

Continuing Competence Requirements Checklist



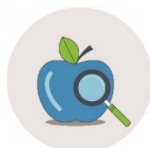
Assess your knowledge and abilities as a Dental Assistant.

- ☐ Identify areas for improvement or growth. [Use the Self-Assessment tool](#) or do a self-directed assessment.
- ☐ Plan your Learning Objectives. Refer to your self-assessment to **propose at least 2 Learning Objectives** [in the Portal](#).
- ☐ Write Learning Objective Statements that answer these questions:
 - What do I plan to learn?
 - Why is this learning important?
- ☐ Choose a Competency Number. [Review the Competency Profile](#) and choose a competency number (1 letter and 2 numbers) that aligns with your Learning Objective.



Achieve your learning to complete your proposed Learning Objectives.

- ☐ Complete learning activities to achieve your Learning Objectives. Choose activities that fit the way you learn best. For example: self-study using online or textbook sources, webinars, conferences, formal education, or mentoring. Complete your learning by November 30th of the current Plan Year*.
- ☐ Provide Proof of Completion. Your proof should enable the College to verify your Learning Activities clearly and easily. You can upload a signed [Verification of Learning Form](#).



Analyze the outcome of your learning by writing a reflective Results Statement.

- ☐ Write Result Statements that:
 - tell us how the learning impacted or enhanced your dental assisting practice. What can you do because of completing this Learning Objective?
 - explain and or provide an example of how completing this Learning Objective improved your patient's oral healthcare experience or your dental assisting practice.



Maintain Current Practice

- ☐ Have at least **300 hours of practice in the last three years** or meet equivalence requirements. Proof, such as a [Practice Hours Verification form](#) should be uploaded [in the Portal](#) annually.

**Learning must be completed by November 30th of the current Plan Year. Plan Years are the same as the registration year – they run from December 1st to November 30th of the following year. For example, Plan Year 2025 runs from Dec 1, 2024–Nov 30, 2025.*