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**NAME:**

**BEGINNING DATE:**

**ENDING DATE:**

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

**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

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| **Credits Earned Total:** |  | **Maximum Applicable for A1:** |  | **Remaining Credits available for A1:** |  |

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**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

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| **Credits Earned Total:** |  | **Maximum Applicable for A2:** |  | **Remaining Credits available for A2:** |  |

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**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

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**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

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**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

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

**Examples:** designing, implementing, collecting and analyzing research data

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| **Credits Earned Total:** |  | **Maximum Applicable for A5:** |  | **Remaining Credits available for A5:** |  |

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

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| **Credits Earned Total:** | **0.00** | **Maximum Applicable for A6:** | **0.00** | **Remaining Credits available for A6:** | **15.00** |

**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)

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

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

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**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

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| **Credits Earned Total:** |  | **Maximum Applicable for A7:** |  | **Remaining Credits available for A7:** |  |

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**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

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| **Credits Earned Total:** |  | **Maximum Applicable for A8:** |  | **Remaining Credits available for A8:** |  |

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**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

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**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

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| **Credits Earned Total:** |  | **Maximum Applicable for B2:** |  | **Remaining Credits available for B2:** |  |

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**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

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