



MANDATORY CONTINUING PROFESSIONAL DEVELOPMENT (CPD) PROGRAM

Questions and Answers

Current as of October 11, 2017

CPD Activities Eligible for Credit

1. When must I begin the mandatory CPD Program?

While it is expected that you will be continuously engaged in professional development activities, you are only required to declare that you have completed the requirements of the mandatory CPD program at the end of each two-year [CPD cycle](#). Bearing this in mind, you must begin to record credits you earn at the beginning of each cycle. The beginning of the two-year CPD cycle follows the due date of the declaration that you have completed the [Self-Assessment Guide \(SAG\)](#). Members with a Certificate authorizing Autonomous Practice or an Inactive Certificate must complete the SAG every two years. Those with a Certificate Authorizing Supervised Practice or Interim Autonomous Practice must complete the SAG every year, however, the CPD cycle is still two years in length, so the CPD declaration must be made every second year. If your current registration number ends in an even number you must begin and end your CPD cycle in years ending in an even number. If your current registration number ends in an odd number you must do so in years ending in an odd number.

The following table indicates when to begin formally recording CPD credits and when your first CPD Declaration of Completion will be due.

<u>Current</u> Registration Status and Number	Begin Recording CPD credits	First CPD Declaration of Completion
Supervised Practice “odd”	2017	2019
Supervised Practice “even”	2018	2020
Interim Autonomous Practice “odd”	2017	2019
Interim Autonomous Practice “even”	2018	2020
Autonomous Practice “odd”	2017	2019
Autonomous Practice “even”	2018	2020
Academic “odd”	2017	2019
Academic “even”	2018	2020
Inactive “odd”	2017	2019
Inactive “even”	2018	2020

- 2. The last time I completed the Self-Assessment Guide I had a certificate for Supervised Practice (or Interim Autonomous Practice) and have gone from having an “odd” registration number to and “even” one. How will this affect my CPD cycle?**

If you have been acquiring CPD credits for two years, regardless of changes to your Certificate of Registration, those credits would apply. In other words, despite any changes in your Certificate of Registration, you will have completed the requirements of the program if you earn 50 credits in the two years leading up to the declaration date. If you receive notice that a declaration is due but have not had a full two years in which to earn the 50 credits, the College will provide you with an alternate declaration that recognizes this.

- 3. Will there be audits of the CPD program?**

The Quality Assurance Committee will conduct random audits of member participation in the CPD Program. When audited, members will be required to provide the Quality Assurance Committee with a detailed list of their CPD activities, as well as supporting documentation of their activities, wherever these are available. It is recognized that formal documentation of participation is not available for some activities such as case conferences, self-learning or group viewing of webinars in which individual registration is not required. In such circumstances, formal documentation is not available and members will not be expected to provide it.

- 4. If I am required to participate in a Peer Assisted Review will the peer reviewers have access to information about my CPD activities?**

Yes. If you are selected for a Peer Assisted Review, the reviewer will request access to your record and documentation of your CPD activities.

CPD Program Requirements

- 1. How can I satisfy my CPD requirements if I am not in active practice?**

Unless you hold a Certificate of Registration with “Retired” status, you are expected to maintain professional competence, in anticipation of your return to practice. There is a great deal of flexibility in terms of how you may earn CPD credits. While many of the opportunities to earn Category A (Professional Activities) credits involve active professional practice, there are opportunities for credit to be earned that are not directly related to professional practice.

Please note that it is possible to satisfy the requirements of the program by earning as few as 10 credits over two years from Category A. Category B (Continuing Education) credits can be earned outside of the context of active service delivery. If you are experiencing circumstances that make it impossible to satisfy the requirements of the program, please contact the College to discuss this.

CPD Activities Eligible for Credit

- 1. Can Credits earned prior to the beginning of the two year CPD cycle be counted towards my required total number of credits?**

The intention of the program is to ensure that within a two year period, members are engaged in at least the minimum amount of required professional development. For that reason only activity within the two years prior to a declaration of completion may be counted.

2. Do the CPD categories include all of the activities that could be counted as professional development?

The categories are comprehensive and it is expected that every CPD activity can be included within one of the categories provided in the program description and tracking sheet available from the College. Examples provided of the activities within each of the categories convey the range of activities members may count. It should be noted that these lists are examples and are not intended to be all-inclusive. Members are expected to use their own judgment in deciding whether the particular activities they choose meet their professional development needs, as identified in the Self-Assessment Guide, and which particular requirements of the CPD program each activity will satisfy.

