



College of  
Dental  
Technologists  
of Alberta

# Continuing Competence Program Manual

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## Purpose

The Health Professions Act (“the Act”) came into force in Alberta in 2001. The profession of Dental Technology was included in 2004 and the College of Dental Technologists of Alberta (CDTA) was established as the governing body for the profession of Dental Technology in the province of Alberta.

The CDTA is mandated through the *Act* to regulate Registered Dental Technologists (RDT’s) and Registered Dental Technicians (DT’s) in a manner that protects and serves the public interest.

As a part of this mandate, the *Act* requires regulators to establish and enforce a mandatory Continuing Competence Program. The CDTA is committed to empowering RDT’s and DT’s to maintain and enhance their competence as defined by the *Act*.

The *Act* defines competence as:

“the combined knowledge, skills, attitudes and judgment required to provide professional services.”

As a requirement for ongoing registration, RDT’s and DT’s must consistently maintain and enhance their competence in the profession of dental technology. RDT’s and DT’s are responsible to self-identify areas of their own practice that require improvement. The Continuing Competence program is essential to meeting the challenges that result from evolving practice environments, technologies, and patient needs.

The goal of the Continuing Competence Program is to:

- promote continuing competence and continuing quality improvement among regulated members;
- address changes in practice environments and advances in technology;

- incorporate standards of practice, changes made to entry to practice competencies and other relevant issues identified by the CDTA Council;
- ensure that RDTs and DTs meet new standards that result from innovation, technological advancement and changes in the profession over time; and
- empower RDTs and DTs to strive for continuous self-improvement.

This guide provides an overview of the Continuing Competence Program. It is the responsibility of each regulated member to become familiar with the program and to participate in it.

## Continuing Competence Program Rules

All regulated members on the general register are required to complete 24 continuing competence hours every 24-months. Credits are awarded on an hour-for-hour basis unless otherwise indicated.

Regulated members have the flexibility to acquire continuing competence credits that relate to their practice as defined by the [National Essential Competencies for Dental Technology Practice in Canada](#)<sup>1</sup>.

### *Core Competency Units:*

- Foundational Knowledge
- Environmental Safety and use of Laboratory Equipment
- Design, fabrication, and repair of dental technology prostheses and appliances
- Accountability and professionalism.

### *Functional Competency Units:*

- Patient Care
- Leadership, Business Management and Administration
- Oral and Maxillofacial Surgery and Complex Orthodontics

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<sup>1</sup>[https://cdta.ca/sites/default/files/national\\_essential\\_competencies\\_for\\_dental\\_technology\\_practice\\_in\\_canada- final.pdf](https://cdta.ca/sites/default/files/national_essential_competencies_for_dental_technology_practice_in_canada- final.pdf)

## Cycle

All regulated members on the general register are required to complete 24 continuing competence hours every 24-months.

The CDTA Continuing Competency Program year is **October 1 to September 31**. Continuing Competency program activities must be completed during the program year period, October 1 to September 31.

The program cycle enables regulated members to meet continuing competence requirements prior to the practice permit renewal deadline.

The cycle for initial registration will begin January 1, immediately following initial registration.

**For active regulated members, the new continuing competence cycle will begin on October 1, 2023.**

## Reporting Requirements

Regulated members must report program credits into the CDTA database through the member portal on the College's website within 90 days of completion of a learning activity.

It is the responsibility of the regulated member to ensure accuracy of the information they provide. Providing false or misleading information may be considered unprofessional conduct and be referred to the Complaints Director as a complaint under Part 4 of the Act.

Regulated members must retain a personal record of program credits and all relevant supporting documentation related to reported learning activities member for a minimum of 5-years.

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

- independent learning record (see Appendix A);
- copy of certificate of completion;
- copy of certificate of completion of the course examination;
- copy of registration receipts, course schedule and outline of course content;
- copy of article, published by the regulated member, in its published format;

### ***Continuing Competence Records***

Regulated Members can upload proof of program credits as follows:

Step 1: log on to [www.cdta.ca](http://www.cdta.ca)

Step 2: In the top righthand corner of the screen click on:

“ Hello DT \_ \_ \_ \_ ”

Step 3: Click on “My CDTA CE Documents”

Step 4: Upload CE certificate: **SAVE**

## **Audit**

A percentage of regulated members will be randomly selected annually for review of their continuing competence records. Regulated members may also be selected for a targeted audit based on late or incomplete prior submissions. An initial review is conducted by the College’s staff. Additional documentation regarding the professional development activities of a regulated member may be requested after the initial review.

This additional information may be referred by staff to the Competence Committee for a more comprehensive review as required.

Documentation that is deemed to be insufficient or unclear will be identified for remediation.

*Providing false or misleading information in connection with the continuing competence program may constitute unprofessional conduct under the Act.*

*If there is reason to believe that a regulated member has provided false or misleading information, the matter may be referred to the Complaints Director to be handled as a complaint under Part 4 of the Act.*

[Review the continuing competence audit rules for more information.](#)

## **Failure to Meet Requirements**

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

## **Appeals**

A regulated member who wishes to appeal the decision of the Registrar or Competence Committee must submit a letter of appeal to the Competence Committee within 30 days of the receipt of a decision.

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. Appeal decisions of the Competence Committee are final.

# Program Credit Guide

## 1) Academic Learning

- This includes online learning programs with exams, workshops, vendor training, employer training and other formal academic courses.
- You must provide evidence of completion that includes total credits/hours.
- You must not only complete, but pass the referenced course.
- Supporting Documentation may include:
  - Official Transcripts
  - Certificate of Attendance
  - Certificate of Completion
  - Copy of registration receipts, course schedule and outline of course content;

## 2) Credits Awarded for Academic Learning

Program credits are granted according to recommendations made by the course provider, or with consideration given to the length of time required to complete the course materials and to take any applicable examination.

