

It is the duty and object of this College to establish and maintain a continuing competency / quality assurance program to promote high practice standards amongst registrants.

The College recognizes that Dental Technicians practice in a continually changing technical and cultural environment, and that dental technicians routinely seek out continuing education opportunities in order to remain current and to grow and develop in their practice as health professionals.

In recognition of its mandated responsibility and in order to endorse and support a commitment to life long learning and improvement, the College has developed the following Guidelines to facilitate the College's continuing competency and quality assurance program.

The College reiterates that registrants are individually responsible for the level of skill and knowledge and the professional attitudes and values they bring to their practice. Accordingly, it is understood and expected that dental technicians will:

- ◆ select and attend courses of value and relevant content;
- ◆ select learning opportunities that pertain to their overall personal learning and growth objectives as health professionals; and
- ◆ integrate that learning into their everyday practice.

1. CONTINUING EDUCATION (CE) CYCLE AND REQUIREMENTS

1.1 The Continuing Education Credit Requirements apply only to Registered Dental Technicians.

While Assistants and Students are exempt, the College encourages these registrants to participate in educational opportunities, but will not record any credits.

Each three-year cycle begins March 1, and ends February 28. This cycle is the same for all RDT registrants.

1.2 Registered Dental Technicians must obtain a total of 30 Continuing Education credits during each three-year cycle.

Credits beyond 30 cannot be banked, do not roll over into the next cycle, and are not recorded by the College.

1.3 At least 24 of the 30 credits must be "technical" in nature.

The College interprets "technical" to mean directly related to the registrants' practice of the profession.

1.4 Registrants may claim a maximum of 6 "non-technical" credits in a three-year cycle.

The College interprets "non-technical" to mean subjects, which are indirectly related to the registrant's profession or business but outside their scope of practice. In applying for non-technical credits, registrants may be asked to advise the College how the course is beneficial to their profession and/or business practice.

1.5 Unless otherwise specified in this Continuing Education Guide, in addition to claiming credits for attendance at formal lectures and courses, registrants may claim credits for the following activities to the maximum number indicated, per cycle:

- 6 credit hours per 3-year cycle for non-technical courses
- 6 credit hours per 3-year cycle for Web-based courses
- 6 credit hours per 3-year cycle for self-study of textbooks or videos

1.6 RDT registered during a CE cycle.

Individuals who register during any given CE cycle will be advised of the number of credits they are required to obtain, their start date, and the date of the end of the current cycle on a "Continuing Education Record" which is mailed to them upon registration as a Dental Technician. Prorated requirements are calculated at the rate of .83 credits per month remaining in the current cycle.

The maximum allowance of non-technical credits is also prorated for the months remaining in a cycle at a rate of .17 credits per month.

2. CE CREDIT CLAIM PROCESS

2.1 When registrants attend a course, how will they claim credit for it?

To claim credits, registrants must provide the College with some documentation providing verification of their attendance at a CE event. Unless registrants have signed in on a collective "Attendance/Sign-In Sheet" at the beginning of a presentation or course that will be forwarded directly to the College, a "Claim Form" should be completed and verified by the presenter or the sponsor's representative, before submitting it to the College office.

While the sponsor or provider of a course or lecture will often submit a group attendance or sign-in sheet to the College for their event, **it is the Registrants themselves who are solely responsible for submitting claims for credit to the College.** Registrants should keep a record of their attendance at events for which they intend to claim credits.

Registrants may also be required to provide an outline or synopsis of the course, and information about the course's sponsor or presenter.

3. CE CREDIT ALLOWANCES

The Continuing Education Committee reserves the right to deny credit for events that do not have relevant content.

3.1 Credits can be obtained by attending courses, lectures, and seminars on technical and/or non-technical subjects, and are awarded on an hour for hour basis. Registrants may receive credit for attendance at events and courses regardless of whether they are held within British Columbia or in other locations.

The Continuing Education Committee considers that one-hour attendance equals one-hour credit. Significant breaks such as lunch periods are not included in the credit allowance. The College, however, has set a maximum on the number of credits that will be approved in the following time periods:

- 7 hours for each full day
- 4 hours for one half day
- 3 hours for one evening
- 10 hours for any given 24 hour period

3.2 Technical credits may also be claimed for attending the general exhibits at recognized dental-related professional conventions (i.e. the Dental Technicians Convention, Pacific Dental Conference, etc.) Proof of registration / attendance will be required and the number of credit hours will be based on the size of the convention. Contact the College office for further information about claiming these credits.

