



## Continuing Professional Development Tracking Sheet

Name: **Will Lernmore**

Tracking Period: **July 1, 2023 – June 30, 2025**

### GUIDELINES FOR USE

#### Entering Activities

Please use the spaces below to document the Continuing Professional Development (CPD) activities you have completed within your two-year CPD tracking period. Complete expectations and requirements for the CPD Program may be found on the College [website](#).

**This tracking sheet is not automated, and you will need to calculate your total applicable credits manually to monitor progress.**

#### Supporting Documentation

This tracking tool does not have the capacity to store additional attachments. Please save your documentation separately in hard copies, or on your personal computer drive.

#### Record Keeping

Members of the College are required to retain the records of their participation in continuing education and professional development activities for a period of at least five years under O. Reg. 73/15, *General s. 10(3)*.

**NOTE: Please save the Tracking Sheet file to your computer drive before entering any information. You may also print the document to fill out by hand, if desired.**

## Credit Summary

Total Section A Credits Earned (Min 10):	74.00
Total Section B Credits Earned (Min 10):	21.50
Total Credits Earned (Min 50):	95.50
Total Ethics/Jurisprudence Credits Earned (Min 10):	53.50
Total Equity, Diversity and Inclusion Credits Earned (Min 5):	42.00

## CONTINUING PROFESSIONAL DEVELOPMENT REQUIREMENTS

### Members may earn a **maximum** of:

10 credits per activity type or single event, e.g., grand rounds, peer supervision, case conference, seminar, project, publication, independent study activity, committee membership

20 credits per activity category, i.e., A1, A2..., B1, B2

### Members must earn a **minimum** of:

50 total CPD credits

### 50 Total Credits must include **at least**:

10 credits from section A **and** 10 credits from section B activities

10 credits with content related to professional ethics and/or jurisprudence (Ethics)

5 credits with content related to equity, diversity and inclusion (EDI)

## ELIGIBLE ACTIVITIES AND CREDITS

### Section A: Continuing Professional Development achieved through Professional Activities (Minimum 10)

A1.	<b>Professional Consultation/Interaction:</b> (1 hour = 1 credit) Examples: colloquia, attending invited speaker sessions, professional development meetings, case conferences, grand rounds, journal discussions with professional peers, professional listserv participation, providing or receiving peer supervision or consultation, subject of a Peer Assisted Review (voluntary or required), mentorship, other similar activities that would enhance your professional practice with clients. <i>May be undertaken in-person or via technology.</i>
A2.	<b>(Preparation for) Teaching:</b> (1 hour = 1 credit, or 10 credits per semester course) Examples: preparing materials for teaching a university or community college course or guest lecture, preparing a practicum course or supervising student research.
A3.	<b>(Preparation for) Delivering Workshops, Conferences and Presentations:</b> (1 hour = 1 credit) Examples: developing materials for workshops, seminars, or other courses, other similar activities.
A4.	<b>Professional Writing, Reviewing, Editing:</b> (1 hour = 1 credit) Examples: professional or scientific paper, book/chapter/journal relevant to psychology, professional e-writing (blogs, website posts), popular media where content is related to professional matters, other similar activities. <i>Excludes reports and documentation prepared in the course of providing client care.</i>
A5.	<b>Formal Research:</b> (1 hour = 1 credit) Examples: designing, implementing, collecting, and/or analyzing research data.
A6.	<b>College / Professional Association Involvement:</b> (1 hour = 1 credit) Examples: serving on College Council or Committee, or a psychological association board or committee; serving as an Oral Examiner or Quality Assurance Committee Peer Assessor or Reviewer; participation in College consultations.
A7.	<b>Practice Outcome Monitoring:</b> (1 hour = 1 credit) Examples: assessing individual or group client outcomes using questionnaires or other formal outcome measures.
A8.	<b>General Attendance at Conferences, Workshops, Seminars and Conventions:</b> (1/2 day = 1 credit) Examples: live events with educational content associated with the profession, examples listed in B1, below.  <b><i>When participating in applicable <u>live</u> activities with other participants or professional peers, credits may be counted under <u>both</u> A8 and B1 OR B2 categories.</i></b>

## Section B: Continuing Professional Development achieved through Education (Minimum 10)

B1. **Programs/Courses/Workshops with content relevant to the practice of Psychology where CE credits are provided:**  
(1 hour = 1 credit, or as provided by the accrediting organization)

Examples: professionally relevant workshops, seminars, sessions, professionally relevant programs, workshops or courses offered at an educational institute or professional or scientific meeting, any structured program relevant to the practice of psychology would be acceptable.

