

## Submitting Category 1 (core) Courses for Approval

### Information Toolkit for Approved Sponsors and Presenters

All dentists with a general or specialty certificate of registration are required to obtain at least 90 Continuing Education (CE) points in each three-year cycle. Activities are divided into three categories and designed to promote continued competency and maintenance of professional standards.

The highest level of CE activity is Category 1 (core) courses. These are approved by the RCDSO's Quality Assurance Committee for up to three years and delivered through an approved sponsor.

To increase transparency and consistency, the Quality Assurance Committee has approved an application checklist to guide the submission. It should be completed by the approved sponsor, with input as necessary from the presenter(s).

The approval process begins with the submission of this self-assessment and related documents to [ce@rcdso.org](mailto: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.

### Eligibility

To be eligible for points, continuing education activities are required to:

- Address continuing competence, continuous quality improvement, changes in practice environments; and
- Incorporate standards of practice, advances in technology, and changes made to entry to practice competencies.

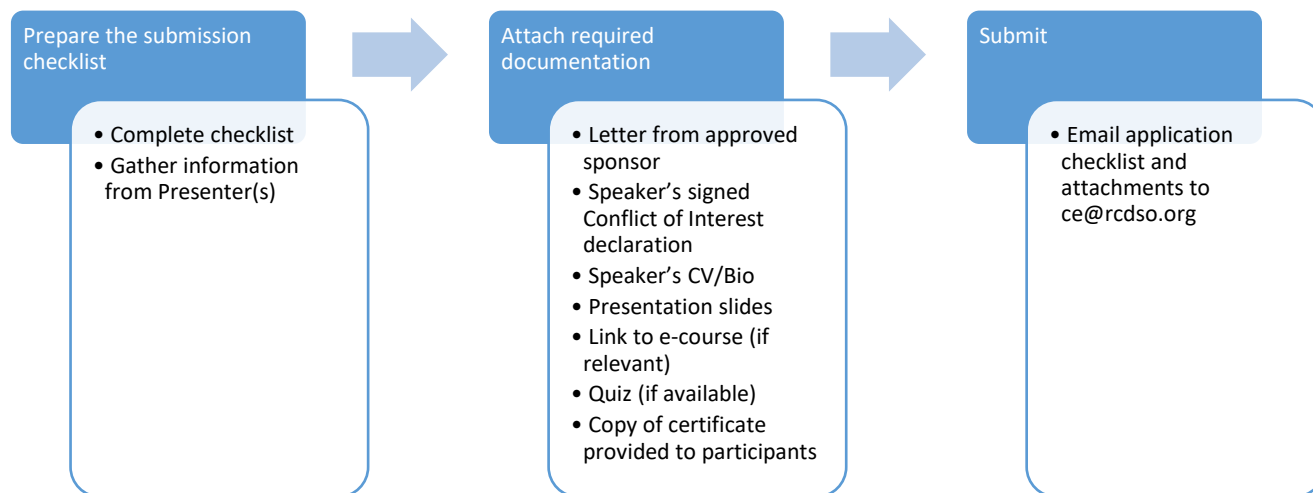
### Approval Criteria

Category 1 (core) courses must be reviewed and approved by the Quality Assurance Committee.

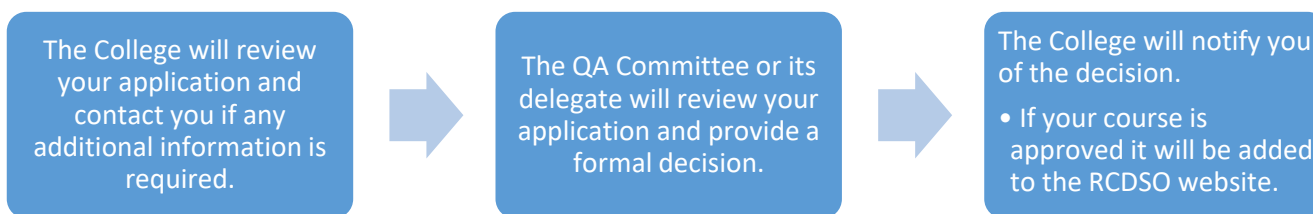
To be considered for Category 1 (core) approval, the course must be:

- Broadly relevant to the practice of the profession by all members.
- Applicable to the practice of the profession in Ontario.
- Presented in association with an Approved Sponsor.
- Presented by providers who are recognized experts on the subject.
- Developed and delivered using adult learning theory and instructional design principles.
- Supported by references and/or links to supportive educational materials.
- Free of commercial bias.
- Accompanied by an independent assessment component.
- Delivered in a way that is accessible by all members of the College from a perspective of cost and location.
- Attentive to diverse needs within clinician and patient populations and support delivery of care in a way that is equitable and inclusive.