3.3 Registrants may request credits for a publication.

Credits will be assigned on the basis of merit, to be determined by and at the discretion of the Continuing Education Committee. *A maximum of 10 credits* per year will be granted for a publication authored by the registrant (related to dental technology).

Requests for credits should include a copy of the published article, identifying the title of the magazine, number, volume, etc., together with a signed statement of time spent on research and development, and a list of resources used.

3.4 Registrants who prepare and present a course/lecture.

Registrants who prepare and present a course/lecture are eligible for credit for that preparation and presentation.

A registrant may qualify for a maximum of 10 credits preparation time per year. Preparation time is measured at two times the number of hours spent in delivering the course. A registrant may qualify for presentation time, on the basis of the actual number of hours spent in delivering the course.

Registrants are expected to provide evidence of time spent for presentation and delivering a course.

3.5 Registrants receive credit for time attending study clubs.

Registrants attending Study Club presentations will receive hour for hour credits. A Study Club must consist of a minimum of two members. When applying for credits, registrants may be asked to provide general information regarding speakers and proposed topics of discussion. Attendance can be reported to the College office collectively, i.e. on sign-in sheets that are available from the College and may be downloaded from the College website.

3.6 Facilitator credits.

Registrants who facilitate the organization of a course may claim two non-technical (NT) credit for this activity to a maximum of 6 credits per cycle.

3.7 Self-directed study.

Registrants may be involved in self-directed study of a technical book or video. As an indication of their comprehensive review of the material they must provide the Continuing Education Committee with a written summary of the material studied.

Registrants may claim a maximum of 2 credits per text or video, to a maximum of 6 credits per cycle.

3.8 Exam co-ordinator credits.

The exam co-ordinator / invigilator(s) involved in the licensure exams may claim 2 credits for each year of participation to a maximum of 6 credits per cycle.

3.9 Independent research.

Registrants may be involved in independent research that is directly related to dental technology. In order to qualify for technical credits registrants must:

- seek pre-approval by providing the Continuing Education Committee with:
 - a. an outline of the scope of the research to be undertaken and its relevance to the practice of dental technology
 - b. the intended time lines
 - c. the anticipated source materials
 - d. the anticipated outcomes
- be available to meet with the Continuing Education Committee upon request;
- meet with the Continuing Education Committee to present the completed research project which may be in the form of a product or research report.

The number of credits will be determined by the Continuing Education Committee and will not exceed 15 credits per 3-year cycle. Credit will be given only upon completion of the research project.

4. CE RECORDS MANAGEMENT

4.1 How does the College keep track of the CE credits claimed by registrants?

- 4.1.1 For each registered dental technician, a record of continuing education credits is maintained at the College office, based on the claims submitted by the registrants, and/or the claims submitted by course sponsors on behalf of the registrants.
- 4.1.2 The College office will record no more than the required 30 credits. When a registrant has obtained the required 30 credits, the College will send a printout of the completed record, confirming that the requirements for the three-year period have been met. Accordingly, registrants should not submit any further claims or sign in when attending courses until after a new cycle begins.
- 4.1.3 At least once annually registrants will be mailed a copy of their CE record. Registrants can request a copy of their CE record from the College at any time by telephone or email. Errors and omissions should be reported to the office immediately, and registrants will be asked to provide documentation for the credits not recorded. The College recommends that registrants keep information that may be needed to prove attendance, in the event that a credit was not recorded.
- 4.1.4 Registrants may contact the College office at any time regarding the continuing education cycle or their own CE records.

4.2 What happens to the CE record of a registrant if the registrant comes off the Register and seeks reinstatement at a later time?

The College must ensure that former registrants seeking reinstatement have remained current with respect to changing technology and skills.

If registrants come off the Register and seek reinstatement at a later time, the individuals are responsible for the continuing education requirement for that period when they were off the Register. See section 29(3)(b) and 29(4)(b) of the Bylaws.

