

# PEIDC

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Prince Edward Island  
Dental College

## Continuing Competence Program Guidelines

Approved by the PEI Dental College 29 October 2025

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## PREAMBLE

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The Prince Edward Island Dental College (PEIDC) oversees the practices of dentistry and dental assisting in the province. The role<sup>1</sup> of the PEIDC is to:

- protect the public from harm;
- serve and promote the public interest;
- preserve the integrity of the professions of dentistry and dental assisting, subject to the public interest; and
- maintain the public confidence in the ability of the PEIDC to regulate dentistry and dental assisting.

One of the ways the PEIDC fulfills its role is through quality assurance measures such as the Continuing Competence Program (CCP) for dentists.

### Continuing Competence

There are many ways dentists can maintain their continuing competence. All registrants must keep their knowledge up to date and maintain competence in their practices throughout their careers.

In addition to this, dentists are required to engage in formalized experiences to maintain continuing competence. This can include courses, study groups, committee involvement, and various other experiences.

### Three-Year CCP Cycles

The first cycle under the current CCP began on 1 April 2025 and runs until 31 March 2028. The new three-year cycle begins on 1 April 2028, and so on.

Dentists must obtain  
a minimum of 90 continuing competence credits  
in each 3-year cycle

### **Dentists must record their continuing competence experiences within their online account.**

For dentists who register for the first time during a cycle, the renewal requirement at the end of the cycle's third year will be prorated within the online system according to the time of registration.

### Audits

The college registrar may check individual CCP entries in your online account from time to time. Periodically, the college will perform a random audit of registrants' continuing competence. **In addition to keeping records in your online account, please keep any documentation related to your learning experiences in your personal records for at least a year after a completed CCP cycle, in case you are selected for an audit and additional verification is needed.**

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<sup>1</sup> In accordance with Section 4(2) of the [Regulated Health Professions Act \(RHPA\)](#)

## CATEGORIES OF CONTINUING COMPETENCE EXPERIENCES

Continuing competence experiences that qualify for CCP credits under this program fall into three categories. Minimum and maximum requirements depend on the category and experience type.

Category	General Description	Minimum and Maximum Credits
<b>Category 1</b>	<p>Category 1 continuing competence experiences are COURSES on scientific or clinical subjects.</p> <p>The courses must be delivered by an approved sponsor, as outlined in Appendix B.</p> <p>They may be either in person or online.</p> <p>These courses or their educational equivalents must have significant intellectual or practical content directly related to the practice of dentistry.</p> <p>Courses on ethics and WHMIS qualify in Category 1.</p>	<p>Dentists are required to complete a minimum of 30 credits in Category 1 per cycle.</p> <p>If they wish, dentists may fulfill their continuing competence cycle requirement with only Category 1 experiences.</p>
<b>Category 2</b>	<p>Category 2 experiences are NOT COURSES, but pertain to scientific or clinical subjects.</p> <p>Like Category 1 experiences, they must have significant intellectual or practical content directly related to the practice of dentistry.</p>	<p>There is no minimum requirement for Category 2 experiences. In other words, dentists do not need to have any Category 2 experiences unless they choose to.</p> <p>Dentists may claim up to 60 credits in Category 2 (subject to the guidelines that follow).</p>
<b>Category 3</b>	<p>Category 3 experiences are NOT SCIENTIFIC OR CLINICAL.</p> <p>They are meant to encourage a dentist's professional responsibility and ethical obligations.</p>	<p>There is no minimum requirement for Category 3 experiences. In other words, dentists do not need to have any Category 3 experiences unless they choose to.</p> <p>Dentists may claim up to 30 credits in Category 3 (subject to the guidelines that follow).</p>

## CATEGORY 1 EXPERIENCES

- A minimum of 30 Category 1 credits is required for dentists in each cycle.
- The **GREEN TEXT** tells you what to record in your online account for each experience.

