



Continuing Education Points System

Minimum requirements:

C. Ped (C) - 30 points per 3-year cycle (**at least** 15 structured, remaining 15 unstructured or structured)

C. Ped Tech (C) – 15 points per 3- year cycle (**at least** 5 structured, remaining 10 unstructured or structured)

How are CEPs accumulated?

Structured activities: (At least 50% of your points must be from here for C. Ped (C)'s, 5 structured CEPs for Techs)

Taking Courses/Attending Seminars

1:1 (points awarded: hrs of attendance) below are examples of where you can obtain points from structured activities:

- PAC promoted/organized courses, PAC conference, PFA Conference, International Conferences
- Continuing education Pedorthic courses offered through Western, Diabetic/Wound Care courses, Compression Therapy certificate course, Continuing education courses of Business Management and Ethics

CPC Exam Proctoring

1:1 (points awarded: hrs of attendance) – **max. of 5 structured CEPs**

- All CEPs over 5 earned for proctoring can be claimed as unstructured CEPs

Unstructured activities

1. Teaching/Presenting

2:1 (pts awarded: length of presentation)

- In acknowledgement of the added work involved in preparing for presentations, points will be awarded in the ratio of 2:1
- You can only be awarded points once for any given presentation (i.e. if you present the same topic 3 times you will be granted points only for one presentation)
- Preparing for and presenting at conferences, speaking engagements, lectures (non-promotional)

2. Committee Work with PAC or CPC

1:1 (pts awarded: time spent on committee work)

- Other committee work will be considered if submitted to the continuing
- Committee work or task force work through CPC and PAC

3. Supervisor for Western practicum or apprentice stream students.

1:1 (pts awarded: hrs of direct one on one instruction – 15 CEP maximum)

- Western practicum supervisors and supervisors for individuals in the apprenticeship stream will receive points for time spent directly working with and instructing the students.

4. Published Technical Article

5 points per article

- Writing educational material for PQ and other journals

5. Viewing/reading/listening to (audio/video, internet material); professional/academic books, journals, articles, research papers and case studies.

1 point per quiz or report submitted

- You must submit either a quiz (provided by the author of the article or video instructor) or complete a continuing education unstructured learning report (found online)

Frequently asked questions

Why 30 points/3 years?

The Continuing education committee (CEC) researched various continuing education (CE) requirements of other associations and other colleges in Canada. Feedback from the committee and the College Board indicated that 30 points over a 3-year period was a reasonable amount, and serves the public interest for C. Ped (C)'s.

C. Ped Tech (C)'s are now required to earn 15 points/3 years – this change was made in June 2018.

How are the CEPs accumulated?

Structured hours are 1 point per hour of attendance. If a member attends an 8-hour course/ seminar/ workshop, then he/she should record 8 points in the online system. Exam proctors can also claim up to 5 structured CEPs. If more than 5 CEPs were earned, (meaning more than 5 hours were spent proctoring) the remainder of the CEPs can be claimed as unstructured.

Unstructured hours vary depending on activity:

- Teaching/presenting professional presentations - 2:1 (pts awarded: length of presentation)
- Committee work with PAC or CPC – 1:1 (pts awarded: time spent on committee work)
- Supervising a student from the Western program or apprentice stream- 1:1 (pts awarded: hours of direct one on one instruction)
- Writing educational material for the PQ or other journals – 5 points per article
- Viewing/reading/listening to (audio/video, internet material), books, journals, articles, research papers and case studies – 1:1(pts awarded: per quiz/report submitted)

What is my cycle's start date?

Your cycle begins on the date at the beginning on the "certification earned between" time period.

- Example: Certification earned December 16, 2015 → 3-year cycle started May 1, 2015 (certification earned between May 1, 2015 - April 30, 2016) This member had until April 30, 2018 to complete their CEP requirement

The cycles are as follows:

	Certification earned between:	3-year cycle <u>end</u> dates:
Group A	Dates before and up to April 30, 2004	April 30, 2018
	May 1, 2006 and April 30, 2007	April 30, 2021
	May 1, 2009 and April 30, 2010	April 30, 2024
	May 1, 2012 and April 30, 2013	April 30, 2027
	May 1, 2015 and April 30, 2016	
	May 1, 2018 and April 30, 2019	
Group B	May 1, 2004 and April 30, 2005	April 30, 2019
	May 1, 2007 and April 30, 2008	April 30, 2022
	May 1, 2010 and April 30, 2011	April 30, 2025
	May 1, 2013 and April 30, 2014	April 30, 2028
	May 1, 2016 and April 30, 2017	
	May 1, 2019 and April 30, 2020	
Group C	May 1, 2005 and April 30, 2006	April 30, 2020
	May 1, 2008 and April 30, 2009	April 30, 2023
	May 1, 2011 and April 30, 2012	April 30, 2026
	May 1, 2014 and April 30, 2015	April 30, 2028
	May 1, 2017 and April 30, 2018	
	May 1, 2020 and April 30, 2021	

If someone limits himself/herself to 30 points only of CEP, is it a 50-50 split?

Members must obtain a total of 30 CEP in a 3-year cycle, and a minimum of 15 points must be structured activities. If the 15 points in structured activities is met, the member may choose to participate in whatever activity (structured or unstructured) he/she chooses for the additional 15 points.

C. Ped Tech (C)'s are required to earn 15 CEPs – 5 structured, 10 unstructured.

Will there be a list of accredited programs/courses for members to refer to?

The CEP committee will strive to have a list of accredited programs/courses/ workshops available to Pedorthists on the CPC website, under the Continuing Education Opportunities tab. Members may also submit course outlines, not listed, to the CEP committee (info@cpedcs.ca) to determine how many points they may receive.

Will members have to provide proof that they have participated in an activity?

Yes, members must have proof that they have participated in a CEP activity. Members are required to retain materials they have gathered while fulfilling their CEP requirements (e.g., course outlines, brochures, certificates, letters of reference, etc.). This information must be uploaded to your profile on the website and must be kept for 2 CEP cycles (or six years) to show if you are audited.

How will the CPC monitor if members are complying with the requirements?

The College of Pedorthics of Canada and the Continuing Education Committee will be monitoring the website to ensure that the 30 points are met. Members are responsible for ensuring their 30 points – minimum 15 pts in structured and 15 points in either structured or unstructured activities – are met and that the information has been entered online. At the end of each cycle a percentage of the membership will be audited.

What will happen if I do not have enough CEPs?

Before the end of your cycle, reminder will be emailed to members that they need to input their points into the online system. At the end of your 3-year cycle, if you have not entered your points online, you will be placed on probation for 6 months and charged a \$150 administration fee. Once you have paid the fee and obtained your CEP requirement, you will be taken off probation. If after the 6 months, you still have not received enough points, the CPC will revoke your certification and PAC will be informed that you are no longer a member in good standing.

If you have any questions regarding continuing education and the points system. Please contact the office ASAP at 1-866-819-4354.