Continuing Competence Program (CCP) Rules
Proposed Amendments 2020

CCP Rule Reference	Original	Proposed Amendment	Rationale
Title	Continuing Competence Program Rules	Continuing Competence Program and Rules	• Including the word **"**and "identifies this document as both program and rules • Consistent with other regulatory bodies.
Throughout the document	"General member"	"General regulated member"	• Change made in order to be consistent with legislation
		added "(available online through CRDHA website)" after reference to any form	• Indicates location where forms can be found. Was previously referenced in Appendix A: Forms which was removed.
1 Definitions	Located in section 1 of document	Move to back of document (Section 14)	• To remain consistent with other CRDHA documents
	1.1.4 definition "Continuing Competence Program" means a continuing competence program established and operated by Council;	Now 14.1.4. added "as described in the Dental Hygienists Profession Regulation."	• Identifies the legislation governing CCP
	1.1.7 "General Member"	Now 14.1.7. Changed "general member" to "general regulated member".	• Consistent with legislation terminology.
	1.1.9 "Most Recent 3-Year Period" means the 3-year period immediately preceding the date of application for transfer from the register of Non-practicing members to the register of General members. This period is reviewed to determine eligibility to transfer to the General Register of Regulated Members.	Now 14.1.9. Removed "for transfer from the register of Non-practicing members to the register of General members". Changed "the date of application" to "the date application completed."	• Previous definition was wordy and confusing to regulated members • "date application completed" better represents internal processes
2 General Information	Section 2	Section 1	• Re-numbered sections
	General Information	Professional Responsibility for Continuing Competence	• Title reflects content more accurately

	"General members have a basic professional responsibility to read professional oral health journals and newsletters and to keep their practice current."	"General regulated members have a basic professional responsibility to read newsletters in order to keep their practice current."	• Increase clarity of the sentence.
	Bolded statement "It is understood that all learning activities…"	Removed bolding	• Bolding was unnecessary to understand the document
	The final sentence "This may include, but is not limited to, activities related to client assessment, dental hygiene diagnosis, treatment planning, implementation, evaluation, health promotion, research, epidemiology, communications, ergonomics, hazardous materials, record keeping, and conflict resolution."	Removed this section	• Overlaps with section 9
3 Continuing Competence Program Requirements	Section 3	Section 2	• Re-numbered sections
	Reporting Period 3.2.1 "within each 3-year period commencing November 1, 2006"	Removed 3.2.1 and 3.2.2 Changed wording to "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 the registration with the CRDHA."	• Eliminates the 2006 reference which is no longer needed.
	3.3 "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	2.3 Rearranged within section and reformatted	• To improve clarity and assist in ease of reading

	classes is a routine part of your regular employment, this activity is not eligible for program credits. These activities may be included as part of your practice hour requirements. Learning activities that occur within the practice environment, such as an in-service course offered for all staff members, may be claimed for program credits. The hours attended at this learning activity may not also be claimed as practice hours."		
	3.3.4(a) Council-approved refresher education course in dental hygiene;	2.3.4(a) Council-approved refresher or remedial education course in dental hygiene;	• Added remedial to reflect current CRDHA requirements
	3.4 "…whether as a volunteer or for remuneration…"	2.4 removed this wording	• Section 8 will address volunteering for program credits as per feedback from CRDHA survey
	3.4.1 "…relevant period of 3 consecutive years set out in section 3.2…"	2.4.1 changed wording to reflect changes in section 2.2	• For consistency in the document
4 Reporting	Section 4 Reporting	Section 3 Reporting Requirements	• Re-numbered • Changed title to better reflect section content
	No intro	Added intro: "Dental hygienists must submit program credits and practice hours online through the CRDHA Member Portal found on the CRDHA website. Regulated members have the ability to review their program credits and practice hours on their CRDHA online profile. It is the responsibility of the regulated member to ensure accuracy of the information found in the CRDHA Member Portal and to notify the CRDHA of any record errors.	• Intro added to incorporate repeating points in both 4.1 and 4.2 (now 3.1, 3.2) • Removed this wording from subsequent sections • Added "online" to reflect technology changes

