



COLLEGE OF REGISTERED  
DENTAL HYGIENISTS  
OF ALBERTA



# Continuing Competence Program and Rules

Approved by CRDHA Council  
November 2006  
Revised June 2020

College of Registered Dental Hygienists of Alberta

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## 1 Professional Responsibility for Continuing Competence

Continuous study and self-assessment of educational needs are fundamental and lifelong responsibilities of a professional. Technological advancement through research, innovations in patterns of healthcare delivery, and development of new clinical procedures accentuate the need for General regulated members to remain current.

To formalize its commitment to continued competence and to meet the mandate of the *Health Professions Act* (see *Appendix A*), the College of Registered Dental Hygienists of Alberta (CRDHA) has established a continuing competence program with requirements related to registration and renewal of practice permits.

It is the regulated member's responsibility to determine their specific continuing competence needs and to pursue activities that meet these identified needs. The CRDHA Self-Assessment Package will aid regulated members in determining individual learning needs and developing a learning plan to maintain competency. General regulated members have a basic professional responsibility to read newsletters to keep their practice current. Under the CRDHA Continuing Competence Program, credit may be granted for continuing competence learning activities beyond this basic responsibility.

It is understood that all learning activities shall have significant intellectual or practical content related to the practice of dental hygiene, oral health, or the professional responsibility and ethical obligations of the General regulated member. The individual General regulated member's practice setting or environment will be considered by the Competence Committee when reviewing requests for Continuing Competence Program credit. Learning activities that support the General regulated member's specific learning needs and areas(s) of practice will be considered.

## 2 Continuing Competence Program Requirements

### 2.1 Required Components

The two required components of the CRDHA Continuing Competence Program are:

- program credit requirements;
- practice hour requirements.

### 2.2 Reporting Period

All General regulated members must satisfy the two required components of the Continuing Competence Program within each assigned 3-year reporting period commencing November 1 following registration with the CRDHA.

### 2.3 Program Credit Requirements

Learning activities that contribute significantly to the scientific, practical, professional, or ethical aspects of the General regulated member's practice of dental hygiene will generally be eligible for program credits.

Program credits cannot be claimed for activities that occur as part of the expectations of the dental hygienist's regular provision of dental hygiene services.

- For example, if giving presentations to junior high school classes is a routine part of a dental hygienist's regular employment, this activity is not eligible for program credits. These activities may be included as part of the dental hygienist practice hour requirements.

Learning activities that occur within the practice environment, such as in-service courses offered for regulated members, may be claimed for program credits. The hours attended at this learning activity cannot also be claimed as practice hours.

- 2.3.1 A General regulated member must obtain a *minimum 45 program credits* in each subsequent 3-year period. It is recommended that, whenever possible, regulated members obtain 15 credits per year.
- 2.3.2 Program credits exceeding the minimum of 45 credits in one reporting period cannot be carried over or transferred to another reporting period. However, these program credits will continue to be recorded in the regulated member's record.
- 2.3.3 In the event that the minimum program credits are not achieved on or before the end of the relevant 3-year period, application for renewal of a practice permit will be denied.
- 2.3.4 General regulated members not meeting the minimum program credit requirements within the relevant 3-year period must successfully complete one of the following Continuing Competence Program requirements in order to apply for a practice permit:
  - (a) Council-approved refresher or remedial education course in dental hygiene; **or**
  - (b) the Canadian National Dental Hygiene Certification Board (NDHCB) Examination.

- 2.3.5 Successful completion of an approved refresher or remedial education course in dental hygiene or the NDHCB Examination will be considered valid for a period of 12 months following completion, for the purpose of application for a practice permit.
- 2.3.6 Non-practicing regulated members are not required to report their continuing competence activities but may do so if they desire.

#### **2.4 Practice Hour Requirements**

As part of the practice of dental hygiene, a General regulated member may act as a clinician, educator, researcher, administrator, health promoter, and/or consultant. Hours working in any practice environment will count toward the required practice hours.

