

CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD)

Recommendation by the CPD Committee to the South African Dental Technicians Council.

Re-registration:

A minimum of 20 Continuing Education Units (CEUs) **per year** of which a minimum of 7 CEUs must be derived from Section E (Ethics, Human Rights, Law and Business Practice).

The CEUs indicated below are on an annual basis unless stated otherwise.

Category A (Non measurable)

A maximum of 10 of the required CEUs may be obtained/claimed from this category with the exception of A8 and A11.

Ref No.	Credit bearing Activity/Event	No. of CEUs		Evidence to be issued by	Evidence required/Important information
A1	Local advisory/liasion committee chairperson.	3 CEUs (75% attendance)		Local UoT	<ul style="list-style-type: none"> The training institution concerned must provide the applicant with documentary evidence.
A2	Active advisory/liasion committee member	2 CEU (75% attendance)		Local UoT	<ul style="list-style-type: none"> UoT staff are excluded where this activity is part of their normal institutional duties. The training institution concerned must provide the applicant with documentary evidence.
A3	Chairperson of a QA review panel.	5 CEUs per evaluation		Local UoT	<ul style="list-style-type: none"> The training institution concerned must provide the applicant with documentary evidence.
A4	Member of a QA review panel.	2 CEUs per evaluation		Local UoT	<ul style="list-style-type: none"> The training institution concerned must provide the applicant with documentary evidence.

Ref No.	Credit bearing Activity/Event	No. of CEUs	Evidence to be issued by	Evidence required/Important information
A5	Convener of an accredited related special interest group.	5 CEUs per year for a minimum of 4 meetings or 1 CEUs per meeting per group	Affidavit by the special interest group	<ul style="list-style-type: none"> • <i>Documentary evidence (Goal or purpose of the group, attendance list, copies of the programme and minutes of meetings must be provided to the CPD Committee to the effect.</i>
A6	Member of an accredited related special interest group.	4 CEU per year for 4 meetings or 1 CEUs per meeting.	Special interest group convener	<ul style="list-style-type: none"> • <i>Documentary evidence (Goal or purpose of the group, attendance list, copies of the programme and minutes of meetings must be provided to the CPD Committee to the effect by the convener.</i>
A7	Formal meeting regarding programme planning, reviewing and re-curriculation involving members of the profession and providers.	Maximum 6 CEU	Local UoT	<ul style="list-style-type: none"> • <i>Documentary evidence (attendance list and copies of the agenda/s and minutes of meetings must be provided to the CPD Committee to the effect.</i>
A8	Member serving on the CPD Accreditation Sub Committee will be allowed to earn up to twenty of the required CEUs.	Maximum 20 CEUs	Affidavit/report by the chair person.	<ul style="list-style-type: none"> • <i>Awarded to members after an evaluation by the reporting structure and accordingly instructing the Registrar to issue such documentary instruction to the CEU administrators. Issued on an annual basis.</i>
A9	Attending a formal international dental exhibition or trade-show	2 CEU per day. Maximum 6 CEUs per year	Affidavit by the applicant	<ul style="list-style-type: none"> • <i>Documentary evidence which must include a copy of the airfare, accommodation and entrance payment. The latter is required for each day attended.</i>
A10	Attending a formal local or national exhibition or trade- show	1 CEU per day. Maximum 4 CEUs per year	Affidavit by the applicant	<ul style="list-style-type: none"> • <i>Documentary evidence which must include documentation from the organizers confirming attendance.</i>

Ref No.	Credit bearing Activity/Event	No. of CEUs		Evidence to be issued by	Evidence required/Important information
A11	Meetings of the SADTC and its Committees including attending meetings where the SADTC are officially represented.	Maximum 2 CEUs per structure to a maximum of 20 CEUs per year		Registrar SADTC 85% attendance	<ul style="list-style-type: none"> <i>Awarded to members after an evaluation by the reporting structure and accordingly instructing the Registrar to issue such documentary instruction to the CPD administrators on an annual basis.</i>
A12	Membership of a dental technology or related professional accredited association (excluding SADTC)	1 CEU per association to a maximum of 3			
A13	National chairperson of an accredited professional association	5 CEUs			
A14	Chairperson of branch or vice-chairperson of an accredited national professional association.	4 CEUs			
A15	Office bearer at all levels of an accredited professional association excluding the national chair-, vice-chairperson and branch chairperson.	3 CEUs			
A16	Attending the AGM of an accredited professional association.	2 CEUs			

