

Continuing Education Requirements

Members are advised that participation in a minimum of 20 hours of continuing education activities per calendar year is now a requirement for membership. This applies to all membership categories, with the exception of retired and honorary members.

All members must submit a completed Continuing Education Form with the renewal form and annual fees, all of which are due April 30 of each year. Continuing education activities for the preceding calendar year should be listed on the form submitted at the time of renewal. For example, when renewing your membership in March, 2008, you should submit a CE form listing your CE activities during the period from January 1, 2007 to December 31, 2007. In March 2009, you will submit a form listing your activities from January 1, 2008 to December 31, 2008, etc. Some carry-over is permitted (see Question 9 below). Please do not submit supporting documentation, but keep a record of proof of your activities for audit purposes. You need only submit the PAM CE Reporting Form (see FAQ # 2, below).

CATEGORIES AND DESCRIPTION OF REQUIREMENTS

Continuing Education hours should be distributed among the following activities in such a way that more than one type of activity is represented, and no more than 15 of the 20 required hours are devoted to a single type of activity, with the exception of Category A; up to 20 hours may be reported in category A. Content must be materially psychological in nature. ***Use the CE reporting form attached or available on-line at www.cpmb.ca.***

- A. **Activities sponsored by professional organizations or educational institutions** that are either formally accredited or otherwise recognized within the community. Examples include attendance at workshops offered by bodies such as MPS or CPA, psychology department colloquia, psychiatry grand rounds, professional conferences or meetings, university courses and training (including supervision of applied practice), professional development offered by private for-profit CE sponsors, and online CE courses.
- B. **Teaching and other academic activities.** Examples include preparing and teaching a course for the first time, conducting and reporting original research, serving on an editorial board, offering a workshop, providing professional development to others, and providing professional or research supervision.
- C. **Self-directed activities.** Examples include journal clubs, study groups, and reading portfolios.
- D. **Community service.** Examples include sitting on a professional board or committee and serving as a PAM examiner or investigator.
- E. **Other activities approved by the CE Committee and PAM Council.**

Frequently Asked Questions: Continuing Education

1. How should credits be reported?

Documentation and reporting will vary with the type of activity, but should be sufficient to show the nature of the activity and verify that it occurred. When completing the reporting form, provide enough description to allow easy identification of the nature of the activity, what category it falls into, and how much time is being claimed. For example, "Workshop entitled 'IPT for Depression', by R. Jones, PhD, Winnipeg, 25 April 2005. 6 hours" or "Independent reading, 4 articles read and annotated on the subject of television violence. 4 hours" or "Instructor for Topics in Social Psychology, University of Winnipeg course #123W, 90 minutes per week over one semester. 15 hours (maximum allowable)."

2. Should supporting documentation be submitted with the annual CE report?

No. However, you should retain such information in case your report is audited. There will be a random audit of a number of reports each year. Verification might consist of a certificate of attendance at a workshop, a copy of an attendance sheet, a copy of a published article, or a brochure from a conference at which you presented. If you attend an event that does not offer a formal certificate, you might ask an organizer or even another attendee to sign and date your notes to confirm your attendance. If you attend a journal club or committee meeting with a group of psychologists, you might all sign in each time and distribute copies of the sign-in sheet to confirm one another's attendance. In the case of independent study, you should retain a portfolio of articles you have read, and a dated summary of your notes and conclusions. Note that the onus is on you to obtain documentation, and you should not rely on sponsors to retain records for you.

3. What if I am not sure in what category an activity belongs?

Some activities may cross boundaries. You may claim credit for whichever category suits your needs, provided the activity matches the category you choose.

4. What if I have an activity that I think qualifies as CE but doesn't match any of the categories?

You can ask for approval of any activity that you think qualifies as CE, for inclusion under category E.

5. Are other educational or professional activities eligible for CE credits?

The primary intent of this initiative is to foster continuing psychological education. In recognition that many psychologists have complex and diverse careers, a certain amount of education in other professional areas can be claimed for CE credit under Category E.

6. If I work part time, can I submit a reduced number of CE credits?

No, in order to maintain registration, everyone must meet the same CE requirement regardless of whether you practice full or part time.

7. What are the CE requirements for the different registration categories?

Members of all registration categories, including students and Candidates, must meet the same requirements.

8. If I interrupt my practice do I need to continue to accumulate CE requirements?

If you qualify for the new registration category of Inactive Status, CE requirements are suspended for that period of time. If the period is less than one year, you must submit CE credits prorated for the time you were in practice. For example, if you are inactive for six months of the year, you would be expected to submit 10 credit hours for the remainder of that year.

9. Can I carry over extra credits from one year to another?

Yes, credits can be reported up to one year later than the year in which they were obtained. If you have accumulated extra credits in one year, you may choose to carry them over to the next year. For example, if you have 25 credit hours of CE in 2007, you may choose to report only 20 of those for 2007 and report 5 of them the following year for 2008. They may not be carried over more than one year. If you plan to carry over any credits, do not report them in the year during which they were obtained.

10. What if I live in an area that has no access to workshops, or I am unable to take time to attend workshops or conferences?

There are a number of options available that do not require travel or access to formal events. However, all professionals, now including psychologists, are expected to spend a portion of their working day and a portion of their income to further their own education. Self-employed psychologists may be able to deduct their costs from earned income for tax purposes. Psychologists employed by organizations that do not support continuing education may want to ask their employers for the same rights as other professionals, and perhaps seek the support of MPS or other fraternal groups.

11. What if I have less than 20 credits in one year?

Your registration will be contingent on satisfactory completion of the CE requirements.

Continuing Education Reporting Form

Name _____ Registration # _____ Reporting year _____

20 hours required each year to maintain registration status.

<u>Category</u>	<u>Description of activity</u>	<u>Date</u>	<u># Hours claimed</u>	<u>Office use</u>
A. Accredited or formal activities				
B. Academic activities				
C. Self-directed activities				
D. Professional service				
E. Other (requires approval)				