		Providing false or misleading information will be considered unprofessional conduct."	
	4.1.1 "It is the responsibility of a General member to ensure that a completed Request for Continuing Competence Program Credits form is submitted within 120 days of completion of a learning activity."	3.1.1 "It is the responsibility of the General regulated member to ensure all learning activity is submitted within 120 days of completion of the learning activity."	• With online platform, no need for request for credit forms • Registrants now have the ability to review their transcript anytime by logging into their portfolio
	4.1.1 Supporting documentation list	Addition of "reflection document"	• Reflects changes in Section 8 • June 2, 2020 Competence committee moved to change name from self-reflection to reflection document.
	4.1.2	Removed	• Added to intro
	4.1.3 "Members are advised to keep a personal record of program credits and all forms submitted for credit for at least 3 years. After program credits are entered into a General member's electronic record, the submitted copy of the request form is destroyed by the CRDHA."	3.1.3 "Regulated members are advised to keep a personal record of program credits and all forms submitted for credit for at least 3 years"	• CRDHA no longer accepts fax submissions or has paper copies
	4.1.4 "The College will supply a record of the General member's accumulated program credits to the member at least once in every membership year."	Removed	• Added to intro text
	4.2.1 It is the responsibility of General members to ensure that practice hours are reported annually in the format set out on the Application for Renewal of Membership form.	"It is the responsibility of General members to ensure that practice hours are reported annually when completing the online application for renewal"	• Changed to reflect current CRDHA internal process
	4.2.2	Removed	• Added to intro text
	4.2.4	Removed	• Added to intro text
5 Competence Requirements for Transfer to the general Register of Regulated Members	Section 5	Section 4	• Re-numbered
	5.1 Dates referred to 2010	4.1 Updated to 2020	• Reflective of current date

6 Monitoring Continuing Competence Program Requirements	6.2 “Each member is responsible for keeping a personal record of program credits and copies of forms submitted for credit for at least 3 years. The College will supply a record of the member’s accumulated program credits and practice hours to the member at least once in every membership year. It is the member’s responsibility to inform the College of record errors.”	Removed	• Referred to this in previous section (Section 4)
	6.1 No one course may qualify for more than 25 program credits.	Removed	• Competence Committee decision June 2, 2020: If formal advanced education course is directly related to DH practice, they will get full credit, if it is not (fall into limited other category) then limit to 20 credits. • Rational: related to DH practice no reason to limit.
	5.2 Each regulated member is responsible for keeping a personal record of program credits and copies of forms submitted for credit for at least 3 years.	Regulated members will keep a personal record of program credits and all forms submitted for credit for the duration of their current reporting period.	• Registrant should have copies of records for one reporting period.
	6.5 Providing false or misleading information will be considered unprofessional conduct.	Removed	• Repeated information from previous section (Section 4)
7 Maximum Allowable Program Credits Per Course	7.2 Only actual hours attended should be reported.	6.2 added “Credits can be reported in 15-minute increments”	• Reflective of internal process
	7.4 In the event that a learning activity continues into the evening hours, a maximum of 10 program credits per 24-hour period may be claimed.	Removed	• Unnecessarily restrictive • No evidence to suggest individuals stop learning after 10 hours
8 Assigning Program Credit	Section 8	Section 7	• Re-numbered
	8.1 The Competence Committee will review requests for determination of	“The Competence Committee will review requests for **pre -**	

	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.	**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.	Inserted the word "pre-determination", CRDHA often assigns credit to courses or sessions without sending it committee. CRDHA assigns (audit) credit daily, only sends to committee if registrant doesn't agree or if individual askes for predetermination.
	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 to the maximum of 25 program credits per course. For example: 1 ucw = 13 hours is eligible for 13 program credits; 3 ucw = 39 hours is eligible for a maximum of 25 program credits. Regulated members must provide proof of successful completion of courses to the CRDHA.	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 the CRDHA.	• Competence Committee decision June 2, 2020: If formal advanced education course is directly related to DH practice, they will get full credit, if it is not (fall into limited other category) then limit to 20 credits. • Rational: related to DH practice no reason to limit.
9 Continuing Competence Program Credit Categories	Section 9	Section 8	• Re-number
	"Learning activities shall have significant intellectual or practical content related to the practice of dental hygiene, oral health, or to the professional responsibility and ethical obligations of the General member. The individual General member's practice setting or environment will be considered by the Competence	Removed	• Repeat of text in Section 1 Professional Responsibility for Continuing Competence

