

QUALITY

New CE Program

Frequently Asked

Q *What's this all about?*

In June 2007, new quality assurance requirements were created by government for all health care regulatory colleges when the amendments to our governing legislation, the Regulated Health Professions Act, were passed.

The College has worked to create a Quality Assurance Program that is meaningful to members and encourages continuing education and practice enhancement.

This program includes a continuing education component, similar to what you are already doing.

There is still the same requirement to obtain at least 90 CE points in each three-year cycle.

You are required to obtain CE points in three categories and keep the documentation that demonstrates your participation in these CE activities.

Q *When does my three-year CE cycle begin?*

The launch date is December 15, 2011 for all current members with a general or specialty certificate of registration.

Q *What are the new CE categories?*

CATEGORY 1: CORE COURSES – AT LEAST 15 CE POINTS

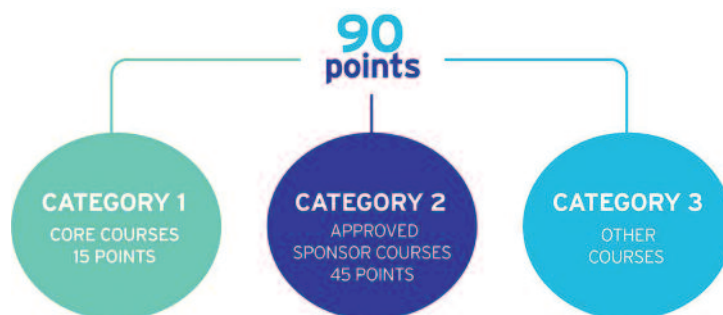
Core courses must be relevant to the practice of the profession and designed to promote continuing competence and maintenance of professional standards.

CATEGORY 2: APPROVED SPONSOR COURSES – AT LEAST 45 CE POINTS

Approved sponsor courses include courses, lectures and seminars on clinical dental topics offered by approved sponsors. CE points can also be collected for teaching.

CATEGORY 3: OTHER COURSES – ANY REMAINING CE POINTS

This category includes courses, lectures and seminars offered by non-approved sponsors and attendance at dental conventions.



ASSURANCE

Questions



Q *What happens to the CE points I have accumulated since September 15, 2007?*

Since September 15, 2007, the College has asked members to keep track of their CE points on log sheets. These CE points earned during the transition period can now be carried forward towards your new three-year cycle, which begins on December 15, 2011. These CE points must be claimed in the appropriate categories.

Q *In the new CE program, how do I keep track of my CE courses and activities?*

By the middle of next year, you will have secure access to your own online e-Portfolio right from the College's website. Using a simple password protected log-in process, you will be able to track your CE activities and see in an instant how many points you have

in each category and how many more you need to reach the required target.

Until the e-Portfolio goes live, please keep track of your CE activities using the College log sheets.

In addition, as always you still have to retain paper records of your successful participation in CE activities. That includes the course certificates and other proof of attendance documents. You will need these in the event that you are selected at random for review by the College.

These records must be kept for five years after the completion of a three-year cycle. For example, if your cycle ends in December 2014, these records must be kept until December 2019.

Q *Where do I get more CE log sheets?*

CE log sheets are available from the College's website at www.rcdso.org. Click on the Continuing Education icon found on the home page.

Q *How do I report my continuing education to the College?*

CE information is no longer being reported to the College on a yearly basis. You need to keep your own e-Portfolio up-to-date once it is online, as well as keep any paper records of your CE activities and log sheets you have completed during the transition period.

At the end of a three-year cycle, there will be a random selection of members who will have their e-Portfolio and supporting documentation reviewed.



QUALITY

Q *Do I have to keep proof of attendance documents?*

Yes! It is your responsibility to ensure that you receive and retain course certificates and other proof of attendance documents for your records.

Q *How do I know if a sponsor is approved or non-approved?*

Although the College does not approve specific CE courses, we do accept programs for CE points in Category 2 based on the approved sponsor categories. The list of approved sponsor categories, as well as the list of approved and non-approved study clubs, is on the College's website at www.rcdso.org under Continuing Education.

As a general rule, most non-approved sponsors are dentists who offer courses themselves or some dental labs and supply companies. You can check to see if a sponsor is approved by the Academy of General Dentistry at www.agd.org or with ADA/CERP at www.ada.org. Or you can also call the College's Quality Assurance department for more information.

All non-approved sponsors are required to inform dentists of their status on the proof of attendance certificate or letter given to attendees.

Q *As a specialist, am I still required to obtain half of my CE points from specialty-related courses?*

No. This is no longer a requirement.

Q *Do I get one CE point for every hour of attendance at a course?*

Yes. CE points are now awarded on the basis of one CE point per hour of continuing education.

Q *Can I claim CE points for attending hospital rounds?*

Yes. If you attend hospital rounds at accredited institutions you can claim one CE point per hospital round.

Q *Do I get CE points for taking a remedial course?*

Yes. CE points are awarded for remedial courses.

Q *Do I get CE points for taking a CPR course?*

Yes. CE points will be awarded on the basis of one CE point per hour of participation.

Q *Can I claim CE points for teaching?*

You are able to claim CE points for teaching dentistry at a university faculty of dentistry, as well as dental hygiene and Level II dental assisting at an accredited institution. This includes full and part-time teaching.

However, teaching Level I dental assisting or at an Advanced Dental Education Centre is not eligible for CE points.

CE points can also be earned for lecturing on clinical dental topics for approved and non-approved sponsors.

Q *Do I get CE points for reading dental textbooks?*

Yes. Reading of current (published in the last five years) dental textbooks will be eligible for 10 CE points per textbook.

ASSURANCE

Q *Are all hands-on courses eligible for bonus points?*

No. Bonus CE points may be awarded for hands-on courses sponsored by accredited North American faculties/schools of dentistry. In addition, the Quality Assurance Committee may approve bonus CE points for specific courses.

Please note that a course with a hands-on component is not automatically eligible for bonus CE points. Contact the College's Quality Assurance department if you want to verify that bonus CE points have been approved for a specific course.

Bonus CE points are awarded on the basis of one CE point for every two hours of actual hands-on participation. Half CE points are rounded-up.

Q *What is considered a non-clinical course?*

Examples of non-clinical courses are those with titles like Practice Management, Creating the Successful Practice, Dental Nutrition, Sexuality and Health, Effective Tax Management, Effective Financial Planning, Herbal Therapies in Dentistry, etc. Although these courses are considered non-clinical, members are still able to claim CE points for them in Category 3 – Other Courses.

Q *If I exceed the 90 CE point requirement, can my excess points be carried forward to the next three-year cycle?*

No. With the exception of CE points accumulated during the transition period, you can only claim CE points in the three-year cycle in which they were earned. At the end of a three-year cycle, you begin a new three-year cycle with zero CE points. So, it is important that you are aware of the start and end dates of your CE cycle.

Q *What if I am a full-time student? Do I still need to obtain CE points?*

If you are enrolled in a full-time postgraduate program, you are exempt from CE requirements. However, it is your responsibility to inform the Quality Assurance department in writing of your education status so your three-year cycle can be adjusted accordingly.

If you are enrolled in a part-time dental-related program, you are still required to obtain at least 90 CE points in each three-year cycle.



COLLEGE CONTACT **Joanne Loy** – Quality Assurance and Continuing Education Assistant
416-961-6555 ext.4703 1-800-565-4591
jloy@rcdso.org