

CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD)

Annually a minimum of 30 CPD credits, of which a minimum of 3 must be derived from Ethics and 3 from Business Administration as prescribed by The Department of Health, will have to be collected by each technician/technologist, (laboratory owners and employees) in their individual capacity.

The credits indicated below are divided in four different categories, and will be awarded on an annual basis unless indicated otherwise. (Please note that Category C is compulsory)

Category A

This category is referred to as the Non measurable credits, as they are not measurable in the true sense of the word as is the case in category B. These credits can be obtained by belonging to associations, serving on committees and attending dental shows for example.

- A1:** Belonging to a professional accredited association, for example DENTASA (excluding SADTC) **1 credit**
- A2:** National chairperson of an accredited professional association (See *) **5 credits**
- A3:** Chairperson of branch or vice-chairperson of an accredited national professional association. (See *) **4 credits**
- A4:** Office bearer at all levels of an accredited professional association (excluding the national chair-, vice- chairperson and branch chairperson) (See *) **3 credits**
- A5:** Event/activity convener/coordinator at local level.
(Excluding the organizing of ordinary meetings and other activities associated with A1-A4) **1 credit**
- A6:** Event/activity convener/coordinator at national level
(Excluding the organizing of ordinary meetings and other activities associated with A1-A4) **2 credits**
- A7:** Local advisory/ liaison committee chairperson. **2 credits**
- A8:** Active advisory/liasion committee member (75% attendance)
(University of Technology staff is excluded where this activity is part of their normal institutional duties.) **1 credit**
- A9:** Chairperson of a QA review panel.
(The training institution concerned must provide the CDPcommittee with documentary evidence for A7-A10) **5 credits (per evaluation)**
- A10:** Member of a QA review panel. **2 credits (per evaluation)**

- A11:** Convener of an accredited related special interest group.
(Documentary evidence; attendance list and copies of the program and minutes, must be provided to the CPD committee to the effect.)
3 credits (for a minimum of 3 meetings)
1 credit (per meeting)
- A12:** Member of an accredited related special interest group.
(Documentary evidence; attendance list and copies of the program and minutes, must be provided to the CPD committee to the effect.)
2 credits (per year for 3 meetings)
0.5 credit (per meeting)
- A13:** Formal meeting regarding program planning, reviewing and re-curriculation involving members of the profession and providers include meetings of the SADTC.
(Documentary evidence; attendance list and copies of the program and minutes, must be provided to the CPD committee to the effect.)
2 credits (per year max)
- A14:** Member serving on the national CPD Review Committee will be allowed to earn up to 50% of the required credits.
(Documentary evidence; attendance list and copies of the program and minutes, must be provided to the Education Committee of SADTC to the effect.)
15 credits (max)
- A15:** Attending and/or officiating a branch meeting or ordinary meeting of an accredited professional association.
(The professional association head office must inform the CPD committee at the end of each year on an official letterhead of the association and duly signed by the President and General Secretary. Included must be a summary list reflecting the number of credits due to each member, supported by the attendance lists of each meeting. Copies of the Agendas and Minutes of meetings reflected must also be included)
1 credit (per meeting, max 2 credits per year)
- A16:** Attending and/or officiating the AGM of an accredited professional association.
The professional association head office must inform the CPD committee at the end of each year on an official letterhead of the association and duly signed by the President and General Secretary. Included must be a summary list reflecting the number of credits due to each member, supported by the attendance lists of each meeting. Copies of the Agendas and Minutes of meetings reflected must also be included.)
1 credit
- A17:** Attending a formal international dental exhibition or trade show
(Documentary evidence which must include a copy of the airfare, accommodation and entrance payment The latter is required for each day attended.)
2 credits (per day with a max of 6 credits a year)
- A18:** Attending a formal local or national exhibition or trade show.
(Documentary evidence which must include documentation from the organizers confirming attendance)
1 credit (per day, max 3 credits per year)

**The professional association head office must inform the CPD committee at the end of each year on an official letterhead of the association and duly signed by the President and General*

Secretary who the various official and office bearers for the previous 12 month period were and indicate the positions held and for what period. In the event of more than one person holding office for part of the year the CPD committee will decide on a pro-rata credit allocation. In such an event the decision of the CPD committee will be final.

