

MANDATORY CONTINUING DENTAL EDUCATION GUIDELINES

(Revised July 19, 2024)

These Guidelines are drawn in compliance with Section 7 (a) of the
Mandatory Continuing Dental Education Regulation.

POLICY STATEMENT: It is understood that courses, or their educational equivalent, shall have significant intellectual or practical content directly related to the practice of dentistry or to the professional responsibility or ethical obligation of the participant.

Required Credit Hours in a Three-Year Cycle:
Dentists 90; Registered Dental Assistants 36

I. GENERAL GUIDELINES

1. The Committee will establish the implementation date (anniversary date) for the Mandatory Continuing Dental Education Program.
2. The three-year cycle for each current licensee will commence on the anniversary date.
3. Only first-time licensees will be awarded credits from the date of licensure. The three-year cycle will begin on January 1 of the following calendar year.
4. Recording and verification of mandatory continuing dental education credits is the responsibility of the licensee.
5. All licensees are required to log their continuing dental education experiences and upload verification within the Alinity portal on an ongoing basis. Licensees must also retain their own copies of verification for one year following cycle completion. Hard copies of verification must be made available if requested by the Continuing Dental Education Committee and/or in response to an audit.
6. Credits obtained prior to commencement of a three-year cycle do not count toward necessary credits for that cycle, excepting first-time licensees, as in Guideline No. 3.
7. Surplus credits accumulated in a three-year cycle cannot be carried forward to the subsequent cycle.
8. Continuing education taken as a result of a Board or Discipline Committee ruling cannot be used towards the total number of credits necessary to satisfy the Mandatory Continuing Education requirement.
9. Falsification of any information will be considered professional misconduct.
10. Independent study which is not examined or monitored will not qualify for credit hours.

11. There will be no prior approval of courses (other than that implicit in the Guidelines). Courses that do not fit the criteria contained within the Guidelines will be assessed only after they have been taken.
12. Licensees or groups of licensees who wish to provide dentally related CDE courses outside of the context of an approved study club must do so through an approved sponsor.
13. The Continuing Dental Education Committee is given the authority to approve or disapprove credits for courses or equivalents that it considers to be of questionable content to the practice of dentistry.
14. A licensee who is not renewing his/her license for the coming year because of reasons of health, moving from the province etc. must advise the Registrar in writing. The licensee's three-year cycle is maintained, and the requirements modified according to the [MCDE Proration Table](#).

Should such a licensee have their license reinstated at a future point following the MCDE cycle in which they relinquished their license, they will be assigned a new MCDE cycle beginning on January 1 of the calendar year in which their license is reinstated. Their MCDE requirements will be prorated according to the time remaining in their cycle at that time.

Regardless of requirement proration, a course on the Management of Medical Emergencies in the Dental Office will still be mandatory once per MCDE cycle.

A registrant who is dissatisfied with the decision of the Registrar regarding the proration of their MCDE cycle may appeal the Registrar's decision to the MCDE Committee within 30 days of receiving the decision.

15. A licensee who is removed from the Register for late payment of fees or as a result of disciplinary activity does not begin a new cycle upon reinstatement. The original three-year cycle remains in effect.
16. A licensee who, for health reasons, is unable to pursue continuing education credits for more than a cumulative six-month period during a three-year cycle will be eligible to apply to have his/her MCDE requirements for the current cycle modified according to the [MCDE Proration Table](#). It is the responsibility of the licensee to apply, in writing, to the Registrar for the proration, as soon as possible prior to completion of the present three-year cycle. Supporting documentation is to be submitted if requested.

A registrant who is dissatisfied with the decision of the Registrar regarding the proration of their MCDE cycle may appeal the Registrar's decision to the MCDE Committee within 30 days of receiving the decision.

17. A licensee who is in dispute with the Committee with respect to the continuing dental education credits recorded for him or her may appeal the matter to The Board and the finding of The Board shall be final and binding.

II. MANDATORY CONTINUING DENTAL EDUCATION CREDIT HOURS MAY BE ACCUMULATED FROM THREE CATEGORIES

Category 1

- A. Scientific/clinical courses (in-person attendance or on-line) or their equivalents (e.g., ethics).

These courses or their educational equivalents shall have significant intellectual or practical content directly related to the practice of dentistry. On-line courses qualify for credit if the registrant successfully completes a post-test examination.

- B. Scientific/clinical hands-on participation.

These experiences will be awarded two credit hours for each hour of participation.

- C. Medical Emergencies Course – Mandatory requirement once per cycle (starting with the 2020 -2023 cycle). Course must be a minimum of half-day in duration.
- D. Live webinars on topics identified in paragraph (A) offered by regulatory organizations, approved sponsors, and study clubs are eligible for credit with proper verification that the registrant attended the webinar. Post-tests are not required for live webinars.