3. What is meant by “peer” in reference to activities that involve peers?

A peer can be a professional in the field of psychology or a person who is qualified as a professional in a field relevant to the practice of psychology. Interdisciplinary interaction is encouraged by the College.

4. What is meant by “professionally relevant programs/workshops”?

Professionally relevant programs/workshops are those events that enhance knowledge relevant to the psychological services a member provides. Content need not be primarily psychological in nature but must be directly related to the services provided by the member. For example, a member working within the correctional system might benefit from an educational event provided by correctional officers regarding the management of offenders within the prison system.

5. Can I claim credit for both interacting with peers at a live conference or convention and “CE” at the same event?

If you have earned “CE” credits by attending live events like conferences and conventions you may claim credit for attendance at the conference or convention under Category A and also for the specific time you spend within the presentations as CE credits in Category B. For example, if attending a convention from 9 a.m. until 4 p.m., you would earn one credit for spending the day with peers under Category A8 and, if attending presentations for 4 hours, an additional 4 credits under Category B for the 4 hours you were engaged in learning during the presentations.

6. Does the College have a list of approved CE courses?

The College doesn’t accredit or approve courses. Members must determine whether an activity is suitable for CPD credit. If the activity it is relevant to one’s CPD, it is eligible for credit. Similarly, the College also doesn’t approve or endorse specific CE accreditation bodies. Members are expected to use their own judgment in determining the appropriateness of specific CE crediting organizations.

7. Are my CPD Activities outside of Ontario eligible for credit?

Any activities relevant to your Ontario practice are eligible for credit, wherever they take place.

8. Does a poster presentation count as delivering a workshop, conference or presentation?

Yes.

9. How can I obtain my 10 credits related to ethics?

Examples of how to satisfy this requirement include participating in any professional activity or continuing education activity related to ethical issues, including those addressing local jurisdictional issues. The following are a few examples of the many ways you may earn these credits:

- Attending an event run by a local professional group or participating in an organized discussion group that addresses professional ethics
- Working with a workplace ethics committee
- Attending the Barbara Wand Symposiums, in person or by webinar, or watching the archived recordings
- Completing online continuing educational programs offered by professional associations
- Participating in a College or professional association activity related to ethical practice
- Attending, or watching webcasts of public lectures which are offered by universities and other educational organizations that are relevant to professional ethics
- Reading books and articles that are relevant to professional ethics

10. Why can CPD credits be earned for teaching?

Teaching psychology requires ongoing research, up-to-date knowledge and an ongoing exchange of information between teachers and students. For this reason it is regarded as valuable CPD.

11. Can practice outcome monitoring be conducted on either an individual or organizational level?

Formally monitoring progress towards specific outcome goals, either for individual clients or on an organizational level, can be a useful mechanism for determining whether an approach to practice is effective or not and is a valuable learning experience. Active participation in either activity is eligible for CPD credit.

12. When conducting formal research, are writing, reviewing and editing included within the available credits?

It is recognized that Conducting Formal Research is a distinct activity and that not all of those involved in conducting research are responsible for writing about it. Additional credit may be obtained for writing, reviewing and editing in Category A4.

13. Can I gain competence in a new area of practice and/or with a new client population through the mandatory CPD program?

The CPD program is intended to ensure that you maintain competence within your existing authorized areas of practice and with your authorized client populations. The development of competence in additional areas of practice or with additional populations must be undertaken through a much more comprehensive and rigorous process, beyond what would ordinarily be required to satisfy the CPD requirements. If you are seeking to expand your areas of authorized practice or authorized client populations, please contact the College.

14. May I count my own Personal Psychotherapy under category A1 (Professional Consultation/Interaction)?

If participating in your own therapy leads you to gain knowledge, experience and/or skills that advance your ability to provide professional psychological services it may be counted as one type of activity under category A1 for a maximum of ten credits every two years.

15. Would credit for Peer Review under category A1 include peer reviewing journal articles and/or other's professional reports?

Peer Review under category A1 (Professional Consultation/ Interaction) is meant to include peer review of another member's practice. Reviewing another member's professional reports could be counted under category A1 as it is a form of professional consultation. Reviewing articles for publication may be counted under category A4 (Writing, Reviewing, Editing).

