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### Eligibility for CE points

#### CATEGORY 1, 2 AND 3 COURSES

**Can I repeat a Category 1 course and claim points for it again in Category 1?**

Yes. If you attend the same course more than once in your three-year Continuing Education (CE) cycle, the first time will be approved for Category 1 points. Subsequent entries will be eligible for Category 2 points.

**NEW:** You may repeat the same course in a later CE cycle and be awarded points for it in Category 1.

**How do I register for a Category 1 course?**

The Royal College of Dental Surgeons of Ontario (RCDSO) provides a [list of approved Category 1 courses](#) on its website. Registration links or contact information for individual Category 1 courses are not provided. To register and access a Category 1 course, please contact the course provider through their website.

**What is the difference between Category 1, Category 2, and Category 3 courses? How do I know if a course is eligible for CE points in Category 1, 2 or 3?**

Category 1 (Core) Courses have been approved by the RCDSO's Quality Assurance Committee and are offered through an approved sponsor. Please see the RCDSO's website for a [current list](#).

Clinical dental courses given by an approved sponsor are eligible in Category 2. See the [approved sponsor groups](#) on the RCDSO website, the [College approved Study Clubs](#), the [Academy of General Dentistry \(AGD\) PACE website](#) or the [American Dental Association \(ADA\) CERP website](#) for the list of approved sponsors.

Courses offered by non-approved sponsors, or courses on a non-clinical topic are eligible in Category 3.

See more information about [CE points and CE requirements](#) on the RCDSO website.

## Eligibility for CE points

### CE POINTS CALCULATION AND EXCESS POINTS

**Can excess CE points be carried forward to the next three-year CE cycle?**

No. You may only claim CE points in the three-year cycle in which they are earned. At the end of a three-year cycle, you will begin a new three-year cycle with zero CE points. It is therefore important that you are aware of the start and end dates of your CE cycle which you can find in your e-Portfolio.

**How are CE points calculated for attendance at a course?**

Generally, CE points are calculated on the basis of 1 credit hour = 1 credit point. This does not include time for registration, lunch or dinner. Unless otherwise stated on your CE attendance verification, half-day courses are eligible for 3 CE points and full-day courses are eligible for 6 CE points.

### NEW GRADUATES AND STUDENTS

**I am a new graduate. How do I obtain the recent grad bonus points?**

The Recent Graduate Bonus points was phased out as of December 2023.

Newly registered dentists may have a longer period of time in their first CE cycle to obtain their CE point requirements.

**What if I am a full-time dental student? Do I still need to obtain my CE point requirements?**

If you are enrolled in a full-time post-graduate dental program, you may request an exemption from the CE requirements of the Quality Assurance program for the duration of your program. You will need to provide confirmation of your enrollment in a full-time post-graduate dental program. However, it is your responsibility to request your exemption in writing to [ce@rcdso.org](mailto:ce@rcdso.org), so that your CE cycle can be adjusted accordingly.

If your post-graduate program begins in the last year of your current cycle, your CE exemption will be applied to the following cycle and you will be expected to obtain your CE point requirements for the current cycle. Fellowship programs are not eligible for exemption.

**What if I am a part-time dental student? Do I still need to obtain my CE point requirements?**

Enrollment in a part-time dental program does not qualify for CE exemption and you will be expected to obtain your CE point requirements in each three-year CE cycle.

## Eligibility for CE points

### VERIFICATION

**What information is required on attendance verification documents?**

Attendance verification is issued by the course provider or sponsor and must include the attendee's name, date and title of the CE activity, and the duration or credit hours/credit points.

**I did not receive an attendance verification document. How do I get one?**

If you have not received an attendance verification document for a CE activity you completed, please contact the course provider and request one for your CE records.

### CLAIMING CE POINTS

**Can I claim CE points for completing my Practice Enhancement Tool (PET) assessment?**

No. The PET is a separate requirement of the [Quality Assurance Program](#) and is not eligible for CE points. If you have participated in continuing education activities or read a relevant textbook in preparation for completing the PET, then you may claim CE points for those activities.

**Can I claim CE points for self-study or online (e-learning) courses?**

Yes. Self-study activities and e-learning programs are developed for independent learning. They are not delivered in real time, and participants work at their own pace.

Category 2 points are earned for clinical content delivered by an approved sponsor. An independent assessment must be completed.

Category 3 points are earned when the activity includes non-clinical content OR a non-approved Sponsor. Independent assessment may be included but is not required.

Ensure that you obtain supporting verification of completion of this activity from the course provider for your CE records.

