



The College of Naturopaths of Ontario

# CE Credit Application Handbook



## Introduction

Under the Regulated Health Professions Act, 1991 (RHPA), The College of Naturopaths of Ontario (CONO) is required to develop and maintain a Quality Assurance (QA) program. The goal of Quality Assurance is to promote continuing competence among Naturopathic Doctors, and ensure safe, effective, quality care for the public.

Continuing Education (CE) and Professional Development is one component of Quality Assurance. The College has developed CE requirements for NDs based on the successes of the CE Program from the Board of Directors of Drugless Therapy – Naturopathy, and best practices from other regulated health professions.

This guide offers an overview of:

- Credits required by Registrants, in each category of activities.
- Course criteria for core activities.
- Completing the CE Credit application form.
- Submitting CE activities to CONO for approval.
- What happens after an application has been submitted.

CE providers play a critical role in assisting Registrants and the College to advance the practice of Naturopathic Medicine in Ontario. The College looks forward to your support in helping the province's NDs meet their professional learning obligations.

## Required CE Credits

As part of the College's QA program, Registrants must obtain and report CE Credits (CECs), over a three-year cycle. There are two categories of CE activities.

### Category A credits – Core Activities

These structured learning activities, totalling 30 credits, relate to the clinical competencies of the profession. The College must approve these activities. Of the 30 credits, Registrants must complete:

- 3 credits in Jurisprudence (all Registrants).
- 6 credits in Pharmacology (applicable to Registrants who have met the standard for prescribing).
- 6 additional credits in Intravenous Infusion Therapy (applicable to Registrants who have met the standard for IVIT).

### Category B credits – Self-Directed Activities

These total 40 activities, and relate to NDs as health professionals and members of their communities. Self-directed activities do not need to be submitted to the College for approval. It is up to the Registrant to determine whether or not the self-directed activities fall within the scope of practice and relate to the clinical competencies of the profession. A list of activities that may be considered for Category B credits can be found on the 'Maximum Credit Allotment and

Acceptable Proof of Completion' list which can be found on the College's website.

## Category A Credits – Course Criteria

Category A credits must be structured learning activities that are relevant to the clinical competencies of Naturopathic Medicine and should promote the Registrants' continuing competence and the maintenance of professional standards. Some topics might include: assessment and diagnostics, pharmacology, primary care management, patient-centered care, naturopathic modalities, and referrals to other practitioners.

Wherever possible, courses should include active and/or interactive learning tools that help participants apply what they have learned to their practice.

When reviewing courses submitted for approval for Category A, the QA Committee will consider the following criteria:

- Course takes place in a structured learning environment;
- Course providers are recognized subject experts;
- Subject is based on the clinical competencies and is within the Scope of Practice of the profession;
- References or links are provided to support the educational material;
- Activities are evidence-based;
- No commercial bias or product placement;
- Generic names are used in presentations whenever possible for all natural health products, devices, laboratory tests etc.;
- If brand names are used, the brand name appears after the generic name (e.g. in parenthesis). Every drug mentioned is referred to in a similar manner throughout the presentation;
- Clearly articulated and relevant learning outcomes for participants; and
- Accessible to all Registrants equally.

## **Intravenous Infusion Therapy Courses**

If you are applying for IVIT specific credits, the course content must include information regarding contraindications, management of adverse reactions and relevant emergency procedures.

## **Online Courses**

In addition to the Category A course criteria, when reviewing online courses for approval the QA Committee will consider what measures are in place to reasonably ensure that Registrants have fully participated in the activity. CE providers can submit activities to the College for approval by completing the CE Credit Application Form.

## **Completing the Application Form**

You must complete and submit one CE Credit Application Form for *each* course that you wish the College to approve. We will only consider courses that meet the criteria for Category A. If you have a CE activity that does not meet the Category A criteria, NDs can still attend the course and may use the credits to fulfill their CE requirements for Category B.

For activities that take place over the course of several days, weeks or months and contain multiple courses within, it is recommended that Registrants submit separate CE Applications for each, along with their accompanying documents. If the activity you are applying for has already been approved by the Committee as a live presentation, but you wish to record it or make it available as an online webinar or course, you will be required to submit another complete CE Credit application for the online version which may or may not contain the same or similar information as the live presentation.

### **Section A – Applicant Information**

Please include the name of the organization applying for the CE credit(s) (if applicable), your name and your contact information.

Please note that you do not have to be the course provider to apply for Category A CE credits; attendees may apply as well. If you are a Registrant applying for credits for a course you have completed, or if you are submitting the application on behalf of a third party, fill out this section with *your* contact information (not the course provider's).

### **Section B – Activity Information**

This section contains all the relevant details about the course you are submitting. You must complete it in its entirety. Write the activity title exactly as it will appear in the course information provided to participants. You must include the date of the activity; if the course has multiple dates, you must submit separate CE Credit application forms for each date so they can be listed separately on the 'Approved Courses' list on the Colleges website. The length of the activity will determine how many credits the course will receive and should exclude any breaks, lunch, etc. Generally, 1 hour of learning equals 1 CE credit.

Please indicate if your activity is related to IVIT, Pharmacology or Jurisprudence and the number of hours that will be spent on each subject. Only if you specify that your course covers one or more of these topics can Registrants use the credits to fulfill their specific sub-requirements for Category A.

All approved activities must be available to *all* Naturopathic Doctors in Ontario. The College will not approve a course if only a specific group of NDs can take it.