- 2.4.1 General regulated members are required to engage in a minimum of 600 practice hours during the relevant 3-year reporting period. It is recommended that, whenever possible, General regulated members obtain a minimum of 200 practice hours per year.
- 2.4.2 Practice hours exceeding the minimum of 600 hours cannot be carried over or transferred to another reporting period. However, these practice hours will continue to be recorded in the regulated member's record.
- 2.4.3 In the event that the minimum 600 practice hours is not achieved on or before the end of the relevant 3-year period, application for an annual practice permit will be denied.
- 2.4.4 General regulated members not meeting the minimum practice hour requirements within the most recent 3-year period must successfully complete a Council-approved dental hygiene refresher or remedial education course.
- 2.4.5 Successful completion of a Council-approved dental hygiene refresher or remedial course will be considered valid for a period of 12 months following completion, for the purpose of application for a practice permit.
- 2.4.6 Non-practicing regulated members do not hold an Alberta practice permit and are therefore not eligible to accumulate practice hour requirements through the provision of dental hygiene services in Alberta.

## 3 Reporting Requirements

Dental hygienists must report program credits and practice hours into the CRDHA database.

Regulated members can review their program credits and practice hours throughout the year in their CRDHA online profile. It is the responsibility of the regulated member to ensure accuracy of the information. Providing false or misleading information will be considered unprofessional conduct.

### 3.1 Reporting Program Credits

- 3.1.1 It is the responsibility of a General regulated member to ensure each learning activity is reported within **120 days** of completion of a learning activity. Supporting documentation must be retained for the duration of the 3-year reporting period but is not required to be submitted unless requested by the CRDHA.

Supporting documentation may include, but is not limited to, any of the following:

- Reflection Document (see *Appendix B*);
- course schedule and outline of course content;
- conference agenda indicating session(s) attended;
- online course outline, learning objectives, and confirmation of successful completion of the course examination;
- copy of registration receipts;
- copy of article in its published format;
- copy of presentation(s);
- copy of CPR wallet card.

- 3.1.2 Regulated members will keep a personal record of program credits and all relevant supporting documentation related to reported learning activities for the duration of their current reporting period.

### 3.2 Reporting Practice Hours

- 3.2.1 It is the responsibility of General regulated members to ensure that practice hours are reported annually when completing the online application for renewal.
- 3.2.2 Regulated members are advised to keep a personal record of practice hours. If requested, a regulated member must provide evidence of practice.

## 4 Competence Requirements for Transfer to the General Register of Regulated Members

4.1 In accordance with CRDHA's policy on Transfer from Non-practicing to General Registration, when applying for transfer to the General Register of Regulated Members, Non-practicing members must provide evidence that they have met all of the requirements of the CRDHA Continuing Competence Program in the most recent 3-year period prior to the date of the transfer (e.g., if applying for transfer to the General Register of Regulated Members on January 5, 2021, the most recent 3-year period is January 5, 2018, to January 4, 2021).

4.1.1 Applicants for transfer who do not meet the two required components of the Continuing Competence Program (as set out in Section 2) must provide evidence of successful completion of a Council-approved dental hygiene refresher or remedial education course. The course must have been completed no longer than 12 months prior to application for transfer.

4.1.2 Applicants for transfer who have a deficit of program credits only will be required to:

- (a) engage in further learning activities until they achieve the minimum 45 credits required; **or**
- (b) successfully complete the Canadian National Dental Hygiene Certification Board written examination.

4.1.3 Applicants for transfer who have a deficit of only practice hour requirements will be required to provide evidence of successful completion of a Council-approved dental hygiene refresher or remedial education course. The course must have been completed no longer than 12 months prior to application for transfer.

4.2 The Registrar must be satisfied that all the requirements for transfer, including the Continuing Competence Program requirements, have been satisfied before an application for transfer to the General Register of Regulated Members will be approved.

