



Royal College of
Dental Surgeons of Ontario

Ensuring Continued Trust

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General Principles for Approved Sponsors and Speakers Presenting Core Courses

Core courses must be relevant to the practice of the profession and designed to promote members' continuing competence and maintenance of professional standards.

Core courses must be approved by the Quality Assurance Committee. In approving courses for this category, the Quality Assurance Committee considers such factors as:

- course providers are recognized experts on the subject;
- the quality of the delivery mode;
- references or links to supportive educational materials;
- absence of any commercial bias;
- whether there is an independent assessment component;
- accessibility to all members equally.

Once a core course is approved, both sponsors and speakers must adhere to certain general principles to ensure that members will receive appropriate credit for attending a core course presentation.

1. In order to qualify for CE points in Category 1, a core course must be presented in association with an Approved Sponsor. When presented in association with an unapproved sponsor, CE points will be awarded in Category 3.
2. Where the Approved Sponsor (e.g. Component Dental Society, Approved Study Club) for the presentation is not the originating sponsor (e.g. ODA, TAD, OAGD) for the core course, the Approved Sponsor would be well advised to inform the College of the intended presentation prior to the event.
3. In order to qualify for CE points in Category 1, a core course must be presented as it was approved by the Quality Assurance Committee, including the assessment component. Other than minor changes to the content by the speaker to maintain the currency of the information presented, the core course cannot be modified in any aspect. This includes changes to the duration of the course or number of CE points awarded. Any proposed changes to an approved core course may require re-submission of the course to the Quality Assurance Committee for review and consideration.

4. Core courses must have an absence of any commercial bias. Accordingly, Approved Sponsors and speakers must not be placed in a position of conflict of interest by virtue of any affiliation with a company that provides financial or other support for the presentation.
5. The ultimate decision on the choice and organization of the presentation of a core course must rest with the Approved Sponsor. In addition, the ultimate decision on funding arrangements for the presentation of a core course is the responsibility of the Approved Sponsor. While the Approved Sponsor may acknowledge the financial or other aid received, it should not identify the products of the company or companies that provide funding for the presentation.
6. Negotiations for space or types of promotional displays at core course presentations should not be influenced by funding arrangements. Where possible, all company booths, tables and displays should be located outside the presentation theatre.
7. Every effort should be made to use generic names rather than trade names in the core course presentation. In particular, speakers should not engage in peer selling.
8. Core courses must be accessible by all members **of the College** equally. If an Approved Sponsor (e.g. Component Dental Society, Approved Study Club) wishes to advertise a core course presentation for attendance by all dentists in the community, then the fee for attendance by all dentists must be equal, regardless of whether they are members of the Approved Sponsor or non-members.
9. In order to award CE points in Category 1, Approved Sponsors must make reasonable efforts to ensure that dentists have attended the full core course presentation and completed the assessment component. This may be accomplished in a variety of ways, such as scanning badges or using sign-in/sign-out sheets, and having dentists turn in their assessment sheet with name and College registration number included.
10. Approved Sponsors must provide attendees with documentation that demonstrates their successful participation in the core course presentation (e.g. course certificates or other proof of attendance document). Course certificates for core course presentations should include:
 - the dentist's name
 - the title of the core course presentation
 - the speaker's name
 - the Approved Sponsor's name
 - the date of the core course presentation
 - the number of CE points awarded in Category 1 (as specified by the Quality Assurance Committee)

11. If a course certificate or other proof of attendance document will be issued on the same day of the event, Approved Sponsors must provide such documentation at the end of the core course presentation, having first verified that the dentist attended the full core course presentation and completed the assessment component.

12. Approved Sponsors must maintain attendee records of core course presentations for a minimum of eight (8) years following the date of the event, including either the original sign-in/sign-out sheets and assessment sheets OR an administrative record that summarizes this information for each attendee.

COLLEGE CONTACTS:

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