



## **SOUTH AFRICAN DENTAL TECHNICIANS COUNCIL**

### **CONTINUING PROFESSIONAL DEVELOPMENT GUIDELINES**

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## 1. PREAMBLE

**“Professionalism”** is defined by the Oxford Dictionary as “the competence or skill expected of a professional”. A professional, is defined as “a person competent or skilled in a particular activity”. **Professional Development** is defined as “the development of competence or expertise in one's profession; the process of acquiring the skills needed to improve performance in a job”, but it is considered by the SADTC (the Council) to be more than that. The SADTC considers that the principle of Continuing Professional Development (CPD) should be seen in the broadest sense of maintaining and enhancing all facets of what it means to be a dental technology professional. This is not just to maintain and enhance knowledge, skills and ethical attitudes but should include personal professional development. The aim is to enhance and promote professional integrity.

It is, or should be, generally accepted that the ethical practice of a health profession requires a commitment to lifelong learning and development, and this is the aim of CPD. Therefore it requires a variety of activities under two main themes: educational, and personal development. These can be further subdivided: the educational theme can be divided into learning experiences that enhance the practice of the profession, and learning experiences that contribute to a greater understanding of ethics, human rights and health law. Personal professional development can be subdivided into those activities that improve an understanding of one's personal professional life, and those that enhance one's workplace life.

The responsibility for CPD has traditionally been based on trust, that each individual was expected to seek out activities that would help them improve as a professional. Unfortunately, this has not always been followed by all professionals, and therefore CPD is now, although still fundamentally based on trust, a requirement that is linked to the license to practice the profession, and hence falls under the Council as the Regulator for the profession, to ensure compliance, and to provide guidelines to the activities considered acceptable activities for CPD. This is the purpose of this document.

## 2. DEFINITIONS

**Accredited hour.** Applies to online learning material, where the accreditor (CPD Accreditation Sub-Committee), together with the service provider, has confirmed and approved the time taken to read through/interact with/listen to the material.

**Accredited Service Providers.** The profession specific higher education institutions and departments, professional associations, formally constituted professional interest groups, and others who meet the specified criteria and have been accredited by the CPD Accreditation Sub-Committee of the South African Dental Technicians Council for Continuing Professional Development.

**Accreditor.** A group or institution that is appointed by the SADTC once it has met the criteria set out by the CPD Committee; at present this is the CPD Accreditation Sub-Committee.

**Appeals.** A service provider who has been denied accredited CPD points may submit an appeal to the full CPD Committee, who will report to Council, whose decision will be final.

**Attendance register.** The record of attendees at the CPD activity reflecting the names, the SADTC registration numbers of those present and their signatures at the start and on completion of the activity. This register must be held by the presenting accredited service provider for three years following the activity; the original register may be audited by the SADTC as part of compliance checks.

**Audit cycle.** A registered professional will be required to provide evidence to the SADTC of the CPD activities attended and CPD points awarded for the preceding 24 month period.

**Certificate of Attendance.** All dental technicians / technologists shall ensure that they are in possession of a certificate of attendance for every activity they have attended, and they shall keep these for at least three years. Certificate to reflect attendee's name, TE number, activity name, date, CPD accreditation number, CPD points earned.

**Compliance checks.** The randomly selected sample of dental technicians/technologists from every register from time to time for an audit, for the purpose of checking and verifying compliance.

**Continuing Professional Development.** The continuing education and training referred to in the regulation R356 of 12 May 2014 of the South African Dental Technicians Council.

**CPD Committee.** The official committee of the South African Dental Technicians Council (SADTC) in terms of regulation R356 of 12 May 2014. The committee advises Council on any and all matters regarding the Continuing Professional Development of the dental technology profession.

**CPD Points.** This is the value attached to each activity approved by Council for Continuing Professional Development. CPD points are valid for a period of 24 months from the date that the activity took place / ended.

**CPD Accreditation Sub-Committee.** This is a sub-committee of the CPD Committee of Council which acts as the accreditor and is responsible for receiving, evaluating and approving all CPD activities according to the criteria and guidelines for CPD activities.

**Criteria and Guidelines for Activities.** These provide details on the criteria for and requirements of the activities that contribute to CPD points, such as the nature of the learning activities and the processes to be followed to record the activities. They are set out in Section 3 of this document.

**Criteria and Guidelines for Service Providers** These provide details on the criteria for and requirements of the Service Providers, such as the processes to be followed to publicise, and present the activities that contribute to CPD points. They are set out in Section 4 of this document.

**Deferment.** A formal permission sought by a dental technician / technologist and granted by the SADTC CPD Committee to suspend and/or postpone the CPD requirements for a period of time. There are stipulated conditions for re-entry into practice.

