

July 2018

Section I

➔ Rationale and Purpose

1. This policy is needed to keep pace with the rapid and constant changes in the professional skills required to practice dentistry and to ensure public protection. It allows the Order to determine the framework for continuing education (CE) activities that some or all of its members must complete.

The purpose of CE activities is to allow members to acquire, maintain, update, improve and expand their professional skills related to the practice of dentistry.

Section II

➔ Requirements Relating to Continuing Education

2. Unless members have been exempted under Section V, they must accumulate at least 90 units over a three-year reference period, of which at least 60 units must be from CE providers recognized by the Order.

For the purposes of this policy, a "unit" is a quantitative measure assigned to a CE activity related to the practice of dentistry.

One hour of CE earns one unit. Practical workshops earn two CE units per hour. A "practical workshop" is a hands-on activity calling for the member's direct and active participation.

The policy comes into effect on July 1, 2018. The three-year reference period is calculated from July 1, 2017, and members must have accumulated a minimum of forty (40) units with recognized activity providers by June 30, 2020.

3. Members must accumulate at least 15 CE units per year.
4. CE activities must be diverse and related to the member's professional activities.
5. The choice of CE activities is a personal decision by each member, insofar as they follow the guidelines set out in this policy.

6. For the purposes of this policy, only CE units from the following CE activities count toward the 90 units required in article 2:
 1. Taking or attending courses, online training, practical or theory workshops and demonstrations, seminars, symposia or lectures;
 2. Acting as a trainer for one of the activities listed in paragraph 1 (three hours of preparation per hour of training). This activity may be counted only once, even if it is repeated;
 3. Participating in a research project approved by a duly constituted research ethics committee that meets current standards (maximum of 20 units per reference period);
 4. Revising, writing and publishing papers or articles related to the practice of dentistry in peer-reviewed journals (maximum of 10 units per reference period);
 5. Personal reading (maximum of 10 units per reference period);
 6. Teaching theory or clinical classes part-time or full-time at a recognized faculty of dentistry or affiliated teaching hospital (maximum of 10 units per year for full-time teaching and 5 units per year for part-time teaching);
 7. Any other type of CE activity determined by the Order.
7. The Order may impose specific CE activities on all or some of its members, if it considers this justified by a change or shortcoming affecting the practice of dentistry.

For this purpose, the Order:

1. Determines the length of such activities and the deadline for completing them;
2. Determines the individuals, organizations or educational institutions authorized to offer the activities;
3. May assign a corresponding number of CE units, as applicable.

Units associated with such CE activities are part of the 90 units required in article 2. Members who have reached the minimum 90 units required in article 2 are not exempt from completing such mandatory CE activities.

Section III

➔ Providers Recognized by the Order

8. For the purposes of this policy, the following CE activity providers are recognized by the Order:
 1. Recognized faculties of dentistry in and outside of Québec* and their affiliated teaching hospitals
 2. Canadian dental and medical regulatory authorities
 3. National and international dental and medical associations
 4. National and international dental specialist associations
 5. Journées dentaires internationales du Québec
 6. Quebec dental societies
 7. Federation of Dental Societies of Greater Montreal
 8. Quebec associations of dental specialists
 9. Federation of Dental Specialists of Quebec
 10. Association des chirurgiens dentistes du Québec
 11. Québec Interprofessional Council
 12. Recognized organizations providing training in basic life support for healthcare providers or advanced cardiovascular life support (or the equivalent)

* The faculties of dentistry recognized for the purposes of this policy are those whose diplomas are recognized as equivalent by the Order, and French faculties as defined in the *Règlement sur la délivrance d'un permis de l'Ordre des dentistes du Québec pour donner effet à l'arrangement conclu par l'Ordre en vertu de l'Entente entre le Québec et la France en matière de reconnaissance mutuelle des qualifications professionnelles* (c. D-3, r. 7.1).

9. To retain their status as CE activity providers recognized by the Order, recognized providers with their head offices in Quebec must submit their scientific activity program to the Order for approval and publication every year.

