



COLLEGE OF
DENTAL HYGIENISTS
OF MANITOBA

***CONTINUING
COMPETENCY PROGRAM
FAQ***

***with answers for a
successful submission***



Successful Continuing Competency submission begins by...

- Selecting learning activities specific to the Manitoba dental hygiene scope of practice
- Self-assess your individual learning needs by evaluating your own skills and knowledge with professional Standards of Practice.
- Select learning activities that address your identified learning needs.
- Select learning activities that are current, and evidence based.

Click the Question for Answers

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➤ I'm having trouble uploading my supporting document [or saving my work], what should I do?

For any technology issues ensure:

- Your device (laptop, desktop, tablet, smart phone) and apps are up to date.
- You only have one tab open and logged in to the registrant portal.
- You are using an optimal, regularly updated browser, such as,
 - Google Chrome
 - Firefox
 - Microsoft Edge
- There is a stable internet connection

If technological issues continue, please send a screenshot and description of the issue to cdhm@cdhm.info

➤ Can I use my CPR re-certification towards my CCP?

No.

➤ If I attend a professional AGM and receive a certificate of attendance, can I just upload the certificate?

No. Attending a professional business meeting is not the same as other continuing education. It is an opportunity to demonstrate professionalism. A Reflection Summary is required for this category.

This category is also optional, and if a registrant does not want to write a reflection, this activity should not be included in the CCP submission.

➤ I attended a professional AGM that included a guest speaker presentation. Can I apply both to my CCP?

Yes. The AGM or professional business meeting can be included under the category, "Professional AGM", and the lecture can be applied under the topic-appropriate category.



- If I complete an online webinar or course that requires a post-test before issuing the certificate, can I calculate extra time for completing the post-test?

No. The time/hours/CE entered to the CCP form will be the time/hours/CE indicated by the course provider, that appears on the certificate.

- If I complete a course or webinar and get a certificate of attendance/completion, but I would rather complete a Reflection Summary, can I do that instead?

No. The certificate is proof of completion for courses and webinars.

- How long do I need to keep records and certificates for courses and learning I have submitted in my CCP?

Registrants are required to keep supporting documents such as certificates of completion from webinars, for **five years**. Documents that are uploaded and submitted for the CCP are not stored on CDHM software but are removed once a submission has been approved. However, documentation may be required in the event of a complaint and subsequent investigation of a registrant's past performance.

- Can I submit a course on Botox (or other out-of-scope practice) since dentists can treatment plan and administer Botox?

Maybe. Any learning that is submitted for the CCP must directly reflect the dental hygiene scope of practice in Manitoba. Sometimes a general knowledge about out-of-scope oral health practices may be of benefit to an RDH's practice/patients. Contact the College office before submitting any out-of-scope learning activities with your CCP. This includes webinars and other online learning. Some courses may be approved for partial credit.



➤ If I attend a Dental (Hygiene) Conference/Convention can all the lectures/sessions be applied to my CDHM CCP?

Only the Conference/Convention lectures/sessions that are within dental hygiene scope of practice in Manitoba can be applied to the CDHM CCP. If unsure whether a lecture/session can be applied to the CCP, please contact the College office.

➤ How do I enter hours for a dental hygiene Conference/Convention/Workshop that had several lectures over the course of a day/weekend/week?

Calculate and enter the total number of hours of lectures/sessions/workshops attended. Hours are to be calculated for the actual time spent at dental hygiene lectures/sessions/workshops, and does not include attending a trade show, lunch, or other parts of the event. Attendance of no less than 80% of any one lecture is required, to be able to apply it to CCP. If the conference was multiple days, enter to your CCP using the last day of the event, but use the total hours of all days attended. In short, a conference is entered all as one.

Proof of attendance is the Summary of Attendance report, showing each session attended and the length of time attended.

➤ How do I calculate hours for a university course that was '3 credit hours'?

The formula for university education hours is 1 credit hour = 20 hours, so a 3 credit hours course is equivalent to 60 hours ($3 \times 20 = 60$). A transcript (unofficial is sufficient) showing the completed course, is required supporting documentation for formal education. A Reflection Summary will not be accepted.

➤ If I completed a course that was 24 hours, can I carry the hours over for 2 years?

No.

- If I have partially completed a course, but won't finish until after the CCP deadline, can I still apply the hours that I have completed to the CCP?

No. Only courses that have been completed can be applied to the CCP.

- There is a course I want to take but I'm not sure if it will be approved – how can I find out?

- First, a course/learning topic needs to be within the dental hygiene scope of practice for Manitoba.
- Then, if it has one of the logos for ADA CERP or ADG PACE, these generally meet CCP expectations.



- The CCP Guideline lists more examples of accepted educational providers, including:
 - Accredited dental hygiene programs, dental programs, universities, colleges, and technical institutions
 - Courses offered by provincial, state, national, and international dental hygiene and dental regulatory authorities, associations, and their component societies.
 - Courses offered by federal government health agencies, including Canadian Forces, and provincial or local government departments of health or public health
 - Courses available through hospitals accredited by the Canadian Council of Hospital Accreditation
 - Courses offered by provincial, state, national, and international oral health specialty organizations which are recognized by the Canadian Dental Hygiene Association (CDHA), Canadian Dental Association (CDA), or the American Dental Association (ADA)

If you are still unsure, contact the CDHM office.

➤ **Where can I find courses and activities that have been approved for CCP?**

Course providers often change their structure/content, so as of the date of publication for this guide, the following is a sample of educational resources that meet the evidence-based expectation for continuing professional education:

- PubMed/National Library of Medicine online search tool for articles and research
- Course providers with the PACE and/or CERP logos pictured above
- University of Manitoba, RFHS | Dr. Gerald Niznick College of Dentistry, Continuing Professional Development for Dentistry and Dental Hygiene
- Canadian Dental Hygienists Association
- Manitoba Dental Hygienists Association
- Other provincial Dental Hygiene Associations

➤ **When should I send a CCP Pre-Approval form in?**

The Pre-Approval form is mainly for the “Pre-Approved” category, which includes research projects, some formal education, academic and other publications. It can also be filled out and submitted to the CDHM office if you are not sure an activity is acceptable for the CCP. If you are still not sure, contact the college office, and staff will be happy to help.

➤ **What should I write for my Reflection Summary?**

Focus the summary on the topic of the activity and answer the Reflection questions provided with the CCP form. Apply critical thinking, professional judgment and professional experience.

➤ **How many topics do I need for my CCP?**

Dental hygienists understand that completing a single continuing education course does not provide enough information to result in being an expert, or even

competent, in the field related to the course topic. It is a combination of many educational courses and clinical experience that allows the RDH to develop skills and expertise. Dental hygienists determine, through self-assessment and evaluation, how many topics to pursue to meet their learning needs.

➤ **Do I have to Self-Assess my Learning Needs?**

Yes. A dental hygienist is responsible for self-assessing their professional learning needs by reviewing the CDHM Standards of Practice and Code of Ethics and evaluating for gaps in knowledge or skills. CDHM has developed a Self-Assessment Tool that should be applied when determining professional learning needs. The Self-Assessment Tool is available on the CDHM website. Submitting proof of completing a Self-Assessment and Evaluation is not required by the Continuing Competency Program at this time.

➤ **Can I apply in-office training to my CCP?**

Product training/workshops (including software training) may be eligible for partial credit towards the CCP requirement. Contact the college office to see whether the training can be used towards the CCP. (A reflection summary may be required for this type of learning.)