

## Continuing Education and Competency Program Policy

**Approved by: CAHPPEI Council**

**Date: March 29, 2022**

**Relevant Legislation and Regulation:** RHPA Section 60 (Continuing education) and 60.1 (Assessment of competency), Allied Health Professionals Regulations Sections 15, 29, 43 (Continuing education and competency)

### Policy

Professionals who are self-regulated have a responsibility of competency and safety to the public and must continually engage in professional development and education. This is mandatory to stay current in knowledge, skill, research, and regulatory standards. The public has a right to expect registrants to be competent and have current knowledge in delivering services to clients.

### Registrant Requirements

#### **1.1 Learning Plan**

- 1.1.2 All registrants are required to develop a learning plan annually as a requirement for renewal.
- 1.1.3 All registrants shall select of a minimum two (2) learning goals, each year, relating to the Standards of Practice and/or Code of Ethics.
- 1.1.4 Each registrant shall identify specific steps that can be taken to meet each goal in the upcoming year.
- 1.1.5 Each registrant shall retain copies of their learning plan for a period of five (5) years and shall be prepared to present this material when requested by the registrar.
- 1.1.6 Learning plan activities must meet the following criteria:
  - a) be relevant to the practice of the registrant's profession.
  - b) be credible in that the learning opportunity existed, the registrant was eligible to participate, and that following the successful completion of the activity, it would further the registrant's professional practice.
  - c) be verifiable in that completion can be confirmed or corroborated.
  - d) does not exceed any identified maximum credit hours for that activity.

## **1.2 Continuing Education and Competency Hours and Activities**

- 1.2.1 All registrants are required to engage in a minimum of twenty (20) credit hours of professional development each year as a requirement for registration renewal.
- 1.2.2 Registrants must maintain all supporting documents as evidence of completion of activities and credit hours for 5 years.
- 1.2.3 Continuing Education and Competency activities may include the following:
- a) Workshops, courses, and conferences directly related to the practice of the registrant's profession.
  - b) Self-directed study directly related to the practice of the registrant's profession.
  - c) Credit hours are defined as one (1) hour of activity equals one (1) credit hour. Refer to Schedule of Activities and Credit Hours for your profession for more detailed information.
- 1.2.4 Registrants may be required to submit additional materials and or engage in further CEC activities if the audit process identifies that the documents or activities are incomplete or inadequate.