



Completed By: \_\_\_\_\_

Date: \_\_\_\_\_

## Introduction

Under ONTARIO REGULATION 209/94 to the *Psychology Act*, 1991, every member must participate in continuing education and professional development (“CPD”) activities. The College is required to monitor members’ participation in, and compliance with, this and other components of the Quality Assurance program.

You have been selected to participate in an audit of your participation in the CPD program.

Please provide all materials relevant to your CPD activities over the past two years including:

- A copy of the CPD goals you set when completing your 2019 Self-Assessment Guide (page 23-24)
- A copy of the tracking sheet you used to record your CPD activities and credits for the 2019-2021 CPD cycle
- Copies of all available documentation verifying your participation in the CPD activities listed

We recommend that you review the following documents in preparing your submission:

- [CPD Documentation Submission Requirements](#)
- [CPD Program Description](#)

Please complete the following questionnaire by answering “Agree” or “Disagree” to each question and submit it to the College, along with the documents listed above:

1. I have earned a total of 50 eligible CPD credits in the past two years:      Agree      Disagree

If disagreed, please explain:

2. I have earned a Minimum of 10 eligible credits in Section A of the CPD requirements:      Agree      Disagree

If disagreed, please explain:

3. I have earned a Minimum of 10 eligible credits in Section B of the CPD requirements

Agree

Disagree

If disagreed, please explain:

4. I have reported completion of a Minimum of 10 eligible credits in total in Sections A and/or B pertaining to legislation, professional standards and ethics related to the profession, and have also provided sufficient information to demonstrate the relevance of these activities to the legislation, professional standards, and ethics:

Agree

Disagree

If disagreed, please explain:

- |  |       |          |
|--|-------|----------|
| 5. I have attached a copy of the CPD Goals from section 7 of my <b>2019</b> Self-Assessment Guide? | Agree | Disagree |
|--|-------|----------|

If disagreed, please explain:

6. CPD activity listings:

I have provided the sufficient information about each activity I listed to indicate:

- |  |       |          |
|--|-------|----------|
| a. The full name, or a description, of each activity   | Agree | Disagree |
| <hr/>  |       |          |
| b. The date each activity was completed  | Agree | Disagree |
| <hr/>  |       |          |
| c. The number of eligible credits for each activity  | Agree | Disagree |
| <hr/>  |       |          |
| d. The names of organizations or other individuals associated with each activity for verification purposes | Agree | Disagree |
| <hr/>  |       |          |
| e. Supporting documentation for each organized activity  | Agree | Disagree |
| <hr/>  |       |          |
| f. Sufficient information to allow verification of any activity for which no documentation is available    | Agree | Disagree |

If disagreed with any of the above statements, please explain:

**Additional Comments:**

Thank you for your cooperation.