

# INFORMATION FOR APPROVED SPONSORS

## IS IT MANDATORY FOR DENTISTS TO PARTICIPATE IN CONTINUING EDUCATION?

Yes. The [Quality Assurance Regulation under the Dentistry Act](#) states that all dentists must participate in continuing education (CE) activities.

They must earn at least 90 CE points over each three-year cycle, beginning the year they first registered with the College, and every three years thereafter. To satisfy the requirements, they must:

- earn at least 15 points in Category 1, 45 points in Category 2 and up to 30 points from Category 3.
- enter all activities into their e-Portfolio.
- upload verification documents or maintain them in their records.
- attest to the accuracy of their e-Portfolio entry.

## WHAT DO YOU MEAN BY “CATEGORY 1, 2 AND 3”?

CATEGORY 1	CATEGORY 2	CATEGORY 3
<ul style="list-style-type: none"><li>• Clinical courses approved by RCDSO’s <a href="#">Quality Assurance Committee</a> and offered through an approved sponsor</li><li>• Click <a href="#">here</a> to view the list of approved Category 1 courses</li></ul>	<ul style="list-style-type: none"><li>• Courses on a clinical dental topic offered by an approved sponsor</li><li>• Teaching at a university faculty of dentistry</li><li>• Teaching dental hygiene or level II dental assisting at an approved institution</li><li>• Lecturing on clinical dental topics for approved sponsors</li><li>• Self-study activity/e-learning program with assessment on clinical dental topics offered through approved sponsors</li><li>• Grand rounds</li><li>• Publishing articles in peer-reviewed dental journals or dental textbook chapters</li><li>• Providing mentoring, coaching or teaching to enhance access to care</li></ul>	<ul style="list-style-type: none"><li>• Courses on non-clinical topics or delivered by non-approved sponsors</li><li>• Dental society or study club business meetings</li><li>• Recorded webinars</li><li>• Reading peer-reviewed dental journals or recent dental textbooks</li><li>• Lecturing on non-clinical topics, or for non-approved sponsors</li><li>• Receive mentoring, coaching or teaching to enhance access to care</li></ul>

## WHAT INFORMATION SHOULD BE INCLUDED IN A CERTIFICATE OF ATTENDANCE?

Certificates of attendance are required for the dentist to claim their CE points. The certificate must include the following:

- Name of the dentist
  - Title of the activity (for Category 1 courses, this must be exactly as the title that was approved)
  - Course number (Category 1 only, provided with the confirmation letter)
  - Presenter's name (required for Category 1, recommended for Category 2 or 3)
  - Competency (required for Category 1, recommended for Category 2 or 3)
  - Date of the activity
  - Number of CE points awarded (for Category 1 courses, this must be exactly as the number that was approved)
  - CE category (1, 2 or 3)
- 

## WHAT IS A "CREDIT HOUR"?

A credit hour refers to instructional time. It does not include breaks, meal periods, registration or social/networking activities.

Please note that the number of CE points awarded is based on 1 credit hour = 1 point.

---

## WHAT DO YOU MEAN BY "CLINICAL DENTAL TOPIC"?

Any activity that focuses on one of the following competencies is considered a clinical dental topic:

- |                                       |   |                                     |
|---------------------------------------|---|-------------------------------------|
| • Access to care                      | • Dental anesthesia                       | • Jurisprudence & ethics            |
| • Caries                              | • General dentistry                       | • Operative (restorative) dentistry |
| • Endodontics                         | • Infection Prevention And Control (IPAC) | • Orthodontics                      |
| • Implants                            | • Medical emergencies                     | • Pharmacology                      |
| • Local anesthesia                    | • Oral surgery                            |                                     |
| • Oral medicine & pathology           | • Periodontics                            |                                     |
| • Pediatric dentistry                 | • Radiology                               |                                     |
| • Prosthodontics                      | • Dental public health                    |                                     |
| • Equity, Diversity & Inclusion (EDI) | • General medicine                        |                                     |
- 

## WHAT DO YOU MEAN BY "NON-CLINICAL TOPIC"?

Courses on topics such as practice management, tax management and financial planning are considered non-clinical. These courses are eligible for points in Category 3.

---

## WHAT INFORMATION DO I NEED TO INCLUDE ON PROMOTIONAL MATERIALS?

We recommend that you include the:

- Course description
- Learning objectives
- Presenter name and bio
- Duration (credit hours) and points (where 1 hour = 1 point)
- Category (1, 2 or 3)



### IMPORTANT

Since the College does not approve courses or CE activities eligible in Category 2 or Category 3, wording must not be used in promotional materials, or included in attendance certificates, that in any way suggests that approval has been given by the College. The RCDSO logo may not be used unless specific permission has been given.

## HOW LONG DOES AN APPROVED SPONSOR NEED TO KEEP ATTENDANCE RECORDS?

Approved sponsors are required to maintain their attendance records for eight years and to reissue a certificate if requested by the dentist.

## WHAT DO I NEED TO DO TO SUBMIT A COURSE FOR CATEGORY 1 CONSIDERATION?

We have created a [Continuing Education Category 1 \(core\) Course Submission Checklist](#) to help you gather the necessary information for a course to be considered for Category 1.

We encourage you to contact us at [ce@rcdso.org](mailto:ce@rcdso.org) for guidance, especially the first few times you are preparing a submission.



Please contact us at [ce@rcdso.org](mailto:ce@rcdso.org) if you have questions about continuing education requirements or the role of the approved sponsor.

# CONTINUING EDUCATION COURSES: ROLES AND RESPONSIBILITIES

## APPROVED SPONSOR

- Approved sponsors are defined in O. Reg. 27/10: QUALITY ASSURANCE (ontario.ca).
- Approved sponsors are permitted to host continuing education activities in all categories. Only Category 1 (core) courses are submitted to the QA Committee for review, however.
- Approved sponsors coordinate the submission of courses for Category 1 (core) consideration and host the first delivery of a new course.
- The approved sponsor is responsible for overseeing the administrative aspects of course delivery, including attendance, attention, assessment of knowledge, and maintenance of participation records. They are responsible for providing a certificate of completion that includes the information required by the RCDSO.

## PRESENTER(S)

- Course content is usually the intellectual property of the presenter, and therefore the presenter is responsible for ensuring that they have exercised reasonable care and caution to meet the requirements defined by the Quality Assurance Committee in this checklist. In cases where an organization owns the intellectual property, the organization carries this responsibility.
- The presenter must demonstrate that they have expertise specific to this topic and complete the attestations.
- All courses assessed by the QA Committee and assigned points in Category 1 (core) must be presented as submitted. Minor adjustments may be made by the presenter to reflect updates in evidence.
- Courses must be presented in conjunction with an approved sponsor to be eligible for points in Category 1 (core).

## ONGOING PRESENTATION OF CATEGORY 1 COURSES

- Following the initial presentation, the presenter may deliver the course with any approved sponsor. The roles and responsibilities for presenting a Category 1 course continue to apply.
- The approved sponsor at the time of the course delivery carries the responsibility for overseeing administrative aspects, including attendance, attention, assessment of knowledge and participation records.
- If the presenter delivers the course with an unapproved sponsor, the course qualifies for points in Category 3. In this case, the title of the course should be different to avoid confusion with the approved Category 1 course.