Categorization of CPD Activities

1. What information will I be required to provide to the College with regard to my participation in the CPD Program?

The College will require you to provide a declaration that you have satisfied all of the requirements of the program at the end of each two-year CPD cycle. You will not be required to provide details describing your CPD activities, or supporting documentation, unless the College specifically asks you to do so. This may occur when:

- You have not submitted your Declaration your Completion of the CPD requirements by the College's deadline;
- You have been selected when the Quality Assurance Committee conducts a random audit of member participation in the CPD program;
- You are subject to an Assessment or Review under the College's Quality Assurance Program, including a Peer and Practice Assessment.

2. What is the difference between Category A (Professional Activities) and Category B (Continuing Education)?

Category A (Professional Activities) includes activity-based experiences believed to enhance professional development by developing competencies in the multifaceted areas related to one's practice. In addition to keeping abreast of scientific knowledge, members are encouraged to include other components of service enhancement in their CPD activities. Examples of these include, but are not limited to, reviewing evidence for the purpose of evidence-based decision making, keeping up to date with technology, and enhancing interpersonal and multicultural competence.

Category B (Continuing Education) contains activities which are believed to specifically help members obtain information-based knowledge. Credits in this category will be earned through the acquisition of information typically acquired through attendance at courses, seminars and workshops.

- 3. I participate in a monthly peer consultation group with other psychologists and plan to spend at least 10 hours doing this over the next two years. I also plan to spend at least 10 hours in individual consultation with other psychologists and psychological associates during the CPD cycle. Would these be considered different activities and therefore eligible for 10 credits each under category A1, for a total of 20 credits?**

A maximum of 10 credits for any one type of activity may be counted in section A1. If what you do in the peer consultation group is different than what you would do in the individual consultations, then you could consider it to be two different activities and you could acquire 20 credits in all. There will be judgment calls to be made when deciding 'what belongs where' and we are leaving it up to members' own good judgment to make these decisions, so long as they can provide a reasonable rationale for the decision, if asked for one. Incidentally, you can earn peer consultation credits for consulting with any professionals, not only psychologists and psychological associates, if the discussion is with a professional and the issues are relevant to your practice.

- 4. What is the difference between a "CE Credit" in Category B and a credit for general attendance at an event in Category A8?**

Credit for general attendance at events in Category A8 is meant to reflect the value, in and of itself, inherent in interacting with colleagues and participating in the social, interpersonal, professional and scientific activities which are part of the milieu of conferences and conventions. It is believed that being among peers enhances professional development as this leads to awareness of the practices of colleagues and of the ideas, problems and challenges that are present in the professional environment. Continuing Education credits available under Category B reflect the acquisition of information from attending presentations while at the event. This applies whether the events are attended in person or via technology.

- 5. Are the required 10 credits of Continuing Professional Development related to ethics separate from the credits required in categories A and B?**

No, the 10 credits related to ethics are not additional credits. You must ensure that a minimum of 10 of the credits earned in satisfaction of the 50 credits required in total are related to professional ethics.

Documenting CPD Activities

- 1. What kind of documentation should I retain in order to verify that I have earned CPD credits?**

Many conferences and workshops provide participants with a certificate of attendance and this would be sufficient verification. For organized events which do not provide such certification, a record of your registration or payment will suffice. For other activities where formal documentation is not provided, like case rounds, self-guided learning, time spent conducting research or observing a webinar with a group where individual sign-up is not required, you may simply state that you have participated in the activity and provide a description of the activity including the organization, group, people, publication and/or other resources involved. There is a sample completed CPD tracking form in the member section of the [website](#) which provides the level of detail suggested.

- 2. Some accredited providers of CE charge hundreds of dollars extra to obtain formal documentation of attendance. Am I required to pay for such documentation in order to claim credits under category B1?**

The College will not require you to pay for an “official CE credit” document. Your statement, program information from the provider indicating that formal CE credits are available and confirmation of registration will be sufficient.

- 3. Am I required to use the electronic tracking sheet to record my CPD credits?**

No. The electronic tracking tool has been developed as an aid for members who wish to use it. So long as you maintain an accessible record of your CPD activities, you may keep track of them in any manner you wish.

- 4. How long must I keep records related to my CPD activities?**

You must retain your records for at least five years after completion of your last CPD cycle.