

Oregon Dental Hygienists' Association

Policy: 06-03 Continuing Education

Program: Regional Components- 06

Effective date: February 6th, 2018

Last revised date: February 6th, 2018

Purpose:

To provide direction to Regional Components on types of continuing education (CE) to incorporate into its activities.

To encourage components to collaborate and allow for increased CE opportunities for members.

To give guidance to leaders on how to handle money and meeting materials following an event.

Policy:

- Regional Components support continued competence, lifelong learning and ongoing professional development for dental hygienists and other allied health providers.
- Regional Components support 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.
- Regional Components support CE for all dental hygienists to expand scientific knowledge and enhance practice modalities.
- Regional Components support collaborative CE efforts and exchange of information to promote total health for the public 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 CE's without any payment. Reasonable payments may on occasion be required at the discretion of leadership to cover excessive costs associated with unique, high cost CE's or activities (i.e. fundraisers, full-day events, CPR, etc.)
- Regional Components support the use of technology for production of CE's, including but not limited to webinars, tele-CEs, recorded CE's, etc.
- Members of the ADHA will be given special pricing to participate in Regional Component sponsored conferences and CE events, to be pre-determined by the Board of Directors.

- Individuals will not be provided registration concessions that are not afforded to all attendees. These concessions include reduced registration fees for partial attendance.
- Refunds will not be provided for pre-registered individuals within three weeks of an event. Individual requests due to verifiable emergencies may be considered by the ODHA 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 CE's or events must provide reasonable payment per CE credit hour, with a minimum amount per credit to be determined by the ODHA Board of Directors (BOD) and reviewable periodically at the request of members, with a standing minimum being \$25 per hour.
- The Regional Components will not refuse participation in CE's 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 met.
- No member benefits will be provided to non-members.
- The ODHA will provide a template for CE certificates which should be used for component use.
- Records of CE attendance will be maintained by ODHA's management company for four years.
- Regional Components will not be solely responsible for damage to supplies or equipment during CE's or activities.

Procedure:

- Regional 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.
- Regional Components will provide a sign in sheet for attendance at each meeting. The attendance records and meeting promotional materials will be mailed to our management company following the meeting.
- Money from an event is to be sent to our management company promptly. If mailed, must be in the form of check/s with supporting documents on where the money came from.
- Reimbursement forms with receipt/s are to be mailed to our management company and confirmed by the ODHA treasurer.
- 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 are damaged during any CE or event, a cost share between the component and owner of the supplies or equipment will be determined by the ODHA 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.