## 5 Monitoring Continuing Competence Program Requirements

- 5.1 The Registrar will keep the records of each regulated member's program credits and practice hour requirements.
- 5.2 Regulated members will keep a personal record of program credits and all relevant supporting documentation related to reported learning activities reported for credit for the duration of their current reporting period.
- 5.2.1 If a regulated member believes there are record errors, the regulated member may request the CRDHA to correct the information.
- (a) The regulated member must provide additional information or documentation, as requested by CRDHA staff or the Competence Committee, prior to correction.
  - (b) The decision of the Competence Committee regarding a requested change in the record is final.
  - (c) If a decision is made to correct the record, it will be corrected in a timely manner. If it is reasonable to do so, CRDHA will send the corrected information to every organization that the records show has received the incorrect information.
- 5.3 Further information will be requested from regulated members if College staff or the Competence Committee has questions about any of the reported learning activities.
- 5.3.1 If requested, regulated members must provide additional information or documentation related to the learning activity(ies) in question.
- 5.4 Random audits may be conducted to validate practice hours and/or program credits reported by regulated members.
- 5.4.1 Regulated members could be the subject of a documentation review regarding program credits. If requested, regulated members must provide the College with supporting documentation for all learning activities reported for the period being reviewed. Documentation submitted may include registration receipts, course materials, and handwritten course notes. The complete file will be returned to the regulated member after the review is completed.
- 5.4.2 If requested, a regulated member must provide evidence of practice hours in the form of written employer verification.

## 6 Maximum Allowable Program Credits per Course

- 6.1 Regulated members can report only actual hours attended. Credits can be reported in 15-minute increments.
- 6.2 Typically, one program credit is awarded per hour of participation unless otherwise determined by the Competence Committee.
- 6.3 Regulated members will not receive program credits for any learning activity taken a second time within a 12-month period.

## 7 Assigning Program Credits

- 7.1 The Competence Committee will review requests for pre-determination of program credits and reserves the right to approve or disapprove credits for any submission that it considers to be questionable in regard to receiving a practice permit.

### 7.2 Pre-determination of Program Credits

Regulated members, study clubs, and/or other course sponsors may apply directly to the Competence Committee on the approved form, at least 90 days prior to delivery of the course, for pre-determination of eligibility for program credits for learning activities.

- 7.2.1 Study clubs are encouraged to submit a program of studies for pre-determination of program credits. Study club programs may qualify for hour-for-hour credit using the *Request for Pre-determination of Program Credits (Study Club)* form (available online through the CRDHA website).
- 7.2.2 As with all educational opportunities, each regulated member of the study club must report their learning activity for program credit.

## 8 Continuing Competence Program Credit Categories

The following categories are established for the purpose of assigning Continuing Competence Program credits:

- Unlimited Continuing Competence Program Credit Activities (no limit per reporting period);
- Limited Continuing Competence Program Credit Activities (maximum 20 program credits can be obtained in this category per relevant 3-year period).

### 8.1 Unlimited Program Credit Activities

Learning activities encompass a variety of formats. In recognition of the diversity of learning opportunities, the following areas have been identified.

#### 8.1.1 Educational Courses or Sessions

Part-time or full-time advanced dental hygiene education, continuing competence courses, presentations, seminars, conferences, or clinical sessions provided by the following agencies would likely be approved for program credits:

- (a) Accredited dental hygiene programs, dental programs, universities, colleges, and technical institutions;
- (b) Provincial, state, national, and international dental hygiene and dental regulatory authorities (including CRDHA), associations, and their component societies;
- (c) Federal government health agencies, including the Canadian Forces, and provincial or local government departments of health or public health;
- (d) Hospitals accredited by the Canadian Council of Hospital Accreditation;
- (e) Provincial, state, national, and international oral health specialty organizations recognized by the Canadian Dental Association (CDA) or the American Dental Association (ADA);
- (f) Other healthcare organizations;
- (g) Study club learning activities that have received CRDHA Competence Committee program credit approval.

#### 8.1.2 Formal Advanced Education Courses or Programs

Regulated members engaged in part-time or full-time studies related to the practice of dental hygiene may qualify for program credits. The course or program must be offered

by a recognized educational institution (either on campus or via distance education\*). Each “unit of course weight” (ucw) will qualify for hour-for-hour program credits. For example:

- 1 ucw = 13 hours is eligible for 13 program credits;
- 3 ucw = 39 hours is eligible for 39 program credits.

Regulated members must provide proof of successful completion of courses to CRDHA.