*May be undertaken in person or via technology.*

***The College does not pre-approve or endorse any specific CE programs; generally, appropriate CPD activities will have a structured agenda, learning objectives, attendance (either on-site or online) and a specified number of required hours of attendance. Members are expected to use their own judgment in determining the appropriateness of specific CE crediting organizations.***

B2. **Programs/Courses/Workshops with content relevant to the practice of Psychology whether or not formal CE credits are provided:** (1 hour = 1 credit)

Examples: Barbara Wand Seminar, other examples as listed in B1. Formal CE credits do not need to be provided by the organization for the activity to be applicable.

***This category can be used to record credits which may also be counted under category B1 if the maximum has been reached.***

B3. **Self Directed Learning:** (1 hour = 1 credit)

Examples: reading professional literature (journal articles, books, manuals for new tests and therapy tools, etc.), viewing archived webinars/podcasts related to professional activities, other similar activities.

**BEGIN RECORDING YOUR CPD ACTIVITIES ON THE FOLLOWING PAGE**

**A1: Professional Consultation/Interaction:** (1 hour = 1 credit) Maximum 20 for category, 10 per single event or activity type

***Examples:** colloquia, attending invited speaker sessions, professional development meetings, case conferences, grand rounds, journal discussions with professional peers, professional listserv participation, providing or receiving peer supervision or consultation, subject of a Peer Assisted Review (voluntary or required), mentorship, other similar activities that would enhance your professional practice with clients. May be undertaken in-person or via technology.*

Date Completed	Hours	Ethics	EDI	Documentation Provided	Activity Description	This activity enhanced my knowledge, skill and judgement in the following way(s):
2023-07-27	1	1	1	Zoom Invitation	Case consultation with colleague Mary Jones M.D. re: clinical progress	Gained a greater understanding of how I may discuss the client's goals during sessions, and what steps they can take in between sessions to continue working towards those goals.
2023-08-01	0.5	0	0	Listserv Discussion Post	Responded to a colleague's post regarding the use of MIND test scores	The discussion provided a mutual exchange of information related to test scores, their use, and how they inform decisions on intervention.
2024-01-10	10	10	0	Supervision Logs	Met with James S. to discuss and update client files, dates of meetings noted in attached logs	Reviewed the Standards of the Profession with James to support the delivery of competent services to clients of supervisee's that are necessary and ethical.
2024-02-10	2	2	2	E-mail Confirmation	Began peer working group sessions with peers and supervisees to discuss intersectionality approaches.	The introductory meeting set a framework for discussing and applying new approaches in the clinical setting, as well as outlined how this will prevent missteps when providing services to marginalized or disadvantaged populations.
2025-02-01	3	0	3	E-mail Confirmation	Grand Rounds presentation of J.L. case at the Northern Province Consultation Group	I was able to learn more about the clinical perspectives which colleagues are using to assess and manage client needs related to unique phobias.
2025-04-05	5	5	5	PAR Report (CPO has record)	Preparation for Peer Assisted Review of colleague A. Smart, acted as Peer Nominated Reviewer	Participating in the review enhanced my familiarity with the Standards of the Profession related to record keeping practices and provided an mutual exchange of information with my reviewers.