**Editorial board.** In the event where the CPD activity comprises learning material in the form of an article or articles in print or electronically with MCQs, the provider must establish an editorial board with a panel of reviewers to assess the appropriateness of the articles. This must be included in the CPD activity application. The CPD Accreditation Sub-Committee may request further information related to the work of such a structure as it related to the application.

**Ethics, Human Rights and Health Law.** An understanding of the bioethical principles that determine how health practitioners perform research and interact with clients and society as described in Chapter 1 and 2 of the Constitution of South Africa, 1996 (as adopted on 8 May 1996 and amended on 11 October 1996 by the Constitutional Assembly) and as it may be amended by Parliament from time to time. Health care is a constantly advancing field and with these advances, conflicts often arise within the arenas of politics, law, religion, philosophy and economics. An understanding of bioethics helps us to recognise, admit and sometimes resolve these conflicts.

**Human rights.** The rights of individuals enshrined in the Bill of Rights. All individuals must be treated in a fair and equal manner, taking into consideration their fundamental freedom and human dignity.

**Health law.** The Law governing the relationship between providers and users of healthcare. The Common Law and Statute Law governing the field of health care has to conform to the norms, values and standards of the Constitution of the Republic of South Africa.

**Non-compliance.** Failure of an individual to annually obtain the required CPD points including the required points for Ethics, Human Rights or Health Law. When this happens, the individual should appeal to Council for an extension, with reasons given for non-compliance. Should the Council refuse such extension, the individual may be subject to any of the conditions stated in (5) of the CPD Regulations No. R. 356 of 12 May 2014.

**Recognition of CPD points.** This refers to the fact that if a CPD activity has been accredited by an Accreditor for the Medical and Dental Professions Board of the Health Professions Council of South Africa, dental technology professionals may attend that activity if it is relevant to their scope of practice, and will not need to apply for that activity to be re-

accredited by the SADTC CPD Accreditation Sub-Committee in order to claim the CPD points for attending that activity, but would need to submit the programme for the assessment of its relevance.

**Recognition of international activities.** If the activity is accredited/recognised for CPD in the country where it was held, individual application for recognition can be made to the SADTC Accreditation Sub-Committee for recognition of the activity for CPD points, based on the criteria set out in this document..

**Required CPD points.** Dental technicians / technologists must acquire 40 points per 24-month period. A minimum number of points per category must be obtained as set out in Section 3 of this document. These numbers may change from time to time in which case notice will be given.

**Representivity on Editorial boards and Scientific committees** must be observed not only reflecting the South African demographics but also taking into account the balance between the experienced and the less experienced of local professionals for capacity building purposes. A balance must be observed between the various dental technology disciplines and must cater for all.

**Scientific Committee.** In the event of a CPD application for a conference or similar activity a scientific committee must be established which will be tasked with compiling the programme. Evidence of the establishment of such a structure must accompany the application. The CPD Accreditation Sub-Committee may request further information related to the work of such a committee as it relates to the application.

### 3. CPD ACTIVITIES

#### 3.1 CATEGORY 1: EDUCATIONAL ACTIVITIES. Activities that enhance the practice of the profession

The following activities will be recognised, subject to quality assurance guidelines, and carry points as indicated in the table. The *minimum* number of points in this category is 12 per year.

	ACTIVITY	CPD POINTS
A	Attendance at conferences, refresher courses, short courses, international conferences, special roadshows arranged by the SADTC.	1 per hour
B	Attendance at study/interest groups meeting regularly with a minimum of six meetings per year and a minimum of 3 attendees: these could include participants other than dental technicians/technologists, for example dentists and laboratory assistants once the latter become CPD compliant, could be included.	1 per hour
C	Presenter at a conference	10 per presentation
D	Presenter at study/interest group meeting	2 per hour
E	Presenter of a short course/interactive skills workshop	10 per presentation
F	Co-presenter of a short course	5 per presentation
G	<i>Post-hoc</i> application after attendance at educational activities (excluding those for the sole purpose of the marketing and/or promotion of products) whilst attending a dental technology exhibition or trade show.	1 Per hour
H	Principal author of a peer reviewed publication or chapter in a book	15
I	Co-author of a peer reviewed publication or chapter in a book	5
J	Review of an article for a peer-reviewed journal	3
K	Guest/occasional lecturer at an accredited institution. (UoT or Dental School)	3 per lecture
L	Participation in an Editorial Board for the assessment of the suitability and appropriateness of learning material.	1 per meeting (min. one hour meeting)
M	The creation of MCQs for learning material	1 per 5 questions, maximum 3 per activity
N	All learning material (which could include DVD, CD, internet or email activities) with MCQs for evaluation with a pass rate of 80%	1 per 5 questions, maximum 3 per activity
O	Learning material online, without MCQs but with proof of having read/interacted with/listened to all the material.	1 per accredited hour as approved
P	External (independent) examiners/moderators of all assessments at accredited institutions	2 per appointment/subject or discipline
Q	External examiner of a Masters or Doctoral research	5
R	Participating in research activities such as surveys, that have been accredited for CEUs	1 per accredited activity
S	Acting as Chair of an Advisory Board of a UoT	3 per meeting
T	Participating in the Advisory Board for a UoT	2 per meeting



### 3.2 CATEGORY 2: ETHICS. Activities that contribute to a greater understanding of ethics, human rights, health law and jurisprudence

The following activities will be recognised, subject to quality assurance guidelines.