*\*Courses offered via distance education must meet the criteria listed in 8.1.3*

### 8.1.3 Self-Directed Study

Regulated members may participate in self-directed study activities through any format, including online learning. To be eligible for program credit hours, self-study activities must include:

- (a) clearly defined learning objectives;
- (b) supporting literature references;
- (c) post-course examination which adequately evaluates the participant’s comprehension;
- (d) direct feedback of the examination results by the sponsor to the participant (evidence of successful completion of this examination must be included with the submission); and
- (e) completion and submission of Reflection Document in *Appendix B*

Program credits are granted according to recommendations made by the course provider, the publisher, or the Competence Committee, with consideration given to the amount of time necessary to cover the material and to take the examination.

Assignment of program credits will not include the additional time the registrant takes to study or review the materials. The Competence Committee has the authority to approve the number and category of credits awarded for any online course.

### 8.1.4 Practice Related Activities

Learning activities or programs that directly relate to practice may include, but is not limited to, activities related to:

- (a) client assessment;
- (b) dental hygiene diagnosis;
- (c) treatment planning;
- (d) implementation;

- (e) evaluation;
- (f) health promotion;
- (g) research;
- (h) epidemiology;
- (i) communication (e.g., client relations, conflict resolution);
- (j) ergonomics for dental professionals;
- (k) occupational health and safety (e.g., bullying and harassment, hazardous materials, WHMIS);
- (l) recordkeeping and documentation;
- (m) administration (e.g., practice management);
- (n) dental-related technologies.

Program credit requests reported under this category must be relevant to the General regulated member's practice of dental hygiene. Documentation that supports how this learning activity is relevant to the General regulated member's practice may be required.

#### 8.1.5 Cardio Pulmonary Resuscitation (CPR)

As required by regulation, a General regulated member applying for renewal of a practice permit must provide evidence of holding a CPR certificate at the level required by the Council.

At a minimum, the CPR course must include classroom instruction and practicum experience related to:

- (a) one- and two-person rescuer chest compressions for adults, children, and infants;
- (b) one- and two-person rescuer adult, child, and infant bag-valve mask technique and rescue breathing;
- (c) relief of choking in adults, children, and infants;
- (d) use of an automated external defibrillator.

The course must be delivered in accordance with the recommendations of the International Liaison Committee on Resuscitation (ILCOR). CPR certification must be renewed annually.

Completion of CPR certification qualifies for hour-for-hour credit.

#### 8.1.6 Participation in Research

Regulated members, who engage in specific research activities over and above their educational program requirements and/or regular employment or contractual obligations, may qualify for program credits. This includes but is not limited to:

- (a) development of a research project;
- (b) literature review for a research project;
- (c) facilitation of focus groups for research purposes;
- (d) analysis of participant responses;
- (e) research for the purposes of obtaining a Masters or Doctorate. Credit is only granted in this category for research completed in a graduate program that does not assign “units of course weight” (ucw). Research conducted in courses that are assigned “ucw” will qualify for credit under Section 8.1.2;
- (f) presentation of a research paper or abstract at a scientific meeting.

If required, **Ethics Review Approval must be secured prior to submission** to the Competence Committee and evidence of such approval must accompany the request for program credits.

To determine eligibility for program credits, regulated members are requested to submit a pre-determination on the approved *Request for Pre-determination of Program Credits (Research)* form (available online through CRDHA website).

(Please note: Although participation in dental hygiene research is encouraged, responding to a survey or questionnaire does not qualify for program credits.)

#### 8.1.7 Publications

The publication of articles is eligible for program credits. All articles must be relevant to the practice of dental hygiene. The articles will be reviewed by the Competence Committee for determination of program credits.

Publication of articles may be eligible for program credits as follows:

- (a) for each article written and published in a peer-reviewed health or oral health scientific journal/publication: **15 program credits**.

