



College of Dental Hygienists
PRINCE EDWARD ISLAND

Continuing Education and Competency Program Guidelines

Approved by CDHPEI Council
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1. Professional Responsibility for Continuing Education and Competency

Continuous study and self-assessment of educational needs are fundamental and lifelong responsibilities of a professional. Technological advancement through research, innovations in patterns of healthcare delivery, and development of new clinical procedures accentuate the need for regulated members of the profession to remain current.

To formalize its commitment to continued education and competency and to meet the mandate of the Regulated Health Professions Act (RHPA, see Appendix A), the College of Dental Hygienists of Prince Edward Island (CDHPEI) has established a Continuing Education and Competency Program (CEC) with requirements related to registration and renewal of registration. It is the regulated member's responsibility to determine their specific continuing education and competency needs and to pursue activities that meet these identified needs

Under the CDHPEI Continuing Education and Competency Program, credit may be granted for learning activities that have significant intellectual or practical content related to the practice of dental hygiene, oral health, or the professional responsibility and ethical obligations of the regulated member. The regulated member's practice setting, or environment will be considered by the Continuing Education and Competency Audit Committee when reviewing requests for Continuing Education and Competency Program credit activities that fall outside the program parameters. Learning activities that support the regulated member's specific learning needs and areas(s) of practice will be considered.

2. Continuing Education and Competency Program Requirements

2.1 Required Components

The required components of the CDHPEI CEC Program are:

- Program credit hours/activities completed based on a 3-year cycle
- Submission of documentation/validation of participation

2.2 Reporting Period

All regulated members of the College must satisfy the required components of the CEC program within a 3-year period commencing April 1 following registration with the CDHPEI.

2.3 Program Credit Requirements

Learning activities that contribute significantly to the scientific, practical, professional, or ethical aspects of the regulated member's practice of dental hygiene will generally be eligible for program credits.

Program credits cannot be claimed for activities that occur as part of the expectations of the dental hygienist's regular provision of dental hygiene services.

- For example, if giving presentations to junior high school classes is a routine part of a dental hygienist's regular employment, this activity is not eligible for program credits. These activities should be included as part of the dental hygienist *currency of professional knowledge and skills* requirements.

Learning activities that occur within the practice environment, such as in-service courses offered for regulated members, may be claimed for program credits. The hours attended at this learning activity cannot also be claimed as *currency of professional knowledge and skills*.

- 2.3.1 A regulated member must obtain a minimum of 36 program credits over a rolling 3-year period
- 2.3.2 Program credits exceeding the 36 credits in the reporting cycle cannot be carried over or transferred to another reporting cycle.
- 2.3.3 College registrants not meeting the minimum program credit requirements shall have their registration revoked or terms, limits, and conditions may be applied to a non-compliant registrant at Council's discretion. (See Policy on CEC Deferral and Extension)

3. Reporting Requirements

3.1 Registrants must report continuing education and competency program credits into the CDHPEI online account portal.

Registrants can review program credits throughout the year in their CDHPEI online profile. It is the responsibility of the registrant to ensure accuracy of the information. Providing false or misleading information will be considered unprofessional conduct.

3.2 Reporting Program Credits

3.2.1 It is the responsibility of a registrant to ensure each learning activity is reported and documented into the registrants online account profile. Supporting documentation must be retained for three (3) years following the reporting period but is not required to be submitted unless requested by the CDHPEI.

Supporting documentation may include, but is not limited to, any of the following:

- Reflection Document (see Appendix B);
- course schedule and outline of course content;
- conference agenda indicating session(s) attended;

- online course outline, learning objectives, and confirmation of successful completion of the course examination;
- copy of registration receipts;
- copy of article in its published format;
- copy of presentation(s);
- copy of valid CPR certificate / card

4. Monitoring Continuing Education and Competency Program Requirements

- 4.1 The Registrar shall keep the records of each registrant's program credit requirements in the registrants online account profile.
- 4.2 Registrants shall keep a personal record of the program credits submitted and all relevant supporting documentation related to learning activities reported for credit for a minimum of 3 years.
- 4.2.1 Should a registrant believe there are errors in the records, the registrant may request the CDHPEI to correct the information.
- a) The regulated member must provide additional information or documentation, as requested by the Registrar or the Audit Committee, prior to correction.
 - b) The decision of the Audit Committee regarding a requested change in the record is final.
 - c) If a decision is made to correct the record, it will be corrected in a timely manner.
- 4.3 Registrants shall provide additional information or documentation related to learning activities upon request from the Registrar or the Audit Committee.
- 4.4 Random audits shall be conducted to validate learning activities reported by registrants.
- 4.4.1 Registrants could be the subject of a document review regarding CEC program credit activities. Registrants shall keep related learning activity documentation such as receipts, course material, handwritten course notes which are too large to upload to the registrant's online profile for review by the Registrar or Audit Committee. All documents and files shall be returned to the registrant upon completion of the review.

