

College of Dental Technologists of Alberta

Continuing Competence Audit Rule

1. Authority

This Rule is made pursuant to section 17(1)(f) of the Dental Technologists Professions Regulation, Alberta Regulation (243/2004) (the "Regulation") by the Council of the Dental Technologists of Alberta.

2. Method of Selection

Regulated Members will be audited according to the last digit of their registration number, chosen at random annually. Audits will be conducted to ensure compliance with continuing competence requirements in accordance with sections 15 to 18 of the Regulation.

3. Timing of Audits

Audits will be conducted annually, May through August, allowing Regulated Members being audited adequate time to comply prior to the renewal deadline for the following registration period.

4. Monitoring of Audits

The Registration, Education and Competence Committee ("the Committee") will be responsible for monitoring the results of the audits and recommend appropriate action as required to the Registrar to ensure compliance. Generic audit results will be included in the Annual Report to the Government of Alberta when they become available.

5. Compliance

Failure to submit documentation upon request will result in a referral to the Registrar for enforcement pursuant to the Regulation.

6. Remedial Action

The purpose of the remedial process is to ensure all Regulated Members comply with continuing competence requirements as required by the Regulation.

6.1 Audit submission deadline:

Notice of submission of evidence by the Regulated Member will be given 30 days prior to the audit date to allow the Regulated Member time to gather and submit all necessary documentation (first notice). All documentation must be forwarded to the Registrar and the Committee for review to verify its completeness and accuracy.

6.2 Submissions must include:

- I. Name of activity;
- II. Brief description of subject matter;
- III. Number of hours being claimed;
- IV. Date of event; and

V. Supporting documentation including receipts and relevant documents.

6.3 Failure to submit Evidence

- I. A Regulated Member who fails to submit evidence of continuing competence within the initial 30-day deadline will be subject to a \$50.00 fine and given notice to submit the evidence of compliance to the Registrar within 14 days (second notice).
- II. A Regulated Member who fails to comply after receiving the second notice will be subject to a \$100.00 fine and given a third and final notice and an additional 7 days to submit the evidence of compliance to the Registrar.
- III. Failure to comply with the third and final notice will result in the following:
 - Any Regulated Member that fails to submit evidence of continuing competence by the audit deadline to the Registrar will result in a Notice of Suspension by the Registrar; and
 - A Notice of Suspension will be given to the Regulated Member's employer.

6.4 Reinstatement

In order to be reinstated, a Regulated Member must submit all outstanding continuing competence audit requirements as determined by the Registrar and the Committee. Further, the Regulated Member will be required to meet all current requirements and pay any fines levied prior to being considered for reinstatement.