**Can I claim CE points for the National Dental Examining Board (NDEB) or the Royal College of Dentists of Canada (RCDC) workshops?**

Yes. Participation in the NDEB or RCDC clinical skills assessment exams or workshops, is eligible for CE points in Category 2. You must ensure that you receive verification of this activity from the NDEB or RCDC for your CE records. Observing and invigilating are not eligible for CE points.

## Eligibility for CE points

**Can I claim CE points for a General Practice Residency (GPR)?**

No. A GPR is not eligible for CE points.

**Can I claim CE points for attending hospital rounds?**

Yes. You can claim CE points for attending grand rounds on clinical topics at an approved institution such as a teaching hospital. Points are eligible in Category 2.

Verification of your attendance must be obtained from the institution for your CE records.

**Can I claim CE points for attending hospital dental department or staff meetings?**

Yes. Attendance at regular hospital dental department meetings is eligible for 2 CE points per meeting in Category 3. Verification of your attendance must be obtained from the institution for your CE records.

**Can I claim CE points for CE activities that I completed before becoming a member of the College?**

No. Your CE cycle and your CE requirements begin based on your date of registration with the RCDSO. You may only claim CE activities that are completed within your CE cycle dates.

**Can I claim CE points for completing a CPR course?**

Yes. You may claim CE points in Category 2 every year for completing a CPR course given by a CPR provider following the recommendations of the [International Liaison Committee on Resuscitation \(ILCOR\)](#). ILCOR reviews the latest in first aid and resuscitation protocols and disseminates new recommendations every 5 years.

**Can I claim CE points for writing Board exams?**

No. Board exams are a requirement for licensure or renewal of licensure and are not eligible for CE points.

**Can I claim CE points for volunteering?**

No. Volunteering your dental services is not eligible for CE points. If CE training or orientation activities are completed as a requirement of the volunteer position, you may claim CE points for it.

You will need to obtain attendance or completion verification of the CE activity for your CE records.

**Can I claim CE points for attending the ODA Council meetings?**

Attendance at ODA Council meetings are considered equivalent to business meetings and eligible for 2 CE points in Category 3 for each day's attendance.

If you attend a CE presentation as part of a Council meeting, you may claim CE points accordingly. Ensure that you obtain attendance verification for your CE records.

## Eligibility for CE points

### Can I claim CE points for teaching?

Yes. Teaching dentistry at a university faculty of dentistry or teaching dental hygiene or Level II dental assisting at an approved institution is eligible for Category 2 points. Full-time teaching = 20 points per semester. Part-time teaching = 10 points per semester. Part-time teaching is defined as a minimum of one lecture per week or one half-day per week, or equivalent, of clinical teaching.

Teaching Level I dental assisting or at an Advanced Dental Education Centre is not eligible for CE points. Verification of your teaching position must be obtained from the teaching institution for your CE records.

### Can I claim CE points for lecturing or presenting a course?

Yes. Lecturing is the delivery of a CE course and is an activity eligible for CE points. Dentists are eligible for:

- Category 1 points for delivering a Category 1 course in Ontario through an approved sponsor.
- Category 2 points for delivering a course with clinical content through an approved sponsor.
- Category 3 points when delivering a course with non-clinical content through an approved sponsor OR a course with clinical content through a non-approved sponsor.

You will need to obtain verification from the sponsor for lecture you presented. The information on your verification will determine the number of points you can claim in your e-Portfolio.

- Sessions that are 5 to 8 hours in duration = Full day = 10 points
- Sessions that are 1 to 4 hours in duration = Half day = 5 points

### Can I claim CE points for reading dental textbooks?

Yes. Reading of a current dental textbook is eligible for CE points in Category 3. Textbooks published within five years = 10 points. Select the CE Activity type in your e-Portfolio for Academic Reading and complete the fields to claim these points.

### Can I claim CE points for writing an editorial or for peer reviewing a journal article?

Editorials and peer reviews of journal articles are not eligible for CE points.

## Eligibility for CE points

**Can I claim CE points for reading dental journals? What does “peer reviewed journal” mean? How do these differ from trade magazines?**

Peer-reviewed journal articles undergo an evaluation conducted by experts in a particular field of study. These experts determine whether an article meets the criteria for inclusion in a journal. This process helps ensure that the research described in the articles is original and of high quality.

Regular reading of peer-reviewed dental journals is eligible for CE points. Select the CE Activity type for Academic Reading in your e-Portfolio to claim these points.

Trade magazines and general interest magazines are not eligible for CE points given the potential influence of industry on the content.