Type of Experience	Description / Criteria	Credits / Limits / Recording tip
a) In-person lecture on scientific or clinical topics	These lectures or their educational equivalents must have significant intellectual or practical content directly related to the practice of dentistry.	1 hour of lecture = 1 CCP credit <b>1 RECORD PER LECTURE:</b> <b>TOTAL HOURS OF ATTENDANCE</b>
b) Hands-on course on scientific or clinical topics	The same criteria set out in Category 1a) apply.	1 hour of hands-on course = 2 CCP credits <b>1 RECORD PER COURSE:</b> <b>TOTAL HOURS OF ATTENDANCE</b>
c) Hybrid lecture / hands-on course on scientific or clinical topics	The same criteria set out in Category 1a) apply.	1 hour of lecture/course = 1 CCP credit 1 hour of hands-on experience = 2 CCP credits <b>2 SEPARATE RECORDS PER LECTURE/COURSE:</b> <b>TOTAL HOURS OF ATTENDANCE FOR EACH PART</b>
d) BLS/CPR/ACLS/PALS	To be approved for credit, courses must be in-person. Credit can be claimed in successive years of a registrant's cycle.	1 hour = 1 CCP credit maximum of 12 credits per cycle <b>1 RECORD PER COURSE:</b> <b>TOTAL HOURS OF ATTENDANCE</b>
e) Live webinar on scientific or clinical topics	The same criteria set out in Category 1a) apply.	1 hour = 1 CCP credit <b>1 RECORD PER WEBINAR:</b> <b>TOTAL HOURS OF ATTENDANCE</b>
f) Online asynchronous ("on demand") lecture on scientific or clinical topics	The same criteria set out in Category 1a) apply.	1 hour = 1 CCP credit <b>1 RECORD PER LECTURE:</b> <b>TOTAL HOURS OF ATTENDANCE</b>
g) Management of medical emergencies in the dental office	This is a <b>mandatory requirement</b> once per 3-year cycle. The course may be in-person or online and must be a minimum of 3 hours in duration.  The course must cover all the topics outlined in Appendix C.	1 hour = 1 CCP credit <i>regardless of whether there is a hands-on component</i> <b>1 RECORD PER COURSE:</b> <b>TOTAL HOURS OF ATTENDANCE</b>

## CATEGORY 2 EXPERIENCES

- A maximum of 60 Category 2 credits may be claimed by dentists in each cycle.
- The **GREEN TEXT** tells you what to record in your online account for each experience.

Type of Experience	Description / Criteria	Credits / Limits / Recording tip
a) Faculty position	Credit will be awarded for a full-time or part-time faculty position (lecture or clinician) with direct student contact.	7 hours = 1 CCP credit maximum of 20 credits per registration year <b>1 RECORD PER YEAR: TOTAL HOURS WORKED</b>
b) Table clinics		1 hour = 1 CCP credit maximum of 3 credits per registration year <b>1 RECORD PER CLINIC: TOTAL HOURS OF ATTENDANCE</b>
c) Attendance at an approved study club/small group learning	Refers to study clubs described below and pre-approved by the college. Study clubs and other forms of peer-to-peer learning are encouraged.	1 meeting = 1 CCP credit <i>regardless of the number of hours entered</i> maximum of 7 credits per registration year <b>1 RECORD PER REGISTRATION YEAR: TOTAL HOURS OF ATTENDANCE</b>
d) Learning contract/ peer-to-peer support/ mentorship	A learning contract can consist of various learning activities, e.g., literature review, clinical practice, internship, etc., designed to meet a specific learning objective. A formalized learning contract must exist between a mentor and one or more individuals, which is <b>subject to approval by the registrar/council for the PEIDC</b> .	1 hour = 1 CCP credit <i>The total allowed number of credits will be based on the recommendation of the mentor as the reasonable amount of time necessary to learn the material.</i> <b>1 RECORD PER AGREEMENT: CLAIMABLE NUMBER OF HOURS AS DETERMINED BY THE REGISTRAR</b>
e) Volunteering/ Philanthropic	Credit will be awarded for volunteering in: <ul style="list-style-type: none"> <li>• clinical dentistry (e.g., on a dental "mission" or in a pro bono clinic for low-income persons).</li> <li>• public outreach regarding oral health (e.g., presentation at a school, service organization).</li> <li>• raising awareness of the profession (e.g., career day at a high school).</li> </ul>	1 hour = 1 CCP credit maximum of 25 credits per cycle <i>Verification of the volunteering must be provided by the organizing body.</i> <b>1 RECORD PER VOLUNTEERING ENGAGEMENT: TOTAL HOURS OF WORK</b>
f) Examining bodies	Credit will be given for work as an examiner for a national examining body for dentistry, for participation in examination development or evaluation	1 hour = 1 CCP credit maximum of 20 credits per registration year <b>1 RECORD PER OCCURRENCE: TOTAL HOURS OF PARTICIPATION</b>