- (b) for each paper, written to present the practitioner's original research, and published in a refereed oral health scientific journal/publication: **15 program credits.**
- (c) articles written and published in CRDHA or other dental hygiene college/association publications: **10 program credits.** (Please contact the College for specific submission requirements.)
- (d) published reviews of books related to dental hygiene practice: **3 program credits.**
- (e) published reviews of chapters of oral health related books will be granted program credits on an individual basis.
- (f) chapter(s) written in a reference or textbook: **maximum 25 program credits.**  
Co-authorship credits are proportional to the number of authors: e.g.,  
4 authors = 1/4 of 25 credits  
3 authors = 1/3 of 25 credits

#### 8.1.8 Directed Study (Mentoring)

Directed study contracts may be initiated to address a specific learning need. Examples may include teaming up with an educator with advanced skills and knowledge in continuing care facilities or teaming up with a colleague with expertise in a specific area of dental hygiene practice.

- (a) A formalized learning contract must exist between the mentor and the mentee. To qualify for program credits, the learning activity must be approved by the Competence Committee prior to initiation of the activity.
- (b) Both the mentor and mentee may apply for program credits.
- (c) General regulated members may qualify to receive program credits for mentoring and mentoring preparation.
- (d) The Competence Committee determines the final approval of program credits.

#### 8.1.9 Developing and Delivering Educational Courses and Presentations

- (a) General regulated members may apply for program credits for developing and delivering educational courses **outside their regular employment or contractual obligations.**
- (b) Development and delivery of educational courses as part of the General regulated member's regular obligations will be considered practice hours.
- (c) Requests for program credits will be reviewed case by case.

- (d) Applications for program credits for development and/or delivery of in-person educational courses must include evidence of:
  - i. clearly defined learning objectives;
  - ii. detailed course outline;
  - iii. supporting literature references.
  
- (e) Applications for program credits for development of a self-directed study learning activity must include evidence of:
  - i. clearly defined learning objectives;
  - ii. detailed course outline;
  - iii. supporting literature references;
  - iv. inclusion of post-course evaluation to provide dental hygienist with feedback from participants.

#### 8.1.10 CRDHA Jurisprudence Examination

The CRDHA Jurisprudence Examination may be completed for a **maximum of 2 program credits, one time only**. Application to take the examination can be obtained from the CRDHA office.

## 8.2 Limited Program Credit Activities

Regulated members can obtain a maximum of **20 limited program credits out of the total 45 program credits** in the relevant 3-year period. Excess program credits accumulated in this category are not included in the reported NET total of program credits, but they are retained as part of the regulated member's record.

Learning activities may encompass a variety of formats. In recognition of the diversity of learning opportunities, the following areas have been identified.

#### 8.2.1 Annual General Meetings

Annual general meetings of national or provincial oral health professional associations such as the Canadian Dental Hygienists' Association (CDHA) may be claimed for Continuing Competence Program credit. **Maximum of 3 program credits per membership year.**

#### 8.2.2 Self-Assessment Package

Evidence of completion of the CRDHA Self-Assessment Package may be reported for continuing competence credit once per year. **Maximum of 2 program credits per membership year.** Completion of the Self-Assessment Package or other forms of self-assessment is currently optional.

### 8.2.3 Volunteering

Dental hygiene volunteer activities will be considered hour for hour to a **maximum of 7 program credits per 3-year reporting period**. Any hours reported for program credit cannot be claimed for practice hours (see *Appendix C*).

### 8.2.4 Mental Health and Wellness Activities

Any activities specifically targeting mental health and wellness can be claimed for program credit (hour for hour). Submission of the Reflection Document (see *Appendix B*) is required to claim credit in this category. The reflection must relate the activity to the profession of dental hygiene.

Although CRDHA recognizes the value of extracurricular activities and self-interest learning in maintaining life balance, such activities will not be considered for credit under the Continuing Competence Program.

### 8.2.5 Other activities approved by the Council, the Registrar, or the Competence Committee.

## 9 Practice Visits

### 9.1 Authorization to Conduct a Practice Visit

- 9.1.1 As authorized by section 21 of the Dental Hygienists Profession Regulation, the Competence Committee may carry out practice visits as part of the Continuing Competence Program.
- 9.1.2 The Competence Committee may direct that a selected General regulated member or group of General regulated members participate in a practice visit for the purpose of assessing continuing competence.
- 9.1.3 The General regulated member(s) must co-operate with regulated members of the Competence Committee and a person appointed under section 11 of the *Health Professions Act*.