Examples of peer-reviewed dental journals include:

- British Dental Association
- Canadian Dental Association (JCDA)
- Canadian Journal of Public Health
- Journal of Dental Research
- Journal of the American Dental Association (JADA)
- Journal of Oral and Maxillofacial Surgery
- Journal of Orthodontics
- Journal of Periodontology
- Journal of Prosthodontics

## OTHER

**I hold an academic license with the RCDSO. Am I required to fulfil the requirements of the QA Program?**

Yes. All dentists who hold a general, specialty or academic certificate of registration are required to obtain at least 90 CE points every three-year CE cycle and complete the Practice Enhancement Tool when selected. Dentists who hold a teaching position at a University Faculty of Dentistry may claim CE points in Category 2 for this activity.

**Are all hands-on courses eligible for bonus CE points?**

No. Bonus CE points may be awarded for hands-on courses sponsored by accredited North American faculties of dentistry. In addition, the Quality Assurance Committee may award bonus CE points for specific courses. Please note that a course with a hands-on component is not automatically eligible for bonus CE points. Contact the College’s Quality department at [ce@rcdso.org](mailto:ce@rcdso.org) to verify that bonus CE points have been awarded for a specific course.

## Eligibility for CE points

**I want to give a course to other dentists. Do I need to have it approved by the RCDSO first?**

No. There is no approval required for providing courses eligible in Category 2 or 3. As the course provider, you are responsible for issuing the attendance verification to attendees. The RCDSO logo or name is not to be used in any format that suggests the course has been approved by the College.

**How do I know if a course provider or sponsor is approved or not approved?**

You may refer to the [list of approved sponsor groups](#) on the RCDSO website, the [list of College approved Study Clubs](#), the [Academy of General Dentistry \(AGD\) PACE website](#) or the [American Dental Association \(ADA\) CERP website](#). You may also contact the College at [ce@rcdso.org](mailto:ce@rcdso.org) for clarification.

**I will be taking a continuing education course on sedation. How do I ensure that it is approved by the RCDSO to apply for sedation authorization?**

The [Standard of Practice on the Use of Sedation and General Anesthesia in Dental Practice](#) outlines the minimum training requirements for each level/modality of sedation authorization. RCDSO no longer “approves” training programs or CE courses in advance of a dentist applying for authorization.

Please see the [FAQs in the Sedation and Anesthesia section](#) on the RCDSO website for more information.

**How can I be sure that the course I am taking meets the RCDSO Standards?**

Ontario dentists must, at a minimum:

- Familiarize themselves with, and have a clear understanding of, the [RCDSO Standards of Practice](#), and other documents that are applicable to their practice.
- Reach out to the [Practice Advisory Service](#) if they are unsure how to meet relevant requirements.

**What is considered a non-clinical course?**

Courses on topics such as practice management, tax management, financial planning etc. are considered non-clinical. You may claim points for these courses in Category 3.

## Legislation and regulations

**What are the Continuing Education (CE) requirements for Ontario dentists?**

All Ontario dentists with a general, specialty or academic license are required to participate in the [College's Quality Assurance program](#) and pursue CE activities as part of their commitment to the profession and lifelong learning. This includes obtaining at least 90 CE points in each three-year CE cycle, including a minimum of 15 CE points in Category 1, and 45 CE points in Category 2.

**I am a retired dentist. Do I still need to obtain CE points?**

The Quality Assurance regulation ([O. Reg 27/10 Quality Assurance](#)) of the Dentistry Act makes no provision for a retired status, and as a result, we require all dentists who hold a general, specialty or academic license to satisfy the CE requirements and obtain a minimum of 90 CE points every three-year cycle.

**If I resign my license, do I still need to complete my CE points?**

All dentists with a general, specialty or academic license are required to obtain at least 90 Continuing Education (CE) points in each three-year cycle as part of [O.Reg 27/10 Quality Assurance](#). If you no longer hold a current license with the RCDSO, you do not have any CE requirements to fulfill.



## Navigating the e-Portfolio

### GENERAL INFORMATION

#### What is the e-Portfolio?

The e-Portfolio is a secure online place to record your Continuing Education (CE) activities and store your verification documents such as certificates, attendance reports and more.

Dentists are required to maintain their e-Portfolio as confirmation that they have satisfied the Continuing Education requirements of the [Quality Assurance Program](#).

Access your e-Portfolio through your [RCDSO Member Portal](#).

#### When does my three-year CE cycle begin?

For newly registered dentists, your first CE cycle begins with your date of registration with the RCDSO and ends three years later on December 14. Thereafter, your next CE cycle will begin on December 15, together with all other registered dentists.

