

# CDSS CONTINUING EDUCATION POLICY

UPDATED DECEMBER 2023



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## TRAINING AND EDUCATION

11.1 To promote competence and proficiency among its members, the College may provide for programs of training and education, through the College or otherwise.

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## TARIFF OF FEES

11.2 The College may establish a tariff of fees to be paid for training or educational programs by members taking part in them or from funds of the College.

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## CREDIT HOURS

11.3(1) To maintain their competence and proficiency in the practice of dentistry, and in addition to any other requirements for member licensing, regular members must accumulate 90 credits. For those with an academic license: full-time faculty and admin members must accumulate 45 credits and part-time faculty must accumulate 22.5 credits over a rolling three-year cycle period, to be acquired as follows:

- a) for attendance at courses approved by the College, - hour for hour credit (“live online” lectures will be counted as “live in-person” lectures);
- b) presentation of a course approved by the College, and excluding academic licensees when presenting to students within an educational institution - hour for hour credit (maximum of 5 CE credits per calendar year - duplicate courses credited once per calendar year);
- c) attendance at meetings of an educational nature sponsored by the College or a dental society, - hour for

hour (maximum of 2 CE credits per meeting);

d) regular members acting as a full-time or part-time academic instructor at the College of Dentistry, University of Saskatchewan or Saskatchewan Polytechnic, a maximum of 10 credit hours per academic year (See Appendix: Clinical/Preclinical Supervisors);

e) for each article on dental health written and published in dental literature recognized by the College, 2 CE credit hours for each non-refereed article; and 5 CE credit hours for each refereed article

f) educational tapes or journals (media & online, self-study, webinar courses) approved and evaluated by the College, a maximum of 15 credit CE hours;

g) review of CDSS bylaws and standards, up to a maximum of 4 credit hours per calendar year (1 credit per document);

h) attendance at the annual meeting of the College, - hour per hour credit (maximum of 2 CE credits);

i) advancement of the dental profession by serving as a member of council or as a chairperson of a committee of the College—a maximum of 10 CE credits per calendar year;

j) advancement of the dental profession by serving as a non-council member of a committee of the College—a maximum of 3 CE credits per calendar year;

k) dentists can earn up to a maximum of 6 CE credits per calendar year for dental volunteer work;

l) an active member on a profession related committee, board or association—can earn up to maximum of 10 CE credit hours per calendar year;

m) dentists can earn up to a maximum of 5 CE credits for participation in CDSS sponsored Day of Giving

11.3(2) The Continuing 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.

11.3(3) New or reinstated registrants who license with the College following May 1st of any given year will commence their rolling cycle on the date of their (re)licensing. In effect those registrants would have up to 3 years + 7 months to accumulate 90 credits.

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## CREDITS FOR SPECIALISTS

11.4 Certified specialists of the College shall obtain a minimum of fifty percent of their required credits directly related to the specialty in which they are certified.

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## REPORTING OF CREDITS

11.5(1) Report of continuing education credits to the College is the responsibility of the member.

11.5(2) All CE submissions must be sent in through the proper channels, format and information listed below in this section. Any submissions that do not have all the required information will not be entered.

- (a) To submit CE credits, please sign into the member portal CDSS - Members Only ([saskdentists.com](http://saskdentists.com)) and click on the Continuing Education, Transcripts and Annual Session tab. Follow the instructions to complete the CE Self Submission Form. Once submitted the CDSS will review each submission, and after approved, processing will take 24-48 hours to upload to your transcript. If you have any further questions please contact the Licensing and Renewal Coordinator via email at [ceassist@saskdentists.com](mailto:ceassist@saskdentists.com)
- (b) Emailing, Faxing and mailing CE verification/certificates letters will no longer be

accepted as a method of sending—faxing and mailing creates a massive amount of waste as documents are then scanned and placed into each members' electronic file. PDF and JPEG formats will ONLY be accepted.

- (c) Transcripts from other jurisdictions are not accepted as verification for CE credit. Dentists licensed in other jurisdictions must submit the actual attendance verification certificates for courses they wish to receive credit.
- (d) The following information must be provided on all verification documentation:
  - Name of course/seminar/conference
  - Date that CE was taken
  - Name of sponsor of course/seminar/conference
  - How many points were awarded
  - Where the CE was taken, physical location or online

11.5(3) Continuing education transcripts are accessible to members online. The College will issue a shortfall statement to those members who are short of credits.

## APPENDIX

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### CLINICAL/PRECLINICAL SUPERVISORS

May claim 1/2 (half) credit for three hours of clinical/preclinical supervision to a max of 10 credits/year.

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### IMPACT ECONOMICS SURVEY

Credit will be earned for completing the Impact Economics Survey. The data collected from our members through this survey is directly used to make annual modifications to the fee guide and to help assess the economic landscape of our profession in Saskatchewan. This information is used to generate individualized Practice Analysis Reports for those participating members, which is a valuable practice management tool.

#### CE CREDITS FOR SURVEY PARTICIPATION

Completion of procedure frequency survey: 3 CE point

Completion of wage survey: 3 CE points

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### MEDICAL/MATERNITY OR PATERNITY/EDUCATIONAL LEAVES OF ABSENCE

- Members who choose to maintain a license during any type of leave are subject to maintaining their CE credits as per the CE Standard.
- Members who have been on any type of unlicensed leave for more than 4 months, automatically start a new cycle when they re-license, in accordance with 11.3 (3).