## 3) Self-Directed/Independent Study

Self-Directed/Independent learning activities may include but are not limited to:

- independent study programs;
- collaboration with colleagues, co-workers, and/or other healthcare professionals;
- completing research, writing papers, and/or giving presentations;
- informal learning such as reading, webinars, watching videos, listening to podcasts, and learning from work processes.

- supervising a practicum student, acting as an examiner or exam invigilator. Credits for supervisors and examiners are awarded as follows:

Activity	Supporting Documentation	Credits Awarded		
		1	3	6
Examiner/Invigilator	letter of confirmation	up to 4 hours	4-8 hours	8 + Hours
Regulated Supervisor (practicum)	completed practicum study guide			✓

- participation on the Council or a Committee. Credits for participation on the Council or a Committee are awarded as follows:

Activity	Supporting Documentation	Credits Awarded		
		1	3	6
Council Meeting	Copy of Minutes	up to 6 hours	6-12 hours	12 + hours
Committee Meeting	Copy of Minutes	up to 6 hours	6-12 hours	12 + hours

#### 4) Learning records for Self-Directed Study

To be awarded credits for self-directed study, regulated members must complete an Independent Learning Record (*Appendix A*). An Independent Learning Record must be completed for each self-directed/independent learning activity.

On the learning record, you will record:

- the title of the learning activity,
- the date the learning activity took place,
- the web address/text/page numbers or other applicable documentation,
- the length of the learning activity and number of credits that you are claiming,
- the type of learning activity (e.g., group program, workshop, self-study, etc.),
- whether you acquired new knowledge of skills or confirmed that your knowledge or skills are current,
- the key elements that you learned, and
- the impact that the learning will have on your practice. Your learning records should be legible and complete, contain answers that correspond to the questions asked, and be completed only by yourself. Responses to the questions must not be copied from, or shared with, other regulated members.

## **5) Credits Awarded for Self-Directed/Independent**

The Registrar and/or the Competence Committee has the authority to approve the number and category of credits awarded for any self-directed/independent learning activity.

## Continuing Competence Independent Learning Record College of Dental Technologists of Alberta

Name of Regulated Member:	
CDTA Registration #:	
Course Name:	
Type of Learning Activity:	
Length of Activity/ Number of Credits:	
Date Completed:	
Other Information (web address/text/page numbers):	

1. Identify one specific example of what you have learned by completing the learning activity.

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Appendix A

2. Provide a tangible example of how you can apply what you learned and how the learning activity will be a benefit to your practice.

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3. Identify a challenge or challenges that you may face in applying your new knowledge to your practice and how do you plan to overcoming those challenge(s).

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## Continuing Competence Audit Rules

### 1) *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 program.

### 2) *Communication*

All communication regarding the audit will be done by E-Communications. Regulated members are responsible to ensure the College is notified immediately of any changes in contact information, including email address.

### 3) *Audit submissions*

**Regulated Member's must report program credits into the CDTA database through the member portal on the College's website within 90 days of completion of a learning activity.**

If a member is selected for audit and program credits have not been reported in the member portal, the Registrar will notify the regulated member as follows:

#### First Notice

- A request to submit evidence will be provided to the Regulated Member at their last known email address. The regulated member will be given 30 days to gather and submit all necessary documentation.

## Appendix B

- 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.

### Second Notice

- A second notice to submit the evidence of compliance will be sent to the regulated member at their last known email address.
- The regulated member will be given 14 additional days to gather and submit all necessary documentation.
- A Regulated Member who fails to comply after receiving the second notice will be subject to a \$100.00 fine.

### Third (Final) Notice

- A third and final notice to submit the evidence of compliance will be sent to the regulated member at their last known email address.
- The regulated member will be given 7 additional days to gather and submit all necessary documentation.

*All documentation must be submitted through the member portal on the College's website. Documentation will be reviewed by the Registrar and/or the Competence Committee to verify its completeness and accuracy.*

## 4) Failure to submit Evidence

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 the immediate suspension of the practice permit and registration; and

- A copy of the notice of suspension will be given to your employer.

## 5) *Outcomes*

There are four possible outcomes to the audit:

- **Outcome 1** – The regulated member has met the audit requirements.
  - The regulated member will be notified that you were audited and that the audit was satisfactory.
- **Outcome 2** – The regulated member did not meet the audit requirements, but the deficiency was minor in nature.
  - The regulated member will be notified that your audit was unsatisfactory. You will be provided with feedback on how to remediate the audit results prior to the next renewal period. Your continuing competence record will be referred to audit the following year.
- **Outcome 3** – The regulated member did not meet the audit requirements and had significant gaps, errors, or omissions.
  - The regulated will be notified that your audit was unsatisfactory. The regulated member did not meet the established standard and the deficiency was more serious. The regulated member will be referred to the competence committee to determine further action.
- **Outcome 4** – The regulated member did not respond to request to submit evidence.
  - Immediate suspension of the practice permit and registration;
  - The practice permit will not be eligible for renewal;

- A copy of the notice of suspension will be given to the regulated members employer.

## 6) *Reinstatement*

To apply for reinstatement, a Regulated Member must submit all outstanding continuing competence audit requirements as determined by the Registrar and/or the Competence Committee. Further, the Regulated Member will be required to pay all outstanding fines, fees or levies.