Your CE Cycle

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How to Access your e-Portfolio

On the RCDSO home page, click the Member Login button at the top right.

On the login page, enter your four or five-digit member registration/ID number and your password.

In the Member Resource Centre, click the “Your e-Portfolio” link.

In your e-Portfolio, select the CE cycle you wish to access.

Click the “Log a New Activity” button.

Select the type of CE activity you wish to log from the activity list.
You can claim CE points for a Category 1 course only once.

If you repeat the same course in a subsequent three-year cycle, you can claim CE points for it in Category 2.
If the course you completed was offered by an approved sponsor AND it was on a clinical dental topic, then CE points may be claimed in Category 2.

If the course you completed was offered by a non-approved sponsor OR it was on a non-clinical or non-dental topic, then CE points must be claimed in Category 3.
Select the button for Dental Convention: General Attendance.

Enter the name of the convention, sponsor and the completion date.

Enter the appropriate number of CE points. General attendance at dental conventions qualifies for six CE points per full day and three CE points per half day attended.

Click the “Log This Activity” button.

ATTENDING A COURSE AT A DENTAL CONVENTION

If you attend a core course or a course on a clinical dental topic at a dental convention offered by an approved sponsor, you may claim this portion of your CE points in Category 1 or Category 2 and the balance in Category 3.
Self-Study Programs on Clinical Dental Topics

**CATEGORY 2**
Self-study programs with independent assessment on clinical dental topics offered by an approved sponsor are eligible for CE points in Category 2. A maximum of 30 CE points per three-year CE cycle may be acquired via this modality.

**CATEGORY 3**
Self-study programs without independent assessment and self-study programs offered by a non-approved sponsor are eligible for CE points in Category 3. A maximum of 20 CE points per three-year cycle may be acquired via this modality.

1. **Select the button for Self Study.**

2. **Select the option to indicate whether an independent assessment was completed and then the self-study format.**

3. **Enter the program title and topic, the sponsor name and the completion date.**

4. **Select the appropriate category and enter the number of CE points awarded according to your completion verification document.**

5. **Click the “Log This Activity” button.**
Teaching for Faculty Staff

1. Select the button for Teaching for Faculty Staff.

2. Enter the name of the institution, the start and completion dates, and the number of CE points claimed.

3. Select part-time or full-time, and 1, 2 or 2 semesters + summer.

4. Click the “Log This Activity” button.

CE points may be claimed for teaching dentistry at a university faculty of dentistry, or for teaching dental hygiene or Level II dental assisting at an approved (i.e. accredited) institution. CE points are awarded on the basis of 20 CE points per semester for full-time teaching and 10 CE points per semester for part-time teaching. Part-time is defined as a minimum of one lecture per week or one half-day per week of clinical teaching. Advanced Dental Education Centres are not considered faculties of dentistry.
Lecturing on Clinical Dental Topics

Select the button for Lecturing.

Enter the course title, course topic, sponsor name and completion date.

Select the appropriate category and enter the number of CE points claimed.

Click the “Log This Activity” button.

HOW TO CALCULATE POINTS FOR LECTURING

CE points are awarded on the basis of 10 CE points for a full-day lecture and five CE points for a half-day (or less) lecture. For multi-day lectures, 10 CE points may be claimed for the first full day and six CE points for each additional full day.

CATEGORY 2

CE points may be claimed for lecturing on clinical dental topics. If the lecture is presented in association with an approved sponsor, CE points may be claimed in Category 2.

CATEGORY 3

If the lecture is presented in association with a non-approved sponsor, CE points must be claimed in Category 3.
Log New Activity

1. Select the button for Authoring.

2. Select the option for Article or Chapter and then enter its title and topic.

3. Enter the publication and completion dates of the article or chapter, as well as the number of CE points claimed.

4. Click the “Log This Activity” button.

HOW TO CALCULATE POINTS FOR AUTHORING

Authorship of an article (excluding an editorial) relevant to the practice of dentistry and published in an approved, peer-reviewed dental journal is eligible for 10 CE points. Authorship of a chapter relevant to the practice of dentistry and published in an approved dental textbook is eligible for 20 CE points. CE points are not awarded for writing abstracts, book reviews or poster presentations.
Hospital Rounds at Approved Institutions

**CATEGORY 2**

Attendance at hospital rounds at an approved (i.e. accredited) institution, such as a teaching hospital, qualifies for one CE point per meeting in Category 2.