	Committee when reviewing requests for continuing competence program credit. It is the General member's responsibility to determine his or her specific continuing competence needs and to pursue activities that meet these identified needs."		
	9.1.1(b) "Provincial, state, national, and international dental hygiene and dental regulatory authorities, associations, and their component societies;"	8.1.1(b) changed wording to include "(including the CRDHA)" "Provincial, state, national, and international dental hygiene and dental regulatory authorities (including the CRDHA), associations, and their component societies;"	• Change in wording to reflect the inclusion of CRDHA continuing competence education events
	9.1.1(g) Other organizations that are approved ADA Continuing Education Recognition Program (CERP) providers or meet the requirements of the Academy of General Dentistry's (AGD) Program Approval for Continuing Education (PACE);	Removed	• Outdated- no longer standard for continuing education (content may not apply to unlimited category)
	9.1.3 "Members may participate in self-directed study continuing competence activities including online learning, audio, video, or CD-ROM formats."	8.1.3 "Regulated members may participate in self-directed study continuing competence activities through any format, including online learning"	• Removed specific formats and made broader statement to include future technology
	9.1.3 "The Competence Committee makes the final approval for the number of credits awarded for any online course."	8.1.3 Changed last paragraph's final sentence to read "The Competence Committee has the authority to approve the number and category of credits awarded for any online course."	• Reflective of internal process- CRDHA staff may determine credits
	9.1.3 (d) "…with the Request for Continuing Competence Program Credits form)…;"	8.1.3 (d) Replaced with "…with the submission…"	• Form referenced no longer available
	9.1.3 (e) "the self-directed study course provider should be an approved ADA Continuing Education Recognition Program (CERP) provider	8.1.3 (e) replaced with "submission of self-reflection using CRDHA template"	• Previous reference outdated- the certifications do not guarantee quality of education compared to other courses.

	or have Academy of General Dentistry (AGD) Program Approval for Continuing Education (PACE) or equivalent."		• Self-reflection identified as proof of submission in section 3.1.1
	9.2.2 (limited category) Other Practice Related Other learning activities or programs that relate to practice (e.g., marketing course, communications course, ergonomics in practice) may be eligible for hour-for-hour program credits to a maximum of 9 program credits in the relevant 3-year period. Program credit requests submitted under this category must be relevant to the General member's practice of dental hygiene. Documentation that supports how this learning activity is relevant to the General member's practice must be submitted with the request form. Documentation must include three specific, concrete examples of how learning will be used in the General member's practice and how it applies to continuing competence. Although CRDHA recognizes the value of extra-curricular activities and self-interest learning in maintaining life balance, such activities will not be considered for credit under the Continuing Competence Program.	8.1.4 (moved to unlimited category) Practice Related Activities Learning activities or programs that directly relate to practice may include, but is not limited to, activities related to: ○ client assessment ○ dental hygiene diagnosis ○ treatment planning ○ implementation ○ evaluation ○ health promotion ○ research ○ epidemiology, ○ communication (e.g.: client relations, conflict resolution) ○ ergonomics for dental professionals ○ occupational health and safety (e.g. bullying and harassment, hazardous materials, WHMIS ○ recordkeeping and documentation, ○ administration (e.g.: practice management) ○ dental-related technologies Program credit requests submitted 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.	• Moved based on registrant feedback. • Learning activities better meet criteria of unlimited category versus limited.

