COLLEGE OF DENTAL ASSISTANTS OF
SASKATCHEWAN

Professional Development and Practice Hours

Important Information Regarding your 3-year Professional Development Cycle

If you were registered with CDAS prior to or within the February 1ˢᵗ, 2023- January 31ˢᵗ, 2024 licensing year, your currency requirements are due by: <u>December 15ᵗʰ, 2025</u> if you hold a full practice license

Currency Requirements

Q: What Are My Currency Requirements?

A: In addition to a valid CPR certificate, valid IPC certificate and valid Professional Liability Insurance (PLI) certificate, 36 Professional Development (PD) credits and 300 practice hours must be submitted every 3-year PD cycle, in the event of a license status change or your license lapsing.

Q: When am I required to submit my currency requirements?

A: By Dec. 15ᵗʰ of the 3rd licensing year of your 3-year PD cycle <u>or</u> in the event of a practice status change or your license lapsing.

Q: Who is required to submit their currency requirements by December 15th, 2025?

A: If you were registered with SDAA/CDAS before or within the licensing year of: February 1ˢᵗ, 2023- January 31ˢᵗ, 2024, your current PD cycle is: February 1ˢᵗ, 2023-January 31ˢᵗ 2026.
If this is your current PD cycle, you must submit your currency requirements to be eligible to renew for the February 1ˢᵗ, 2026- January 31ˢᵗ, 2027 licensing year,

Practice Hours

Regulated individuals must provide proof of their current practice, which entails actively participating in dental assisting for a minimum of 300 hours within their current 3-year PD cycle. It is required to submit these hours by December 15ᵗʰ of the 3rd licensing year of your 3- year PD cycle in order to renew your full practice license.

Q: How can I report my practice hours?

A: Your employer can fill out a Practice Hours Verification Form, detailing the dental assisting competencies completed and hours worked within your 3-year PD cycle.
You also have the option to submit a Record of Employment (ROE) or a T4 (with the SIN redacted) to prove your practice hours.

The practice hour requirement is for full practice and temporary restricted practice permits only. This does not apply to non-practice status.

In lieu of practice hours, regulated members may demonstrate current practice by meeting one of the following criteria:

- Graduating from a dental assisting program (or another oral health program) within the last three years.
- Completing a recognized Clinical Refresher Course within the last three years.
- Holding current practice rights as a dental assistant in a Canadian province where dental assisting is regulated.
- Possessing other qualifications that indicate current practice (substantial equivalence), such as completing the National Dental Assisting Examining Board Clinical Practice Evaluation within the last three years.

Q: If I have changed practice status within the last 3 years, and I have already confirmed my currency requirements (36 PD/CE credits and 300 practice hours) within the last 3 years, do I need to do this again?

A: NO - you are only required to meet the currency requirements ONCE within your 3 year PD cycle.

Q: How many practice hours are required, and how can I accumulate practice hours?

A: Registrants are required to participate in three hundred (300) practice hours every three-year cycle. Practice hours include:
- chairside practice
- dental office reception
- dental office administration
- dental assisting instruction
- volunteer hours include but are not limited to professional organizations such as the CDAS, NDAEB, CDAC, CDAA or any other volunteerism directly related to the dental field.
If you are unable to complete your practice hours from the options listed above, you have the options to submit additional PD/CE credits as practice hours.
1 PD/CE credit= 1 practice hour (this would be in addition to your required 36 PD/CE credits).

Q: Is the 300-hour practice hour requirement in the 3-year cycle, above and beyond normal employment?

A: No. The 300-hour practice requirement includes full-time/part-time regular employment hours. For context, a dental assistant who works full-time may work up to 2,000 hours per year or more. A dental assistant who works part-time may work around 1000 hours per year. The 300-hour practice requirement is to be completed over a 3-year cycle.

Q: I received training directly related to the dental field but was paid for the training, will I still be able to count those hours as practice hours?

A: Yes, provided the training requires a dental assisting background or is enhanced by it, (i.e., the training is related to the dental industry), the training hours will count towards the 300-hour practice hour requirement.

If the training/CE was completed during normal work hours and you are including those work hours already, you cannot count the hours twice.

