

## **Oregon Dental Hygienists' Association**

Policy: **Continuing Education 04-03**

Program: **Conferences and Education**

Effective date: **July 23, 2017**

Last revised date: **July 23, 2017**

**Purpose:** To provide direction to the Oregon Dental Hygienists' Association (ODHA) on types of continuing education (CE) to incorporate into its activities and to encourage components and constituents' collaboration to allow for increased CE opportunities for members.

### **Policy:**

- The ODHA supports continued competence, lifelong learning and ongoing professional development for dental hygienists.
- The ODHA supports mandatory CE as a requirement for re-licensure in the State of Oregon, including meeting the minimum requirements required by the Oregon Board of Dentistry.
- The ODHA supports CE for all dental hygienists to expand scientific knowledge and enhance practice modalities.
- The ODHA supports collaborative CE efforts and exchange of information to promote optimal total health with accredited institutions and other health disciplines that provide continuing education.
- Component continuing education scheduling should not be in conflict or compete with ODHA or ADHA continuing education.
- Members of the ODHA may participate, as a benefit of membership, in the association's selected courses without tuition payment.
- Members of the ADHA may participate in regular component CEs without any payment. Reasonable payments may on rare occasion be required at the discretion of leadership to cover excessive costs associated with unique, high cost CEs or activities (ie. fundraisers, full-day events, CPR or nitrous trainings, etc.)
- The ODHA supports the use of technology for production of CEs, including but not limited to webinars, tele-CEs, recorded CEs, etc.
- Members of ADHA will be given special pricing to participate in ODHA sponsored conferences and CE events, to be predetermined by the Board of Directors.
- Individuals will not be provided registration concessions that are not afforded to all attendees. This includes reduced registration fees for partial attendance.

- Refunds will not be provided for pre-registered individuals within three weeks of an event, barring bonafide, verifiable emergencies: hospitalizations or serious incidences (i.e. funerals) that conflict with the time of the actual event. Individual requests will be considered by the Board of Directors and may be denied if the nature of absence cannot be verified or is not of a serious enough nature.
- Non-members involved in any constituent or component CEs or events must provide reasonable payment per CE credit hour, with a minimum amount per credit to be determined by the Board of Directors (BOD) and reviewable periodically at the request of members, with a standing minimum being \$25 per hour.
- The ODHA and components will not refuse participation in CEs or events to any individual based on protected class, geographical origination, or otherwise, provided that all of the other requirements in the Continuing Education policy are meant.
- No member benefits will be provided to non-members.
- The ODHA will provide a template for CE certificates which should be used for constituent and component use.
- Records of CE attendance will be maintained by ODHA for four years.
- ODHA will not be solely responsible for damage to supplies or equipment during CEs or activities.

**Procedure:**

- The ODHA and components will review all tripartite calendars for major CE events and activities that may pose conflicts when scheduling. High priority should be placed on not scheduling activities at least three weeks before or three weeks after a previously set event.
- The Board of Directors will work together to set ODHA conference pricing. A deliberate discount will be provided to members for the conference. Considerations *may* be made for single day registrations, dental office staff or support team, and guest pricing.
- If supplies are utilized in a hands-on CE event, supplies or equipment should be gathered and accounted for prior to the completion of the CE
- If supplies or equipment is damaged during any CE or event, a cost share between the association and owner of the supplies or equipment will be determined by the Board of Directors.
- Conference or CE registration can occur online, via mail, over the phone, or in person. For member discounts during registration, proof of membership is required

via ADHA's member list, a current receipt indicating membership, or a signed and paid for membership form at the time of registration.

- A new member price conference discount may only be provided for individuals who are joining ADHA for the first time or have not been members for greater than two years.
- If registration occurs after any deadlines, participants will be able to attend CEs (space permitting) but may no longer be able to participate in activities that require head counts in advance (i.e. meals).
- It is the responsibility of the participants to verify CE courses meet the renewal requirements of their certification or licensure. Participants should retain CE certificates as proof of attendance.