

ELIGIBILITY, CRITERIA FOR APPROVAL, STUDY CLUB PRINCIPLES, APPLICATION AND APPROVAL PROCESS

1. Eligibility

To be eligible for consideration, College Approved Study Clubs must:

- Be formed by a group of at least 5 dentists who are all registered members of the RCDSO. The dentists can be general dentists, or specialists, or a combination of both;
- Clearly reflect the profession of dentistry in the name;
- Not be platforms for a dentist to promote courses;
- Provide a forum for members to meet regularly for the purpose of case discussion and continuing education applicable to dentistry in Ontario;
- Be free from association with a lab or another organization.

2. Approval Criteria

The criteria for approval of a Study Club requires the following information:

- Name of Study Club
- Study Club members
- Mission Statement/Purpose
- Frequency of Meetings
- Format of Continuing Dental Education activities offered
- Duration of Meeting excluding meals (short duration/discussion, half-day, full day)

3. Study Club Principles

- Once approved, Study Clubs will have approval status for a period of 3 years.
- Study Clubs have an obligation to understand the CE point requirements for Ontario dentists, and the three CE categories in which CE points may be awarded:
 - Category 1 Core Courses – at least 15 points from core courses provided by an approved sponsor and approved by the QA Committee
 - Category 2 Approved Sponsor Courses – at least 45 points from courses provided by an approved sponsor and focused on a clinical dental topic, or teaching activities noted on the RCDSO website
 - Category 3 – any remaining points (up to 30) from courses provided by approved or non-approved sponsors and focused on a non-clinical topic or another activity as noted on the RCDSO website
- Make reasonable efforts to ensure attendance before issuing CE attendance verification.

- Provide attendees with CE attendance verification, which should include:
 - The dentist's name
 - The title or description of the CE event
 - The Study Club name as approved by the College
 - The date of the CE event
 - The number of CE points awarded for the CE event, and the CE category (as described on our [website](#))
- Study Clubs may include the statement "This CE event is eligible for XX CE points in Category XX" on the CE attendance certificate. The RCDSO logo, or any wording that suggest approval by the College, may not be used.
- Study Clubs should also be able to provide replacement CE attendance verification if a dentist requests it.

4. Application and Approval Process

Applications for Approval of a Study Club

- Review the Eligibility and Criteria requirements
- Complete CE Study Club Application Form
- Attach required documentation, including:
 - Letter from the dentists forming the Study Club
 - Copy of attendance certificate provided to participants
- Submit the application and attachments to ce@rcdso.org

Approval Process

- The College will review your application and contact you if any additional information is required.
- If your Study Club is approved, you will be notified within 4 weeks, and it will be added to the list of College Approved Study Clubs.
- Study Clubs will have an approval status for 3 years, after which the Study Club may submit a new application form for renewal.
- Any changes to the Study Club information will be provided by the Study Club through submission of an updated form.