

## Continuing competency requirements guide for dentists in Yukon

Yukon's *Dental Profession Act* requires dentists to keep their knowledge and skills up-to-date through continuing competency requirements. These regulations also require licence applicants to provide proof every year that they have met the requirements.

This guide explains:

- what continuing competency hours are required;
- how to claim and prove your hours;
- answers to FAQs; and
- acceptable and unacceptable continuing education hours and documentation.

### Overview: what is required

You must demonstrate you have completed the following in the three years immediately before your application.

- At least 300 professional practice hours.
- At least 60 hours of continuing professional education.

### How to claim and prove your hours

You must complete the necessary forms and provide supporting documentation where required, showing that you have met the continuing competency requirements listed above.

You can claim continuing education and professional practice hours going back three years. But you only need to go back as far as necessary to prove you have met the continuing competency requirements. For example, if you are applying for the 2019 licence year and completed 300 professional practice hours in 2018 you only need to provide a form for 2018.

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### Claiming and proving professional practice hours

- If you are employed by a clinic, fill out one [verification of employment for health professionals form](#) per employer.
- Work with your employer to complete this form.
- If you are self-employed, use the [self-employment form](#).
- If you are self-employed, be sure to keep all documentation that will prove your hours of practice. You do not have to provide proof with your application, but the registrar may ask for it at a later date.
- We will not accept other documents to validate your professional practice hours.
- Important: Once you have claimed the minimum 300 professional practice hours, you do not have to submit any more hours.

### Claiming and proving continuing education hours

- Fill out one [annual continuing education form](#) per year you are claiming hours in.
- Begin with the most recent year and then submit one form per year until you have reached the minimum hours required. For example, if you are applying for the 2019 licensing year and completed 30 education hours in 2018 and 30 hours in 2017 and have provided all the necessary documentation, you have met the minimum 60 hours required and do not need to submit forms for 2016.
- You do not need to provide every course you have ever taken. We just need a minimum of 60 hours of appropriately documented continuing education activities over three years.
- For any education you have completed that is more than four hours, list it on the annual continuing education form and provide supporting documentation.
- You can also list continuing education you have completed that is less than four hours on your forms. Anything under four hours does not require supporting documentation.
- Continuing education hours you submit for the first time in the 2019 licensing year and going forward must meet the new acceptable criteria outlined in this document.
- Any continuing education activities you submitted in 2018 or previous years that were accepted by PLRA continue to be acceptable. However, if you have not provided supporting documentation for hours you claimed in previous years, you must provide it this year. This will help us build your record of approved continuing education activities. Please see the guidance provided in this document as to what constitutes acceptable supporting documentation.

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- If a course is not obviously related to your profession, be sure to fill in the last page of the annual continuing education form. This allows you to explain how the course is used in your practice. If you do not do this, the licensing officer may flag your file for review.

## FAQs

### 1. Why the new continuing education requirement?

The requirement for continuing education is not new – licensees have always been required to complete continuing education requirements as a condition of ongoing licensure. We are now requesting this proof as part of the renewal application process.

### 2. This is the first year PLRA has asked dentists to provide documentation. I am not sure I can get this all together for this year's deadline. What should I do?

We understand this is a new requirement and that some applicants may face challenges getting the supporting documentation together this year. However, as completing this information will be mandatory beginning with the 2020 licence renewal cycle, you should complete the required forms as requested and provide what documentation you have. This will accomplish a few things:

- it will familiarize you with the process and forms that will become mandatory in 2020;
- it will allow you to determine what supporting documentation you might need to find; and
- it will allow PLRA to build your record of approved continuing education activities so that in future years you will only need to provide documentation for the most recent year.

If you are unable to provide the required documentation for your mandatory continuing education hours, fill out a [continuing competency exemption request form](#). Please identify any continuing education you have completed that you cannot document, and the reasons why. If you are unable to meet your continuing education requirements, please also fill out this form and include any extenuating circumstances that may have affected your ability to complete the required number of continuing education hours. We may not be able to approve such a request, but this will allow us to consider your circumstances fully.

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**3. What if I am a new graduate and can't meet my continuing competence requirements?**

If you are a new graduate, holding a full licence for less than two or three years, and you have not been able to complete the full 60 hours of continuing education or 300 professional practice hours, you may complete and submit the [continuing competency exemption request form](#) with your other continuing competence proof.