The *minimum* number of points under this activity is 4 per year:

	ACTIVITY	CPD POINTS
U	Attendance at conferences, workshops, lectures, seminars, on ethics/jurisprudence, dental technology and related law	1 per hour
V	Presenter at a conference under this category	10 per presentation
W	Presenter at study/interest group meeting under this category	2 per hour
X	Presenter of a short course/interactive skills workshop under this category	10 per presentation
Y	Co-presenter of a short course under this category	5 per presentation
Z	Principal author of a peer reviewed publication on ethics or chapter in a book on ethics / jurisprudence, dental technology and related law	15
AA	Co-author of a peer reviewed publication on ethics or chapter in a book on ethics / jurisprudence	5
AB	Review of an article on ethics, human rights or health law for a peer-reviewed journal	3
AC	All learning material (which could include DVD, CD, internet or email activities) with MCQs for evaluation with a pass rate of 80%	1 per 5 questions, maximum 3 per activity
AD	Learning material online, without MCQs but with proof of having read/interacted with/listened to all the material.	1 per accredited hour as approved
AE	Serving on the Legal Committee the Disciplinary Committee of the SADTC	1 per meeting or as determined by the Chair

### 3.3 CATEGORY 3. PERSONAL PROFESSIONAL DEVELOPMENT

#### 3.3.1 Activities that contribute to personal professional life: personal life skills

The following activities will be recognised, subject to quality assurance guidelines.

The *minimum* number of points under this activity is 1 per year:

	ACTIVITY	CPD POINTS
AF	Attendance at conferences, workshops, lectures, seminars, on personal life skills	1 per hour
AG	Presenter at conferences, workshops, lectures, seminars, on personal life skills	2 per hour
AH	All learning material (which could include DVD, CD, internet or email activities) with MCQs for evaluation with a pass rate of 80%	1 per 5 questions, maximum 3 per activity
AI	Learning material online, without MCQs but with proof of having read/interacted with/listened to all the material.	1 per accredited hour as approved

### 3.3.2 Activities that contribute to professional work life

The following activities will be recognised, subject to quality assurance guidelines.

The *minimum* number of points under this activity is 3 per year:

#### 3.3.2.1 *Ergonomics, health and safety, infection control; financial management; management issues related to the running of a dental laboratory*

	ACTIVITY	CPD POINTS
AJ	Attendance at conferences, workshops, lectures, seminars under this category	1 per hour
AK	Presenter at a conference under this category	10 per presentation
AL	Presenter at study/interest group meeting under this category	2 per hour
AM	Presenter of a short course/interactive skills workshop under this category	10 per presentation
AN	Co-presenter of a short course under this category	5 per presentation
AO	All learning material (which could include DVD, CD, internet or email activities) with MCQs for evaluation with a pass rate of 80%	1 per 5 questions, maximum 3 per activity
AP	Learning material online, without MCQs but with proof of having read/interacted with/listened to all the material.	1 per accredited hour as approved

#### 3.3.2.2 *Other activities: Council; Work Integrated Learning.*

	ACTIVITY	CPD POINTS
AQ	Serving on Council, a committee or sub-committee of Council	1 per meeting or as determined by the Chair
AR	Owner of a laboratory accredited for Work Integrated Learning	4 per owner per month when students are present
AS	Dental technician* or dental technologist supervising students in a laboratory accredited for Work Integrated Learning *Dental technician here refers to a person registered and who has the right to own or supervise a dental laboratory in terms of preceding legislation.	4 per month when students are present

#### 4. GUIDELINES FOR THE ACCREDITATION OF CPD ACTIVITIES

The accreditor must be provided **with at least** the information set out in the following table, and is to carry out quality assurance to ensure that the awarding of points is appropriate to the activity and that the activity is worthy of being seen as contributing to Continuing Professional Development. Service providers may appeal the decision of the accreditor, in which case it will be referred to the CPD Committee and if necessary, to Council, whose decision will be final.

- In all attendance records the participating professional's TE number must be indicated.
- All CVs must be in accordance with the accredited guidelines. See instructions in the activity application form.
- All applications other than individual and very small groups must include a Purpose Statement. See instructions in the activity application form.

