

Practice Hours - How to Guide

We have put together the information below to help you with your online records. If you need more detailed help, contact us at the College office.

Topics covered below:

- Create New Practice Hours Record
- Update/Change a Practice Hours Record
- About Uploads

Number of Practice Hours to Complete

You must complete at least 300 practice hours “actively engaged in dental assisting practice” every 3 years.

Create a New Practice Hours Record

1. To create a new practice hours record, click on "Add Practice Hours" in the [Portal](#) at the Practice Hours page.

Registration

Registration Details

Application History

Employment Status

Practice Permit

Insurance

Continuing Competence

Self-assessment

Learning Plans

Practice Hours

Practice Hours

Record your annual practice hours below. You must complete at least 300 hours “actively engaged in dental assisting practice” every 3 years.

Resources

- Need help? [Review our Practice Hours - How to Guide.](#)
- [Practice Hours Verification Form](#)

[+ Add Practice Hours](#)

2. This will open a new practice hour record where you can complete these steps:

- select a Plan Year
- enter your hours
- select the source (employment or volunteer hours)
- upload your verification document(s)
- click "create"

The screenshot shows the 'New Practice Hours' form. On the left is a blue sidebar with navigation links: Registration, Registration Details, Application History, Employment Status, Practice Permit, Insurance, Continuing Competence, Self-assessment, Learning Plans, Practice Hours, Audit, Annual Renewal, and Registration Change Request. The main content area has the title 'New Practice Hours' and three input fields: 'Plan Year *' with '2024', 'Hours *' (empty), and 'Source *' with a dropdown menu showing 'Select...'. Below these is the 'Upload Verification' section with the text 'Please upload your verification document(s).', an 'Upload File' button, and '0 files uploaded.' At the bottom right are 'Cancel' and 'Create' buttons. Five orange arrows point to the Plan Year, Hours, Source, Upload File, and Create buttons.

3. Once you have successfully created a record, both you and College staff can see it.

The screenshot shows the 'Practice Hours' page. The sidebar is the same as in the previous screenshot. The main content area has the title 'Practice Hours' and a note: 'Record your annual practice hours below. You must complete at least 300 hours "actively engaged in dental assisting practice" every 3 years.' Below this is a 'Resources' section with two links: 'Need help? Review our Practice Hours - How to Guide.' and 'Practice Hours Verification Form'. A table displays the following data:

Plan Year	Hours	Source
2023	1642	Employment

At the bottom left of the table area is a blue button with a plus sign and the text '+ Add Practice Hours'. A large orange arrow points to the table.

Update/Change a Practice Hours Record

1. The records you create can be updated/changed by clicking “edit” on a given record.

Practice Hours

Record your annual practice hours below. You must complete at least 300 hours "actively engaged in dental assisting practice" every 3 years.

Resources

- Need help? [Review our Practice Hours - How to Guide.](#)
- [Practice Hours Verification Form](#)

Plan Year	Hours	Source	
2023	1642	Employment	Edit

[+ Add Practice Hours](#)

2. When you click “Edit” the record opens/expands to show all the fields in the record. Remember to click "save" after making your changes.

Edit Practice Hours

Plan Year *

Hours *

Source *

Upload Verification

Please upload your verification document(s).

[Upload File](#)

1 file uploaded.

Test PDF.pdf ✕

[✕ Cancel](#) [✓ Save](#)

Complete these steps to "Upload Verification":

- click on the "Upload File"
- *if using a computer/laptop* a window will open in which you need to find, then select the document/file/photo you want to upload
- *if using a smartphone/tablet* you will be given choices that allow you to select a photo/document already on your device or to take a photo using the device's camera

The screenshot shows the 'Edit Practice Hours' form with a blue sidebar on the left containing navigation options: Registration, Continuing Competence, and Annual Renewal. The main form has three input fields: 'Plan Year *' with '2023', 'Hours *' with '1642', and 'Source *' with a dropdown menu set to 'Employment'. Below these is the 'Upload Verification' section, which includes the instruction 'Please upload your verification document(s)', an 'Upload File' button, and a confirmation message '1 file uploaded.' with a file named 'Test PDF.pdf'. At the bottom right of the form are 'Cancel' and 'Save' buttons. Two orange arrows point to the 'Upload File' button and the 'Save' button.

