



IN ORDER TO RECEIVE CREDIT, YOU MUST:
 READ INFORMATION ON PAGE 2 OF FORM;
 COMPLETE THIS FORM;
 PROVIDE REQUIRED SUPPORTING EVIDENCE;
 SUBMIT ALL DOCUMENTS WITHIN 60 DAYS.

**MEMBER CONTINUING EDUCATION SELF REPORTING FORM
 FOR DENTAL ASSISTANTS**

- SELF STUDY WITH INDEPENDENT ASSESSMENT
- SELF STUDY WITHOUT INDEPENDENT ASSESSMENT
- LECTURE OR PRESENTATION
- TEACHING
- DENTAL PUBLICATIONS
- VOLUNTEER PRESENTER OR ACTIVITY

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. LECTURER/PRESENTER			
Title of presentation & name of organization	Verification document	Date (DD/MM/YY)	MDA Office Use Only
IV. TEACHING			
Date, duration and role in accredited training programme	Verification Document	Date (DD/MM/YY)	MDA Office Use Only
VI. DENTAL PUBLICATIONS			
Title of article and name of publication	Verification document	Date published	MDA Office Use Only
VII. VOLUNTEER PRESENTER OR ACTIVITY			
Position held/name of committee, council or Board or Group	Verification document	Year/ Dates	MDA Office Use Only

DECLARATION AND SIGNATURE

I declare that I understand the requirements of *Bylaw for Continuing Education of Dental Assistants*; and that the information provided in this report is accurate and complete

SIGNED: _____ DATE: _____



MANITOBA DENTAL ASSOCIATION

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INFORMATION FOR REGISTERED DENTAL ASSISTANTS REQUESTING RECOGNITION OF CREDIT HOURS

The Bylaw for Continuing Education of Dental Assistants (The Bylaw) allows recognition for a number of activities. A standardized process for members who are requesting credit for continuing education involving self study; presentations; publications, or volunteer positions 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 24 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 12 credit hours in an education cycle for self study without independent assessment.

Recognition for self study programmes can be earned to a combined maximum of 36 credit hours in a 3 year cycle

Members that author or coauthor original articles for publication by a local, provincial or national dental assistant association are eligible for credit hour recognition in the education cycle of the year it is published. The maximum number of 3 credit hours will be recognized. A copy of the article must be submitted with this form. A maximum of 9 credit hours in a 3 year education cycle can be recognized for publications.

Continuing education credit hours will be awarded for: Holding executive/board/council positions within national, provincial and/or local dental assistant association; volunteering for specific dental charitable organization, dental health promotional programs, and professional dental assistants committees. A maximum of 2 credit hours per year per position held. A maximum of 6 credit hours per year applies regardless of how many or what combination of positions an individual holds.

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