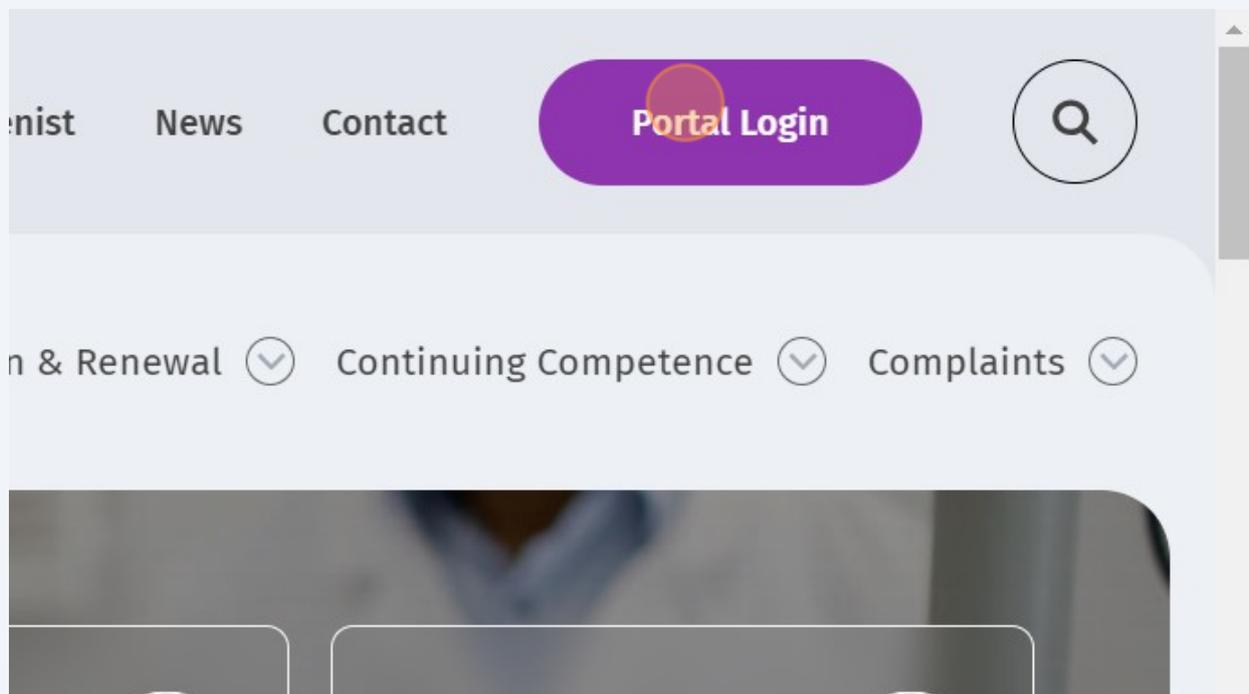


## How to claim credits for reading a Standard of Practice or the Code of Ethics.

1 Navigate to <https://www.acdh.ca/>

2 Click "Portal Login"



3 Log in to the Portal using your email address and password.

4 Once you have logged in, click on the Continuing Competence tab.

# ACDH

Alberta College of Dental Hygienists

Advanced Restricted Activities

Continuing Competence

Practice Hours

Employment

Summary Library

5 Scroll down to the bottom of the page and click the "Record a New Continuing Competence Activity" link.

Committee			Hygienists			
Limited	3.7.5 Other Activities Approved by Council/Registrar/Competence Committee	2023-08-07	2023 Conflicts of Interest	Alberta College of Dental Hygienists	0.25	0.25
					<b>13.25</b>	<b>13.25</b>

Previous 1 2 Next

[Record a New Continuing Competence Activity](#)

[Submission for Credit - Volunteering Form](#)

[Request for Pre-determination of Program Credits Form](#)

Powered by

6

Scroll down to the "Continuing Competency Record" section of the form.

Enter the start date.

3.7.5 Other Activities Approved by Council, Registrar, or Competence Committee

Mandatory Category

4.1 Cardio Pulmonary Resuscitation (CPR)

**Continuing Competency Record**

Start Date (DD/MM/YYYY) \*  

Completion Date (DD/MM/YYYY) \*  

Activity Category \*

Activity Title \*

Instructor(s)/Presenter(s) \*

Sponsor \*

Number of Credits \*  

**Declaration**

7

Enter the completion date.

3.7.5 Other Activities Approved by Council, Registrar, or Competence Committee

Mandatory Category

4.1 Cardio Pulmonary Resuscitation (CPR)

**Continuing Competency Record**

Start Date (DD/MM/YYYY) \*  

Completion Date (DD/MM/YYYY) \*  

Activity Category \*

Activity Title \*

Instructor(s)/Presenter(s) \*

Sponsor \*

Number of Credits \*  

**Declaration**

8

From the Activity Category drop down, you must select "3.7.5 Other Activities Approved by Council/Registrar/Competence Committee".

You cannot claim credits for reading a Standard of Practice or the Code of Ethics under a different category.