	ACTIVITY	QUALITY ASSURANCE: INFORMATION TO BE PROVIDED BY THE SERVICE PROVIDER TO ACHIEVE ACCREDITATION	INFORMATION TO BE PROVIDED AFTER THE ACTIVITY
A	Attendance at conferences, refresher courses, short courses, international conferences	<ul style="list-style-type: none"> <li>• Full programme with purpose and expected outcomes;</li> <li>• Brief but relevant CVs of all the speakers/presenters with emphasis on their qualifications, additional qualifications, courses attended, experience.</li> <li>• Abstracts of the presentations.</li> <li>• Proof of the existence of a Scientific Committee.</li> </ul>	Evidence of attendance provided by the organisers, with an appropriate register, dated, and indicating the hours attended, and participant details including registration number(s).
B	Attendance at study/interest groups meeting regularly with a minimum of six meetings per year and a minimum of 3 attendees: these could include participants other than dental technicians/technologists, for example-dentists and dental laboratory assistant once the latter become CPD compliant, could be included	<ul style="list-style-type: none"> <li>• Likely attendees and number;</li> <li>• Envisaged duration of the meetings and their format (such as case presentation, journal club, discussion of a specific topic).</li> <li>• The different categories of participants must be recorded on different attendance registers. Dentist attendance registers must be submitted to one of the HPCSA approved accreditors.</li> </ul>	For each occasion, evidence of attendance, the nature of the activity, the time taken, and participant details including registration number(s).

	<b>ACTIVITY</b>	<b>QUALITY ASSURANCE: INFORMATION TO BE PROVIDED BY THE SERVICE PROVIDER TO ACHIEVE ACCREDITATION</b>	<b>INFORMATION TO BE PROVIDED AFTER THE ACTIVITY</b>
C	Presenter at a conference	<ul style="list-style-type: none"> <li>• Full programme of the conference</li> <li>• Brief but relevant CV of the presenter with emphasis on qualifications, additional qualifications, courses attended, experience.</li> <li>• An abstract or summary of the presentation.</li> </ul>	Evidence of presentation provided by the organisers of the conference
D	Presenter at study/interest group meeting	<ul style="list-style-type: none"> <li>• Likely attendees and number;</li> <li>• Brief but relevant CV of the presenter with emphasis on qualifications, additional qualifications, courses attended, experience;</li> <li>• Envisaged duration of the meetings and their format (such as case presentation, journal club, discussion of a specific topic).</li> </ul>	Confirmation of presentation by signatures of attendees.
E	Presenter of a short course/interactive skills workshop	<ul style="list-style-type: none"> <li>• Full programme with purpose and expected outcomes;</li> <li>• Brief but relevant CV of the presenter with emphasis on qualifications, additional qualifications, courses attended, experience.</li> <li>• Abstract or summary of the contents.</li> </ul>	For each occasion, evidence of attendance, the nature of the activity, the time taken, and participant details as per a certificate of attendance.
F	Co-presenter of a short course	<ul style="list-style-type: none"> <li>• Full programme with purpose and expected outcomes;</li> <li>• Brief but relevant CV of the presenter with emphasis on qualifications, additional qualifications, courses attended, experience.</li> <li>• .</li> <li>• Abstracts or summary of the contents.</li> </ul>	Confirmation of co-presentation by signatures of attendees
G	<i>Post-hoc</i> application after attendance at educational activities (excluding those for the sole purpose of the marketing and/or promotion of products) whilst attending a dental technology exhibition or trade show.	n/a	Certified evidence of attendance, the nature of the activity, dated, and indicating the hours attended, and participant details as per a certificate of attendance.

	ACTIVITY	QUALITY ASSURANCE: INFORMATION TO BE PROVIDED BY THE SERVICE PROVIDER TO ACHIEVE ACCREDITATION	INFORMATION TO BE PROVIDED AFTER THE ACTIVITY
H	Principal author of a peer reviewed publication or chapter in a book	<ul style="list-style-type: none"> <li>• A pdf version of the publication/chapter which indicates the journal/publisher. Journals should be recognised by the Department of Education as an accredited journal as well as by ISI Web of Knowledge and have a recognised impact factor where possible.</li> <li>• If not accredited a motivation with reasons must be submitted to the CPD Accreditation Sub-Committee.</li> </ul>	n/a
I	Co-author/editor of a peer reviewed publication or chapter in a book	<ul style="list-style-type: none"> <li>• A pdf version of the publication/chapter which indicates the journal/publisher. Journals should be recognised by the Department of Education as an accredited journal as well as by ISI Web of Knowledge and have a recognised impact factor where possible where possible.</li> <li>• If not accredited a motivation with reasons must be submitted to the CPD Accreditation Sub-Committee.</li> </ul>	n/a
J	Review of an article for a peer-reviewed journal	<ul style="list-style-type: none"> <li>• A pdf version of the publication/chapter which indicates the journal/publisher. Journals should be recognised by the Department of Education as an accredited journal as well as by ISI Web of Knowledge and have a recognised impact factor where possible where possible.</li> <li>• If not accredited a motivation with reasons must be submitted to the CPD Accreditation Sub-Committee.</li> <li>• Evidence certifying the reviewer, either from the Editor of the journal or from a provider such as Publons.</li> </ul>	n/a