At the time registrants came off the Register, the College will have informed them, in writing, of requirements with respect to continuing education and will have provided them with a copy of their latest CE record. The registrants' archived file will also contain a copy of their CE record. When the individuals decide to seek reinstatement, they should call the College and will be advised of any required number of CE credits.

The onus is wholly on the applicants to provide evidence of their own attendances and continuing education activities. The individuals must therefore keep their own continuing education file for that period in which they were not registered with the College, which would include brochures/descriptions and receipts pertinent to each continuing education event.

5. WHERE CAN REGISTRANTS OBTAIN CONTINUING EDUCATION CREDITS?

IT IS A REGISTRANT'S RESPONSIBILITY TO ACCESS INFORMATION REGARDING CONTINUING EDUCATION OPPORTUNITIES. Some suggested CE opportunities are listed below for registrants' information:

- 5.1 Many dental manufacturing companies offer courses. Registrants can be placed on their mailing list by contacting the local company representatives.
- 5.2 Registrants' professional associations worldwide hold annual conventions. These are often open to members and non-members alike.
- 5.3 Registrants may wish to contact the Dental Technicians' Association of BC to find out about CE opportunities.

- 5.4 Many universities and colleges offer professionally relevant programs.
- 5.5 The University of British Columbia maintains a clinical video library, "Clinical Topics in Dentistry", telephone: 1-800-633-9991 or www.dentistry.ubc.ca/clinicalvideos, at the Continuing Dental Education Department. Many of these videos are relevant to dental technology practice. Completion of the post-test at the end of a program is required for a certificate issued by UBC Continuing Dental Education Department. A copy of the certificate should be submitted to the College office for claiming credits.
- 5.6 The National Association of Dental Laboratories' Wealth of Knowledge (WOK) tapes are available for rental from Alexandria, Virginia. For further information please visit their website at: <http://www.nadl.org/certification.shtml>
- 5.7 Registrants of the College can access continuing education materials from the Canadian Dental Assistants' Association (CDAA), including home study manuals and video tapes. Most of these CE materials have been approved. Registrants can purchase and/or rent the materials directly from the CDAA by completing the CDAA order form and paying an additional \$10 per course ordered. To obtain CE credits, registrants must submit to the College the verification notice received from the CDAA after they have successfully completed the course and the post-test. Contact the College for the CDAA order form and further details regarding the process.
- 5.8 The College has some video/audio tapes and other CE materials that registrants can access at a nominal fee. Contact the College to schedule an appointment to use these materials.
- 5.9 Various articles and quizzes can be found in the Spectrum magazine. Once completed, forward the quiz directly to the magazine for marking and subsequent submission to the College. For further information or to obtain a subscription, registrants should contact the magazine directly at: 1-905-812-9572 or Email e.palmeri@rogers.com.
- 5.10 Oral Health Magazine publishes self-study articles over a one-year period. In each of the monthly issues starting in January of a year, there are two pages of Self-Learning, Self-Assessment (SLSA) questions that registrants can try on their own. After working on the self-assessment for 10 consecutive months, registrants can complete the yearly SLSA Quiz with 15 questions in the November issue. The completed Quiz card must be returned to Oral Health by the deadline for confirmation. Oral Health will stamp the quiz card and return it to the registrant. In order to receive CE credits, registrants must submit the original stamped Quiz card to the College. A maximum of 15 credits will be assigned depending on the numbers of questions answered correctly. The College office marks the quiz as per approved policy.
- For subscription details, please contact Oral Health at 1-800-268-7742 or www.oralhealthjournal.com, or the College office for more information.
- 5.11 In addition to the sources listed above, registrants are encouraged to explore other means of continuing education opportunities, keeping in mind that the Continuing Education Committee would be likely to approve courses offered by the following:
- Government health departments or agencies;
 - other health care organizations;
 - any accredited school, university or college providing education in the field.

6. CONTACT THE COLLEGE OFFICE FOR ASSISTANCE

The College does not generally seek out information about continuing education opportunities on behalf of its registrants. If you have any questions about this CE Guide or would like to discuss your individual situation, please address any continuing education questions to Susan Still at 604-278-8324 or email at manager@cdt.bc.ca.