The screenshot shows the 'Continuing Competency Record' form. The 'Start Date (DD/MM/YYYY) \*' and 'Completion Date (DD/MM/YYYY) \*' fields are both set to 29/08/2023. The 'Activity Category \*' dropdown menu is open, showing options: 3.7.2 Self-Assessment Package, 3.7.3 Volunteering, 3.7.4 Mental Health and Wellness Activities, 3.7.5 Other Activities Approved by Council/Registrar/Competence Committee (highlighted with an orange circle), and 4.1 Cardio Pulmonary Resuscitation (CPR). Below the form is a 'Declaration' section with three lines of text: 'I certify that I have attended the course or participated in the activity described in this record. The number of hours requested does not exceed the number of hours attended.', 'I understand that, as per CCP Rules Section 3.1, I must retain supporting documentation for all learning activities reported.', and 'I understand that I may be required to provide supporting documentation for this learning activity upon request and / or if I am selected for a CCP audit.'

9

Click "Yes" to the question "Are you claiming credits for reading a Standard of Practice or the Code of Ethics?"

The screenshot shows the 'Continuing Competency Record' form. The 'Start Date (DD/MM/YYYY) \*' and 'Completion Date (DD/MM/YYYY) \*' fields are both set to 29/08/2023. The 'Activity Category \*' dropdown menu is set to '3.7.5 Other Activities Approved by'. Below the form is a question: 'Are you claiming credits for reading a Standard of Practice or the Code of Ethics?' with two radio buttons: 'Yes' (selected with an orange circle) and 'No'. Below the question are three empty text input fields for 'Activity Title \*', 'Instructor(s)/Presenter(s) \*', and 'Sponsor \*'. Below the 'Sponsor \*' field is a partially visible 'Number of Credits \*' field.

10

From the Activity Title drop down, select the Standard of Practice or Code of Ethics for which you are claiming credit.

Continuing Competency Record

Start Date (DD/MM/YYYY) \* 29/08/2023

Completion Date (DD/MM/YYYY) \* 29/08/2023

Activity Category \* 3.7.5 Other Activities Approved by

Are you claiming credits for reading a Standard of Practice or the Code of Ethics?  Yes  No

Any of the questions below that refer to a Standard of Practice also apply to the Code of Ethics.

Select Standard of Practice

Activity Title \*  
Instructor(s)/Presenter(s) \*  
Sponsor \*  
Number of Credits \* ⓘ

Advertising 2023  
Clinical Therapy 2023  
Code of Ethics 2023  
Collaboration 2023  
Communication 2023  
Conflicts of Interest 2023

Self Reflection

11

The remaining fields in this section will auto-populate and are not editable.

## 12 Use the prompts to help you complete the self-reflection (minimum 250 words).

Please write a reflection on this specific Standard of Practice (minimum 250 words). Questions to consider include:

- How will you implement this Standard of Practice in your practice of the profession? What steps will you take to ensure you are adhering to this Standard of Practice?
- What changes to your practice of the profession might you make after having read and reflected on this Standard of Practice?
- What learning needs have you identified for yourself? How might you meet these identified needs?
- Why is this Standard of Practice important when practicing the profession? How does it affect patients and protect the public interest? the integrity of the profession?



### Declaration

I certify that I have attended the course or participated in the activity described in this record. The number of hours requested does not exceed the number of hours attended.

I understand that, as per CCP Rules Section 3.1, I must retain supporting documentation for all learning activities reported.

## 13 Read the declaration and click "I certify".

### Declaration

I certify that I have attended the course or participated in the activity described in this record. The number of hours requested does not exceed the number of hours attended.

I understand that, as per CCP Rules Section 3.1, I must retain supporting documentation for all learning activities reported.

I understand that I may be required to provide supporting documentation for this learning activity upon request and / or

Certification \*

 I certify

**I acknowledge and agree that if I submit this document electronically and insert, my full name below, it is equivalent to my signature.**

Signature \*

\* Required

Submit

Close

14 Enter your full name in the signature field.

Declaration

I certify that I have attended the course or participated in the activity described in this record. The number of hours requested does not equal the number of hours attended.

I understand that, as per CCP Rules Section 3.1, I must retain supporting documentation for all learning activities reported.

I understand that I may be required to provide supporting documentation for this learning activity upon request and / or if I am selected for an audit.

Certification \*  I certify

I acknowledge and agree that if I submit this document electronically and insert, my full name below, it is equivalent to my signature.

Signature \*

\* Required

Submit Close

15 Click "Submit"

Declaration

I certify that I have attended the course or participated in the activity described in this record. The number of hours requested does not equal the number of hours attended.

I understand that, as per CCP Rules Section 3.1, I must retain supporting documentation for all learning activities reported.

I understand that I may be required to provide supporting documentation for this learning activity upon request and / or if I am selected for an audit.

Certification \*  I certify

I acknowledge and agree that if I submit this document electronically and insert, my full name below, it is equivalent to my signature.

Signature \*

\* Required

Submit Close

**16**

Wait until you see the message on your screen saying "Form Submitted Successfully" before closing the window.

**17**

If you want to verify your entry, you can go to the Continuing Competence tab in the Registrant Portal. You may need to refresh the page.