	9.2.5 Cardiopulmonary Resuscitation (CPR) As required by regulation, a General 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: • one- and two-person rescuer chest compressions for adults, children, and infants; • one- and two-person rescuer adult, child, and infant bag-valve mask technique and rescue breathing; • relief of choking in adults, children, and infants; • 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 annual certification qualifies for hour-for-hour credit to a maximum of 3 program credits. Maximum of 9 credits in the relevant 3-year period.	8.1.5 Cardiopulmonary 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: • one- and two-person rescuer chest compressions for adults, children, and infants; • one- and two-person rescuer adult, child, and infant bag-valve mask technique and rescue breathing; • relief of choking in adults, children, and infants; • 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.	• Removed credit limit to allow for unlimited program credits to be claimed in this category • Previous rule did not allow for hour-for-hour credit (maxed at 3), when courses tend to be 4 hours long
	9.1.5(a) for each article written and published in a peer-reviewed health or oral health scientific	8.1.7 (a) – changed maximum to 15 program credits	• Increased maximum program credits to reflect the amount of work required for research-based projects

	journal/publication: 10 program credits.		
	9.1.5(c) articles written and published in the CRDHA or other dental hygiene college/association publications: 3 program credits. (Please contact the College for specific submission requirements.)	8.1.7(c)- changed maximum to 10 program credits	• Increased maximum program credits to reflect the amount of work involved in writing an article
	9.1.6 Self-directed study	8.1.8 Removed reference to Appendix	• Move this into a policy (similar to study club policy)
	9.1.7(a)	8.1.9 (a) bolded "outside of their regular employment or contractual obligations"	• Bolded for emphasis
	9.2.6 CRDHA Jurisprudence Examination (in limited category)	8.1.10 Moved to unlimited category	• Better suited to this category as Jurisprudence is directly related to practice standards and code of ethics
	9.2.1 Presentations	8.2.1 Moved into unlimited category. Renamed "Developing and Delivering Educational Courses and Presentations". Combined with "Developing and Delivering Education Courses" subcategory.	• Combined these two subcategories because they were similar and overlapped in content and requirements. • Moved to unlimited because better suited to criteria in unlimited category.
	Not included in original CCP Rules	8.2.4 "Volunteering Will be considered hour for hour to a maximum of 7 program credits per 3-year reporting period. Any hours submitted for program credit cannot be claimed for practice hours."	• Consistent with other regulatory bodies (ADA+C/ SDHA) • Suggested feedback through CRDHA registrant survey
	Not included in original CCP Rules	8.2.5 "Mental Health and Wellness Activities Any activities specifically targeting mental health and wellness can be claimed for program credit (hour for hour). The submission of a self-reflection document is required to claim credit in this category. This reflection must relate the activity to the profession of dental hygiene.	• Mental health identified as risk factor in maintaining competency. Addressed in Occupational Health and Safety under psychological safety. • From Alberta Psychological Hazards in the Workplace: "Psychological health A state of well-being in which the individual realizes his or her own abilities, can cope with the normal stresses of life, can work productively and fruitfully, and is able to make a contribution to his or her

		Although CRDHA recognizes the value of extra-curricular activities and self-interest learning in maintaining life balance, such activities will not be considered for credit under the Continuing Competence Program."	community. Source: Assembling the Pieces Guidebook, Canadian Standards Association."
12 Appeals	12.1 Any regulated member who appeal the decision of the Competence Committee must submit a letter of the appeal to the Competence Committee within 30 days of the receipt of the Competence Committee's decision.	Any regulated member who appeal the decision of the Competence Committee must submit a letter of the appeal to the Competence Committee within 30 days of the receipt of the Competence Committee's decision.	• Competence Committee recommendation June 12, 2020 change to 60 days. • Council decision: maintain 30 days to ensure alignment with HPA appeal timelines.
Appendix A: Forms		Removed	• Unnecessary. Some forms no longer exist. Any reference to forms in the document has "(available online through CRDHA website)" added after.
Appendix B: Research Program Credits		Removed	• Would be better to separate from document and have as a policy
Appendix C: Directed Study/Mentoring Program Credits		Removed	• Would be better to separate from document and have as a policy