## CATEGORY 3 EXPERIENCES

- A maximum of 30 Category 3 credits may be claimed by dentists in each cycle.
- The **GREEN TEXT** tells you what to record in your online account for each experience.

Type of Experience	Description / Criteria	Credits / Limits / Recording tip
a) Course on practice management	Credit will be awarded for attendance at a course or session pertaining to practice management.	1 hour = 1 CCP credit <b>1 RECORD PER COURSE: TOTAL HOURS OF ATTENDANCE</b>
b) Attendance at a meeting	Credit will be awarded for participation or attendance at meetings of dental: <ul style="list-style-type: none"> <li>• committees,</li> <li>• regulatory bodies,</li> <li>• societies, and</li> <li>• professional associations.</li> </ul> The organizations may be local, provincial, national or international. <i>Verification of attendance may be in the form of an agenda or other document (redacted as needed) indicating the registrant's presence.</i>	1 hour = 1 CCP credit maximum of 5 credits per meeting <b>1 RECORD PER MEETING: TOTAL HOURS OF ATTENDANCE</b>  PLUS <b>1 RECORD PER INDIVIDUAL EXPERIENCE WITHIN THE MEETING IN THE APPROPRIATE CATEGORY FOLLOWING RELEVANT INSTRUCTIONS</b>
c) Attendance at a convention or conference	Credit will be awarded for attendance at a dental conference or multidisciplinary health conference up to 5 credit hours per conference.  With verification, additional credits may be awarded for individual experiences (e.g., lectures) as part of the conference. In such cases, experiences falling under a single category can be input as a single entry.  It is the registrant's responsibility to group experiences into proper categories for credit to be awarded.	1 conference/convention = 5 CCP credits <i>whether it is a single-day or multi-day conference</i> <b>1 RECORD PER CONFERENCE: TOTAL HOURS OF ATTENDANCE</b>  PLUS <b>1 RECORD PER INDIVIDUAL EXPERIENCE WITHIN THE CONFERENCE IN THE APPROPRIATE CATEGORY FOLLOWING RELEVANT INSTRUCTIONS</b>
d) Personal development course	Credit will be awarded for attendance at a course for personal development, directly of benefit to the practice of dentistry	1 hour = 1 CCP credit maximum of 5 credits per course <b>1 RECORD PER COURSE: TOTAL HOURS OF ATTENDANCE</b>
e) Periodicals, journals, newsletters, and self-study programs	Credit will be awarded for studying from literature without independently graded assessments	1 publication = 1 CCP credit maximum of 2 credits per registration year <i>no supporting document needed</i> <b>1 RECORD PER PUBLICATION: TOTAL HOURS SPENT</b>
f) Mental health and wellness	Credit will be awarded for attendance at a course or session pertaining to mental health and wellness.	1 hour = 1 CCP credit maximum of 5 credits per event <b>1 RECORD PER COURSE OR SESSION: TOTAL HOURS OF ATTENDANCE</b>

