



# Continuing education and professional development: partial hours

## Policy 9.10

<b>Section:</b>	Quality Assurance Committee		
<b>Approved By:</b>	Quality Assurance Committee	<b>Public:</b>	Yes
<b>Approved Date:</b>	December 6, 2017	<b>Review Schedule:</b>	Every 3 Years
<b>Effective Date:</b>	March 27, 2018	<b>Last Reviewed:</b>	March 2021
<b>Amended Date(s):</b>	June 15, 2022 June 3, 2024	<b>Next Review Date:</b>	March 2024

### Policy:

Each year, each registrant of the College is required to complete and record at least twenty-five (25) hours of continuing education and professional development activities. This requirement is part of the Quality Assurance (QA) Program. The purpose of the QA Program is to assure the quality of practice of the profession and to promote continuing evaluation, competence and improvement among registrants.

The QA Committee recognizes that the requirement to complete and record at least twenty-five (25) hours of continuing education and professional development activities is an annual requirement, and that registrants may not hold a certificate of registration for an entire QA year.<sup>1</sup> For example, a registrant may resign or reinstate their certificate of registration part-way through the QA year. The same is true for new registrants, who may be granted a certificate of registration at any point during the QA year.

Therefore, it is the policy of the QA Committee that each registrant of the College is required to complete and record at least 6.25 hours of continuing education and professional development

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<sup>1</sup> The QA year runs from January 1 to December 31.

activities for each quarter<sup>2</sup> in which they hold a certificate of registration. This means, for example, that if a new registrant obtains a certificate of registration in the third quarter, they are responsible for completing and recording at least 12.5 hours of continuing education and professional development activities for that QA year. These partial hours will satisfy the record of continuing education and professional development requirement of the QA Program.

**Application:**

This Policy applies to all registrants of the College who hold a certificate of registration for less than an entire QA year. This includes registrants who resign or reinstate their registration, whose certificate of registration is suspended, and new registrants.

This policy does not apply to registrants who hold a certificate of registration for an entire QA year. The requirement for those registrants to complete and record twenty-five (25) hours of continuing education and professional development activities is set out in Council Policy 7.4.

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<sup>2</sup> For the purposes of this Policy, a calendar year is divided into the following quarters: January to March, inclusive; April to June, inclusive; July to September, inclusive; and October to December, inclusive.