



THE FOLLOWING ARE THE POLICIES OF THE

**SASKATCHEWAN DENTAL  
THERAPISTS ASSOCIATION'S**

CONTINUING EDUCATION REQUIREMENTS

*Effective: January 2, 1998*

*Reviewed and Updated: June 2013*



## ***INTRODUCTION***

According to the Saskatchewan Dental Therapy Bylaws, Part I Bylaw II Section 6, all practicing and non-practicing members must obtain a minimum number of 36 continuing education credits over a three-year period to maintain registration and/or license with the association.

It is the personal, professional and ethical responsibility of all members to obtain the required continuing education credits to maintain and advance their skills and knowledge.

## ***CONTINUING EDUCATION CREDITS***

### ***Requirements***

All practicing and non-practicing members must obtain a minimum number of 36 continuing education credits over a three-year period to maintain registration and/or license with the association.

The accumulation period for continuing education credits will begin upon registration and/or licensure and end on December 31 of the third licensing period from which the member initially registered and/or licensed.

For members who were registered before January 1, 1998, the accumulation period shall begin January 1, 1998 and end December 31, 2000.

Credits must be acquired during the three-year period. Credits obtained prior to the beginning of a three-year period cannot be applied toward the necessary credits for that period. Credits acquired over and above the 36 required cannot be carried forward to the next three-year period.

### ***Guidelines***

Continuing education credits will be granted for continuing education courses or professional development activities according to policies set by the Credentials Committee and approved by Council.

Courses or activities will generally be accepted at hour-for-hour credit, unless otherwise stated. Only actual hours of lecture, instructor and/or practicum time are eligible for credit. Members must provide proof of attendance at each course or activity.

### ***Reporting of Credits***

Members are responsible to provide evidence to the satisfaction of Council that they have obtained the required educational credits. This evidence must be filed with the Registrar.

Continuing education courses or professional development activities sponsored by Council will be pre-approved.

For conventions or conferences with a variety of sessions, registrants must clearly indicate which session(s) were attended and provide proof of attendance. Receipt for payment of course registration fees are not considered evidence of attendance. Submissions must include the subject and content of each session attended.

Members may be granted credits for courses or activities not sponsored by Council. In such cases members are responsible for providing detailed information. Information must include the date, hours of attendance, course outline and proof of attendance. Members may be asked to provide further information to the Credentials Committee and/or Council.

Submissions for credits may also be made on group forms. Group submissions must include all necessary information as well as the member's name and signature.

Delegation and Appeal - Section 21(4-7) of the Dental Disciplines Act:

- (4) A registrant who is aggrieved by a decision of the registrar made pursuant to delegated power may apply to the Council to review that decision.
- (5) On a review pursuant to subsection (4), the Council shall hear the review and may:
  - (a) direct the registrar to exercise the power in a manner that the council considers appropriate; or
  - (b) confirm the registrar's decision.
- (6) On a review pursuant to subsection (4), the person aggrieved by the decision of the registrar has the right to appear in person before the council in support of the application.
- (7) A council shall cause the applicant to be informed in writing of its decision regarding the review.

### **Records**

It is the member's personal and professional responsibility to ensure that continuing education credits are reported on a regular basis. Members are urged to submit their applications for Continuing Education Credits in a timely manner. Council therefore reserves the right to refuse Continuing Education Credits if submitted post one year course completion.

The Registrar will provide all members with a yearly report of their continuing education credits with their annual license or non-practicing membership renewal forms.

It is each member's responsibility to maintain a continuing education file containing detailed information on each course activity attended. Members may be asked to provide such details to the Credentials Committee and/or Council.

In the event of a discrepancy between the records of the member and the records of the Registrar, the member will be required to produce evidence to the satisfaction of the Credentials Committee and/or Council that he/she has obtained the required continuing education credits.

### **Miscellaneous**

Members are responsible for any costs incurred with acquiring continuing education credits. (i.e., registration fees, tuition fees, meals, travel, etc.)

## **CONTINUING EDUCATION CATEGORIES**

Continuing education courses or professional development activities must be of an intellectual or professional nature relating to the practice of Dental Therapy.

Various types of courses or activities are eligible for credit under the categories described below.

### **A) Dental Therapy Practice**

Continuing education courses or activities that relate to the practice of dental therapy in the areas of clinical therapy, health promotion and research are eligible for credit with a minimum requirement of 18 credits per three-year period.

### **B) Practice Management**

Continuing education courses or activities that relate to the administration or management of the member's practice of dental therapy are eligible for credit.

### ***C) Personal Enhancement***

Personal enhancement programs that enhance personal health and well being and contribute to a healthy dental therapy work environment are eligible for credit.

## ***CONTINUING EDUCATION ACTIVITIES***

All continuing education courses or professional development activities are available for credit under the classifications described below.