	<b>ACTIVITY</b>	<b>QUALITY ASSURANCE: INFORMATION TO BE PROVIDED BY THE SERVICE PROVIDER TO ACHIEVE ACCREDITATION</b>	<b>INFORMATION TO BE PROVIDED AFTER THE ACTIVITY</b>
K	Guest/occasional lecturer at an accredited institution (UoT or Dental School)	<ul style="list-style-type: none"> <li>• Name of invited lecturer and institution, and topic of presentation.</li> <li>• Brief but relevant CV of the lecturer with emphasis on qualifications, additional qualifications, courses attended, experience.</li> </ul>	Confirmation of presentation from the institution.
L	Participation in an Editorial Board for the assessment of the suitability and appropriateness of learning material.	<ul style="list-style-type: none"> <li>• Minutes of the meeting showing time and attendance</li> </ul>	The Chair, annually, in a signed statement must submit a summary list of activities and attendance to the CPD Accreditation Sub-Committee for verification and capturing.
M	The creation of MCQs for learning material	<ul style="list-style-type: none"> <li>• Number of MCQs created:</li> <li>• MCQs must be of the "R" type and conform to the following: <ul style="list-style-type: none"> <li>• Only single best answers;</li> <li>• No true/false answers;</li> <li>• No negative marking</li> <li>• Preferably 2 distractors, no more than 3.</li> </ul> </li> </ul>	Independent evaluation of the answers
N	All learning material (which could include DVD, CD, internet or email activities) with MCQs for evaluation with a pass rate of 80%.	<ul style="list-style-type: none"> <li>• Journals/e journals must include information regarding the Editorial Committee and reviewers appointed.</li> <li>• MCQs must be of the "R" type and conform to the following: <ul style="list-style-type: none"> <li>• Only single best answers;</li> <li>• No true/false answers;</li> <li>• No negative marking</li> <li>• Preferably 2 distractors, no more than 3.</li> </ul> </li> </ul>	Independent evaluation of the answers. Minimum of 4 correct answers for every 5 questions.

	<b>ACTIVITY</b>	<b>QUALITY ASSURANCE: INFORMATION TO BE PROVIDED BY THE SERVICE PROVIDER TO ACHIEVE ACCREDITATION</b>	<b>INFORMATION TO BE PROVIDED AFTER THE ACTIVITY</b>
O	Learning material online, without MCQs but with proof of having read/interacted with/listened to all the material.	<ul style="list-style-type: none"> <li>• Journals/e journals must include information regarding the Editorial Board and reviewers.</li> <li>• Provider must describe the technology employed and the means to ensure compliance, such as pausing and requiring input to continue, identification of the individual accessing the material;</li> <li>• The accreditation is provided on the time allocations substantiated by the provider and not in accordance with the time spent by a specific participant.</li> </ul>	Evidence from the provider that a specific individual has accessed and interacted with the material.
P	External (independent) examiners/moderators of all assessments at accredited institutions.	<ul style="list-style-type: none"> <li>• Names to be provided by the accredited institution.</li> <li>• Detail of the assessment activity. To be provided by the institution.</li> </ul>	Certification that the assessment was examined, by the accredited institution
Q	External examiner of a Masters or Doctoral research	<ul style="list-style-type: none"> <li>• Names to be provided by the accredited institution.</li> </ul>	Certification that the assessment was examined, by the accredited institution
R	Participating in research activities such as surveys, that have been accredited for CPD points	<ul style="list-style-type: none"> <li>• Research protocol as accepted by the Institution; and</li> <li>• Statement of how any inherent bias is to be handled.</li> </ul>	Evidence to be provided by the institution of members having completed the activity.
S	Acting as Chair of an Advisory Board of a UoT	<ul style="list-style-type: none"> <li>• Timetable of meetings, and membership of the Board</li> </ul>	Attendance register and related information to be provided by the institution.
T	Participating in the Advisory Board for a UoT	<ul style="list-style-type: none"> <li>• Timetable of meetings, and membership of the Board</li> </ul>	Attendance register and related information to be provided by the institution.
U	Attending workshops, lectures, seminars under Category 2 (ethics / jurisprudence, dental technology and related law)	<ul style="list-style-type: none"> <li>• Full programme with purpose and expected outcomes;</li> <li>• Brief but relevant CV of the presenters with emphasis on qualifications, additional qualifications, courses attended, experience.</li> <li>• .</li> </ul>	For each occasion, evidence of attendance, the nature of the activity, the time taken, and participant details including registration number(s).

