

Continuing Education Category 1 Course Application

July 2023

Instructions:

- This checklist has been designed for approved sponsors who are seeking the Quality Assurance Committee's approval of a Category 1 (core) course. It should be completed by the approved sponsor, with input as necessary from the presenter(s). More information about the roles of sponsors and presenter can be found on the RCDSO's website.
- Category 1 (core) courses must be relevant to the practice of dentistry and designed to promote continued competence and maintenance of professional standards. Please see the RCDSO's website for [details](#).
- The approval process begins with the submission of this self-assessment and related documents to ce@rcdso.org and concludes with the Quality Assurance Committee's decision.
- Materials received four weeks before a posted QA Committee meeting date will be submitted to the Committee for consideration. Time-sensitive submissions may be approved by the Director, Quality for one year.

PART 1: CONTACT INFORMATION

Application Submission Date:			
Course Title:			
Type:	<input type="checkbox"/> new <input type="checkbox"/> resubmission – content reviewed to maintain currency <input type="checkbox"/> current expiry date: _____ We will accept two resubmissions for webinars. You will then need to update the course and reapply.		
Presentation Date:			
Name of Approved Sponsor:			
Contact Name:			
Email:		Phone:	

PART 2: COURSE OVERVIEW

Course Duration:	
Number of Points requested:	
Delivery mode:	<input type="checkbox"/> Live (in person or virtual) <input type="checkbox"/> E-Learning (asynchronous course or recorded session) <input type="checkbox"/> Blended (includes both live and e-learning components)
Responsibilities:	<p>Prior to providing a certificate of attendance, the approved sponsor (course provider) must confirm a participant's:</p> <ul style="list-style-type: none"><input type="checkbox"/> attendance for the full presentation<input type="checkbox"/> attention during the course. This can be accomplished by polling questions that require a response. The QA Committee has set a minimum requirement of 80% of responses.<input type="checkbox"/> submission of a completed assessment (quiz). <p>The presenter(s) must:</p> <ul style="list-style-type: none"><input type="checkbox"/> Invite and answer questions from attendees.
Course Description ¹ (100 words maximum) Please include a brief overview of the course as it might appear in an event program or promotional material.	
Learning Objectives: Please enter the learning objectives from the participants' perspective.	Upon completion of this course, participants will be able to: 1. 2. 3.
Course Presenter(s):	

¹ The relevance of this course to the specified competency area and to practice in Ontario is included in the course description and/or learning objectives.

Contact information to Presenter(s):	
Presenter Expertise ² :	<input type="checkbox"/> It is the opinion of the Approved Sponsor that the presenter(s) hold(s) sufficient expertise to deliver this material.

PART 3: COURSE ASSESSMENT

The self-assessment is to be completed by the approved sponsor with input from the presenter(s) where necessary. Please note that this is not a clinical review of the course content, but a checklist to guide the submission for completeness. These are not formal attestations.

Once received by the RCDSO, staff will complete a preliminary assessment and forward to the Director or the Quality Assurance Committee for their review and decision.