### ***1. Courses/Workshops/Conventions/Conferences***

Continuing education courses/workshops/conventions/conferences sponsored by a variety of providers, in a variety of formats, are eligible for hour-for-hour credits for actual lecture and/or practicum time. Members registering in full for any multi-day dental conference will be eligible for 5 additional credits in category B.

### ***2. Lecturers/Presenters/Facilitators***

Lecturers, presenters or facilitators who provide dental therapy presentations or instruction to study groups, health groups or educational programs, outside their regular duties, qualify for hour-for-hour credits to a maximum of 5 credits per year. Such programs include special sessions, table clinics, guest lectures, workshops, courses and/or presentations to dental professionals or to the general public.

### ***3. Preparation and Instruction***

Not applicable.

### ***4. Full-Time Advanced Study***

Members engaged in full-time programs applicable to dental therapy practice will fulfill their continuing education requirements for the period of their full-time studies, and a new three year period will commence on January 1 of the year preceding completion of these studies. A copy of the member's transcript or proof of registration must be submitted annually to confirm the member's status. Such programs include Dental Hygiene.

### ***5. Formal Programs of Study for Dental Therapists***

Members successfully completing formal programs of study for dental therapists will qualify for credits to be determined by the Credentials Committee and approved by Council. Such areas include the orthodontic module and the permanent extraction module.

### ***6. Individual Initiatives***

Individuals that subscribe to educational tapes, journals/newsletters, Internet continuing education, self-study courses, etc. are eligible for up to a maximum of 9 credits per 3 year period to be determined by the Credential Committee. Submissions must include a brief report or completed worksheet on the subject matter, as well as all other necessary information.

### ***7. Publications***

Articles **submitted** to and published in the official newsletter of the SDTA, at the discretion of the Editor and the Credentials Committee, are eligible for 1 credit per newsletter to a maximum of 6 credits per 3 year period.

Articles **written** and published in the official newsletter of the SDTA, at the discretion of the Editor and Credentials Committee, are eligible for up to 3 credits per newsletter, to be determined by the Credentials Committee, to a maximum of 9 credits per 3 year period.

Articles pertinent to the Dental Therapy profession, written and published in other publications, evaluated by the Credentials Committee, are eligible for up to 3 credits per article to a maximum of 9 credits per 3 year period.

## **8. Meetings**

Members attending SDTA Council meetings, as an elected member at large, are eligible for 2 credits per meeting to a maximum of 4 credits per year.

Members attending SDTA Council meetings, as an elected officer, are eligible for 3 credits per meeting to a maximum of 6 credits per year.

Members serving as an official representative of the SDTA at meetings other than those sponsored by the SDTA, are eligible for 1 credit per meeting to a maximum of 2 credits per year.

Members attending a General or Annual meeting are eligible for 2 credits per meeting to a maximum of 4 credits per year.

Members attending a Regional meeting are eligible for 1 credit per meeting to a maximum of 2 credits per year.

## ***Mandatory Requirement to Maintain Licensure***

### CPR - Credit distribution

CPR "C"            Category A(C)    \*hour for hour credits

Members are required to complete a CPR course once every 3-year reporting period to maintain registration and/or license with the association.

\*For a combined maximum of 6 category A credits per 3 year period. Members may be granted additional credits for CPR training to be recorded as Category C credits for a combined maximum of 10 credits per 3-year period.

### FIRST AID - Credit distribution

Standard First Aid            Category C            \*\*hour for hour credits

\*\*For a combined maximum of 10 credits per 3-year period.



# Saskatchewan Dental Therapists Association

## CONTINUING EDUCATION CREDITS

### Request Form

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: home: ( ) \_\_\_\_\_ work: ( ) \_\_\_\_\_

fax: ( ) \_\_\_\_\_

**Continuing education credits will be granted for continuing education courses or professional development activities according to policies set by the Credentials Committee and approved by Council.**

Course or Activity Title: \_\_\_\_\_ Date(s) attended: \_\_\_\_\_

Subject and Description\*: \_\_\_\_\_

Presenter's name: \_\_\_\_\_

Sponsoring Institution/Association: \_\_\_\_\_

Credits requested: \_\_\_\_\_ Independent Study: Yes \_\_\_\_\_ No \_\_\_\_\_

\*Attach all necessary information including course outline and proof of attendance.

OFFICE USE ONLY									
Continuing Education Category -	A	-	B	-	C				
Continuing Education Activity -	1	2	3	4	5	6	7	8	
Hours of attendance: _____					Credits: _____				

**I hereby certify that I have attended the course or participated in the activity described above. I have kept the original copy(s) of all information for my records.**

\_\_\_\_\_

**Signature of Applicant**

\_\_\_\_\_

**Date**

Mail or fax to:

Saskatchewan Dental Therapists Association

Registrar's Office

P.O. Box 360

Gull Lake, SK S0N 1A0

phone: (306)672-3699 fax: (306)672-3619

Email: sdta@sasktel.net

The Registrar will provide all members with a yearly report of their continuing education credits with their annual license or non-practicing membership renewal forms.