1. Select the button for Hospital Rounds.
2. Enter the name of the institution, start and completion dates, and the number of CE points claimed.
3. Click the “Log This Activity” button.
Dental Society or Study Club Business Meetings

1. Select the button for Dental Society, Study Club Business Meeting.

2. Enter the name of the dental society or study club, the start and completion dates, and the number of CE points claimed.

3. Click the “Log This Activity” button.

Attendance at dental society and study club business meetings qualifies for two CE points per meeting in Category 3.
Reading of Approved Dental Journals or Current Dental Textbooks

**CATEGORY 3**

Regular reading of approved, peer-reviewed dental journals qualifies for five CE points in Category 3 per dental journal per year. You may list a maximum of two dental journals for a total of 10 CE points per year. Reading of current dental textbooks qualifies for 10 CE points in Category 3 per textbook.

**1.** Select the button for Reading.

**2.** Select the option for Journal or Textbook.

**3.** Enter the publication title and year, completion date and the number of CE points claimed.

**4.** Click the “Log This Activity” button.
## CATEGORY 2: Approved Sponsor Courses

Courses/lectures/seminars on clinical dental topics: 1 CE point per hour

<table>
<thead>
<tr>
<th>Activities</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Self-study programs with independent assessment on clinical dental topics:</td>
<td>30 CE points maximum per three-year cycle</td>
</tr>
<tr>
<td>• audio/video tapes, CD-ROMs or DVDs</td>
<td></td>
</tr>
<tr>
<td>• internet-based study programs</td>
<td></td>
</tr>
<tr>
<td>• print-based study programs</td>
<td></td>
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<tr>
<td>• directed study programs</td>
<td></td>
</tr>
<tr>
<td>Teaching dentistry at a university faculty of dentistry, or teaching dental hygiene or Level II dental assisting at an approved institution:</td>
<td>Full-time teaching: 20 CE points per semester</td>
</tr>
<tr>
<td>• lecturing</td>
<td>Part-time teaching: 10 CE points per semester</td>
</tr>
<tr>
<td>• clinical instruction</td>
<td></td>
</tr>
<tr>
<td>Lecturing on clinical dental topics for approved sponsors</td>
<td>10 CE points per full day</td>
</tr>
<tr>
<td></td>
<td>5 CE points per half day</td>
</tr>
<tr>
<td>Authorship of articles or chapters, relevant to the practice of dentistry, for approved dental journals or textbooks</td>
<td>10 CE points per journal article</td>
</tr>
<tr>
<td></td>
<td>20 CE points per textbook chapter</td>
</tr>
<tr>
<td>Hospital rounds at approved institutions</td>
<td>1 CE point per meeting</td>
</tr>
</tbody>
</table>
### CATEGORY 3: Other Courses

