

**MANITOBA DENTAL ASSOCIATION**202-1735 Corydon Avenue, Winnipeg, MB, r3n 0k4
T: 204.988.5300 F: 204.988.5310 www.manitobadentist.ca**IN ORDER TO RECEIVE SELF STUDY CREDIT, YOU MUST:**

- READ INFORMATION ON BACK OF FORM;
- COMPLETE THIS FORM;
- PROVIDE REQUIRED SUPPORTING EVIDENCE;
- SUBMIT ALL DOCUMENTS WITHIN 60 DAYS.

MEMBER CONTINUING EDUCATION SELF REPORTING FORM

- SELF STUDY WITH INDEPENDENT ASSESSMENT
- SELF STUDY WITHOUT INDEPENDENT ASSESSMENT
- AUTHORSHIP OF DENTAL PUBLICATION
- LECTURE OR PRESENTATION
- TEACHING (ACCREDITED ORAL HEALTH PROGRAMME)
- HOSPITAL ROUNDS

SURNAME	GIVEN NAMES (PLACE ASTERIK BESIDE PREFERENCE)	MDA REGISTRATION NUMBER	
I. SELF STUDY WITH INDEPENDENT ASSESSMENT			
Programme or course name and provider	Verification document	Date (DD/MM/YY)	MDA Office Use Only
II. SELF STUDY WITHOUT INDEPENDENT ASSESSMENT			
Programme or course name and provider	Verification document	Date (DD/MM/YY)	MDA Office Use Only
III. AUTHORSHIP OF A DENTAL PUBLICATION			
Title of article and name of publication/textbook	Verification document	Date published	MDA Office Use Only
IV. TEACHING IN AN ACCREDITED ORAL HEALTH PROGRAMME			
Course and course coordinator	Number hours in term	Year and term(s)	MDA Office Use Only
V. CONTINUING EDUCATION LECTURER OR PRESENTER			
Title of lecture or presentation	Verification document	Year and length	MDA Office Use Only
VI. HOSPITAL ROUNDS			
Graduate programme or Course and Coordinator	Number hours in term	Year and term(s)	MDA Office Use Only
VII. DECLARATION AND SIGNATURE			
I declare that I understand the requirements of <i>The Bylaw for Continuing Education of Dentists</i> and that the information provided in this report is accurate and complete			
SIGNED:		DATE:	



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INFORMATION FOR MEMBERS REQUESTING RECOGNITION OF CREDIT HOURS

The Bylaw of Continuing Education for Dentists (The Bylaw) allows recognition for a number of activities. A standardized process for members who are requesting credit for continuing education involving self study; authorship of a dentally relevant publication; teaching in an accredited oral health programme or hospital has become necessary to improve quality and consistency of reporting. This form is for those activities where the member is required to self report or where there are additional documents required to verify the activity.

A member must use this form to report the applicable activities for credit recognition. Please ensure you complete all the relevant sections of the form including checking the continuing education activities that you are requesting credit; your name; your MDA registration number and the declaration and signature. Please print, complete and submit additional forms if there is insufficient space in any particular section.

The following information provides details on conditions established in *The Bylaw* and on completing this form. The Registrar may request additional information to verify participation in an activity.

Members may request recognition of self study programmes with independent assessment for dentally relevant print, electronic, digital or online activities or programmes of more than one hour in duration with an assessment graded by a recognized sponsor. In addition to this completed form, an original copy of their assessment results must be included as the verification document.

Generally, the credit hours identified by the recognized sponsor shall be approved. A member can be recognized for a maximum 30 credit hours in their education cycle for self study with independent assessment.

Recognition for self study programmes without independent assessment may be requested for dentally relevant print, electronic, digital or online activities or programmes. In addition to the completed form, a member must provide a copy of the course materials.

One credit hour for each self study programme shall be approved. A member can be recognized for a maximum of 15 credit hours in an education cycle for self study without independent assessment.

Members that author or coauthor journal articles for health professional publications or contribute sections to a textbook are eligible for credit hour recognition in the education cycle of the year it is published. The number of credit hours is dependent on a review of the publication. A copy of the article or textbook section must be submitted with this form. A maximum of 18 credit hours in an education cycle can be recognized for publications.

Members teaching in the didactic or clinical training at an accredited oral health training programme (faculty of dentistry, school of dental hygiene or dental assisting) on a full time basis are eligible for 6 credit hours per term. Part time staff providing a minimum of one lecture per week or one-half day preclinical or clinical supervision may apply for 3 credit hours per term.

A member who lectures or presents for an approved sponsor or a MDA recognized non-approved sponsor programme may be recognized for each distinct programme in an education cycle. Along with this report, a member must submit an outline to the programme; evidence of public notices of the programme and a copy of the recognized sponsor agreement.

A maximum of 8 credit hours for a full day lecture and 4 credit hours for a half day may be recognized. A member can be recognized for a maximum of 24 credit hours in an education cycle for lectures or presentations.

Members can request recognition for participating in resident training associated with a College of Dentistry hospital rounds applicable to clinical dentistry. A member must submit written verification from the College programme director responsible for the rounds to be eligible for credit. Eight credit hours may be provided in any year to a maximum of 24 credit hours in an education cycle.

Please contact the Registrar if you have any questions about the information.