

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.

In order to meet its mandated responsibility and support registrants in their commitment to life-long learning, the College has developed the following Continuing Education Guide to facilitate the Quality Assurance Program.

Dental Technicians practice in a continually changing technical and cultural environment. In order to remain current with their practice, dental technicians must seek out continuing education opportunities to enhance their practice as health care professionals. The College reminds registrants that they are individually responsible for the level of skill, knowledge, and the professional attitudes and values they bring to their practice. Accordingly, it is expected that dental technicians will:

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

1. CONTINUING EDUCATION (CE) CYCLE AND REQUIREMENTS

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

While Assistants and Students are exempt, the College encourages these registrants to participate in educational opportunities.

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 and do not roll over into the next cycle.

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

"Technical credits" may be claimed for courses and learning activities which are directly related to a registrant's practice of the profession.

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

"Non-technical credits" may be claimed to courses and learning activities which are *indirectly related* to a registrant's practice of the profession or business, but fall outside of the scope of practice. In claiming non-technical credits, registrants may be asked to explain to the Quality Assurance Committee how the course is beneficial to their professional development 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

10 credit hours per 3-year cycle for self-study of textbooks or videos (supporting documentation will be required)

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 will be required to obtain during the remainder of the current CE cycle.

Prorated requirements for technical credits are calculated at the rate of .83 credits per month. 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?

Registrants should enter claims for CE credits in their profile using the Registrant Self-service System on the College website. Registrants can upload copies of their proof of attendance, certificate of completion, or other verifying documentation; otherwise, they are responsible to keep such documentation on hand to support each claim made.

While the sponsor or provider of a course or lecture may submit a group attendance or sign-in sheet to the College for their event, **it is the Registrants themselves who are solely responsible for updating their online records and submitting claims for credit to the College when required.**

Registrants will be required to provide an outline or synopsis of the course, and further information about the course's sponsor or presenter when they update their Con Ed record online.

3. CE CREDIT ALLOWANCES

The Quality Assurance 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, subject to the limitations as set out below.

Registrants may receive credit for attendance at events and courses regardless of whether they are held within British Columbia or in other locations.

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

- 8 hours for each full day
- 4 hours for one half day
- 3 hours for one evening

3.2 Technical credits may also be claimed for attending the general trade show 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 allowed is based on the size of the convention. Registrants may claim up to a maximum of 3 credits for attending the exhibits at the Pacific Dental Convention and 1 hour for attending the DTABC Convention exhibits.

NOTE: These credits are in addition for any credits claimed for attending formal courses or lectures at those events.

Contact the College office for further information about claiming credits for other conventions.

3.3 Credits for published articles.

Credits will be granted on the basis of merit to be determined by, and at the discretion of, the Quality Assurance 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 Credits for preparation and presentation of a course/lecture.

Registrants who prepare and present a course/lecture are eligible for credit for both the preparation and presentation of the material.

A registrant may qualify for a maximum of 10 credits preparation time per year, 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 Credits for 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 claiming credits, registrants will be asked to provide general information regarding speakers and topics of discussion.

3.6 Facilitator credits.

Registrants who facilitate the organization of a course may claim two non-technical credits 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, magazine, or video that does not require completion of a formal quiz. As an indication of their comprehensive review of the material, registrants must include a written summary in the Description Field of the Continuing Education Tool within the Registrant Self-service System.

Registrants may claim a maximum of 2 credits per text or video studied, to a maximum of 10 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 Quality Assurance 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 Quality Assurance Committee upon request to present the completed research project.

The number of credits will be determined by the Quality Assurance 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 track a registrant's CE credits?

4.1.1 The College tracks a registrant's submission of CE credits through the registration database. When a registrant submits a claim for continuing education credits online, their record is updated automatically.

4.1.2 The database system's parameters are set such that it will only record up to the required 30 credits per cycle. Once a registrant has obtained the required 30 credits, the system will not accept any additional submissions until the next CE cycle begins.

4.1.3 Registrants can view their own CE record by logging in to the *registrant's only* section of the College's website and selecting the "View Your Profile" link on the left-hand side.

4.1.4 Registrants may contact the College office at any time regarding the continuing education cycle or for assistance with entering their own CE credit claims.

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 a registrant comes off the Register (becomes inactive) and wishes to seek reinstatement at a later time, it will be up to the individual to provide evidence of having met the continuing education requirement for the period when they were off the Register. See section 29(3)(b) and 29(4)(b) of the Bylaws.

At the time a registrant cancels their registration, the College will inform them of the requirements for reinstatement with respect to required continuing education. When a former registrant is applying for reinstatement, they should call the College for full information about current registration requirements, at which time they will be advised of the number of CE credits required.

The onus is wholly on the applicant to provide evidence of their own continuing education activities. The individuals must therefore ensure that they keep their own continuing education file for that period in which they were not registered with the College. Satisfactory evidence 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 general 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 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 video library, "Clinical Topics in Dentistry" and many of these videos are relevant to dental technology practice. Contact the Continuing Dental Education Department for further information. Telephone: 1-800-633-9991 or www.dentistry.ubc.ca/clinicalvideos.
Completion of the post-test at the end of a program is required for a certificate issued by the UBC Continuing Dental Education Department. A copy of the certificate should be retained as evidence 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. 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. Registrants should retain the verification notice received from the CDAA after they have successfully completed the course and the post-test.
- 5.8** In addition to the sources listed above, registrants are encouraged to explore other opportunities for obtaining continuing education credits such as:
- 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 SStill@cdt.bc.ca.