	<b>ACTIVITY</b>	<b>QUALITY ASSURANCE: INFORMATION TO BE PROVIDED BY THE SERVICE PROVIDER TO ACHIEVE ACCREDITATION</b>	<b>INFORMATION TO BE PROVIDED AFTER THE ACTIVITY</b>
V	Presenter at a conference under Category 2	<ul style="list-style-type: none"> <li>• Full programme with purpose and expected outcomes;</li> <li>• Brief but relevant CV of the presenter with emphasis on qualifications, additional qualifications, courses attended, experience.</li> <li>• Abstract or summary of the presentation.</li> </ul>	For each occasion, evidence of attendance, the nature of the activity, the time taken, and participant details including registration number(s).
W	Presenter at study/interest group meeting under category 2	<ul style="list-style-type: none"> <li>• Likely attendees and number;</li> <li>• Brief but relevant CV of the presenter with emphasis on qualifications, additional qualifications, courses attended, experience.</li> <li>• Envisaged duration of the meetings and their format (such as case presentation, journal club, discussion of a specific topic).</li> </ul>	Confirmation of presentation by signatures of attendees.
X	Presenter of a short course/interactive skills workshop under category 2	<ul style="list-style-type: none"> <li>• Full programme with purpose and expected outcomes;</li> <li>• Brief but relevant CV of the presenter with emphasis on qualifications, additional qualifications, courses attended, experience.</li> <li>• Abstracts or summary of the contents.</li> </ul>	For each occasion, evidence of attendance, the nature of the activity, the time taken, and participant details including registration number(s).
Y	Co-presenter of a short course under category 2	<ul style="list-style-type: none"> <li>• Full programme with purpose and expected outcomes;</li> <li>• Brief but relevant CV of the presenter with emphasis on qualifications, additional qualifications, courses attended, experience.</li> <li>• Abstracts or summary of the contents.</li> </ul>	Confirmation of co-presentation by signatures of attendees
Z	Principal author of a peer reviewed publication on ethics or chapter in a book on ethics	<ul style="list-style-type: none"> <li>• A pdf version of the publication/chapter which indicates the journal/publisher. Journals should be recognised by the Department of Education as an accredited journal where possible.</li> <li>• If not accredited a motivation with reasons must be submitted to the CPD Sub-Accreditation Committee.</li> </ul>	n/a



	ACTIVITY	QUALITY ASSURANCE: INFORMATION TO BE PROVIDED BY THE SERVICE PROVIDER TO ACHIEVE ACCREDITATION	INFORMATION TO BE PROVIDED AFTER THE ACTIVITY
AA	Co-author of a peer reviewed publication on ethics or chapter in a book on ethics	<ul style="list-style-type: none"> <li>• A pdf version of the publication/chapter which indicates the journal/publisher. Journals should be recognised by the Department of Education as an accredited journal where possible.</li> <li>• If not accredited a motivation with reasons must be submitted to the CPD Sub-Accreditation Committee.</li> </ul>	n/a
AB	Review of an article on ethics, human rights or health law for a peer-reviewed journal	<ul style="list-style-type: none"> <li>• A pdf version of the publication/chapter which indicates the journal/publisher. Journals should be recognised by the Department of Education as an accredited journal where possible.</li> <li>• If not accredited a motivation with reasons must be submitted to the CPD Sub-Accreditation Committee. Evidence certifying the reviewer, either from the Editor of the journal or from a provider such as Pluto.</li> </ul>	n/a
AC	All learning material (which could include DVD, CD, internet or email activities) on ethics, human rights or health law, with MCQs for evaluation with a pass rate of 80%	<ul style="list-style-type: none"> <li>• Journals/e journals must include information regarding the Editorial Committee and reviewers appointed.</li> <li>• MCQs must be of the "R" type and conform to the following: <ul style="list-style-type: none"> <li>• Only single best answers;</li> <li>• No true/false answers;</li> <li>• No negative marking</li> <li>• Preferably 2 distractors, no more than 3.</li> </ul> </li> </ul>	Independent evaluation of the answers. Minimum of 4 correct answers for every 5 questions.