Criteria that must be met for approval as Category 1 course:	Self-Assessment (completed by the Approved Sponsor and Presenter(s))	Preliminary Assessment (completed by RCDSO staff)																												
<p>Broadly relevant to the practice of the profession by all members</p> <p>Applicable to the practice of the profession in Ontario</p> <p>If the content addresses one of the areas noted under the competency areas, then it is considered broadly relevant and satisfies the criteria.</p>	<p>This course covers topics related to the following competency area(s) of practice:</p> <table border="0"> <tr> <td><input type="checkbox"/> access to care</td> <td><input type="checkbox"/> oral surgery</td> </tr> <tr> <td><input type="checkbox"/> equity, diversity and inclusion (EDI)</td> <td><input type="checkbox"/> orthodontics</td> </tr> <tr> <td><input type="checkbox"/> caries</td> <td><input type="checkbox"/> pediatric dentistry</td> </tr> <tr> <td><input type="checkbox"/> dental anesthesia</td> <td><input type="checkbox"/> periodontics</td> </tr> <tr> <td><input type="checkbox"/> endodontics</td> <td><input type="checkbox"/> pharmacology</td> </tr> <tr> <td><input type="checkbox"/> general dentistry</td> <td><input type="checkbox"/> prosthodontics</td> </tr> <tr> <td><input type="checkbox"/> general medicine</td> <td><input type="checkbox"/> radiology</td> </tr> <tr> <td><input type="checkbox"/> implants</td> <td><input type="checkbox"/> RCDSO Standard – Sedation & Anesthesia</td> </tr> <tr> <td><input type="checkbox"/> infection prevention and control</td> <td><input type="checkbox"/> RCDSO Standard – CT</td> </tr> <tr> <td><input type="checkbox"/> jurisprudence and ethics</td> <td><input type="checkbox"/> RCDSO Standard – other (e.g., Dental recordkeeping)</td> </tr> <tr> <td><input type="checkbox"/> local anesthetics</td> <td><input type="checkbox"/> Clinical competency – other</td> </tr> <tr> <td><input type="checkbox"/> medical emergencies</td> <td></td> </tr> <tr> <td><input type="checkbox"/> operative and preventive dentistry</td> <td></td> </tr> <tr> <td><input type="checkbox"/> oral medicine and pathology</td> <td></td> </tr> </table>	<input type="checkbox"/> access to care	<input type="checkbox"/> oral surgery	<input type="checkbox"/> equity, diversity and inclusion (EDI)	<input type="checkbox"/> orthodontics	<input type="checkbox"/> caries	<input type="checkbox"/> pediatric dentistry	<input type="checkbox"/> dental anesthesia	<input type="checkbox"/> periodontics	<input type="checkbox"/> endodontics	<input type="checkbox"/> pharmacology	<input type="checkbox"/> general dentistry	<input type="checkbox"/> prosthodontics	<input type="checkbox"/> general medicine	<input type="checkbox"/> radiology	<input type="checkbox"/> implants	<input type="checkbox"/> RCDSO Standard – Sedation & Anesthesia	<input type="checkbox"/> infection prevention and control	<input type="checkbox"/> RCDSO Standard – CT	<input type="checkbox"/> jurisprudence and ethics	<input type="checkbox"/> RCDSO Standard – other (e.g., Dental recordkeeping)	<input type="checkbox"/> local anesthetics	<input type="checkbox"/> Clinical competency – other	<input type="checkbox"/> medical emergencies		<input type="checkbox"/> operative and preventive dentistry		<input type="checkbox"/> oral medicine and pathology		<p><input type="checkbox"/> At least one competency area or standard of practice has been identified.</p> <p><input type="checkbox"/> The relevance of this course to the specified competency area and to practice in Ontario is included in the course description and/or learning objectives noted above.</p>
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² Course providers are recognized experts on the subject

Criteria that must be met for approval as Category 1 course:	Self-Assessment (completed by the Approved Sponsor and Presenter(s))	Preliminary Assessment (completed by RCDSO staff)
<p>Course is delivered using best practices for adult learning.</p>	<p>Check all that apply.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Learning objectives are clearly written and content is contextualized to be relevant to dental practice. <input type="checkbox"/> The course incorporates discussion / question period. Adaptation to live-streaming may include virtual break-out rooms, use of the chat or Q&A functions or participant verbal discussion. <input type="checkbox"/> The course is delivered at a pace that is an efficient use of time and leaves learners with tangible knowledge to put into practice. <input type="checkbox"/> Links to references and supplementary material (if included) are provided. <input type="checkbox"/> Specific citations are included in the presentation slides and resources provided to participants. <input type="checkbox"/> Permissions for copyrighted images or cartoons are noted. If the item is within the public domain, a citation shows where the image was obtained. A slide may be added to the beginning of the presentation stating "Case images are my own unless otherwise stated. I have permission to use all included photos" or "Unless otherwise stated, images utilized in this presentation are open source and readily available on the internet". <input type="checkbox"/> Photographs of patients are not identifiable. <input type="checkbox"/> Other (please describe) <p>FOR E-LEARNING COURSES:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The quality of the recording is clear and advances without issue. <input type="checkbox"/> Participants cannot advance the cursor to drag to the end. <input type="checkbox"/> A place is provided for participants to type in question and speaker has agreed to respond. 	<ul style="list-style-type: none"> <input type="checkbox"/> Materials have been reviewed and criteria has been met. <input type="checkbox"/> There are issues to be addressed (please specify).

