

CONTINUING EDUCATION SUPPORT FOR NBDS REGIONAL GROUPS AND AFFILIATED AUXILIARY GROUPS

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POLICY STATEMENT

The New Brunswick Dental Society supports continuing education for all members of the dental team. It is compatible with the mission of the New Brunswick Dental Society to support and encourage quality continuing education for dentists and dental assistants.

CONTINUING EDUCATION PROGRAMS COORDINATED BY REGIONAL DENTAL SOCIETIES

Financial support is available on an annual basis for regional dental societies on a conditional basis in support of continuing education initiatives sponsored by that Region. A Regional grant in the amount of \$2000 is available, in whole or in part, to support continuing education programs for dentists.

Requests for the funding must include the following information in order to be considered:

- a. A brief outline of the educational event, including topics and speakers.
- b. A budget including travel costs for speakers and any honoraria paid to speakers.
- c. The anticipated audience (number of dentists and/or staff) and associated registration fees, if any, for the program
- d. A contact name and address for the cheque.

If the program is sponsored or coordinated by another enterprise, that information should be provided. Note that NBDS will **not** fund events that appear to be promotional in nature (such as those offered by supply companies or vendors of dental products).

1. Educational content shall be focused in skills, practical information, professional knowledge/competencies or other dentally-related topics.
2. Only events that are a half-day in length (or greater) will be considered.
3. Funds are intended to be used to support the educational portion of a regional meeting and may not be used for meals or other social activities.
4. A request for financial support is to be submitted to the NBDS office at least 30 days in advance of the program.

5. If a funded program is cancelled for any reason, the grant, in full, shall be returned to the NBDS office. Funds granted must be used within the same calendar year as they are received.
6. As with any regional event, a list of attending dentists shall be forwarded to the NBDS offices for credit.
7. More than one program may be funded in any one calendar year in any region, provided the total amount does not exceed the limits established by the NBDS Board.
8. The financial support of the NB Dental Society must be recognized in any promotional material and at the event itself. In the event that a member of the NBDS Board is in attendance, he/she should be acknowledged.

MANDATORY MEMBERSHIP IN AUXILIARY ASSOCIATION

Financial support is to be made available annually to auxiliary associations on a conditional basis in support of continuing education initiatives sponsored by auxiliary associations. Executive Committee will recommend to Board at its spring meeting a grant in the amount of \$4000 to an auxiliary association if the following conditions have been met:

- i. That membership in the auxiliary association is a requirement for licensure.
- ii. That the association has determined a continuing education requirement for maintenance of membership in the association and that a copy of the legislated C.E. requirement be submitted to the NBDS.
- iii. That the association submit a list of members in good standing with the association to the NBDS before December 31st, of each year.

All Board members will be given a copy of this policy and be asked to read it.

Reason for Policy:

To ensure the Board of Directors is clear on its responsibilities towards supporting Continuing Education.

Who should know this Policy:

The Board of Directors, Executive Director, Registrar, NBDS staff, NBDAA and volunteers as appropriate.

Procedures:

This policy will be referenced by the staff and the appropriate volunteers from time-to-time. The Board of Directors will review this policy annually.