Ref No.	Credit bearing Activity/Event	No. of CEUs		Evidence to be issued by	Evidence required/Important information
A17	Attending a branch meeting of an accredited professional association.	1 CEU per meeting to a maximum of 3 per year			
A18	Logging onto the SADTC website once a month for ten months of the year.	5 CEUs or 0.5 per month		Webmaster/administrators report	<ul style="list-style-type: none"> • <i>Printed proof from the webmaster/administrator.</i> • <i>Member must be registered as a user when logged on.</i>
A19	Other online CPD activities not covered under any of the sub-categories.	1 CEU per hour of verifiable engagement			<ul style="list-style-type: none"> • <i>Printed proof from the webmaster/administrator.</i> • <i>Member must be registered as a user when logged on.</i>

Category B: (Measurable)

Training and Publications: Dental Technology and related fields.

A maximum of 15 of the required CEUs may be obtained/claimed from this category but not more than 10 from any sub-category, with the exception of B4 and B8 which may not exceed 15 CEU's.

This category **excludes** teaching and examining students at undergraduate level, which is part of a registered programme and where a provider employs the presenter/co-presenter/examiner for that specific purpose on a full-time basis.

Any registered professional who is fulltime employed by a dental supplier with the purpose of marketing any technology/product/material may not obtain/claim CEUs for B10 and B11.

Ref No.	Credit bearing Activity/Event	No. of CEUs	Evidence to be issued by	Evidence required/Important information
B1	Principal author of a peer reviewed publication or chapter in a textbook.	9 CEUs per publication	Principal author	<ul style="list-style-type: none"> •<i>Certified copy of the article/chapter/ textbook.</i> •<i>Affidavit by the author to the effect that he/she is the principal author of the article/chapter/textbook.</i> •<i>CV of the principal author focusing on qualifications, experience, publications or research history.</i>
B2	Co-author of a peer reviewed publication or chapter in a textbook.	3 CEUs per publication	Co-author	<ul style="list-style-type: none"> •<i>Certified copy of the article/chapter/ textbook by each co-author entitled to the CEUs.</i> •<i>Affidavit by every co-author to the effect that he/she is a co-author of the article/chapter/textbook.</i> •<i>CV of the co-author author focusing on qualifications, experience, publications or research history.</i>

Ref No.	Credit bearing Activity/Event	No. of CEUs	Evidence to be issued by	Evidence required/Important information
B3	Review of an article/chapter in a textbook/journal.	3 CEUs per publication	Reviewer	<ul style="list-style-type: none"> ●<i>Copy of the original request to conduct the review.</i> ●<i>Copy of the review report.</i> ●<i>Affidavit to the effect that the applicant for the CEUs is the reviewer.</i> ●<i>CV of the reviewer focusing on qualifications, experience, publications or research history.</i>
B4	Presenter/author of a research paper/poster at a conference/refresher course/symposium or similar event.	6 CEUs per presentation	Presenter/ author	<ul style="list-style-type: none"> ●<i>Copy of the research paper/A4 sizes of the poster.</i> ●<i>Copy of the invitation/acceptance to presenter.</i> ●<i>Summary of the presentation.</i> ●<i>Affidavit to the effect that the applicant for the CEUs is the presenter/ author.</i> ●<i>CV of the presenter/author focusing on qualifications, experience, publications or research history.</i>
B5	All co-presenters/co-authors of a research paper/poster at a congress/refresher course/symposium or similar event.	2 CEUs per presentation	Co-presenter/ Co-author	<ul style="list-style-type: none"> ●<i>Copy of the research paper/A4 size of the poster.</i> ●<i>Copy of the invitation/acceptance to presenter.</i> ●<i>Summary of the presentation.</i> ●<i>Affidavit to the effect that the applicant for the CEUs is the co-presenter/co-author</i> ●<i>CV of the co-presenter/author focusing on qualifications, experience, publications or research history.</i>

