



# Continuing Education Guidelines

## Requirement

Sections 17(2) and 17(3) of PAM By-Law #2 state that **a practicing member must complete 20 hours of continuing education through participation in an activity or activities approved by the council** to be eligible for registration renewal. 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. The 20 hours of continuing education **must be completed in the registration year immediately before** the registration year for which renewal is sought. All members must meet the same requirement. The Continuing Education Committee administers the CE program on behalf of PAM Council.

## Guidelines for Continuing Education

Guidelines for approved continuing education activities were established by PAM in 2005, with revisions in 2006 based on member feedback. The guidelines state that continuing education 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.

**Category A. Formally accredited or approved activities (max. 20 hours may be claimed):** *Activities that are sponsored, accredited/approved or conducted by educational institutions, or by private organizations that are nationally or regionally accredited for training.*

Examples would include events sponsored by such bodies as MPS or CPA, psychology department colloquia, grand rounds, university courses and training (including supervision), professional development offered by private sponsors who have sought approval for CE credits, including approved online CE courses. Documentation of participation would comprise verification from the offering institution/agency/association indicating the title of the activity, the presenter, the date, the number of CE hours, and the sponsor's credentials. A maximum of 10 hours may be claimed for supervision and must be provided by a registered/licensed psychologist.

**Category B. Academic activities (max. 15 hours):** *Presentation of courses, workshops, or other formal training activities, when the content is clearly related to the enhancement of psychology skills and knowledge for professionals or students. This category also includes academic supervision, and publication and professional presentation. It does not include public education.*

Examples include presentation of university or college courses, professional workshops, and clinical training. Credit can be claimed only for the first presentation. Credit is given for the actual duration of the presentation, and not for preparatory time. In the case of a course or workshop, documentation would comprise a course outline or a course description. In the

case of publication and professional presentation, documentation would be a reprint of the article as published or a letter from the publisher indicating that the article has been accepted or is in press. Ten hours may be claimed for each publication or book chapter and five hours may be claimed for each scientific or professional paper presented (including poster presentations). Credit may not be claimed for both presentation and publication of the same or very similar content. Supervision is considered to be the provision of continuing education to the student, intern, or post-doctoral resident. Documentation of supervision would take the form of identifying the individual being supervised, the date(s) on which supervision is provided, and written verification of hours provided by the individuals supervised. Credit is given for the direct hours of supervisory contact. A maximum of ten hours may be claimed per student.

**Category C. Self-directed activities (max. 15 hours):** *Activities conducted by agencies and groups which do not meet the requirements of national or regional accreditation or approval if the content is clearly related to the enhancement of psychology skills and knowledge. This category also includes completion by an individual of a course of independent study related to the practice of psychology.*

Examples include journal clubs, study groups and other staff development activities held in agencies or offices where the content and structure is clearly related to the practice of psychology but the provider has not sought external accreditation or approval for the activity. Documentation would comprise written verification from the sponsoring body of the dates, the agency providing the activity, the hours, and the nature of the activity. In the case of independent study, documentation would consist of a portfolio maintained by the psychologist which might include a bibliography, and annotated readings, dated notes, or a summary of the material read. One credit is given for each article or chapter.

**Category D. Professional service (max 15 hours):** *This category includes service to the profession of psychology through activities such as professional board or committee membership, or other volunteer contributions.*

Examples would include sitting on a board or committee for organizations such as MPS, PAM or CPA, or serving as a PAM examiner or investigator. Documentation would comprise written verification from the organization describing the number of hours and the nature of the contribution. A maximum five hours may be claimed for each activity.

**Category E. Other approved activities (max. 15 hours):** *Other activities not included in Categories A, B, C, or D, but deemed to be legitimate continuing education activities by the Continuing Education Committee and/or Council.*

#### **Instructions for Submitting Your Continuing Education Credits:**

- Members may upload their CE credits any time by logging into RIMs.
- If a member has not uploaded their CE credits in advance they must do so when they complete their annual renewal in RIMS. For example, if you are completing the renewal for the April 1, 2025, deadline, you would choose 2024 from the CE drop down menu as those are credits earned for the most recent previous calendar year (2024)
- Click on CE Form and use the drop-down menu for the applicable year. Enter the information and then click

Save CE

## FAQ

### 1. How should credits be reported?

Reporting and documentation will vary with the type of activity but should be sufficient to show how it meets eligibility criteria. 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 credits, 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. Reporting relies for the most part on the honour system. Research shows that most psychologists can accurately identify appropriate CE activities, and that they routinely engage in appropriate activities. You should, however, retain documentation of your CE activities for at least one year to submit for review if requested.

Documentation should verify that the activity occurred as described in your report. Examples of appropriate verification are included in the PAM Guidelines for Continuing Education (above). 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. Note that a receipt for fees paid does not verify that you attended an event. 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. Original documents must be submitted for audit but will be returned to you.

### **3. How does audit work?**

To ensure accuracy of reporting, and to gather information about the types of CE activities that members participate in, the CE committee is tasked with auditing a certain percentage of members' CE claims each year. Claims are referred for audit where reporting of hours is unclear or incomplete, where there is a history of reporting difficulties, and by random draw. If your report is selected for audit, you will receive the request with your renewal information. The audit must be satisfactorily completed before proceeding to renewal.

### **4. 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). 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. Note that you can only claim once for each course or presentation, for the initial creation of the work. Similarly, a standard ten credits is allocated for a published chapter or article, and a standard five credits for a poster. A standard one credit is allocated for each article or chapter read for independent study.

### **5. 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. You may not claim twice for the same activity, and you may not exceed the allowable time for each category.

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

The primary intent of the CE requirement is to foster continuing education in psychology. 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.

## **7. How can I be sure that an activity is eligible for credit?**

Activities approved by Council are detailed in the Guidelines for Continuing Education (above). You can also consult the chair 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.

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

Public education regarding psychological information, which is offered to the general public or prepared for clients or client groups, 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. Note that if you engage in any independent study in preparation for a public presentation, this is an activity eligible for credit under Category D.

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, usually under Category D.

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 ten 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 as an academic activity.

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.

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

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

**10. 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.

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

If you qualify for the 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 ten credit hours for the remainder of that year.

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

No. 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".

If you anticipate having difficulty meeting the requirement, or if circumstances arise that might result in an insufficient number of credits for a given year, you should consult the CE Committee Chair as soon as possible for help in addressing the problem. Renewal of your registration is contingent on satisfying the CE requirement.

**13. 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, including web-based options, telecommunication links, and self-study. The option of independent study (Category C) is also available. However all professionals, 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

**14. Other questions?**

Contact the Chair of the Continuing Education Committee or the Registrar.