<table>
<thead>
<tr>
<th>Activity</th>
<th>CE Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Courses/lectures/seminars on clinical dental topics by non-approved sponsors</td>
<td>1 CE point per hour</td>
</tr>
<tr>
<td>Courses/lectures/seminars on non-clinical dental topics:</td>
<td>1 CE point per hour</td>
</tr>
<tr>
<td>• dental practice management</td>
<td></td>
</tr>
<tr>
<td>• medical-legal issues</td>
<td></td>
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<tr>
<td>• new dental products and techniques</td>
<td></td>
</tr>
<tr>
<td>Courses/lectures/seminars on non-dental topics that are relevant to the practice of the profession:</td>
<td>1 CE point per hour</td>
</tr>
<tr>
<td>• general health sciences</td>
<td></td>
</tr>
<tr>
<td>Dental society and study club business meetings</td>
<td>2 CE points per meeting</td>
</tr>
<tr>
<td>Attendance at dental conventions</td>
<td>6 CE points per full day</td>
</tr>
<tr>
<td></td>
<td>3 CE points per half day</td>
</tr>
<tr>
<td>Self-study programs without independent assessment on clinical dental topics:</td>
<td>20 CE points maximum per three-year cycle</td>
</tr>
<tr>
<td>• audio/video tapes, CD-ROMs or DVDs</td>
<td></td>
</tr>
<tr>
<td>• internet-based study programs</td>
<td></td>
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<tr>
<td>Lecturing on clinical dental topics for non-approved sponsors</td>
<td>10 CE points per full day</td>
</tr>
<tr>
<td></td>
<td>5 CE points per half day</td>
</tr>
<tr>
<td>Regular reading of approved dental journals</td>
<td>5 CE points per journal</td>
</tr>
<tr>
<td>(maximum of 10 CE points per year)</td>
<td></td>
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<tr>
<td>Reading of current dental textbooks</td>
<td>10 CE points per textbook</td>
</tr>
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<td></td>
<td>Approved Sponsors For Continuing Education Programs</td>
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<td>--------------------------------------------------</td>
</tr>
<tr>
<td>1</td>
<td>Faculty or school of dentistry or medicine (this does not include Advanced Dental Centres)</td>
</tr>
<tr>
<td>2</td>
<td>Body that has been approved by the Academy of General Dentistry (AGD) or CERP (the ADA/CDA recognition program)</td>
</tr>
<tr>
<td>3</td>
<td>National or international dental or medical association, such as CDA, ADA, FDI</td>
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<tr>
<td>4</td>
<td>Provincial or state dental or medical association or their component dental societies</td>
</tr>
<tr>
<td>5</td>
<td>Local, provincial, state, national or international dental or medical specialty associations, such as CAO, AAE</td>
</tr>
<tr>
<td>6</td>
<td>Canadian dental or medical regulatory authorities, such as RCDSO</td>
</tr>
<tr>
<td>7</td>
<td>Study clubs approved by the College’s Quality Assurance Committee</td>
</tr>
<tr>
<td>8</td>
<td>Accredited hospital</td>
</tr>
<tr>
<td>9</td>
<td>Government agency, such as a public health unit</td>
</tr>
<tr>
<td>10</td>
<td>The military</td>
</tr>
<tr>
<td>11</td>
<td>Qualified providers of emergency procedure programs such as CPR, ACLS and first aid</td>
</tr>
</tbody>
</table>
# Frequently Asked Questions

## How do I access my e-Portfolio?
You must log into the Member Resource Centre using your four- or five-digit member registration number and your password. Once you have logged into the Member Resource Centre, you click on the “Your e-Portfolio” link to access your e-Portfolio.

## What if I cannot remember my Member Resource Centre password?
Enter your ID number and then click the “Forgot Password” button. An automatic message with a temporary password will be sent to the e-mail address you have registered with the College. Retrieve your temporary password and use it to log into the Member Resource Centre. If you do not have an e-mail address registered with the College or have changed your e-mail address, please contact the College’s Registration Department at registration@rdoso.org to have your contact information updated.

## How do I access my previous CE cycle?
When you first access your e-Portfolio, the program will default to your current CE cycle. To access your previous CE cycle, click “Select Cycle” and choose the previous cycle.

## Can I claim CE points for continuing education completed during the transition phase from September 15, 2007 to December 14, 2011?
Yes, provided you were a member of the College at that time. These CE points must be claimed in the 2011-2014 CE cycle.

## Can I claim CE points for continuing education completed before my date of registration with the College?
No.
### When claiming CE points for a course, how do I know which CE category to claim?

CE points may be claimed in Category 1 for specific core courses that have been approved by the Quality Assurance Committee. A link to the list of approved core courses may be found on the Continuing Education page of our website at www.rcdso.org.

You can claim CE points in Category 2 for courses offered by an approved sponsor on a clinical dental topic. A link to the list of approved sponsor categories, as well as a list of approved and non-approved study clubs, may be found on the Continuing Education page of our website.

CE points must be claimed in Category 3 for courses offered by non-approved sponsors and for courses on a non-clinical or non-dental topic.

### Is there a button to submit my e-Portfolio to the College?

No. Once you have entered all your CE activities for the relevant CE cycle in your e-Portfolio, you simply need to provide the College with your original course certificates and other proof of attendance documents for the CE activities you have claimed if you are selected for a review. Please send your original documents by courier or mail to:

Royal College of Dental Surgeons of Ontario  
6 Crescent Road  
Toronto, ON M4W 1T1  
Attention: Ms. Joanne Loy

Please do not send your documents via facsimile or email.
Questions?

For more information, contact:
Joanne Loy - Quality Assurance and Continuing Education Administrator
Royal College of Dental Surgeons of Ontario

416-961-6555 ext. 4703
toll-free: 1-800-565-4591 ext. 4703
jloy@rcdso.org | www.rcdso.org