Category B

This category is referred to as the measurable credits and deals with education, training (including hands on courses) and publications, relevant to dental technology fields.

(This category excludes teaching and examining students at undergraduate level, which is part of a registered program and where a provider employs the presenter/co-presenter/examiner for that specific purpose.)

- B1:** Principal author of a peer reviewed publication or chapter in a textbook.
15 credits
- B2:** Co-author of a peer reviewed publication or chapter of a textbook.
8 credits
- B3:** Review of an article/chapter in a textbook/journal.
5 credits
- B4:** All presenters/authors of a research paper/poster at a conference/refresher course/symposium or similar event.
10 credits (max)
- B5:** All co-presenters/coauthors of a research paper/poster at a congress/refresher course/Symposium or similar event.
5 credits
- B6:** All presenters of accredited short courses.
10 credits
- B7:** All co-presenters of accredited short courses.
5 credits.
- B8:** Presenter of an interactive skills workshop with an evaluation of the outcome
(The evaluation must be specified.)
2 credits per hour (lecturing)
4 credits per hour (demonstration)
2 credits per hour (supervising)
- B9:** Participant in an interactive skills workshop with an evaluation of the outcomes.
(The outcome of the evaluation must be indicated)
1 credit per hour (lecturing)
1 credit per hour (demonstration)
2 credits per hour (hands-on)
- B10:** Multiple-choice questionnaires (MCQ) in journals, including electronic journals and or professional association. News Letters with required pass mark.
0.1 credit per standard page of prescribed reading
0.1 credit per question
(a 80% pass mark required to qualify for credits)

B11: Setting/compiling and marking a multiple choice questionnaire (mcq) in journals, including electronic journals and or professional association News Letters with a required pass mark.

0.2 credits per standard page of prescribed reading

0.2 credits per question

2 credits in total for marking

B12: Guest/occasional lecturer at an accredited institution
(Documentary evidence from the institution required)

1 credit per hour

B13: 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.

(Credits are subject to an approved written report by both the student and supervisor)

1 credit per bona fide dental laboratory owner/partner if the dental laboratory is accredited as a training laboratory.

2 credits to the assigned supervisor, for every student supervised as part of formal In-service Training to a maximum of 4 credits per supervisor per year or

5 credits to the assigned supervisor, for every BTech student supervised with a Case Study which is part of a formal assessment component and requirement for the completion of the qualification.

(B2 and B5 is over and above if applicable)

B14: External moderator on the request of a training institution for a registered program at undergraduate level.

3 credits per subject, event and level

B15: External examiner on request of a training institution for a registered program at under graduate level.

3 credits per subject, event and level

B16: Attending a formal international short course/workshop/lecture/ hands on training/ demonstration.

(Documentary evidence from the provider clearly indicating the purpose of the activity and indicating the outcomes achieved. The number of official contact hours must be clearly stated and differentiated in terms of hours concerned as per credit allocation.)

2 credits per workshop short course/demonstration lecture per hour

4 credits per hour for Hands-on workshops.

Category C

This category deals with Business Administration and Ethic. It was made compulsory by law to earn 3 CPD credits in Business Administration and 3 CPD credits in Ethics.

C1: Dedicated workshops, lectures, seminars on dental technology or related ethics.

4 credits per hour for presenter

2 credits per hour for a participant.

C2: Participant in related workshop, lecture, seminar and short course that supports the practice of a dental technician/ technologist.

- C2:** Participant in related workshop, lecture, seminar and short course that supports the practice of a dental technician/ technologist.
1 credit per hour of engagement to a maximum of 15 per year.

Category D

This category deals with formal structured learning.

- D1:** Examiner of a full Masters and Doctoral research dissertation/thesis
(*Documentary evidence from the institution concerned is required*)
5 credits per submission
- D2:** Examiner of a part coursework Masters research dissertation
(*Documentary evidence from the institution concerned is required*)
3 credits per submission
- D3:** Participant in related whole qualification that supports the practice of a dental technician/ technologist.
(*Documentary evidence from the institution concerned is required*)
1 credit per hour of active engagement to a maximum of 15 per year.
- D4:** 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.
(*Documentary evidence from the institution concerned is required*)
30 credits per academic year