### 9.2 Requesting a Practice Visit

A General regulated member may request that the Competence Committee carry out a practice visit regarding the General regulated member's practice (e.g., a General regulated member may request a practice visit to aid in the positive advancement of practice standards in their practice environment).

## 10 Special Consideration of Credit

If special consideration for program credits is requested, the following information must be submitted on the *Request for Pre-determination of Program Credits* form (available online through CRDHA website):

- name and address of sponsoring organization;
- name and curriculum vitae of individual(s) presenting;
- location of course;
- date of course;
- description of course objectives and content.

Regulated members must submit documentation that supports how this learning activity is relevant to their practice of dental hygiene.

## 11 Failure to Meet Requirements

When a regulated member fails to meet the Continuing Competence Program requirements, application for a practice permit will be denied.

## 12 Appeals

- 12.1 Any regulated member who wishes to appeal the decision of the Competence Committee must submit a letter of appeal to the Competence Committee within 30 days of the receipt of the Competence Committee's decision.
- 12.2 The regulated member must supply the Competence Committee with any requested additional data and may be asked to appear before the Competence Committee for a hearing.
- 12.3 Decisions of the Competence Committee are final.

## 13 Confidentiality

Information related to participation in the Continuing Competence Program is confidential and any person who has access to or comes into possession of such information shall not publish, release, or disclose the information in any manner except as necessary to carry out powers, duties, and obligations under the *Health Professions Act*.

## 14 Glossary of Terms

### 14.1 In this document

- 14.1.1 “College” means the College of Registered Dental Hygienists of Alberta.
- 14.1.2 “Competence Committee” means the Competence Committee of the College of Registered Dental Hygienists of Alberta.
- 14.1.3 “Continuing Competence” means maintenance of competence (combined knowledge, skills, attitude and judgment) and enhancement of the provision of professional services.
- 14.1.4 “Continuing Competence Program” means a continuing competence program established and operated by Council as mandated by the *Health Professions Act* and described in the Dental Hygienists Profession Regulation.
- 14.1.5 “Council” means the Council of the College of Registered Dental Hygienists of Alberta.
- 14.1.6 “CRDHA” means the College of Registered Dental Hygienists of Alberta.
- 14.1.7 “General Regulated Member” means a person who is registered on the register of Regulated members of the College and who has met all the criteria to receive a practice permit and provide professional services in Alberta.
- 14.1.8 “Member” means a person registered as a General regulated member or Non-practicing member of the College.
- 14.1.9 “Most Recent 3-Year Period” means the 3-year period immediately preceding the date application completed. This period is reviewed to determine eligibility to transfer to the General Register of Regulated Members.
- 14.1.10 “Must” or “Shall” indicates an imperative need and/or duty; an essential or indispensable item; mandatory.
- 14.1.11 “Non-practicing Member” means a person who is registered on the register of Non-regulated members of the College. A Non-regulated member is not currently engaged in active professional employment in the province of Alberta, and does not hold a practice permit in Alberta.
- 14.1.12 “Practice Hours” means those hours during which a General regulated member was engaged in the practice of dental hygiene as defined in Schedule 5 of the *Health Professions Act* either for remuneration or as an unpaid volunteer.
- 14.1.13 “Program Credit” means the unit of credit granted to a General regulated member for undertaking activities in accordance with any rules approved by Council. Generally, one program credit is equivalent to one hour unless otherwise determined by the Competence Committee.

14.1.14 “Refresher or Remedial Education Program” means an educational program, approved by the Council, which is undertaken by a person for the purpose of renewing or upgrading the person’s knowledge base and/or clinical expertise.

## Appendix A: Legislation for a Continuing Competence Program

### Segments of Health Professions Act

#### **College's role**

##### **3(1)** A college

- (c) must establish, maintain and enforce standards for registration and of continuing competence and standards of practice of the regulated profession,

### **Part 3 Continuing Competence and Practice Visits**

#### **Continuing Competence Program**

##### **Continuing competence program**

**50(1)** A council must establish, by regulation, a continuing competence program within 5 years from the date that the schedule to this Act with respect to the profession comes into force.

