



COLLEGE OF
DENTAL HYGIENISTS
OF MANITOBA

PRACTICE DIRECTION: Reporting Practice Hours

November 2021

The College of Dental Hygienists of Manitoba, Professional Practice Committee is responsible for developing professional resource documents for dental hygienists. Council approves these documents, of which, the purpose is to explain, enhance, add, or guide dental hygiene practice in accordance with The Dental Hygienists Act and Regulations. It is the responsibility of the dental hygienist to understand and comply with these documents.

College of Dental Hygienists of Manitoba's Practice Direction for Reporting Practice Hours

Purpose

This practice direction is to inform registrants of the College of Dental Hygienists of Manitoba (CDHM) about the current requirements for maintaining a minimum number of practice hours. A minimum practice-hour requirement supports the CDHM mission of protecting the public and ensuring registrants maintain current knowledge of oral health care and competent practice.

Background

- According to the *Dental Hygienists Act and Regulations, section 9 (1)(d)(i)*, practice hours are a requirement to practice the profession of dental hygiene in Manitoba.^{1, 2}
- Recent practice is one of the factors that allows a registered dental hygienist to maintain current practice knowledge and skills.

Requirements

- A dental hygienist must report hours of practice when applying for registration, and each year after, when applying for registration renewal.
- A dental hygienist must have practiced dental hygiene no less than 600 hours in the three (3) years immediately preceding the registration year that the application is made.
Exceptions include:
 - graduating from an accredited dental hygiene educational program within the past 12 months – no hour requirement².
 - Graduating from an accredited dental hygiene educational program within the past 24 months – 400 practice hours are required².
 - holding a current unrestricted practice certificate from a body with statutory authority to license or regulate dental hygienists in a Canadian jurisdiction other than Manitoba.
 - A dental hygienist from another jurisdiction who is applying for registration in Manitoba will request that their previous employers from the last three (3) years send confirmation of dental hygiene hours practiced to the CDHM.
- A dental hygienist must also report hours of practice when applying for a transfer of registration from the non-practicing to the practicing roster.
- Hours of practice are worked hours; worked hours include:
 - paid overtime hours
 - paid education leave
 - worked statutory holiday hours.

- In employment situations where worked hours or portions of worked hours are mandatory, but not paid for, the request to include them as practice hours 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 do not include:
 - paid leave such as vacation leave and unworked statutory holidays
 - lunch break time
 - unpaid leave of absence
 - unpaid sick leave
- [Volunteer hours](#) may be used towards the hours requirement; to be eligible, volunteer hours must:
 - be pre-approved by the CDHM
 - once the hours are complete, a formal log of volunteer hours will be signed by the employer/supervisor and submitted to the CDHM
 - be directly relevant to the practice of dental hygiene
 - be completed while on the CDHM practicing register
 - be recognized as “dental hygiene practice” by both the employer (supervisor) and the clients
 - not be used for initial registration, but may be eligible for annual registration renewal
 - equal a maximum of 50% of the practice hour requirement, calculated over a 3-year practice hour timeframe
- [Education hours](#) may be used towards the hours requirement; to be eligible, education hours must:
 - be pre-approved by the CDHM
 - be in a course of study directly related to dental hygiene
 - be completed while on the CDHM practicing register
 - equal a maximum of 50% of the practice hour requirement, calculated over a 3-year practice hour timeframe, which is linked to the renewal year timeframe
- A dental hygienist who does not report 600 practice hours in the last three (3) years may be required to complete a competency assessment¹; the Board of Assessors evaluates each applicant/registrant individually when the hour requirement is not met.
- All reported practice hours are subject to approval by the Board of Assessors.¹

Applicable Legislation

According to *the Dental Hygienists Act*¹, section 9(1)(a)(b) and (f), the board of assessors must approve an application for registration as a dental hygienist if the applicant:

- a) is a graduate of a dental hygiene education program approved by the council
- b) has passed any examinations that the council may require
- f) meets any other requirements set out in the regulations.

According to the *Dental Hygienists Regulation*² section 9(1)(d)(i)-(iii) an applicant for registration on the register of dental hygienists must submit the following to the board of assessors:

- d) evidence of one of the following:
 - i. subject to subsection (2), that the applicant has practiced dental hygiene for a minimum of 600 hours in the three-year period immediately preceding the year for which registration is sought
 - ii. that the applicant holds a current unrestricted practice certificate from a body with statutory authority to license or regulate dental hygienists in a Canadian jurisdiction other than Manitoba
 - iii. that the applicant has met the requirements of clause 9(1)(a) of the Act within the previous 12 months

According to the *Dental Hygienists Regulation*² section 9(2), practice requirements for recent graduates:

If the applicant has met the requirements of clause 9(1)(a) of the Act within the previous 24 months, the minimum number of hours required for the purpose of subclause (1)(d)(i) is 400 hours.

*This practice direction reflects current knowledge and is subject to periodic review and revisions. The CDHM acknowledges that this practice direction may not provide for every situation. In those cases, the Board of Assessors has the authority to act within the parameters of the Dental Hygienists Act and Regulations, in the best interest of the public.

References

1. The Dental Hygienists Act C.C.S.M. c. D34. 80/2009. Retrieved from:
http://web2.gov.mb.ca/laws/regs/current/_pdf-regs.php?reg=80/2008
2. Dental Hygienists' Regulation. (2008). Retrieved from:
<https://cdhm.info/?ddownload=1295>