- You must also declare whether the activity has any product placements, promotions, commercial affiliations or sponsors. If so, provide a brief description of the affiliation and how it may affect the course content. Sponsorship will not necessarily exclude a course from being approved, however Category A course content must be free from any commercial bias or product placement. Generic names must be used in presentations whenever possible for all natural health products, devices, laboratory tests etc.
- If brand names are used, the brand name should appear after the generic name (e.g. in parenthesis). Every drug mentioned must be referred to in a similar manner throughout the presentation.

## **Section C – Presenter Information**

Course presenters must be recognized subject matter experts and possess the appropriate credentials and qualifications related to the topic of the course they are teaching. You must attach a current resumé or biography for the presenter. You must also declare whether the presenter will receive any financial or commercial benefit from the activity – failure to do so may result in the QA Committee denying your CE application.

## **Section D – Activity Details**

The QA Committee will use this information to evaluate your CE activity and determine if the content meets the criteria for Category A credits. We highly recommend that you attach, at a minimum, a complete course outline for the activity you are submitting. A short paragraph describing the course is not sufficient for the Committee to approve your activity. If you do not have a course outline, you must provide a detailed overview of the course content, including all the topics to be covered and a description of each. You should also provide a specific breakdown of the timing, including any lunches or breaks taken.

The College encourages you to submit additional documentation such as presentation slides, handouts, or any other information pertaining to the activity. The Committee will not review the additional documentation as a part of the initial application, but will review them if they have any further questions about the course content. They should not be submitted in place of a detailed course outline. If your presentation includes a participant evaluation form, please attach a copy to your application.

Your application must also include clear and relevant learning objectives for participants; please use the box provided on the form to describe what you hope participants will learn from your activity. Lastly, please provide a list of the primary references used in the development of the presentation content. A representative sample of 5-10 of the references used is also acceptable.

## **Section E – Conflict of Interest**

Please ensure that you complete the conflict of interest declaration in this section, and include your name, signature, and the date on which you complete the form. You may check the box provided if you are completing the form electronically. If you are completing the form for a course that you attended, you should still complete this section with your name and signature.

## Submitting CE Activities for Approval

You may submit your application by mail, email or fax:

### Mail

Quality Assurance Department  
College of Naturopaths of Ontario  
150 John St., 10th Floor  
Toronto, ON M5V 3E3

### Email

[ga@collegeofnaturopaths.on.ca](mailto:ga@collegeofnaturopaths.on.ca)

### Fax

416-583-6011

Before submitting your CE Credit application, please review the form and make sure you have completed all sections clearly and legibly. Please also ensure you have attached the necessary supporting documentation for the initial application:

- Biography or CV for the presenter
- Detailed course outline including a detailed breakdown of the timing
- Participant evaluation form (if applicable)
- Primary references list

The College encourages applicants to submit their initial application documents as PDFs or Microsoft Word files, and it is important that all of the titles or headings of these files match. It is also important that documents are submitted at the same time.

The QA Committee will review requests within 60 days of receiving the completed application. If you require approval prior to the date of the activity, please submit your application form as far in advance as possible, and no less than 60 days before the activity. You may also submit a CE Credit application for a course that has already taken place.

For activities that take place over several days, weeks or months and contain multiple courses within, it is recommended that Registrants submit separate CE Credit applications for each, along with their accompanying documents. This also applies to a course that has multiple dates.

If your course is approved, the College will notify you by email, so please provide your primary email address.

If the Committee requires additional information or supporting documentation to make an informed decision, the College will notify you on their behalf and notify you of their request. You will then be able submit the information requested by the Committee and they will review at the next meeting.

Please keep in mind that submitting a credit application does not guarantee its approval. The QA Committee reserves the right to deny approval to any activity, because of insufficient quality and/or relevance of the content, an incomplete submission, or any other reason it sees fit. If your course is not approved, the College will also notify you by email.

## Approved CE Activities

If the QA Committee approves your credit application, your activity will be posted on our website On the 'Approved Courses' list.

Once a Core Activity is approved, the delivering organization and speaker(s) must adhere to certain general principles. This will ensure that Registrants receive appropriate credit for attending a core activity presentation.

- 1) To qualify for CECs in Category A, a Core Activity must be presented as approved by the QA Committee. Other than minor content changes by the speaker to maintain the currency of the information, the Core Activity cannot be modified in any aspect. This includes changes to the duration of the course or number of CE credits awarded. If the content of a previously approved course changes, or if you wish to add additional dates that were not on your initial application, you will need to submit a new application, and the required documentation if applicable, to the QA Committee for review.
- 2) Core Activities can have no commercial bias. Accordingly, delivering organizations and speakers must not be placed in a position of conflict of interest by virtue of an affiliation with a company that provides financial or other support for the presentation.
- 3) The delivering organization or speaker(s) may acknowledge the financial or other aid received; however, it should not identify the products of any company that provides funding for the presentation.
- 4) Generic names must be used in presentations whenever possible for all natural health products, devices, laboratory tests etc. Brand names may be used for the purpose of clarity. If brand names are used, the brand name should appear after the generic name (eg. In parenthesis). Every drug mentioned should be referred to in a similar manner throughout the presentation.
- 5) If delivering organizations will issue a course certificate or other proof of attendance on the same day as the event, you must provide such documentation at the *end* of the presentation, having first verified that the ND attended the full activity.