## Application Submission Process



## Approval Process



Please note that all applications and materials must be received by the due date indicated below.

Please notify us if you are seeking approvals outside of these timelines and we will do our best to accommodate.

Quality Assurance Committee Meeting	Applications and Materials due date
August 28, 2023	July 31, 2023
November 13, 2023	October 16, 2023
January 22, 2024	December 22, 2023
March 5, 2024	February 6, 2024
June 4, 2024	May 7, 2024
September 17, 2024	August 20, 2024
November 12, 2024	October 15, 2024
January 14, 2025	December 17, 2024

## Roles and Responsibilities

	Approved Sponsors	Presenter(s)
<b>APPLICATION SUBMISSION</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Compile information and documents, prepare and submit the application checklist for Category 1 (core) courses.</li> <li><input type="checkbox"/> Ensure that accessibility criteria are met.                             <ul style="list-style-type: none"> <li>○ Core courses should be accessible by all members of the College.</li> <li>○ 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.</li> <li>○ Courses offered in person should be planned for delivery in a variety of locations to facilitate broad access across the province (e.g., London/Windsor, Toronto, Ottawa, North Bay, and Thunder Bay).</li> <li>○ The exception to this is conferences that draw sufficient participation from a single location to meet the accessibility expectations.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Provide required information, including course description, learning objectives and competencies.</li> <li><input type="checkbox"/> Format slides to include references and conflict of interest disclosures, and to remove any identifying information or images.</li> <li><input type="checkbox"/> Use generic names rather than trade names in the core course presentation. Avoid peer selling.</li> <li><input type="checkbox"/> Provide quiz questions.</li> <li><input type="checkbox"/> The Presenter must not present the course until the date agreed upon with the Approved Sponsor.</li> <li><input type="checkbox"/> Following the initial presentation, the course may be hosted by other approved sponsors and delivered as a Category 1 (core) course.</li> <li><input type="checkbox"/> When presented with an unapproved sponsor, the course qualifies for points in category 3.</li> </ul>
<b>COURSE DELIVERY</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> While the approved sponsor may acknowledge the financial or other aid received, it should not identify the products of the company or companies that provide funding for the presentation.</li> <li><input type="checkbox"/> Negotiations for space or types of promotional displays at core course presentations should not be influenced by funding arrangements. Where possible, all company booths, tables and displays should be located outside the presentation theatre.</li> <li><input type="checkbox"/> Make reasonable efforts to ensure that dentists have attended the full presentation and completed the assessment component.                             <ul style="list-style-type: none"> <li>○ For virtual events, this can be accomplished by periodically asking participants to answer a poll question.</li> <li>○ For in-person events, this can be accomplished by scanning badges.</li> </ul> </li> <li><input type="checkbox"/> Provide attendees with course certificates or other proof of attendance documents. Course certificates should include:                             <ul style="list-style-type: none"> <li>○ the dentist's name</li> <li>○ the title of the core course presentation</li> <li>○ the presenter's name</li> <li>○ the approved sponsor's name</li> <li>○ the date of the core course presentation</li> <li>○ the number of CE points awarded in Category 1 (as specified by the Quality Assurance Committee)</li> </ul> </li> <li><input type="checkbox"/> Approved Category 1 courses may include the statement "This course has been approved for XX points by the Quality Assurance Committee of the RCDSO as a Category 1 Course." on the certificates and materials. The RCDSO logo may not be used.</li> <li><input type="checkbox"/> Certificates or other documentation must be provided at the end of the presentation, having first verified that the dentist attended the full presentation and completed the assessment component.</li> <li><input type="checkbox"/> Maintain attendee records for a minimum of eight years following the date of the event, including either the original sign-in/sign-out sheets and assessment sheets OR an administrative record that summarizes this information for each attendee.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Present the course as it was approved by the Quality Assurance Committee, including the assessment component.                             <ul style="list-style-type: none"> <li>○ Minor changes to ensure the accuracy of information are permitted.</li> <li>○ The course title, format, duration of the course or number of CE points awarded cannot be changed in any way.</li> </ul> </li> <li><input type="checkbox"/> Declare at the beginning of the presentation that they have no conflicts of interest.</li> <li><input type="checkbox"/> Reflect diversity within the dental profession and embrace principles of access to care, supporting delivery of care in a way that is equitable and inclusive.                             <ul style="list-style-type: none"> <li>○ The use of examples and images that include a range of patient populations is recommended to help dentists translate knowledge to action.</li> </ul> </li> <li><input type="checkbox"/> When more than one presenter is involved in delivery of a session, planners should ensure diversity in the speaker group wherever possible.</li> </ul>