Ref No.	Credit bearing Activity/Event	No. of CEUs	Evidence to be issued by	Evidence required/Important information
B6	Presenter of accredited short courses.	5 CEUs per course topic	Accredited provider/ institution	<ul style="list-style-type: none"> ● <i>Letter of appointment by accredited provider/institution.</i> ● <i>Outline of the course.</i> ● <i>CV of the presenter/s focusing on qualifications, experiences, publications or research history.</i>
B7	All co-presenters of accredited short courses.	2 CEUs per course topic	Accredited provider/ institution	<ul style="list-style-type: none"> ● <i>Letter of appointment by accredited provider/institution.</i> ● <i>Outline of the course.</i> ● <i>CV of the co-presenter focusing on qualifications, experiences, publications or research history.</i>
B8	Answer/complete multiple-choice questionnaires (MCQ) in journals, including electronic journals and or professional association News Letters with required pass mark.	0.2 CEU per standard page of prescribed reading and 0.2 CEU per question. A 70% pass mark is required to qualify for the assigned credits	Editorial structure of the journal	<ul style="list-style-type: none"> ● <i>Original or certified proof of completion and compliance.</i>
B9	Setting/compiling/selecting and marking a multiple choice questionnaire (MCQ) in journals, including electronic journals and or professional association Newsletters with a required pass mark.	0.4 CEUs per standard page of prescribed reading, 0.4 CEUs per question.	Editorial structure of the journal	<ul style="list-style-type: none"> ● <i>CV of the person submitting, focusing on qualifications, experience, publications or research history.</i> ● <i>Copy of the article, MCQ and answers.</i>

Ref No.	Credit bearing Activity/Event	No. of CEUs	Evidence to be issued by	Evidence required/Important information
B10	Attending a formal international short course/workshop/lecture.	4 CEUs per course/workshop/lecture	Formal presenter/provider	<ul style="list-style-type: none"> ● <i>Documentary evidence from the provider clearly indicating the purpose of the activity.</i> ● <i>Outcomes achieved.</i> ● <i>The number of official contact hours must be clearly stated.</i>
B11	Presenting a workshop/lecture/talk/demonstration at an official professional event.	2 CEUs per hour	Professional event organizer/presenter	<ul style="list-style-type: none"> ● <i>Copy of the invitation.</i> ● <i>Outline of the presentation.</i> ● <i>CV of the presenter focusing on qualifications, experience, publications or research history.</i> ● <i>Time duration clearly stated.</i>
B12	Attending a lecture/talk/workshop/demonstration at an official professional event.	1 CEU per hour	Professional event organizer/presenter	<ul style="list-style-type: none"> ● <i>Proof of attendance</i> ● <i>Copy of the invitation.</i> ● <i>Outline of the presentation.</i> ● <i>CV of the presenter focusing on qualification, experience, publications or research history.</i> ● <i>Time duration clearly stated.</i>

Category C: (Measurable)

Demonstrations, hands-on practical and case study presentations

A maximum of 15 of the required CEUs may be obtained/claimed from this category but not more than 10 from any sub-category.

Any registered professional who is fulltime employed by a dental supplier with the purpose of marketing any technology/product/material may not obtain/claim CEUs for C1 and C3.

