



The College of Naturopaths of Ontario

Continuing Education and Professional Development Handbook



Introduction

All regulated health care professionals have an obligation – to their patients and members of the public – to be well-educated in all areas in which they practice and up-to-date with the competencies of their chosen profession.

The College of Naturopaths of Ontario (CONO), under the *Regulated Health Professions Act, 1991 (RHPA)* is required to develop and maintain a Quality Assurance (QA) program. This helps ensure that the people of Ontario receive safe, competent and ethical naturopathic care.

The College's QA program has three main components:

- Self-Assessment;
- Continuing Education and Professional Development; and
- Peer and Practice Assessment.

The Continuing Education (CE) and Professional Development component requires Members to participate, in a meaningful and ongoing manner, in activities that support their practice competence, education in the profession and contributions to their profession. This handbook has been created to help Members comply with this requirement.

Participation

All Members who hold a General Certificate of Registration with the College are required to participate in Continuing Education and Professional Development. This includes engaging in relevant activities, submitting a summary log of those activities and submitting supporting documentation (when selected) to verify participation in CE activities.

Members who hold an Inactive Certificate of Registration with the College are not required to participate in any component of QA.

Continuing Education & Professional Development Requirements

You are required to participate in a minimum of 70 hours of Continuing Education over a three-year cycle. During the three years, you must receive and document Continuing Education Credits (CECs) in two categories:

A: Core Activities – 30 credits. These are pre-approved structured learning activities related to the clinical competencies, and within the scope of practice of the profession.

B: Self-Directed Activities – 40 credits. These are professional development activities of any type and area you choose, and do not require pre-approval.

These credits are the minimum required. Any CECs beyond the 30 required for Category A can be used towards your Category B requirements.

You may undertake additional credits that further your professional development. We encourage any learning that better serves the public interest. However, you may not bank credits that you have acquired in one three-year reporting period and use them in a subsequent reporting period. The required 70 hours of Continuing Education and Professional Development must be claimed in the reporting period in which they are earned.

Category A – Core Activities

These are structured learning activities that address the clinical competencies of the profession. They should be relevant to the practice of Naturopathic Medicine, and help to enhance your competence and understanding of professional standards. Some topics might include: assessment and diagnostics, pharmacology, primary care management, patient-centered care, naturopathic modalities and referrals to other practitioners.

For Category A, one hour of Continuing Education equals one credit. The 30 credits in Category A include specific requirements:

Jurisprudence

- All Members must complete a minimum of three CECs in Jurisprudence. This may be achieved by either attending three hours of Jurisprudence education or completing the Jurisprudence Examination.

Prescribing

- Members who have met the Standard of Practice for Prescribing must complete six CECs in pharmacology.

Intravenous Infusion Therapy (IVIT)

- The College recognizes the importance of competency in the areas of increased risk associated with controlled acts. If you have met the Standard of Practice for IVIT, you must complete six additional Category A CECs related to IVIT, for a total of 36 CECs in Category A at the end of your three year cycle.

Pre-Approval for Category A Credits

The College's QA Committee must approve course content in advance for it to qualify for credits in Category A. This evaluation process will ensure that each course meets the following criteria:

- 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 Members equally.

For IVIT courses, the evaluation process also ensures that content includes information regarding contraindications, management of adverse reactions and relevant emergency procedures.

Both course providers and individual Members of the College may submit credit approval requests. You may submit your Credit Application Form by mail or by e-mail.

The QA Committee will review all requests within 60 days of receiving the completed application. Incomplete applications will not be forwarded to the Committee until we receive all the necessary information, including supporting documentation. 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 prior to the date of the activity.

If your credit application is approved, the College will notify you in writing and post your activity on our website under the approved courses list for Category A. Submitting a credit application does not guarantee its approval. The QA Committee reserves the right to deny approval to any activity that it feels is insufficient, for reasons of quality, relevance of the content, the completeness of the submission or for any other reason.

