

## Continuing Education 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 this category. Content must be materially psychological in nature. Satisfaction of the Continuing Education requirement is necessary in order to maintain registration with PAM (please see *The Psychologists Registration Act* for details).

- A. **Activities sponsored by professional organizations or educational institutions** that are either formally accredited or recognized as equivalent within the community. Examples include attendance at workshops offered by bodies such as MPS or CPA, psychology department colloquia, medical grand rounds, professional conferences or meetings, university courses and training (including clinical supervision), professional development offered by accredited 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 other psychologists, and providing clinical or research supervision to students. Public education activities are excluded.
- C. **Self-directed activities.** Examples include journal clubs, study groups, and reading portfolios.
- D. **Professional service.** Examples include sitting on a professional psychology board or committee, serving as a PAM examiner or investigator.
- E. **Other activities approved by the CE Committee and PAM Council.**

## FAQ

### **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 copy of a conference program at which you presented. If you attend an event that does not offer a formal certificate, a Verification of Attendance form is available for your use in the CE folder on the PAM website. You might also 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. Original documents must be submitted for audit but will be returned to you.

### **3. How are credit hours counted?**

Credit hours are not always equal to time spent. Formal certificates will give a specific number of credit hours for the activity. For most presentations that you attend, the credit hours will be equivalent to the duration of the presentation. When claiming credit for a course or a presentation you have given, a book chapter or a journal article you have written, or similar products, the credit is not based on preparation time, but rather on the actual presentation time (e.g. a 4-hour workshop earns 4 CE credits, a 36-hour course earns the maximum 15 CE credits, plus 21

credits that you may carry over for one year). This assumes a rough correspondence between length of the course and amount of new learning required to prepare it; an imperfect measure but the one that is used in most jurisdictions. Similarly, a standard 10 hours is allocated for a published chapter or article, and a standard 5 hours for a poster. Note that you can only claim once for each course or presentation, for the initial creation of the work.

#### **4. Which activities are not eligible for CE credit?**

Public education regarding psychological information, which is offered to the general public or to paraprofessionals, does not usually qualify as continuing education for the psychologist under Category B. The rationale is that you are simply communicating knowledge you already have, rather than extending your own knowledge. If the work is done in a formal academic context or if the intended audience is psychologists, related professionals, students of psychology, or the like, then the case may be made that you must update your knowledge and integrate it with current practice in the field in order to create the presentation, as the audience's existing knowledge is more similar to yours.

Case consultation, team meetings, and the like are considered to be part of everyday clinical work and are not eligible for CE credit. More formal discussion groups or journal clubs are considered to have a more educational focus and are eligible.

Supervision of others in an educational context (e.g. of graduate students or internes) is considered an academic activity that can be reported for credit under Category B, to a maximum of 15 hours per year. Credit can be claimed once for each student supervised. However, supervision in the context of employment, is not eligible for credit. The latter may certainly provide some education to the supervisee but its primary function is considered to be monitoring of the supervisee's job performance. Thus, ongoing supervision of a Psychological Associate or other clinician in your employ (or in the employ of your employer) is not eligible for CE credit.

Consultation to other professionals or agencies is also not considered to serve as continuing education for the consultant; it is considered to be a job function.

Subsequent offerings of a course you have previously developed and taught are not eligible; this is also considered a job function.

A helpful rule of thumb is that, if you are paying a fee for an activity then it is likely continuing education, but if you are being paid for the activity (or could bill for the activity) it is more likely to be a job function.

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

The primary intent of this initiative is to foster continuing psychological education. Section 17(4) of *The Psychologists' Registration Act* states that, "The content of an activity approved by the council must relate to psychology or the practice of psychology and be for the purpose of maintaining the competence of those who practice psychology or enhancing the practice of psychology". 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, with the prior approval of the CE Committee.

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

You can consult a member of the CE Committee for advice, and you may ask for approval of any activity that you think qualifies as CE for inclusion under category E. Please be sure you have approval for any activities you are unsure of before submitting your report.

**7. What if I am not sure what category an activity belongs to?**

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

**8. What are the CE requirements for the different registration categories?**

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

**9. 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.

**10. 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.

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

Section 17(5) of *The Psychologists' Registration Act* states that, "The 20 hours of continuing education must be completed in the registration year immediately before the registration year for which renewal is sought". However, the CE Committee exercises discretion in allowing credits to be reported up to one year later, and one year's grace is allowed to make up credits missing for a previous year.

**12. What if I live in an area that has no access to workshops, or 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, including web-based options, telecommunication links, and self-study. 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 can deduct their costs from earned income for tax purposes. Psychologists employed by organizations that do not support continuing education may want to lobby their employers for the same rights as other professionals, and perhaps seek the support of MPS or other fraternal groups.

**13. What if I do not have 20 credit hours in a given year?**

You must make up the difference in order to register the following year. Subsections 17(2 & 3) of *The Psychologists' Registration Act* state that, "providing evidence of the successful completion of the continuing education requirement [is required] for registration renewal", and "to satisfy the requirement of continuing education for registration renewal, a member must complete 20 hours of continuing education through participation in an activity or activities approved by the council".

**PSYCHOLOGICAL ASSOCIATION OF MANITOBA**

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>
<b>A. Accredited or formal activities</b>				
<b>B. Academic activities</b>				
<b>C. Self-directed activities</b>				
<b>D. Professional service</b>				
<b>D. Other (requires approval)</b>				