##### **(2)** A continuing competence program

- (a) must provide for regulated members or categories of regulated members to maintain competence and to enhance the provision of professional services, and
- (b) may, if authorized by the regulations, provide for practice visits of the regulated members or categories of regulated members.

## Segments of Dental Hygienists Profession Regulation

### Continuing Competence

#### Program requirements

**17(1)** As part of the continuing competence program, a general member must obtain

- (a) a minimum of 45 program credits in the 3-year period that starts on the general member's anniversary date and in each subsequent sequential 3-year period, and
  - (b) a minimum of 600 practice hours in the 3-year period that starts on the general member's anniversary date and in each subsequent sequential 3-year period.
- (2) A person who is deemed to be a general member on the coming into force of this Regulation or a person who becomes a general member after the coming into force of this Regulation but before November 1 immediately following the coming into force of this Regulation, has as an anniversary date the November 1 immediately following the coming into force of this Regulation.
- (3) A person who becomes a general member on or after the November 1 immediately following the coming into force of this Regulation has as an anniversary date the November 1 immediately following the person's registration as a general member.
- (4) General members must, on the request of the Registrar, provide to the Registrar evidence of meeting the requirements of subsection (1).

#### Program credits

**18** To obtain program credits, a general member may undertake the following developmental activities in accordance with any rules approved by the Council:

- (a) attendance at an oral health-related scientific or clinical course designed to enhance professional development;
- (b) attendance at professional development sessions on oral health clinical practice issues;
- (c) attendance at an oral health-related study club;
- (d) self-directed study to enhance professional development;
- (e) providing oral health-related presentations, beyond regular employment obligations, to regulated members or other groups;
- (f) successful completion of courses toward a dental hygiene baccalaureate or graduate degree;
- (g) presentation of a research paper or abstract at a scientific meeting;
- (h) publication in a peer-reviewed journal;
- (i) publication in the College newsletter;
- (j) other activities approved by the Council, the Registrar or the Competence Committee.

**Continuing competence program rules**

**19(1)** The Council may make rules governing

- (a) the program credits that may be earned for each professional development activity;
- (b) the type and category of professional development activities that a general member must undertake;
- (c) the eligibility of an activity to qualify for program credits;
- (d) the number of program credits that may be earned within a specific type or category of activity;
- (e) the recognition of practice hours for the purpose of section 17(1)(b);
- (f) the continuing competence program.

**(2)** The Registrar and the Competence Committee may recommend rules or amendments to the rules to the Council.

**(3)** Before the Council establishes any rules or amendments to the rules they must be distributed by the Registrar to all general members of the College for their review.

**(4)** The Council may establish the rules or amendments to the rules 30 or more days after distribution under subsection (3) and after having considered any comments received on the proposed rules or proposed amendments to the rules.

**Rule distribution**

**20** The Registrar must distribute the rules and any amendments to the rules established under section 19(4) to the general members and provide copies on request to the Minister, regional health authorities, and any person who requests them.

## Appendix B: Reflection Document

Access this fillable PDF on the CRDHA website.



COLLEGE OF REGISTERED  
DENTAL HYGIENISTS  
OF ALBERTA

**College of Registered Dental Hygienists of Alberta**  
**Continuing Competence Program Reflection Document**

Name:  CRDHA Registrant #:

Course Name:

Date Completed:

1. Identify one specific example of what you have learned.

2. Provide two concrete examples of how you can apply this to your practice.

3. What are some challenges that you may encounter in applying your new knowledge and how do you propose overcoming those challenges?

## Appendix C: Volunteer Submission Document

Access this fillable PDF on the CRDHA website.



COLLEGE OF REGISTERED  
DENTAL HYGIENISTS  
OF ALBERTA

### College of Registered Dental Hygienists of Alberta Continuing Competence Program Submission for Program Credit – Volunteering

Name:

CRDHA Registrant #:

Date of Submission:

#### Volunteering Information:

Name of Organization:

Phone Number of Organization:

Name of Organization Contact:

Position / Duties:

Hours Worked:

Dates Worked:

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Signature of Supervisor/Manager: \_\_\_\_\_

Signature of Dental Hygienist: \_\_\_\_\_



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DENTAL HYGIENISTS  
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