	<b>ACTIVITY</b>	<b>QUALITY ASSURANCE: INFORMATION TO BE PROVIDED BY THE SERVICE PROVIDER TO ACHIEVE ACCREDITATION</b>	<b>INFORMATION TO BE PROVIDED AFTER THE ACTIVITY</b>
AD	Learning material on ethics, human rights or health law online, without MCQs but with proof of having read/interacted with/listened to all the material.	<ul style="list-style-type: none"> <li>• Journals/e journals must include information regarding the Editorial Board and reviewers.</li> <li>• Provider must describe the technology employed and the means to ensure compliance, such as pausing and requiring input to continue, identification of the individual accessing the material; The accreditation is provided on the time allocations substantiated by the provider and not in accordance with the time spent by a specific participant.</li> </ul>	Evidence from the provider that a specific individual has accessed and interacted with the material.
AE	Serving on the Legal Committee or the Disciplinary Committee of the SADTC	<ul style="list-style-type: none"> <li>• Certification by the Chair of the committee that the member attended and participated in the meeting</li> </ul>	n/a
AF	Attending workshops, lectures, seminars, on personal life skills	<ul style="list-style-type: none"> <li>• Full programme with purpose and expected outcomes;</li> <li>• Brief but relevant CVs of any speakers/presenters.</li> </ul>	For each occasion, evidence of attendance, the nature of the activity, the time taken, and participant details including registration number(s).
AG	Presenter at workshops, lectures, seminars, on personal life skills	<ul style="list-style-type: none"> <li>• Full programme with purpose and expected outcomes;</li> <li>• Brief but relevant CV of the presenter with emphasis on qualifications, additional qualifications, courses attended, experience.</li> <li>• Abstracts or summary of the contents.</li> </ul>	For each occasion, evidence of attendance, the nature of the activity, the time taken, and participant details including registration number(s).
AH	All learning material on personal life skills (which could include DVD, CD, internet or email activities) with MCQs for evaluation with a pass rate of 80%	<ul style="list-style-type: none"> <li>• Journals/e journals must include information regarding the Editorial Committee and reviewers appointed.</li> <li>• MCQs must be of the "R" type and conform to the following: <ul style="list-style-type: none"> <li>• Only single best answers;</li> <li>• No true/false answers;</li> <li>• No negative marking</li> <li>• Preferably 2 distractors, no more than 3.</li> </ul> </li> </ul>	Independent evaluation of the answers. Minimum of 4 correct answers for every 5 questions.

	<b>ACTIVITY</b>	<b>QUALITY ASSURANCE: INFORMATION TO BE PROVIDED BY THE SERVICE PROVIDER TO ACHIEVE ACCREDITATION</b>	<b>INFORMATION TO BE PROVIDED AFTER THE ACTIVITY</b>
AI	Learning material on personal life skills online, without MCQs but with proof of having read/interacted with/listened to all the material.	<ul style="list-style-type: none"> <li>• Journals/e journals must include information regarding the Editorial Board and reviewers.</li> <li>• Provider must describe the technology employed and the means to ensure compliance, such as pausing and requiring input to continue, identification of the individual accessing the material; The accreditation is provided on the time allocations substantiated by the provider and not in accordance with the time spent by a specific participant.</li> </ul>	Evidence from the provider that a specific individual has accessed and interacted with the material.
AJ	Attending conferences, workshops, lectures, seminars, under Category 3.3.2.1 (Ergonomics, health and safety, infection control; financial management; management issues related to the running of a dental laboratory)	<ul style="list-style-type: none"> <li>• Full programme with purpose and expected outcomes;</li> <li>• Brief but relevant CV of the presenters with emphasis on qualifications, additional qualifications, courses attended, experience.</li> </ul>	For each occasion, evidence of attendance, the nature of the activity, the time taken, and participant details including registration number(s).
AK	Presenter at a conference under category 3.3.2.1	<ul style="list-style-type: none"> <li>• Full programme with purpose and expected outcomes;</li> <li>• Brief but relevant CV of the presenter with emphasis on qualifications, additional qualifications, courses attended, experience.</li> <li>• Abstract or summary of the presentation.</li> </ul>	For each occasion, evidence of attendance, the nature of the activity, the time taken, and participant details including registration number(s).
AL	Presenter at study/interest group meeting under category 3.3.2.1	<ul style="list-style-type: none"> <li>• Likely attendees and number;</li> <li>• Brief but relevant CV of the presenter with emphasis on qualifications, additional qualifications, courses attended, experience.</li> <li>• Envisaged duration of the meetings and their format (such as case presentation, journal club, discussion of a specific topic).</li> </ul>	Confirmation of presentation by signatures of attendees.

	<b>ACTIVITY</b>	<b>QUALITY ASSURANCE: INFORMATION TO BE PROVIDED BY THE SERVICE PROVIDER TO ACHIEVE ACCREDITATION</b>	<b>INFORMATION TO BE PROVIDED AFTER THE ACTIVITY</b>
AM	Presenter of a short course/interactive skills workshop under category 3.3.2.1	<ul style="list-style-type: none"> <li>• Full programme with purpose and expected outcomes;</li> <li>• Brief but relevant CV of the presenter with emphasis on qualifications, additional qualifications, courses attended, experience.</li> <li>• Abstracts or summary of the contents.</li> </ul>	For each occasion, evidence of attendance, the nature of the activity, the time taken, and participant details including registration number(s).
AN	Co-presenter of a short course under category 3.3.2.1	<ul style="list-style-type: none"> <li>• Full programme with purpose and expected outcomes;</li> <li>• Brief but relevant CV of the presenter with emphasis on qualifications, additional qualifications, courses attended, experience.</li> <li>• Abstracts or summary of the contents.</li> </ul>	Confirmation of co-presentation by signatures of attendees
AO	All learning material under category 3.3.2.1 (which could include DVD, CD, internet or email activities) with MCQs for evaluation with a pass rate of 80%	<ul style="list-style-type: none"> <li>• Journals/e journals must include information regarding the Editorial Committee and reviewers appointed.</li> <li>• MCQs must be of the "R" type and conform to the following: <ul style="list-style-type: none"> <li>• Only single best answers;</li> <li>• No true/false answers;</li> <li>• No negative marking</li> <li>• Preferably 2 distractors, no more than 3.</li> </ul> </li> </ul>	Independent evaluation of the answers. Minimum of 4 correct answers for every 5 questions.
AP	Learning material under category 3.3.2.1 online, without MCQs but with proof of having read/interacted with/listened to all the material.	<ul style="list-style-type: none"> <li>• Journals/e journals must include information regarding the Editorial Board and reviewers.</li> <li>• Provider must describe the technology employed and the means to ensure compliance, such as pausing and requiring input to continue, identification of the individual accessing the material;</li> </ul> <p>The accreditation is provided on the time allocations substantiated by the provider and not in accordance with the time spent by a specific participant.</p>	Evidence from the provider that a specific individual has accessed and interacted with the material.