Type of Experience	Description / Criteria	Credits / Limits / Recording tip
g) Equity, diversity, inclusion, and reconciliation	Credit will be awarded for attendance at a course or session pertaining to equity, diversity, inclusion, and reconciliation.	1 hour = 1 CCP credit maximum of 5 credits per event <b>1 RECORD PER COURSE OR SESSION: TOTAL HOURS OF ATTENDANCE</b>
h) Sexual misconduct or gender-based / intimate-partner violence	Credit will be awarded for attendance at a course or session pertaining to sexual misconduct or gender-based / intimate-partner violence.	1 hour = 1 CCP credit maximum of 5 credits per event <b>1 RECORD PER COURSE OR SESSION: TOTAL HOURS OF ATTENDANCE</b>

## STUDY CLUBS

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A registrant attending a study club activity will receive credit in Category 2.

- 1 credit per meeting to a maximum of 7 credits per year

Study clubs must be registered and approved by the registrar. Registrants wishing to have a study club approved must submit the following information in writing:

1. The name of the study club
2. The subject (which can be specific to dentistry or of general interest pertaining to dentistry)
3. Membership information, including
  - the names of the members, of which there must be a minimum of 5 and who all must be licensed healthcare professionals,
  - the name of the chair, and
  - the practice addresses of all members, including the chair.

## APPENDIX A – GENERAL GUIDELINES

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1. Continuing competence cycles will be **three years in length, beginning on April 1 of the first year of the cycle, starting with April 1, 2025.**
2. All registrants will be on the same continuing competence program three-year cycle. For any new registrants, the program requirements at the end of the cycle will be prorated based on the time of their registration. All new registrants can claim credits for all qualifying continuing competence experiences from the moment of their registration.
3. **Recording and verification of continuing competence experiences are the responsibility of the registrant.**
4. All licensed registrants are required to record their continuing dental education experiences and upload supporting/verification documents in their online account on an ongoing basis. **Registrants must also retain their own copies of verification for one year following the cycle completion.** Verification documentation must be made available if requested by the PEI Dental College and/or in response to an audit.
5. Credits obtained before the commencement of a three-year cycle **do not count** toward necessary credits for that cycle, except for new registrants.
6. Surplus credits accumulated in a three-year cycle **cannot be carried forward** to the subsequent cycle.
7. Continuing education required to be taken as a result of a regulatory process (e.g., complaints, professional conduct) **cannot be used** towards the total number of credits necessary to satisfy the continuing competence requirements.
8. Falsification of any information will be considered professional misconduct.
9. There will be no prior approval of courses (other than what is implicit in the guidelines).  
Any credits recorded in a registrant's account for experiences that do not fit the guidelines criteria may be deducted from the total number of credits entered during the CCP cycle as part of an audit.
10. Registrants or groups of registrants who wish to provide dentistry-related courses outside the context of an approved study club must do so through an approved sponsor.
11. The registrar/council is given the authority to approve or disapprove credits for courses or equivalents that it considers to be of questionable content to the practice of dentistry.
12. A registrant who is not renewing their license for the coming year due to health reasons, moving away from the province, etc., must inform the registrar in writing. The registrant's three-year cycle will be maintained and the requirements prorated.

Should such a registrant have their license reinstated at a future point following the continuing competence cycle in which they relinquished their license, they will become subject to the current cycle. Their continuing competence requirements will be prorated according to the time remaining in their cycle at that time.

Despite the proration of requirements, a course on the Management of Medical Emergencies in the Dental Office will still be mandatory once per continuing competence cycle.

A registrant who is dissatisfied with the decision of the registrar regarding the proration of their continuing competence cycle may appeal the registrar's decision to the PEI Dental College council within 30 days of receiving the decision.