**A2: (Preparation for) Teaching:** (10 credits per semester course) Maximum 20 for category.

*Examples: preparing materials for teaching a university or community college course or guest lecture, preparing a practicum course or supervising student research.*

Date Completed	Hours	Ethics	EDI	Documentation Provided	Activity Description	This activity enhanced my knowledge, skill and judgement in the following way(s):
2023-12-30	10	0	0	Presentation Slides	Guest lectured at the College of Ottawa on the use of the Anxiety Guide in clinical settings	Preparing for and answering questions from students gave me the opportunity to review practical examples from my clinical work and reflect on the service outcomes for future cases.
2024-12-15	10	0	0	Course Syllabus	Sessional Lecturer for Fall Term at the University of Central Ontario; Cognitive Assessment and Interpretation.	Working with students to develop understandings of core concepts and the application of theoretical frameworks has supported my practice by renewing the lens I use to interact with clients.

**A3: (Preparation for) Delivering Workshops, Conferences and Presentations:** (1 hour = 1 Credit) Maximum 20 for category.

*Examples: developing materials for workshops, seminars, or other courses; other similar activities.*

Date Completed	Hours	Ethics	EDI	Documentation Provided	Activity Description	This activity enhanced my knowledge, skill and judgement in the following way(s):
2024-05-06	4	0	4	Agenda	Poster Presentation on the premature termination of therapy at the Mental Health Service Providers Conference	The development of the presentation materials, which included research and a review of peer articles, enhancing knowledge gained in previous years with current information.


**A4: Professional Writing, Reviewing, Editing:** (1 hour= 1 credit) Maximum 20 for category.

*Examples: professional or scientific paper, book/chapter/journal relevant to psychology, professional e-writing (blogs, website posts), popular media related to professional activities, other similar activities. Excludes reports and documentation prepared in the course of providing client care.*

Date Completed	Hours	Ethics	EDI	Documentation Provided	Activity Description	This activity enhanced my knowledge, skill and judgement in the following way(s):
2023-12-01	10	0	0	<a href="#">Weblink</a>	Published: Evidence for Modification of Standard Assessment Tools, Journal of Assessment, 2023, Issue 7(2)	Writing this paper allowed me to collaborate with peers and conduct research into the use of these tools in clinical settings. I now have a better understanding of how to utilize existing tools for the delivery of specialized services.
2023-11-14	3	3	0	<a href="#">Weblink</a>	Wrote article on informed consent, Ontario Association of Helping Professionals Newsletter	This article required a review of the Health Care Consent Act, 1996, to support my understandings of capacity for cognitively impaired individuals.

**A5: Formal Research:** (1 hour= 1 credit) Maximum 20 for category.

*Examples: designing, implementing, collecting, and/or analyzing research data.*

Date Completed	Hours	Ethics	EDI	Documentation Provided	Activity Description	This activity enhanced my knowledge, skill and judgement in the following way(s):	

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**A6: College / Professional Association Involvement:** (1 hour = 1 credit) Maximum 20 for category.

*Examples: serving on College Council or Committee, or a psychological association board or committee; serving as an Oral Examiner or Quality Assurance Committee Peer Assessor or Reviewer; participation in College consultations.*

Date Completed	Hours	Ethics	EDI	Documentation Provided	Activity Description	This activity enhanced my knowledge, skill and judgement in the following way(s):	
2024-07-07	5	5	5	Letter of Engagement	Sitting member on the Ethics Committee of NAPA-ON	The Committee reviews emerging topics related to ethical conduct and professional practices on a quarterly basis.	



**A7: Practice Outcome Monitoring:** (1 hour = 1 credit) Maximum 20 for category.

*Examples: assessing individual or group client outcomes using questionnaires or other formal outcome measures. Please include details regarding the structured tools or assessments used for the provision of these services.*

Date Completed	Hours	Ethics	EDI	Documentation Provided	Activity Description	This activity enhanced my knowledge, skill and judgement in the following way(s):
2024-07-07	5	5	5	Anonymized scoresheets for clients M.P., L.K., E.G., R.C., B.N.	Use of structured tool (OCTP) to measure client progress in therapy	Permitted the objective measure of progress allowing me to reflect upon helpfulness of intervention and consider additional factors in determining appropriate intervention with clients.

**A8: General Attendance at Conferences, Workshops, Seminars and Conventions:** (1/2 day = 1 credit) Maximum 20 for category.