- Click "Save"

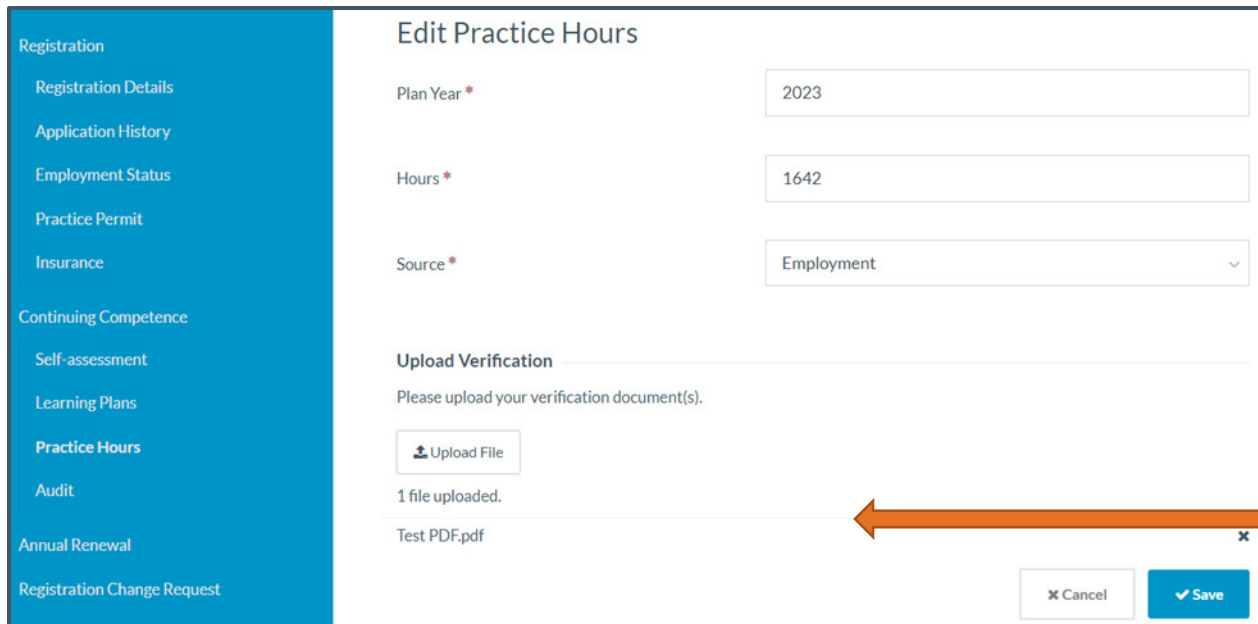
This screenshot is identical to the previous one, showing the 'Edit Practice Hours' form with the 'Upload Verification' window open. In this version, an orange arrow points to the 'Save' button at the bottom right of the form.

Note: Entries in all the fields are required and must be completed before you can successfully save the record.

About Uploads

Uploads may be PDF, JPG, PNG, GIF or TIF files with a maximum file size of 2 MB (2000 KB).

When your upload is successful it will appear below the Upload File button.



The screenshot shows a web interface for editing practice hours. On the left is a blue sidebar with navigation links: Registration, Registration Details, Application History, Employment Status, Practice Permit, Insurance, Continuing Competence, Self-assessment, Learning Plans, Practice Hours, Audit, Annual Renewal, and Registration Change Request. The main content area is titled 'Edit Practice Hours' and contains three input fields: 'Plan Year *' with the value '2023', 'Hours *' with the value '1642', and 'Source *' with a dropdown menu set to 'Employment'. Below these fields is an 'Upload Verification' section with the instruction 'Please upload your verification document(s)'. It features an 'Upload File' button, a status '1 file uploaded.', and a list of files with 'Test PDF.pdf' shown. A large orange arrow points from the right towards the file list. At the bottom right are 'Cancel' and 'Save' buttons.

Verification of Practice Hours

Practice hours may include employment and volunteer hours. Acceptable Verification of Practice Hours includes:

- a completed [Practice Hours Verification Form](#)
- a signed letter from an employer or volunteer organization representative that includes the number of hours, the date ranges the hours were completed and the types of services provided
- a record of employment (remove all confidential information such as social insurance number and salary)