



## Practice Hours (Currency Requirement)

### Why do I need to report hours of practice?

Recent practice is one of the factors that allows a registered dental hygienist to maintain current practice skills. As per section 9 (1)(d)(i) of *the dental hygienists regulations*, practice hours are a requirement to practice the profession of dental hygiene in Manitoba.

### How many hours of practice are needed for initial registration or renewal with the College of Dental Hygienists of Manitoba (CDHM)?

You must have worked 600\* hours in the 3 years immediately prior to the registration year that you apply for registration, unless you have

- graduated from an accredited dental hygiene educational program within the past 12 months or
- hold a current unrestricted practice certificate from a body with statutory authority to license or regulate dental hygienists in a Canadian jurisdiction other than Manitoba.

\*If the applicant/registrant has graduated within the previous 24 months, the minimum number of hours required is 400.

### When do I need to report hours of practice?

You will be asked to report your hours of practice when you apply for registration and each year after that when you apply for renewal of registration. You must also report hours of practice if you apply to transfer your registration from non-practising to practising.

Hours of practice are considered to be worked hours. Worked hours **include**: paid overtime hours, paid education leave, and worked statutory holiday hours. In employment situations where worked hours or portions of worked hours are mandatory but not paid for, these cases will be reviewed by CDHM on a case-by-case basis. Employer verification may be required to count these unpaid worked hours or portions of worked hours towards the 600 practice hour requirement.

Worked hours **exclude**: paid leave such as vacation leave and unworked statutory holidays, lunch break time, unpaid leave of absence, and unpaid sick leave.

### How do I provide proof of hours of practice?

When you first apply for registration, you must ask each of your employers in the past three years to send documentation to CDHM that states that you were employed as a registered dental hygienist and specifies the number of hours that you worked. For annual renewal of registration, you will be asked to report the number of hours you have worked in the past year.

### Can I count hours of volunteer work towards the currency requirement?

Not for initial registration, but you may be able to use volunteer hours to meet the currency requirement for annual renewal of registration. To be eligible, volunteer hours must

- be pre-approved by CDHM.
- clearly be the practice of dental hygiene and
- be recognized as such by both the employer (supervisor) and the clients

A formal log of volunteer hours, signed by the employer/supervisor, must be submitted to CDHM. See "Using Volunteer Hours towards the Currency Requirement Fact Sheet" for more information.

**If I am doing post-graduate studies, can I remain current without working?**

If your course of study is directly related to dental hygiene, you will be able to get credit for some of the hours of study. To be eligible to count the hours, you must be on the CDHM Register of Practising Members while you are completing your education. Contact CDHM to determine if your course of study can be counted and for details on how to calculate hours. See “Using Education Hours towards the Currency Requirement Fact Sheet” for more information.

**Can I use a combination of educational hours and volunteer hours towards my 600 practice hour requirement?**

Yes, but this must be pre-approved. Please note that the education and volunteer hours can each equal a maximum of 50% of the currency requirement, totaling 100% combined. This calculation takes into account the 3 year practice hour timeframe immediately prior to the registration year. For more information see “Using Education Hours towards the Currency Requirement Fact Sheet” and “Using Volunteer Hours towards the Currency Requirement Fact Sheet”.

**What happens if I have not worked 600 hours in the past 3 years?**

You may be required to complete a competency assessment that will allow you to demonstrate that you have the essential competencies of practice. Alternatively, the Board of Assessors has the authority to decide the outcome of each applicant/registrant on a case-by-case basis when the hour requirement is not met.

For more information, please contact CDHM at (204) 219-2678 or by email at [cdhm@cdhm.info](mailto:cdhm@cdhm.info)