5. Maximum Allowable Program Credits per Course

- 5.1 Regulated members can report only actual hours attended. Credits can be reported in 15-minute increments.
- 5.2 One (1) program credit is awarded per hour of participation unless otherwise determined by the Registrar or Audit Committee.
- 5.3 Regulated members shall not receive program credits for any learning activity taken a second time within a 12-month period.

6. Assigning Program Credits

- 6.1 The Audit Committee will review requests for pre-determination of program credits and reserves the right to approve or deny credits for submission. (See Appendix D)

7. Continuing Education and Competency Program Credit Categories

The following categories are established for the purpose of assigning Continuing Education and Competency Program credits:

- Unlimited Continuing Education and Competency Program Credit Activities (no limit per reporting period);
- Limited Continuing Education and Competency Program Credit Activities (maximum 6 program credits can be obtained in this category per reporting period).

7.1 Unlimited Program Credit Activities

Learning activities encompass a variety of formats. In recognition of the diversity of learning opportunities, the following areas have been identified.

7.1.1 Educational Courses or Sessions

Part-time or full-time advanced dental hygiene education, continuing competence courses, presentations, seminars, conferences, or clinical sessions provided by the following agencies would likely be approved for program credits:

- (a) Accredited dental hygiene programs, dental programs, universities, colleges, and technical institutions;

- (b) Provincial, state, national, and international dental hygiene and dental regulatory authorities, associations, and their societies;
- (c) Federal government health agencies, including the Canadian Forces, and provincial or local government departments of health or public health;
- (d) Hospitals accredited by the Canadian Council of Hospital Accreditation;
- (e) Provincial, state, national, and international oral health specialty organizations recognized by the Canadian Dental Association (CDA) or the American Dental Association (ADA);
- (f) Other healthcare organizations;
- (g) Study club learning activities that have received CDHPEI Audit Committee program credit approval.

7.1.2 Formal Advanced Education Courses or Programs

Registrants engaged in part-time or full-time studies related to the practice of dental hygiene may qualify for program credits. The course or program must be offered by a recognized educational institution (either on campus or via distance education*).

Each “unit of course weight” (ucw) will qualify for hour-for-hour program credits.

Registrants must provide proof of successful completion of courses to CDHPEI.

** Courses offered via distance learning must meet the criteria listed in 7.1.3*

7.1.3 Self-Directed Study

Registrants may participate in self-directed study activities through any format, including online learning. To be eligible for program credit hours, self study activities must include:

- a) Clearly defined learning goals
- b) Supporting literature references
- c) Post-course examination which evaluates the participant’s comprehension
- d) Evidence of successful completion of this examination must be included with the submission
- e) Completion and submission of Reflection Document in *Appendix B*

Program credits are granted according to recommendations made by the course provider, the publisher, or the Audit Committee, with consideration given to the amount of time necessary to cover the material and to take the examination. The

Audit Committee has the authority to approve the number and category of credits awarded for any online course.

7.1.4 Practice related Activities

Learning activities or programs that directly relate to practice may include, but is not limited to, activities related to:

- (a) client assessment;
- (b) dental hygiene diagnosis;
- (c) treatment planning;
- (d) implementation;
- (e) evaluation;
- (f) health promotion;
- (g) research;
- (h) epidemiology;
- (i) communication (e.g., EDI, client relations, conflict resolution);
- (j) ergonomics for dental professionals;
- (k) occupational health and safety (e.g., bullying and harassment, hazardous materials, WHMIS);
- (l) recordkeeping and documentation;
- (m) administration (e.g., practice management);
- (n) dental-related technologies.

Program credit requests reported under this category must be relevant to the registrants practice of dental hygiene. Documentation that supports how this learning activity is relevant to the Registrants practice may be required.

7.1.5 Cardiopulmonary Resuscitation (CPR)

As required by regulation, a registrant applying for renewal of a practice permit must provide evidence of holding a valid and current CPR certificate at the level required by the Council.

At a minimum, the CPR course must include classroom instruction and practicum experience related to:

- (a) one- and two-person rescuer chest compressions for adults, children, and infants;

- (b) one- and two-person rescuer adult, child, and infant bag-valve mask technique and rescue breathing;
- (c) relief of choking in adults, children, and infants;
- (d) use of an automated external defibrillator.

CPR certification must be renewed every 3 years. Completion of CPR certification qualifies for 2 credits.