13. A registrant who is removed from the register for late payment of fees or as a result of disciplinary process does not begin a new cycle upon reinstatement. The original three-year cycle remains in effect.
14. A registrant who, for health reasons, is unable to pursue continuing education credits for more than a cumulative six-month period during a three-year cycle will be eligible to apply to the registrar to have their continuing competence requirements for the current cycle modified. It is the responsibility of the licensee to apply in writing to the registrar for the proration as soon as possible before the completion of the current three-year cycle. Supporting documentation is to be submitted if requested.

A registrant who is dissatisfied with the decision of the registrar regarding the proration of their continuing competence cycle may appeal the registrar's decision to the PEI Dental College council within 30 days of receiving the decision.

15. Any licensed registrant who is audited and found not to have completed the minimum requirements set out in this document will be **ineligible for license renewal** until they have obtained the required credit hours to meet the requirements of this program.

In this situation, any credits obtained to fulfill the requirements for a previous cycle cannot be used to fulfill the requirements for the current cycle.

16. A registrant who is in dispute with the PEI Dental College regarding the continuing competence credits recorded for them may appeal the matter to the PEIDC council and the finding of the council will be final and binding.

## APPENDIX B – APPROVED SPONSORS

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A course or its equivalent delivered by one of the following types of sponsors would likely qualify for credit in Category 1 (assuming all other criteria for the category are met):

- a. Accredited oral health education programs at post-secondary institutions
- b. Provincial, state, and national professional associations for oral health professions
- c. Regional societies for oral health professions
- d. Federal government health agencies, including the Canadian Armed Forces
- e. Governmental departments of health or public health
- f. Hospitals accredited by Accreditation Canada
- g. National and international oral health organizations recognized by the Canadian or American Dental and Dental Assisting Associations
- h. A dental industry organization delivering a dentistry-related course
- i. A health organization not related to dentistry delivering a dentistry-related course

## APPENDIX C – MANAGEMENT OF MEDICAL EMERGENCIES

All registrants are required to complete a course on the Management of Medical Emergencies in the Dental Office at least once per cycle.

The course may be in-person or online and must be a minimum of 3 hours in duration.

If the course is online and asynchronous (i.e., "on-demand", not live), course verification must indicate the successful completion of a post-course quiz/examination.

### Credit Awarded

1 credit will be awarded for each hour of the course, regardless of whether there is a hands-on component.

An inexhaustive list of course providers can be found on the [NSRDDA website](#).

Acceptable courses must cover all the following topics:
a. Basic Physiology
b. Emergency Preparedness
c. Equipment and Supplies
d. Vasovagal Syncope (Loss of Consciousness)
e. Acute Coronary Syndrome / Myocardial Infarction / Angina
f. Foreign Body Aspiration / Airway Obstruction
g. Allergy / Anaphylaxis
h. Acute Asthma / Bronchospasm
i. Diabetic Emergencies
j. Seizures
k. Stroke / Cerebrovascular Accident

## APPENDIX D – HOW TO RECORD YOUR CCP EXPERIENCES

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You must record your CCP experiences in your online account, under the continuing education section, following the on-screen instructions.

In the online system, **all experiences are tracked by the hour**. You can find the tips on how to enter the hours for specific experience types in the tables describing experiences by category above in this document, in green.

For example, **1 RECORD PER COURSE OR SESSION: TOTAL HOURS OF ATTENDANCE** means that, for the given experience, you will have one entry under continued education, and you will enter the total number of hours you spent at the course. The system will automatically trim the entry to the allowable hour amount, calculate the appropriate number of credits, and track the requirement totals.

**At the end of a three-year CCP cycle, the system will not allow registration renewal unless the CCP requirements are met.**

## DOCUMENT HISTORY

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A draft version of this document was prepared by the PEIDC Mandatory Dental Continuing Education Committee and brought forward to the Council of the PEI Dental College on October 29, 2025.

### **Approved by PEIDC October 29, 2025**

Approximate date of next review by continuing competence committee: 2028 (or sooner as required)

## ACKNOWLEDGMENT

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