**4. How do I provide proof of hours for an online course?**

If the course is more than four hours you require proof of completion, date of completion and hours. If the online course certificate or completion email does not include the number of hours there are three options.

- Look at the course description. If the hours are listed there, then you can submit a printout of that page with your certificate.
- If the hours are not available, and your supervisor/instructor/manager (if applicable) is familiar with the course, then you may fill out the [verification of completed continuing education form](#).
- If the hours are not available in any way, then you can claim one hour per module. So if it was a six-module course, you list six hours for the course. Please make a note under the description column of the [annual continuing education form](#). The description should include the name of the course and the number of modules. Note: The licensing officer may search the course to confirm the number of modules.

**5. Are podcasts, self-learning and study clubs, valid forms of continuing education?**

Yes, podcasts, self-learning and study clubs are valid forms of continuing education. If you are going to use them please provide the following under “description” on the [annual continuing education form](#).

- Title and subject of the reading, podcast or study club.
- Length of the session. For podcasts please list the number of episodes and the approximate length of each. Example: “Six episodes at one hour each. Total of six hours.”

Because it can be difficult to verify hours for this type of education, we may request additional details or information.

**6. This seems like a lot of work. Will renewing my licence be this complicated in future licensing years?**

As these documentation requirements are new for the 2019 transition year, we understand that fulfilling them may be challenging for some applicants, and are committed to working with you to ensure that the new requirements are clear and that relevant documentation you have already submitted is considered. This year, we will provide all applicants with a summary of professional practice and continuing education hours we have accepted or rejected, and for those with an approved exemption, we will advise how many continuing education hours they will need to submit proof of in order to be licensed next year.

Going forward, you will only need to submit professional practice and continuing education hours for the year immediately previous. We will keep previously approved hours and supporting documentation on file.

Beyond this licensing year, requests for exemptions will need a strong rationale to be considered.

## **Continuing professional education hours (CE) – criteria**

“Continuing professional development education” means those self-learning programs, lectures, seminars, study clubs or courses approved by the registrar (*Dental Profession Regulation section 2*).

Your continuing education hours completed in 2018 and subsequent years must meet the acceptable criteria listed below. The lists below are not exhaustive.

### **Acceptable CE activities (30 minute minimum)**

Acceptable activities must be related to the practice of dentistry. If they are not, then you must clearly justify why on the annual continuing education form.

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> In-service education/training                        | <input checked="" type="checkbox"/> Distance education                                   |
| <input checked="" type="checkbox"/> Formal continuing education courses                  | <input checked="" type="checkbox"/> Undertaking research and presenting research results |
| <input checked="" type="checkbox"/> Courses leading to a degree or diploma (1cr = 15hrs) | <input checked="" type="checkbox"/> Relevant certificate courses                         |
| <input checked="" type="checkbox"/> Lectures, seminars and workshops                     | <input checked="" type="checkbox"/> Technical training                                   |
| <input checked="" type="checkbox"/> Conferences  | <input checked="" type="checkbox"/> Self-learning and study clubs                        |

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## Unacceptable CE activities

If you would like PLRA to consider an activity listed below towards your continuing education hours, you must clearly justify this on the annual continuing education form.

- Orientation of new staff/staff training
- Personal growth courses (e.g. yoga, motivational, and self-improvement retreats)
- Observation/buddy experience with other healthcare professionals
- Courses under 30 minutes in duration
- Courses leading to your initial degree for dental practice
- Participation in committee work

## Acceptable supporting documentation

You must provide one of the following to support any claim of continuing education more than four hours long.

- Training certificate.
- [Verification of completed continuing education form](#) filled out by manager or course provider.
- University or college transcript.
- Combination of above documents to demonstrate all four elements (see right).
- Continuing education transcript from a dental regulator in another jurisdiction that verifies continuing education (such as British Columbia).

Documentation for each CE activity must contain 4 key elements:

1. Your name;
2. Proof of completion;
3. Date of completion; and
4. Hours involved

## Unacceptable supporting documentation

We will not accept the following documentation as proof of continuing education hours.

- Course schedule/syllabus, conference schedule without proof of attendance/completion.
- Certificates/documents with date/hours handwritten by applicant.
- Emails or letters from the course provider.

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