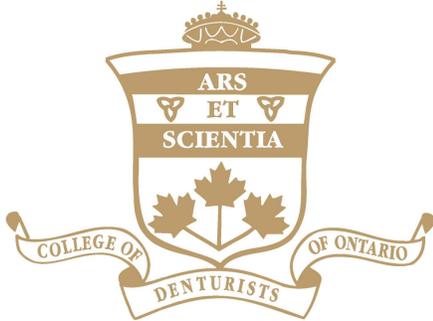
The College of Denturists of Ontario is required to have a Quality Assurance program including practice assessment and enhancement under Ontario Regulation 206/94 Section s.1. The Quality Assurance Committee has created the Continuing Education program as the member practice enhancement requirements. As per the Regulation an Enhancement program means an education program, whether delivered by lecture, mentoring, self-study with examination or other similar means, designed to improve a member's knowledge, skills or judgment as exhibited by clinical performance.

## **FAILING TO MEET THE REQUIREMENTS**

According to the Ontario Regulation 206/94 s. 14 , if the Committee requires a member to participate in an enhancement program and the member either fails to do so or fails to successfully complete the program, as demonstrated by a follow-up assessment, the Committee may, subject to section 15, direct the Registrar to impose terms, conditions or limitations on the member's certificate of registration for a specified period not exceeding six months. The Committee may direct the Registrar to impose terms, conditions or limitations on a member's certificate of registration no more than twice with respect to any one assessment. If the Committee intends to take action under subsection 14 (1), the member shall be given written notice of the Committee's intention and at least 15 days to make written submissions to the Committee.



# CE CREDIT SUBMISSION FORM



## Continuing Education Credit Submission Form

The objective of the Continuing Education program is to promote competence and professionalism at all stages of a denturists career. To be eligible for credit, activities must have significant intellectual and/or practical content related to the practice of denturism and/or the management of a denturists practice. Activities can also be related to the professional responsibilities or ethical obligations of the participant.

**Instructions - complete one form per course**

- Complete all sections below
- Send this form along with any supporting documents
  - ⇒ BY FAX: 416-925-6332
  - ⇒ BY MAIL: 180 BLOOR STREET WEST, Suite 903 Toronto, ON M5S 2V6

Name.....Registration #.....

Course Name.....

Course Speaker.....Course Sponsor.....

CE Hours/Units.....Course Date(s).....

Was this a self-study course? .....Yes.....No (*if yes, you must submit proof of successful completion*)

Is this a submission for continuing education under learning modalities? .....Yes.....No (*if yes, please describe below and submit appropriate documentation*)

.....

.....

.....

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

.....

.....