	<b>ACTIVITY</b>	<b>QUALITY ASSURANCE: INFORMATION TO BE PROVIDED BY THE SERVICE PROVIDER TO ACHIEVE ACCREDITATION</b>	<b>INFORMATION TO BE PROVIDED AFTER THE ACTIVITY</b>
AQ	Serving on Council, a committee or sub-committee of the SADTC other than the legal committee	<ul style="list-style-type: none"> <li>• Certification by the Chair of the committee that the member attended and participated in the meeting, and the points awarded</li> </ul>	A certificate awarded or confirmation of CPD points recorded in an online system.
AR	Owner of a laboratory accredited for Work Integrated Learning	<ul style="list-style-type: none"> <li>• Evidence of accreditation by a UoT and timetable of student attendance</li> </ul>	Certification of student attendance by the laboratory and the UoT
AS	Dental technician or dental technologist supervising students in a laboratory accredited for Work Integrated Learning	<ul style="list-style-type: none"> <li>• Evidence of accreditation by a UoT and timetable of student attendance</li> </ul>	Certification of student attendance by the laboratory and the UoT

## 5. ACTIVITIES THAT DO NOT QUALIFY FOR CPD POINTS

The following activities do not qualify for CPD points:

- time spent in planning, organising or facilitating any activity;
- published congress proceedings;
- letters to the Editor of accredited or other journals;
- written assignments;
- compilation of student training manuals for internal use;
- staff and/or administrative meetings;
- tours and/or viewing of exhibits and technological demonstrations unless it includes a structured lecture/demonstration/panel discussion which can only be attended upon registration for which evidence can be produced.;
- membership of professional associations;
- presentations and publications to the public
- meetings arranged by companies and manufacturers or importers of products and technical devices or their representatives for the sole purpose of marketing and/or promoting their products.

- activities for the purpose of training in the use of company products or technological devices may be presented by arrangement with a service provider and subject to the approval of the accreditor.
- formally appointed academic staff, in a fulltime or part time capacity carrying out their normal academic duties.
- registered dental technicians/technologists employed by a University of Technology either fulltime, part-time or on contract, for which remuneration is received for their normal activities.

## **6. ACTIVITIES THAT ARE EXEMPT FROM CPD POINTS**

For the duration of the course, registered dental technicians or technologists undertaking full time postgraduate degrees, diplomas and certificates that are recognised by the SADTC for the normal (and not exceeding) duration of the degree or course. If undertaking these course on a part-time basis, exemption will only be given for the equivalent time of a full-time course. Application must be made on first registration for the course and exemption provided after completion of the course.

## 7. SUMMARY TABLE OF POINT REQUIREMENTS

Note: For Category 1, from 2022, points obtained must be from at least two activities

**Audit cycle and CPD points.** Points are valid for a period of 24 months from the date that the activity took place. At audit, evidence of the CPD activities attended and CPD points awarded for the preceding 24 month period will be required.

The minimum points per category are as follows:

CATEGORY	MINIMUM POINTS PER YEAR	MINIMUM POINTS PER 2-YEAR CYCLE
1: <b>EDUCATIONAL ACTIVITIES:</b> Activities that enhance the practice of the profession	12	24
2: <b>ETHICS:</b> Activities that contribute to a greater understanding of ethics, human rights, health law and jurisprudence.	4	8
3. <b>PERSONAL PROFESSIONAL DEVELOPMENT:</b>		
<ul style="list-style-type: none"> <li>• Personal life skills</li> </ul>	1	2
<ul style="list-style-type: none"> <li>• Ergonomics, health and safety, infection control; financial management; management issues related to the running of a dental laboratory;</li> <li>• Other activities: Council; Work Integrated Learning</li> </ul>	3	6