*Examples: live events with educational content related to the profession; credits may be counted under both A8 and B1 or B2 categories, examples listed in B1.*

Date Completed	Hours	Ethics	EDI	Documentation Provided	Activity Description	This activity enhanced my knowledge, skill and judgement in the following way(s):
2023-07-18	3	3	3	Registration Confirmation	Tricky Issues Semina on maintaining professional boundaries, virtual attendance with colleagues J.S. and G.S.	Seminar presenters discussed ethical challenges relevant to my practice; gained tools to navigate dual relationships.
2025-02-16	4	4	4	CE Certificate	Provincial Professional Association Annual Conference, attended in-person	Participation in two of the offered seminars enhanced my understanding of ethical conduct for

						releasing information when requested under legislation.	

**B1: Programs/Courses/Workshops with content relevant to the practice of Psychology where CE Credits are provided:**

(1 hour = 1 credit, or as provided by accrediting organization) Maximum 20 for category, 10 per single event.

*Examples: professionally relevant workshops, seminars, sessions; professionally relevant programs, workshops or courses offered at an educational institute or professional or scientific meeting; any structured program relevant to the practice of psychology would be acceptable. May be undertaken in-person or via technology.*

Date Completed	Hours	Ethics	EDI	Documentation Provided	Activity Description	This activity enhanced my knowledge, skill and judgement in the following way(s):	
2023-09-08	4	0	0	CE Certificate	NAPA Workshop: Emerging Practices in Counselling	Practices discussed in the workshop encouraged me to conduct further research on how they might apply to my client base.	
2025-04-02	2.5	2.5	0	CE Certificate	NAPA Workshop: Supervisory Theory and Updated Methodology	Completing this workshop assisted in my revision of supervisory contracts and has benefitted the delivery of services to supervisees and clients.	

**B2: Programs/Courses/Workshops with content relevant to the practice of Psychology whether or not formal CE credits are provided:**

(1 hour =1 credit) Maximum 20 for category, 10 per single event.

*Examples: similar to activities listed in B1, but formal CE credits do not need to be provided by the organization to be applicable. This category can be used to record credits which may also be counted under category B1 if the maximum has been reached.*

Date Completed	Hours	Ethics	EDI	Documentation Provided	Activity Description	This activity enhanced my knowledge, skill and judgement in the following way(s):
2023-07-18	3	3	3	Registration Confirmation	Tricky Issues Semina on maintaining professional boundaries, virtual attendance with colleagues J.S. and G.S.	Seminar presenters discussed ethical challenges relevant to my practice; gained tools to navigate dual relationships.
2025-02-16	4	4	4	CE Certificate	Provincial Professional Association Annual Conference, attended in-person	As noted in A8.
2025-06-01	2	0	0	E-mail Confirmation	HealthPsych: Canada workshop on Counselling with Separated Parents	The workshop enhanced my knowledge of communication gaps and the differing reactions individuals may have to sensitive information related to their psychological services.

**B3: Self Directed Learning:** (1 hour =1 credit) Maximum 20 for category.

*Examples: reading professional literature (journal articles, books, manuals for new tests and therapy tools, etc.), viewing archived webinars/podcasts related to professional activities, other similar activities.*

Date Completed	Hours	Ethics	EDI	Documentation Provided	Activity Description	This activity enhanced my knowledge, skill and judgement in the following way(s):
2023-08-16	2	2	0	Table of Contents from: North American Journal of Therapeutic Intervention, v.3, April 2021	Read articles by Smith, A., Jones, B., and Foster, C.	These readings updated my knowledge of social anxiety, GAD and phobias and informed new fact sheets for clients to provide current resources that will increase the efficacy of services both during and between sessions.
2023-10-15	3	3	3	<a href="#">CPO Weblink</a>	Reviewed archived HeadLines article and linked online resources regarding EDI	Reviewing resources about anti-oppression frameworks has assisted me in developing knowledge to provide services that consider and prioritize equitable practices.

2025-04-08	1	1	0	<a href="#">ASPPB Weblink</a>	Read ASPPB Background Information on CPD	Gaining a better understanding of the principles of effective CPD allowed me to make choices that would optimize the time spent on CPD activities, ultimately enhancing my skills as a practitioner and maximizing benefit for my supervisees and clients.
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