Q: I volunteered in a community outreach program providing dental services, can I count those hours towards the 300-hour requirement?

A: Yes. Please complete the Practice Hours Verification Form and have the supervisor/DDS overseeing the program sign and attest to the hours completed. Retain the forms and be prepared to upload them into the CDAS portal, once the CDAS confirms the module is operational.

Q: I currently hold a full practice permit but plan on transitioning to a non-practice permit in the foreseeable future. Do I still need to complete the 300-hour requirement before the next renewal period, on February 1, 2026?

A: Yes. Any hours already accumulated from February 1, 2023, and onwards can be recorded on the Verification Form: Practice Hours. This form can be found in your CDAS Member Center under "Documents", search: Verification Practice Hours Form.

Q: When can I submit my practice hours for review?

A: You can upload your practice hours into your CDAS Member Center any time within your 3-year PD cycle. Please notify CDAS staff to review as we currently do not receive notification when registrants upload documents.

PLEASE RETAIN A COPY OF YOUR PRACTICE HOURS FOR YOUR OWN RECORDS

PROFESSIONAL DEVELOPMENT

Q: What are the current professional development (PD) requirements?

A: Registrants must acquire thirty-six (36) credit hours minimum over a three-year cycle to maintain a full practice license.
This includes a minimum of twenty (20) credit hours in **Dental Assisting Clinical Practice** and sixteen (16) credit hours or more in **Dental Assisting Non-Clinical.** Though there is a minimum amount of PD credits that you must upload in the Dental Assisting Clinical category, registrants are able to upload further Dental Assisting Clinical Practice PD credits in place of Dental Assisting Non-Clinical.

Q: Do these PD requirements apply to non-practice status registrants?

A: No – these ongoing PD requirements only apply to full practice and temporary restricted practice license categories.

Q: How do I upload my PD certificates?

A: Your PD certificates are to be uploaded in your CDAS Member Center under the "PD and Practice Hours" tile. Please notify CDAS staff to review your Professional Development once you have uploaded your certificates. Please ensure that all PD certificates are uploaded in PDF format. CDAS will not accept screenshots, photos or png/jpg format.*

Q: Can I email or fax in my PD credits to the CDAS office to be recorded?

A: Registrants are responsible for uploading their PD credits via the CDAS Member Center within 90 days of course completion. As always- **registrants should keep a copy of their PD in a file for their own use.** If you are having difficulty uploading your PD certificates, please contact CDAS staff via email: info@cdask.ca

Q: I have completed my 36 PD credits and I have completed additional PD. Am I able to upload these additional PD certificates to count towards my next 3-year PD cycle?

A: No. For PD certificates to be deemed acceptable, the PD course must be taken within the PD cycle you are submitting for.

Q: Can professional development from Council or Discipline Committee rulings be used towards the mandatory requirement?

A: No, professional development taken because of a Council or Discipline Committee ruling cannot be used towards the total number of credits necessary to satisfy the mandatory PD requirement.

Q: What if I face health challenges impacting my ability to pursue continuing education credits?

A: Registrants facing health challenges preventing them from pursuing credits for more than a cumulative six-month period during a three-year cycle may apply for a cycle extension. They must apply in writing to the registrar well in advance of the end of their three-year cycle.

Q: What is the requirement for infection control training?

A: Registrants must submit evidence of completing one approved infection prevention and control course annually. A list of approved IPC courses is listed on our website. IPC training offered by your employer will also meet this requirement if a letter signed by your employer confirms your participation. This form can be found on the CDAS website under "Continuing Competency":https://cdask.ca/continuing-competency/

Q: Is a CPR certificate mandatory, and how often should it be renewed?

A: Yes, a **current** cardiopulmonary resuscitation (CPR) certificate is mandatory. Courses range from one-year to three-year certifications. It is recommended that CPR C or BLS is completed, but basic CPR courses will be accepted. Eligibility for renewal and reinstatement is contingent upon holding a current CPR certificate that shows the certificate date is active.

Q: Can I take an online CPR course to meet the CPR requirement?

A: No - Approved CPR courses must include an in-person component. CPR courses that are provided entirely online are not acceptable.

Further questions? Please reach out to CDAS staff at: info@cdask.ca