

NAME: Sample

BEGINNING DATE: July 1, 2018

ENDING DATE: June 30, 2020

Summary of Credits Earned	Credits Earned
Section A (Professional Activities): Minimum 10 credits	66.25
Section B (Continuing Education): Minimum 10 credits	17
Section A +B: Minimum 50 credits	83.25
At least 10 credits from sections A and/or B related to Ethics	21

SUMMARY OF REQUIREMENTS

The requirements set out below refer to the minimum number of credits a member is required to accumulate over a two year cycle. It is believed that most members will likely exceed these requirements. Maximum amounts noted below refer only to the maximum number of credits one may use from each section to satisfy the overall requirements of the program.

MEMBERS MAY KEEP TRACK OF THEIR CPD CREDITS IN ANY MANNER THEY WISH TO. USE OF THE FOLLOWING RECORDING TOOL IS OPTIONAL AND IS PROVIDED FOR THE CONVENIENCE OF MEMBERS WHO WISH TO USE IT.

SECTION A: PROFESSIONAL ACTIVITIES (Minimum 10 Credits/ Maximum 40 Credits)

A1: Professional Consultation /Interaction (1 hour= 1 credit, to a maximum of 20, with no more than 10 credits for any one type of activity)

Examples: colloquia • attending invited speaker sessions • professional development meetings • case conferences grand rounds • journal discussions with professional peers • interactive professional list serve participation • providing or receiving supervision or peer consultation • mentorship or shadowing • other similar activities • must involve interaction either face to face or mediated by technology • may be interdisciplinary

Credits Earned Total: 6.25 Remaining Credits available for A1: 13.75

Update Total

Add Row

Professional Activity	Credits Earned	Provider/Resource/Documentation	Credits Earned Related to Ethics
Case Consultation (Client A.Y.), June 27, 2017, 45 min. re clinical progress	.75	Colleague: Mary Jones, M.D.	0

Grand Rounds, August 14, 2017, 1.5 hours	1.5	Summit Region Mental Health Centre	
Team Meeting to discuss implications of amendments to RHPA, September 9, 2017	2	Summit Region Mental Health Centre	2
Case Consultation (Client M.E.) October 29, 2016, 1 hour re: complex consent to disclose records	1	Ed Richards, Office of the Privacy Commissioner	1
Participation on list serve regarding scoring of items on MIND test, April 2 & 3, 2018	1	Region 12 Psychology Practitioners List Serve	

A2: Teaching (10 credits per semester course, to a maximum of 20)

Examples: teaching a university or community college course • may include teaching a practicum course or supervising student research

Credits Earned Total: 10 Remaining Credits available for A2: 10

Update Total

Add Row

Professional Activity	Credits Earned	Provider/Resource/Documentation	Credits Earned Related to Ethics
Sessional Lecturer- Cognitive Assessment 201 , University of Central Ontario, January 2018- April 2018	10	See Course Calendar	0

A3: Delivering Workshops, Conferences and Presentations (1 hour=1 credit, to a maximum of 10)

Examples: developing, teaching and/or presenting workshops, seminars or other courses • other similar activities

Credits Earned Total: 7 Remaining Credits available for A3: 3

Update Total

Add Row

Professional Activity	Credits Earned	Provider/Resource/Documentation	Credits Earned Related to Ethics
Poster Presentation at International Conference of Assessment Professionals, Texas, March 2018	7	See Brochure	0

A4: Writing, Reviewing, Editing (maximum of 20 credits)

A4a: Professional Scientific Paper (1 publication=10 credits, to a maximum of 20)

Examples: professional or scientific paper • book, chapter, journal, relevant to psychology • other similar activities

Credits Earned Total: 10 Remaining Credits available for A4a: 10

Update Total

Add Row

Professional Activity	Credits Earned	Provider/Resource/Documentation	Credits Earned Related to Ethics
Published: Evidence for Modification of Standard Assessment Tools, Journal of Assessment, 2018, Issue 5(2)	10	See Journal	0

A4b: Other Writing, Including Writing for and Consulting with Media, Editing and Reviewing (1 hour=1 credit, to a maximum of 10)

Examples: professional e- writing, (blogs, website posts) • popular media • other similar activities, excluding reports and documentation prepared in the course of providing care to clients

Credits Earned Total: 5 Remaining Credits available for A4b: 5

Update Total

Add Row

Professional Activity	Credits Earned	Provider/Resource/Documentation	Credits Earned Related to Ethics
Article on informed consent with Cognitively Impaired individuals , Canadian Association of Mental Health Professionals newsletter	5	April, 2018 Newsletter of Canadian Association of Mental Health Professionals newsletter	5

A5: Formal Research (1 hour=1 credit, to a maximum of 10)

Examples: designing, implementing, collecting and analyzing research data

Credits Earned Total: 9 Remaining Credits available for A5: 1

Update Total

Add Row

Professional Activity	Credits Earned	Provider/Resource/Documentation	Credits Earned Related to Ethics
Prepared Research Proposal on Rater Bias in Testing	9	Proposal and Cover letter available for review	0