Ref No.	Credit bearing Activity/Event	No. of CEUs		Evidence to be issued by	Evidence required/Important information
C1	Presenter of an interactive skills workshop with an assessment of the outcome.	2 CEUs per hour. Maximum 8 CEUs per day		Presenter/ inviting structure	<ul style="list-style-type: none"> •Copy of the assessment material. •Outline of the workshop. •Objectives of the workshop. •CV of the presenter focusing on qualifications, experience, publications, or research history.
C2	Participant in an interactive skills workshop with an assessment of the outcomes.	1 CEU per hour. Maximum 6 CEUs per day		Presenter/ offering or accredited structure	<ul style="list-style-type: none"> •Outcome/results of the assessment.
C3	Demonstrating new technology/materials.	2CEUs per hour to a maximum of 4CEUs per event			
C4	Attending a demonstration of new technology/materials.	1 CEU per hour to a maximum of 2 CEUs per event			
C5	Main presenter of a case study.	2 CEUs per case study presentation			
C6	Co- presenter/s of a case study.	1 CEU per case study presentation			

Category D: (Measurable)

Educational involvement

A maximum of 15 of the required CEUs may be obtained/claimed from this category but not more than 10 from any sub-category.

Ref No.	Credit bearing Activity/Event	No. of CEUs	Evidence to be issued by	Evidence required/Important information
D1	External moderator on the request of a training institution for a registered programme at undergraduate level.	3 CEUs per subject per year per level	Local UoT or similar structure	<ul style="list-style-type: none"> •<i>Certificate from the local UoT signed by the HOD of Dental Technology.</i> •<i>CV of the moderator focusing on qualification and experience.</i> •<i>Letter of appointment by the UoT as approved by its Senate.</i>
D2	External examiner on request of a training institution for a registered programme at undergraduate level.	3 CEUs per subject per year per level	Local UoT or similar structure	<ul style="list-style-type: none"> •<i>Certificate from the local UoT signed by the HOD of Dental Technology.</i> •<i>CV of the examiner, focusing on qualification and experience.</i> •<i>Letter of appointment by the UoT as approved by its Senate.</i>
D3	A registered dental technician/technologist whose primary income is derived from being self employed or is an employee with a contract in a dental laboratory but who lectures and/or assists students on a structured part-time basis, with a contractual agreement, at a formal tertiary institution.	2 CEUs per subject per term	Affidavit if self-employed; Employer; Local UoT	<ul style="list-style-type: none"> •<i>Proof of permanent employment as an employee or self employment.</i> •<i>Proof of the part-time employment agreement.</i> •<i>Clear indication of time duration.</i>

Ref No.	Credit bearing Activity/Event	No. of CEUs	Evidence to be issued by	Evidence required/Important information
D4	Guest/occasional lecturer/supervisor at an accredited institution.	2 CEU per hour	Accredited institution	<ul style="list-style-type: none"> •CV of the presenter/supervisor, focusing on qualifications, experience, publications or research history.
D5	Related professional who supervises any student in collaboration with an accredited training institution on a regular basis during the academic year and who is not employed by the institution for that purpose.	<p>1 CEU per bona fide dental laboratory owner/partner if the dental laboratory is accredited as a training laboratory supervising a student per student per annual requirement.</p> <p>2 CEU to the assigned supervisor, for every student supervised as part of formal in-service training to a maximum of 4 CEUs per supervisor per year per requirement.</p>	Local UoT	<ul style="list-style-type: none"> •These credits are subject to an approved written report by both the student and supervisor. •Proof of laboratory registration certificate. •Proof of registration as a practitioner. •Proof of partnership where applicable. •Proof of approval of case study by Dental Technology Department/section. •Proof of the commitment of private practitioners to assist in case studies.

Ref No.	Credit bearing Activity/Event	No. of CEUs	Evidence to be issued by	Evidence required/Important information
D6	Supervising a BTech case study.	<p>4 CEUs to the assigned supervisor, per BTech student supervised with a case study culminating in an oral presentation, a poster and or article which is part of a formal assessment component and requirement for the completion of the qualification.</p> <p>B2 and B5 is over and above if applicable.</p> <p>Maximum 8 CEUs</p>	Local UoT	<ul style="list-style-type: none"> •<i>These credits are subject to an approved written report by both the student and supervisor.</i> •<i>Proof of laboratory registration certificate.</i> •<i>Proof of registration as a practitioner.</i> •<i>Proof of approval of case study by Dental Technology Department/section.</i> •<i>Proof of the commitment of private practitioners to assist in case studies.</i>

Category E: (Measurable)

Ethics, Human Rights, Law and Business Practice

A minimum of 7 CEUs must be obtained in this category.