Note: Since all registrants are required to attest that they have current BLS/CPR certification at the time of annual license renewal effective 2023, it will no longer be a requirement for those selected for MCDE audit to submit proof of a BLS/CPR course. However, such courses are still eligible for credit if a registrant chooses to include them in audit submissions

A MINIMUM OF 30 CREDIT HOURS FOR DENTISTS AND 12 CREDIT HOURS FOR DENTAL ASSISTANTS MUST BE OBTAINED FROM THIS CATEGORY.

SPONSORSHIP

The following sponsors of a continuing education course or equivalent would likely be approved for credit hours under this category if it fulfills the criteria:

- (a) Accredited dental, dental hygiene and dental assisting schools, universities and colleges.
- (b) Provincial, state and national dental, dental hygiene and dental assisting associations.
- (c) Regional dental, dental assisting, and dental hygiene societies.
- (d) Federal government health agencies, including the military service.
- (e) Provincial and local government departments of health or public health.
- (f) Hospitals accredited by the Canadian Council of Hospital Accreditation.
- (g) National and international dental, dental hygiene, and dental assisting organizations recognized by the Canadian or American Dental and Dental Assisting Associations.
- (h) A dentally related course sponsored by a dental industry organization.
- (i) A dentally related course sponsored by a health organization, non-dentistry.

Note for Regional Societies: In meetings where presentations are made, participants will receive 50% of the total meeting hours in Category 3 for meeting attendance. The remaining 50% of the total meeting hours will be assigned to Category 1 or 3, depending on the subject matter. A maximum total of 5 credit hours per meeting will be awarded.

Category 2

- A. Other scientific/clinical experiences (i.e., not courses).
- B. Other scientific/clinical hands-on participation will be awarded two credit hours for each hour of participation.

A MAXIMUM OF 60 CREDIT HOURS FOR DENTISTS AND 24 CREDIT HOURS FOR DENTAL ASSISTANTS MAY BE OBTAINED FROM CATEGORY 2.

The number of credit hours obtained will vary according to the activity involved. Credit hours awarded are as follows:

- (a) Part-time or full-time faculty who are appointed by their institution to an instructor position (e.g., lecturer or clinician in direct student contact in clinics will receive 1 credit hour for every 7 faculty hours to a maximum of 20 credit hours per year).
- (b) Presenters of approved courses will receive two credit hours per one hour presentation time. These include formal courses, lectures or talks at dental meetings and study club presentations.
- (c) For each dentally related article published in a refereed journal of dental literature, 20 credit hours will be given.
- (d) Where a dentally related article is authored by more than one person, each author will receive credit hours proportionate to the total number of authors.
- (e) Authors of books or chapters in books will be awarded credits on an individual basis.
- (f) The presenter of a research paper or abstract at a scientific meeting will receive five credit hours.
- (g) Attendance at approved study clubs will qualify for hour for hour credit.
- (h) A learning contract can consist of a variety of learning activities, e.g., literature review, clinical practice, internship, etc., designed to meet a specific learning objective. A formalized learning contract must exist between a mentor and one or more individuals which is subject to approval by the continuing education committee. Total credit hours will be based on the recommendation of the mentor as the reasonable amount of time necessary to learn the material.

Category 3

Non-scientific/non-clinical experiences. These experiences are to encourage professional responsibility and ethical obligations of the dentist or dental assistant.

One credit hour is awarded per hour of participation or attendance.

A MAXIMUM OF 30 CREDITS FOR DENTISTS AND 12 CREDIT HOURS FOR DENTAL ASSISTANTS MAY BE OBTAINED FROM CATEGORY 3.

The following would likely be approved for continuing education credit hours under this category:

- (a) A course attended for practice management.
- (b) Participation or attendance at meetings of dental committees, dental boards, dental societies, dental associations, dental multi-day conventions or interdisciplinary health conferences, whether local, provincial, national or international, to a maximum of five credit hours per meeting.
- (c) A course attended for personal development, directly of benefit to the practice of dentistry, will qualify for a maximum of five credit hours per course.

III. FULL TIME STUDY

Graduate study, internships, residencies, licensees engaged in acceptable full-time programs, will fulfill their requirements for the period of their full-time program and a new three-year cycle will commence on the anniversary date following successful completion of the program.

IV. STUDY CLUBS

Members of registered/approved study clubs will receive hour for hour credit in Category 2 (i). Hands on activity will be awarded two credit hours for each hour of participation. During the COVID-19 pandemic study clubs may meet virtually. For Category 1, registrants will be awarded credits after successful completion of a post-test examination, Category 2 and Category 3 courses do not require a post-test examination.

Study club presentations, related to the practice of dentistry by a presenter, not a member of the Study Club, will receive Category 1 or 3 credits depending on the subject matter.

Study clubs must be registered/approved by the Registrar, providing the following information:

1. Name of the study club
2. Subject matter:
 - (a) Can be of specific interest to dentistry
 - (b) Can be of general interest pertaining to dentistry
3. Membership:
 - (a) Minimum of five members;
 - (b) Name of chair, including address
 - (c) Name of members, including addresses;
 - (d) Members must be licensed health professionals.