A6: College/Association Involvement (maximum of 15 credits)

Credits Earned Total: 6 Remaining Credits available for A6: 9

A6a: Serving on College Council or Committee or Psychological Association Board or Committee (5 credits per Council, Board or Committee, to a maximum of 15)

Credits Earned Total: 5 Remaining Credits available for A6a: 10

Update Total

Add Row

Professional Activity	Credits Earned	Provider/Resource/Documentation	Credits Earned Related to Ethics
Ethics Committee of North American Psychological Association 2017/18	5	Letter of Engagement	5

A6b: Serving as oral examiner or Quality Assurance Committee Peer Reviewer (1 hour=1 credit, to a maximum of 10)

Credits Earned Total: 0 Remaining Credits available for A6b: 10

Update Total

Add Row

Professional Activity	Credits Earned	Provider/Resource/Documentation	Credits Earned Related to Ethics

A6c: Participation in College Consultations (1 credit per consultation, to a maximum of 5)

Credits Earned Total: 1 Remaining Credits available for A6c: 4

Update Total

Add Row

Professional Activity	Credits Earned	Provider/Resource/Documentation	Credits Earned Related to Ethics
Filled out survey: Continuing Professional Development Review, May 2018	1	Screenshot/Photocopy of submission	0

A7: Practice Outcome Monitoring (1 patient = 1 credit, to a maximum of 10)

Examples: assessing individual or group client outcomes using questionnaires or other formal outcome measures

Credits Earned Total: 5 Remaining Credits available for A7: 5

Update Total Add Row

Professional Activity	Credits Earned	Provider/Resource/Documentation	Credits Earned Related to Ethics
Administered and Analyzed before and after measures for clients (O.Y., M.H., G.N., B.G., H.R.), reflected on common/different practices with files	5	Files available	0

A8: General Attendance at Conferences and Conventions (½ day = 1 credit, to a maximum of 5)

Examples: reflects attendance at conferences in which there is live interaction with other participants
may be counted in addition to those credits associated with the educational content acquired at events reported in B1 and B2, below

Credits Earned Total: 8 Remaining Credits available for A8: 0

Update Total Add Row

Professional Activity	Credits Earned	Provider/Resource/Documentation	Credits Earned Related to Ethics
Barbara Wand Symposium December 2017	2	As I was a member of a group watching, no formal confirmation available	2
NAPA Conference September 2017 (March 3-5, 2018)	6	Receipt and brochure	

SECTION B: CONTINUING EDUCATION ACTIVITIES (Minimum 10 Credits/ Maximum 40 Credits)

B1: Approved Continuing Education where Formal CE Credits are Provided (1 hour = 1 credit, to a maximum of 20)

Examples: professionally relevant workshops, seminars, sessions • may be undertaken in person or via technology • any structured CE program relevant to the practice of psychology would be acceptable

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

Credits Earned Total: 12 Remaining Credits available for B1: 8

Update Total Add Row

Professional Activity	Credits Earned	Provider/Resource/Documentation	Credits Earned Related to Ethics
NAPA September 2017: Workshop- The Ethical Practitioner	4	CE Confirmation	4
NAPA September 2017: Workshop- Emerging Practices in Counselling	4	CE Confirmation	
NAPA September 2017: Seminar- What Counts as Evidence in Evidence Based Counselling ?	2	CE Confirmation	
NAPA September 2017: Seminar- Giving Feedback to Separated Parents	2	CE Confirmation	

B2: Programs/Courses/Workshops where Formal CE Credits are not Provided (1 hour = 1 credit, to a maximum of 20)

Examples: professionally relevant programs/workshops, courses offered at an educational institution or professional or scientific meeting relevant to psychology • may be undertaken in person or via technology

NOTE: May also include programs/courses/workshops where formal CE credits are provided if these credits have not been claimed under B1 due to the category B1 maximum

Credits Earned Total: 1 Remaining Credits available for B2: 19

Update Total Add Row

Professional Activity	Credits Earned	Provider/Resource/Documentation	Credits Earned Related to Ethics
Viewed Archived Seminar: Consent to treatment with court mandated patients	1	University of Central Ontario Department of Bioethics	1

B3: Self Directed Learning (1 hour = 1 credit, to a maximum of 10)

Examples: reading professional literature (journals, books, College e-Bulletin, manuals for new tests, therapy tools, etc.) • viewing archived webinars/podcasts related to professional activities • other similar activities

Credits Earned Total: 4 Remaining Credits available for B2: 6

Professional Activity	Credits Earned	Provider/Resource/Documentation	Credits Earned Related to Ethics
Barbara Wand Symposium – May 2018: Privacy Legislation update	1.5		1.5
As above – Tricky Issues	1.5		1.5
Read Articles on College Website about developments in Privacy Legislation	1		1

[\[Click here to go to the beginning of this document\]](#)