A maximum of 10 of the required CEUs may be obtained/claimed from this category but not more than 7 from any sub-category.

Ref No.	Credit bearing Activity/Event	No. of CEUs	Evidence to be issued by	Evidence required/Important information
E1	Dedicated workshops, lectures and seminars on dental and related ethics, human rights and medical law.	2 CEUs per hour for the presenter and 1 CEU per hour for a participant.	Accredited provider/facilitator	<ul style="list-style-type: none"> •<i>Outline of the workshop/lecture/seminar</i> •<i>Outcomes</i> •<i>CV of the presenter/facilitator focusing on qualifications, experience, publications or research history.</i> •<i>Proof of attendance in the case of participants or</i> •<i>Proof of invitation from provider/facilitator in the case of the presenter.</i>
E2	Related workshop, lecture, seminar and short course that support the practice of a dental technician/ technologist.	2 CEUs per hour for the presenter and 1 CEU per hour for a participant.	Accredited provider/facilitator	<ul style="list-style-type: none"> •<i>Outline of the workshop/lecture/seminar/short course.</i> •<i>Outcomes</i> •<i>CV of the presenter/facilitator focusing on qualifications, experience, publications or research history.</i> •<i>Proof of attendance in the case of participants or</i> •<i>Proof of invitation from provider/facilitator in the case of the presenter.</i>

Category F: (Measurable)

Formal structured learning

A maximum of 15 of the required CEUs may be obtained/claimed from this category 10 from any sub-category, with the exception of F4 and F5.

Ref No.	Credit bearing Activity/Event	No. of CEUs	Evidence to be issued by	Evidence required/Important information
F1	Examiner of a full Masters and Doctoral research dissertation/thesis.	2 CEUs per submission for a Masters. 5 CEUs per submission for a Doctoral.	Local UoT or similar structure	• <i>Documentary evidence from the institution concerned.</i>
F2	Examiner of a part coursework Masters research dissertation.	2 CEUs per submission	Local UoT or similar structure	• <i>Documentary evidence from the institution concerned.</i>
F3	Participant in related whole qualification that supports the practice of a dental technician/technologist.	1 CEU per formal contact hour of active engagement.	Local UoT or similar structure	<ul style="list-style-type: none"> • <i>Documentary evidence from the institution concerned.</i> • <i>Proof of results, completion of the qualification.</i> • <i>Course/qualification outline.</i>

Ref No.	Credit bearing Activity/Event	No. of CEUs		Evidence to be issued by	Evidence required/Important information
F4	Related post diploma, master's, doctoral and post doctoral qualification at the end of each year of study not exceeding the normal duration of the qualification or official assigned time period.	15 CEUs for a BTech or equivalent, 15 CEUs for a Masters per year not exceeding 2 academic years. 15 CEUs for a Doctoral per year not exceeding 4 academic years.		Local UoT or similar structure	<ul style="list-style-type: none"> • <i>Documentary evidence from the institution concerned.</i> • <i>Qualification outline.</i> • <i>Proof of annual progress and completion of the qualification in the case of Master and Doctoral studies.</i>
F5	Acting as a supervisor or co-supervisor/promoter/study leader for students enrolled for a Master or Doctoral study.	5 CEUs per year per candidate at Masters level. 10 CEUs per year per candidate at Doctoral level. Standard duration of the qualification: Masters a maximum of 2 years. Doctoral a maximum of 4 years.		Local UoT or similar structure	<ul style="list-style-type: none"> • <i>Letter of appointment by the UoT or related structure.</i> • <i>Annual proof of progress and completion of qualifications claimed for.</i>

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