#### How do I access my e-Portfolio?

Log into your [RCDSO Member Portal](#) then navigate to the My e-Portfolio link in the drop-down menu.

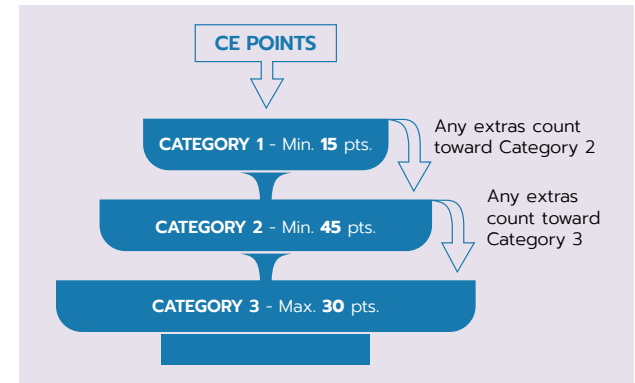
#### How do I navigate within the e-Portfolio and add my CE activities?

There is helpful information on the [RCDSO website](#), including a video and a downloadable PDF [User Guide](#). This information is also available in the Help tab in your e-Portfolio. You may also contact [ce@rcdso.org](mailto:ce@rcdso.org) for further guidance.

#### Can I use excess CE points from Category 1 towards my CE point requirements in Category 2?

Yes. Continue to enter all of your Category 1 courses in your e-Portfolio and the e-Portfolio will calculate your total CE points. Any excess Category 1 points will count towards Category 2, and any excess Category 2 points will count towards Category 3.

Excess points cascade from Category 1 to Category 2 to Category 3 in the calculations. They will, however, continue to show in the original category when you look at your dashboard.



## Navigating the e-Portfolio

### LOGGING CE ACTIVITIES AND COURSES

**How can I see CE activities logged from previous CE cycles?**

CE cycles that ended from 2023 onwards can be viewed in the e-Portfolio through the cycle selection at the top of the Home page. You will notice the image of a lock beside the years to indicate that changes may not be made.

For CE cycles that ended before 2023, please contact [ce@rcdso.org](mailto:ce@rcdso.org) to obtain a printout.

**How do I enter courses where the duration in hours on my attendance verification is not a whole number?**

Enter the duration in your e-Portfolio as stated on your attendance certificate. The e-Portfolio will round up or round down accordingly, e.g. 1.5 hours = 2 CE points; 1.25 hours = 1 CE point.

**How do I enter CE points for attending a course that spans several days and includes clinical and non-clinical topics? My attendance verification lists the courses attended and duration for each topic.**

You can group the clinical topics and make one entry in your e-Portfolio for those points in the CE Activity type for Category 2 or 3 Course. Group the non-clinical topics and enter those separately as another course. The total points entered must equal the total points indicated on your certificate.

**How do I know which CE category to log a course?**

You do not need to remember the details of the points category assigned to each activity. This will be assigned automatically based on the activity and the information entered in your e-Portfolio.

See more information about [CE points and CE requirements](#) on the RCDSO website.

## Navigating the e-Portfolio

### VERIFICATION DOCUMENTS

**What are CE attendance verification documents, and am I required to obtain one when I attend a CE activity?**

These are proof of CE attendance issued by the course provider or course sponsor confirming your attendance at a specific CE event. These documents include your name as the attendee, the date of the CE event, the title and duration of the event.

You are required to obtain supporting attendance verification for each CE activity you complete.

**Do I have to submit my CE attendance verification documents to the College? What do I do with my CE certificates and other proof of attendance documents?**

You are required to enter your CE activities in your online e-Portfolio and ensure that you have obtained supporting attendance verification for those activities.

You may upload your attendance verification to your e-Portfolio or choose to keep the original documents.

If you choose to keep the original documents, you must do so for five years after the end of a cycle. If you upload documents, you are not required to keep separate copies.

**I did not receive attendance verification for attending the Ontario Dental Association's ASM. How do I obtain my CE record?**

The ODA issues all attendance verifications for their ASMs to dentists by email. Please contact the ODA at 416-922-3900 or visit their website at [www.oda.ca](http://www.oda.ca) for more information.

## Study clubs

### Study clubs

The [list of College approved study clubs](#) can be found on the RCDSO website. Approved Study Clubs can issue Continuing Education (CE) points for the CE programs and meetings they provide. 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.

Study clubs for other oral health professionals are beyond the scope of the RCDSO.

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