Criteria that must be met for approval as Category 1 course:	Self-Assessment (completed by the Approved Sponsor and Presenter(s))	Preliminary Assessment (completed by RCDSO staff)
Free of commercial bias	<p>CONFLICTS OF INTEREST:</p> <p><input type="checkbox"/> Presenters disclose any conflicts of interest to participants at the beginning of the presentation.</p> <p><input type="checkbox"/> Please see website for sample slide for disclosure of conflicts of interest. Sample text: "I have no financial interest that would create a conflict of interest or restrict my judgement with the content of this presentation."</p> <p>PRESENTATION SLIDES:</p> <p><input type="checkbox"/> Refer to generic names rather than trade names.</p> <p><input type="checkbox"/> Do not contain commercial logos or branded images.</p> <p><input type="checkbox"/> Do not include photographs, names or contact information for specific clinicians or clinics.</p> <p><input type="checkbox"/> Do not include reference to peer selling.</p> <p>LIVE COURSE:</p> <p><input type="checkbox"/> Financial sponsors, their logos, materials or products, are not in the room during the presentation or included in presentation materials.</p>	<p><input type="checkbox"/> Materials have been reviewed and criteria has been met.</p> <p><input type="checkbox"/> There are issues to be addressed (please specify).</p>
Accompanied by an independent assessment (quiz) component	<p><input type="checkbox"/> The quiz used to assess learner's knowledge is attached.</p> <p>OR</p> <p><input type="checkbox"/> The approved sponsor will ensure that the quiz used to assess the learner's knowledge is included as part of attendance verification.</p>	<p><input type="checkbox"/> Materials have been reviewed and criteria has been met.</p> <p><input type="checkbox"/> There are issues to be addressed (please specify).</p>

Criteria that must be met for approval as Category 1 course:	Self-Assessment (completed by the Approved Sponsor and Presenter(s))	Preliminary Assessment (completed by RCDSO staff)
<p>Accessible by all members of the College in terms of cost and location.</p> <p>Attentive to diverse needs within clinician and patient populations and support delivery of care in a way that is equitable and inclusive.</p>	<p><input type="checkbox"/> Cost: While the fee for members and non-members of the approved sponsor (e.g., Component Dental Society, Approved Study Club) may be different, the fee for non-members should be reasonable and based on cost recovery for the presentation.</p> <p>LOCATION:</p> <p>The approved sponsor has ensured that the course is accessible by arranging for it to be delivered:</p> <p><input type="checkbox"/> Virtually, thus eliminating geographical barriers.</p> <p><input type="checkbox"/> In person in a centralized location, with sufficient participation to meet accessibility expectations (e.g., conference)</p> <p><input type="checkbox"/> In person, with plans to deliver at a series of locations across the province (e.g., London/Windsor, Toronto, Ottawa, North Bay, and Thunder Bay).</p> <p>DIVERSITY AND EQUITABLE ACCESS TO CARE:</p> <p><input type="checkbox"/> Course reflects diversity within the dental profession and embraces principles of equitable access to care. Wherever possible, examples that are inclusive of a range of patient populations have been used to help dentists translate knowledge to action.</p> <p><input type="checkbox"/> Images selected reflect diverse patient populations. <i>Please note that image sources should be referenced if stock photos are used or permissions have been given.</i></p> <p><i>Patient images must not be identifiable.</i></p>	<p><input type="checkbox"/> Materials have been reviewed and criteria has been met.</p> <p><input type="checkbox"/> There are issues to be addressed (please specify).</p>

Criteria that must be met for approval as Category 1 course:	Self-Assessment (completed by the Approved Sponsor and Presenter(s))	Preliminary Assessment (completed by RCDSO staff)
Attachments	<p>The following supporting documents are attached:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Letter from approved course provider <input type="checkbox"/> Speaker’s signed Conflict of Interest <input type="checkbox"/> Speaker’s CV/Bio <input type="checkbox"/> Poll questions (if applicable) <input type="checkbox"/> Presentation slides or link to e-course <input type="checkbox"/> Quiz (if available) <input type="checkbox"/> Copy of certificate provided to participants (see website for sample) <p>NEW in 2023: The RCDSO will provide a course ID number with Category 1 core course approval. This should be included on the course certificate to make it easier for the participant to upload their CE points in their e-Portfolio.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> All supporting documents have been provided. They have been reviewed and noted to meet the criteria. <input type="checkbox"/> There are issues to be addressed (please specify).

For more information about Category 1 core courses, including eligibility and approval criteria, visit the [continuing education](#) section of our website.

Please submit this self-assessment and any related documents to ce@rcdso.org.