A member who participates in CE activities offered by a CE activity provider recognized by the Order with a head office outside Quebec must obtain a description of the activity from the organization in charge of the activity and a certificate of attendance indicating the name of the organization, the name of the presenter and the title, date and length of the activity.

Section IV

➔ Verification

10. Members are responsible for managing their CE activities and recording their CE units.

To simplify members' task of tracking CE units, the Order will keep an online record, accessible from its website, of units accumulated from CE providers recognized by the Order who have their head offices in Quebec.

11. Except for activities where attendance is automatically noted in members' CE records, in accordance with article 9, members participating in CE activities must:

1. Obtain a certificate of attendance from the organization in charge of the activity indicating the name of the organization, the name of the presenter and the title, date and length of the activity;
2. Obtain a description of the activity provided by the organization (e.g. brochure, pamphlet);
3. Keep a record of independent learning activities; and
4. Keep written proof of activities involving teaching, revision, writing, publication and research and preparation of CE activities.

12. Members must provide the Order with a CE declaration when they complete their annual declarations, using the form designated for this purpose by the Board of Directors. The CE declaration must list the CE activities completed during the reference period and the number of units accumulated or, if applicable, the fact that the member was granted an exemption under Section V.

The Order may require any document or information allowing it to verify that a member meets the requirements of this policy, in particular receipts attesting to the CE activities completed, their length and content, the individual, organization or educational establishment offering the activity and, if applicable, a document attesting that the member successfully completed or attended the activity.

13. Members must retain the supporting documents allowing the Order to verify that they meet the requirements of this policy for at least three years after the end of the applicable reference period.

SECTION V

→ Exemptions

14. Any member listed as a retired member on the Roll of the Order is exempted from the CE requirements under article 2.

Article 2 notwithstanding, a member may be exempted from the CE requirements pro rata to the number of complete months remaining in the current reference period in any of the following situations. The member is:

1. Entered on the Roll of the Order more than six months after the start of a reference period;
2. Enrolled full-time in a graduate-level university program in a recognized faculty of dentistry or full-time in a program of study at an affiliated teaching hospital that is related to the practice of dentistry;
3. On parental leave, as defined in the Act respecting labour standards (c. N-1.1);
4. Unable to complete any CE activities because of a serious and prolonged illness or other exceptional circumstances.

A member who is outside Quebec for more than 12 months during a reference period is exempted from the minimum of 15 CE units per year as required by article 3, but remains subject to the other requirements in article 2.

A member who is provisionally struck off the Roll, or whose right to practise is suspended or restricted, is not exempted from the requirement to complete CE activities.

To be exempted from the requirement to earn CE units under the first paragraph, the member must submit a written request to the Order along with the form for this purpose, explain the situation justifying the request and its length, and attach any relevant supporting documents.

15. If the Order intends to refuse the request for exemption, it must notify the member in writing and inform him or her of the right to submit written observations within 15 days following receipt of the notice.

The Order will rule on the request and inform the member of its decision within 45 days following receipt of the request or the written observations.

In its decision, the Order will indicate any applicable conditions.

16. If the duration of the situation justifying the exemption under article 14 changes, the member must send the Order written notice to this effect without delay, indicating the new duration of the situation.

The Order will inform the member of any new conditions applying to the exemption, including the number of hours of exemption from CE activities, within 30 days following receipt of this notice.

SECTION VI

→ Failure to Comply and Penalties

17. The Order will notify any member in writing of failure to comply with this policy. This notice will indicate:

1. The nature of the failure;
2. The six-month period following receipt of the notice, to remedy the failure and provide proof; and
3. The penalty if the failure is not remedied within this period.

18. The Professional Inspection Committee of the Order will receive a list of members who have been so notified, so that it can take any measures it considers appropriate.

SECTION VII

→ Specific Provisions

19. Use of the Order logo is prohibited in any advertising concerning CE courses.
20. Use of statements such as "accredited," "approved," "recognized" "certified" or "attested" by the "Ordre des dentistes du Québec" or expressions with similar connotations is prohibited.