7.1.6 Participation in Research

Registrants that engage in specific research activities over and above their educational program requirements and/or regular employment or contractual obligations, may qualify for program credits. This includes but is not limited to:

- (a) development of a research project;
- (b) literature review for a research project;
- (c) facilitation of focus groups for research purposes;
- (d) analysis of participant responses;
- (e) research for the purposes of obtaining a Masters or Doctorate.
- (f) presentation of a research paper or abstract at a scientific meeting.

Please note: Although participation in dental hygiene research is encouraged, responding to a survey or questionnaire does not qualify for program credits.

7.1.7 Publications

The publication of articles is eligible for program credits. All articles must be relevant to the practice of dental hygiene. The articles will be reviewed by the Audit Committee for determination of program credits.

Publication of articles may be eligible for program credits as follows:

- (a) for each article written and published in a peer-reviewed health or oral health scientific journal/publication: **8 program credits**
- (b) for each paper, written to present the practitioner's original research, and published in a refereed oral health scientific journal/publication: **8 program credits.**
- (c) articles written and published in dental hygiene association publications: **5 program credits.**

(d) chapter(s) written in a reference or textbook: maximum **15 program credits**.

7.1.8 Direct Study (Mentoring)

Directed study contracts may be initiated to address a specific learning need. Examples may include teaming up with an educator with advanced skills and knowledge in continuing care facilities or teaming up with a colleague with expertise in a specific area of dental hygiene practice.

(a) A formalized learning contract must exist between the mentor and the mentee. To qualify for program credits, the learning activity must be approved by the Audit Committee prior to initiation of the activity.

(b) Both the mentor and mentee may apply for program credits.

(c) Registrants may qualify to receive program credits for mentoring and mentoring preparation.

(d) The Audit Committee determines the final approval of program credits. Requests are to be sent in writing to the Registrar 60 days prior to the commencement of the mentoring.

7.1.9 Developing and Delivering Educational Courses and Presentations

(a) Registrants may apply for program credits for developing and delivering educational courses outside their regular employment or contractual obligations.

(b) Development and delivery of educational courses as part of the registrant's regular obligations will be considered currency of professional knowledge and skills (practice hours) and not continuing education and competency hours.

(c) Requests for program credits will be reviewed case by case by the Registrar.

(d) Applications for program credits for development and/or delivery of in-person educational courses must include evidence of:

- i. clearly defined learning objectives;
- ii. detailed course outline;
- iii. supporting literature references.

Applications for program credits for development of a self-directed study learning activity must include evidence of:

- i. clearly defined learning objectives;

- ii. detailed course outline;
- iii. supporting literature references;
- iv. inclusion of post-course evaluation to provide dental hygienist with feedback from participants

7.1.10 CDHPEI Jurisprudence Examination

The CDHPEI Jurisprudence Examination may be completed for a maximum of **2 program credits, one time only**. A minimum passing grade of 70% is required.

Limited Program Credit Activities

Registrants can obtain a **maximum of 6** limited program credits out of the total 36 program credits in the reporting cycle. Excess program credits accumulated in this category are not included in the reported NET total of program credits.

Learning activities may encompass a variety of formats. In recognition of the diversity of learning opportunities, the following areas have been identified.

7.2.1 Annual General Meetings/ Semi-Annual General Meetings

Annual general meetings of national or provincial oral health professional associations such as the Canadian Dental Hygienists' Association (CDHA) and the PEI Dental Hygienists Association may be claimed for Continuing Competence Program credit. **Maximum of 6 program credits per reporting 3-year cycle.**

7.2.2 Volunteering

Dental hygiene volunteer activities will be considered hour for hour to a **maximum of 3 program credits** per reporting 3-year cycle. Any hours reported for program credit cannot be claimed for practice hours (see Appendix C).

7.2.3 Mental Health and Wellness Activities

Any activities specifically targeting mental health and wellness can be claimed for program credit (hour for hour). Submission of the Reflection Document (see Appendix B) is required to claim credit in this category. The reflection must relate the activity to the profession of dental hygiene.

Although CDHPEI recognizes the value of extracurricular activities and self-interest learning in maintaining life balance, such activities will not be considered for credit under the Continuing Education and Competency Program.

7.2.4 Other activities approved by the Council, Registrar, or the audit Committee.

8. Special Consideration of Credit

8.1 If special consideration for program credits is requested, the following information must be submitted 90 days prior to the commencement of the activity using the Request for Pre-determination of Program Credits form (available in Appendix D):

- Name and address of sponsoring organization/presenter(s)
- Email and phone number of organization/presenter(s)
- Name and curriculum vitae of individuals(s) presenting
- Location and date of course
- Length of course
- Description of course objectives and content

8.2 Registrants must also submit accompanying documentation that supports how this learning activity is relevant to their practice of dental hygiene.

