



COLLEGE OF
DENTAL HYGIENISTS
OF MANITOBA

PRACTICE DIRECTION: Reporting Practice Hours

November 2021

The College of Dental Hygienists of Manitoba is responsible for developing professional resource documents for dental hygienists and in serving the public interest. 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 Regulation. 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 mandate of protecting the public interest 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 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 for renewal is made. Exceptions include:
 - graduating from an accredited dental hygiene educational program within the past 12 months – no minimum hour requirement².
 - Graduating from an accredited dental hygiene educational program within the past 24 months – minimum of 400 practice hours are required².
- 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
 - 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 assessment or re-entry course of education¹; the Board of Assessors evaluates each applicant/registrator individually when the hour requirement is not met.
- All reported practice hours are subject to approval by the Board of Assessors.¹

*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>