

Continuing Education Credits

In keeping with Section 15(2) (i) of *The Psychologist Act, 1997*, on June 19, 2004 Executive Council (EC) passed a motion that will require members to record and report Continuing Education Credits (CECs) beginning in 2005. Executive Council asked the Professional Practice and Ethics Committee to recommend an implementation plan and procedure for determining CECs. Based on the work of this Committee, the following policy for continuing education was approved on November 20, 2004. Executive Council would like to thank The Professional Practice and Ethics Committee for their work and dedication in assisting with the development of this policy.

The Saskatchewan College of Psychologists (SCP) is committed to quality assurance. One of the ways SCP supports this is through continuing education. Continuing education is central to professional development and the advancement of Psychology. The model of CECs that will be followed by the SCP encourages practitioners to take advantage of educational resources available within Saskatchewan. It is based on the principle of accessibility and availability. The approach of the SCP to quality assurance and continuing education is based upon self-regulation and responsibility.

Each member is encouraged to develop a continuing education plan and is required to complete **20** Continuing Education Credits each year. Continuing Education Credits, in excess of the yearly-required credits may be carried over into the next year. The Continuing Education Plan and record of Continuing Education Credits **do not** need to be submitted to the College but are to be retained by each member. The declaration of the completion of Continuing Education Credits signed with your annual membership is the College's assurance and documentation that you are participating in continuing education and supporting quality assurance. Note that non-practising members, intending to return to full practice at some time, are expected to maintain Continuing Education Credits. Providing evidence of continuing education will be one important component to returning to full practice status. Beginning with the 2009 practice year, the College will conduct an audit of the CE activities of a randomly selected portion of the membership. The College will contact you if you need to submit documentation of CE activities.

Criteria for Continuing Education Activities

1. The content of educational activities is related to psychological theory, methods, or practice.
2. The content is appropriate for stated learning objectives.
3. The level of content and length of time is consistent with the stated learning objectives.

Continuing Education Requirements

1. Basic Requirements
 - a. 20 hours per year
 - b. The hours are to comprise of the following:
 - i) 10 hours per year direct participatory experiences
- workshops, conferences, & lectures
 - ii) 10 hours of individual self-study:
- reading or structured interactive activities
2. Description of Acceptable Continuing Education Activities
 - a. Direct participatory programs (Minimum of 10 hours per year)
 - i. formal conferences or workshops
 - ii. training in enhancing or developing skills and competency in the field

- iii. on-line courses (maximum of 6 hours per year, must be CPA or APA sponsored or approved)
 - b. Self Study
 - i. read Code of Conduct, bylaws, practice advisories, relevant legislation, any publication of the College, professional journals or other relevant publications including books, new research, and graduate level reading
 - ii. Structured Interactive Activities
 - supervision groups
 - study groups
 - in-service presentations
 - ◆ the activities listed above are to be distinguished from the following which do not meet the continuing education requirements:
 - informal discussion of cases with colleagues
 - personal therapy
 - undergraduate courses
 - routine activities as part of practice
 - c. Support and participation in advancing the profession and practice of Psychology (*only a maximum of 10 credit hours can be claimed and applied to one or the other of a or b above*).
 - i. Participation in a SCP Committee, (e.g. Standing committee, Oral Examining Committee, etc.) or the Executive Council (*maximum of 6 credit hours per year*)
 - ii. Participation on the Executive Council or committees of other professional psychology associations (*maximum of 6 credit hours per year*)
 - iii. Supervision in the enhancement of professional skills or the development of new areas of competence (*maximum of 6 credit hours per year*)
3. Maintaining records of Continuing Education
- i. Members are encouraged to develop a continuing education plan outlining their objectives for professional development in the coming year.
 - ii. Members are to keep copies of attendance at conferences and workshops, and records of continuing education activities. The records of continuing education activities should identify the type of educational activity and the number of hours. Records should be kept at least five years. Please see the example form at the end of this document.
 - iii. Members are required to sign a declaration that they have completed required continuing education credits when licenses are renewed each year.

Frequently asked Questions

1. What is the definition of a continuing education credit?

A continuing educational credit is an acknowledgment of educational activities which members participate in that are directly related to psychological theory, methods, or practice.

2. Is a credit an hour of continuing education?

Yes

3. Do hours reading and hours spent on a course and hours spent at a workshop all count the same?

Yes

4. Are all workshops worth the same number of credits?

- depending upon the hours, yes.

5. How does a member find out how many credits a workshop is worth?

Most major conferences tell you how many continuing education credits the conference is worth; a general rule is 3 credits for 1/2 day, 6 credits for a full day assuming you are attending! Most conferences will issue you a signed certificate for CECs at the end of the conference/workshop.

6. Does the value of the workshop change depending upon its relevance to the psychologist's work?

No, the workshop simply needs to meet the criteria necessary to be considered for CECs.

7. How does an organization putting on a workshop find out how many continuing educational credits it is worth?

The general rule is 3 credits per half day, 6 credits for a full day; this is based on the assumption that the conference/workshop is related to the practice of psychology and meets the criteria established in the continuing educational guidelines.

For the benefit of SCP members, it is **strongly recommended** that workshop/conference organizers apply to the Canadian Psychology Association (CPA) to have their workshops/conferences issued CECs (see <http://www.cpa.ca/CE.htm>)

8. Can CE credits be gained for participation in the work of the SCP?

Yes!

The College recognizes that through Committee work or the extensive efforts needed in providing supervision, a member is steadily required to update, learn and apply new material and skills as she/he deals with issues and the advanced approaches needed in the situations to which psychologists are asked to respond.

9. How does one determine the credit hours gained through participation on SCP committees or through providing supervision to a Provisional/Restricted member or individual working to add to their areas of competencies?

a) For participation on any committee of the College a member may claim up to 6 credit hours for a year's involvement. Only 6 credit hours may be claimed in any calendar year.

b) Similarly, up to 6 credit hours may be claimed by a member who is designated as the primary supervisor for another Provisional/Restricted member or for a Full Practice member who is receiving supervision to increase her/his areas of competencies. Only a designated primary supervisor over a period of 5 – 6 months (= 3 credit hours) or 10 – 12 months (= 6 credit hours) is eligible to count the direct time of providing supervision for CE credits.

10. How long can a member "carry over" CE credits from one year to the next?

CE credit hours accumulated in one calendar year can only be carried over for the following calendar year.

11. What evidence of attendance should be required?

This will be a self-monitored system. Members should be able to demonstrate their meeting of the CEC requirements if asked.

12. What method or routine will be used to check on a member's claims?

The college will require you to sign a yearly declaration when you renew your license. Under some circumstances the college might ask you to submit your log of activities or provide proof of continuing education. It is the psychologist's responsibility to be able to demonstrate that they have CECs if asked, as for example in the case of a complaint, or if questions of competency were raised. Consequently, the college **strongly recommends** that all members maintain a log of continuing education and evidence that they have participated in both formal and informal activities.

Click on the forms icon under Membership Information on the SCP website for a sample form that may be used to record Continuing Education Credits.

If you have questions around the policy, its details, or implementation, these inquiries should be directed to the SCP office where they will be collected and responded to as appropriate when time and the occasion permits.