9. Failure to Meet Program Requirements

9.1 Registrants that are non-compliant with the Continuing Education and Competency Program requirements shall have their registration revoked, suspended or terms, conditions and limitations placed on their registration.

10. Appeals

10.1 Registrants who wishes to appeal the decision of the Audit Committee must submit a letter of appeal to the Audit Committee within 30 days of the receipt of the Audit Committee's decision of non-compliance.

10.2 The registrant must supply the Audit Committee with any requested additional data and may be asked to appear before the Audit Committee for a hearing.

10.3 Decisions of the Audit Committee are final.

11. Confidentiality

11.1 Information related to participation in the Continuing Education and Competency Program is confidential and any person who has access to or comes into possession of such information shall not publish, release, or disclose the information in any manner except as necessary to carry out powers, duties, and obligations under the Regulated Health Professions Act.

Appendices

Appendix A: Legislation for a Continuing Education and Competency Program

Appendix B: Reflection Document

Appendix C: Volunteer Submission Document

Appendix D: Request for Pre-determination for Program Credits

Continuing Education and Competency Program Guidelines

Appendix A

Source: Prince Edward Island – Regulated Health Professions Act

PART VII – OTHER COUNCIL DUTIES AND RESPONSIBILITIES

Continuing Education and Competency

60. Council’s duty re continuing education

(1) A council shall establish and maintain standards and requirements respecting the continuing education and competency of its members in the practice of their regulated health profession.

Continuing education requirements

(2) The requirements respecting continuing education and competency may include

(a) providing continuing education programs or materials related to the practice of the regulated health profession and requiring their use by members;

(b) requiring members to accumulate a specified number of hours of continuing education in various areas of competency in the regulated health profession as a condition of renewal of registration;

(c) specifying the means by which members may satisfy the requirements referred to in clause (b);

(d) other requirements respecting continuing education and competency as set out in the regulations. 2013,c.48,s.60.

60.1 Assessment of competency

A council may establish methods or programs to assess the competency of its members in the practise of their regulated health profession, including self-assessment, peer assessment or Regulated Health Professions Act

Continuing Education and Competency Program

College Registrant's Reflection

Name of Registrant:	
CDHPEI Registration #:	
Course Name /Topic:	
Date Completed:	

1. Identify one specific example of what you have learned.

2. Provide two concrete examples of how you can apply this to your practice.

3. What are some challenges that you may encounter in applying your new knowledge?

4. How do you propose overcoming those challenges? Benefits to your patients (if applicable).

Continuing Education and Competency Program Program Credits for Volunteering Submission Form

College Registrant's Name:	
CDHPEI Registration #:	
Date of submission:	

VOLUNTEERING ORGANIZATION INFORMATION

Name of organization:	
Phone number of Organization:	
Name of Organization Contact:	
Email of Organization Contact:	

VOLUNTEERING INFORMATION

Position/Duties:	

Hours worked/ volunteered:	
Dates Volunteered:	

Signature of Supervisor/Manager: _____

Signature of registrant _____

Form D: Request for Pre-determination of Program Credits

1. Registrant Information:

Full Name: _____

Registration Number: _____

Email Address: _____

Phone Number: _____

2. Activity Details:

Name of Activity/Course: _____

Sponsoring Organization: _____

Location of the Activity (if applicable): _____

Date(s) of the Activity: _____

Length of the Activity (in hours): _____

3. Presenter Information:

Name of Presenter(s):

Curriculum Vitae or Professional Background of Presenter(s):

Email Address of Presenter(s) (if applicable):

Phone Number of Presenter(s) (if applicable):

4. Course Content and Objectives:

Provide a description of the course objectives:

Outline the topics or content covered during the activity:

Specify how this activity is relevant to your practice of dental hygiene:

5. Documentation:

Attach any supporting documentation (e.g., course schedule, brochure, course outline, etc.) that describes the learning objectives, content, and format of the activity.

6. Approval Request:

Specify the category under which you are requesting program credits (e.g., Educational Courses, Self-Directed Study, Practice-Related Activities, etc.):

Number of Program Credits requested:

7. Additional Information (if applicable):

Any additional comments or information to support your request:

8. Signature:

Registrant's Signature: _____

Date of Submission: _____

Instructions for Submission:

- Submit this form and any supporting documentation at least 90 days prior to the commencement of the activity.
- Email the completed form to registrar@cdhpei.ca
- You will receive a decision regarding your request within 14 days of submission.