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| Continuing Professional Development Tracking Sheet | | | |
| Name: |  | Tracking Period: |  |

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| 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](https://cpo.on.ca/cpo_resources/cpd-program-description/).  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. |

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| Credit Summary | |
| Total Section A Credits Earned (Min 10): |  |
| Total Section B Credits Earned (Min 10): |  |
| Total Credits Earned (Min 50): |  |
| Total Ethics/Jurisprudence Credits Earned (Min 10): |  |
| Total Equity, Diversity and Inclusion Credits Earned (Min 5): |  |
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**CONTINUING PROFESSIONAL DEVELOPMENT REQUIREMENTS**

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| 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)**

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| A1. **Professional Consultation/ Interaction:** (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.  *May be undertaken in-person or via technology.* |
| A2. **(Preparation for) Teaching:** (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. **(Preparation for) Delivering Workshops, Conferences and Presentations:** (1 hour = 1 credit)  Examples: developing materials for workshops, seminars, or other courses, other similar activities. |
| A4. **Professional Writing, Reviewing, Editing:** (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.  *Excludes reports and documentation prepared in the course of providing client care.* |
| A5. **Formal Research:** (1 hour = 1 credit)  Examples: designing, implementing, collecting, and/or analyzing research data. |
| A6. **College/ Professional Association Involvement:** (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. **Practice Outcome Monitoring:** (1 hour = 1 credit)  Examples: assessing individual or group client outcomes using questionnaires or other formal outcome measures. |
| A8. **General Attendance at Conferences, Workshops, Seminars and Conventions:** (1/2 day = 1 credit)  Examples: live events with educational content associated with the profession, examples listed in B1, below.  ***When participating in applicable live activities with other participants or professional peers, credits may be counted under both A8 and B1 OR B2 categories.*** |

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

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| 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 in that category.*** |
| 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.*

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| **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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**A2: (Preparation for) Teaching:** (1 hour = 1 credit, or 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.*

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**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.*

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**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.*

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

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

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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.*

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**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.*

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**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.*

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**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.*

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**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 in that category.***

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**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.*

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