Category B – Self-Directed Activities

Learning often comes from being involved in professional activities and engaged in a variety of community functions. The College places a high value on Naturopathic Doctors being a part of the naturopathic community, the broader community of health professionals and society in general. Category B activities relate to the ND as a health professional and emphasize community involvement. Over a three-year period, Members must participate in a minimum of 40 CECs through activities such as (but not limited to):

- Serving on a College committee, working group or task force, or on the Council;
- Serving on the board, committee, working group or task force of a professional association or educational institution;
- Supervising in a student clinic, providing a preceptorship, or overseeing an externship;
- Acting as a Peer Assessor;
- Writing and publishing articles or books about naturopathic medicine for any publication in North America;
- Reviewing professional journals, textbooks, literature, etc.;
- Acting as a presenter/lecturer for an approved or self-directed activity offered to NDs or other health care professionals; and
- Attending educational courses related to business practices or modalities complementary to the practice of the profession.

The College does not have to pre-approve activities in this category. However, the QA Committee may, upon review of an individual's summary, reject developmental activities that do not provide education for the ND as a health professional.

For a complete list of possible activities that may be used to fulfill the Category B requirements, please see the Maximum Credit Allotment and Acceptable Proof of Completion Guide. If you would like to participate in an activity not on the list, or if you are not sure if an activity can be used towards your Category B requirements, please contact the College.

While you may use any Category A CECs above the minimum 30 credits towards your Category B requirements, no Category B CECs can apply to your Category A requirements.

Maximum Credit Allotment

Apart from certain structured learning opportunities (seminars, lectures, courses, conferences, workshops or online course equivalents), Category B activities have a maximum number of credits in any three-year cycle. This is meant to encourage you to engage in a variety of Continuing Education and Professional Development activities. The goal is to maintain a broad and well-rounded understanding of the Standards of Practice, current issues facing the profession, new developments in the field of naturopathic medicine, etc.

Selecting Continuing Education Activities

The College recognizes that not all practices are the same. Each ND will develop a practice that offers a variety of services within the scope of practice of the profession. The Continuing Education and Professional Development requirements allow you to direct your learning based on your Self-Assessment and Learning Plan.

Think about the types of learning that may be most beneficial for your professional development. When determining which activities to participate in, we encourage you to:

- consider specific areas of your practice that you feel need improvement;
- choose courses to ensure your knowledge and skills are current in a specific modality (i.e. botanical medicine, acupuncture, etc.);
- seek opportunities to gain knowledge in different areas of practice that you may wish to provide in the future; and
- give back to your community by supervising students, participating in a Committee for a professional organization, writing articles, delivering courses for your peers, etc.

Reporting Cycles

All General class Members of the College of Naturopaths are required to participate in Continuing Education and Professional Development activities on a three-year cycle. The reporting cycles start on October 1 and ends on September 30. For example, if your CE cycle starts on October 1, 2017, your cycle end date will be September 30, 2020.

Your reporting cycle is determined by your initial year of registration and not by the specific date on which you were registered. For example, all Members who were registered in 2014 have a cycle end date of September 30, 2017, regardless of whether they registered in January or December.

You will be notified of your CE reporting cycle and the deadline to submit your first CE & PD log upon registration with the College. You can also check your reporting cycle by looking up your initial registration date in your profile on the College [website](#) at or by contacting the College.

Determining Your Reporting Cycle

To find out which reporting cycle you have been assigned to, please refer to the chart below. If you are not sure when you were first registered, check the public register on the College's website for your initial registration date. Your first submission year (i.e. cycle end date) will be in the corresponding "1st CE & PD Log Due" box. Subsequent continuing education submissions will be due every three years following your initial submission.

For example, if you were initially registered in 1986, you will be in Group II and your first CE cycle end date is September 30, 2016. This is the due date for you to submit your Continuing Education and Professional Development log. Your next CE cycle will begin on October 1, 2016 and will end on September 30, 2019, and so on.

Group I		Group II		Group III	
<i>Initial Registration Year with BDDT-N or CONO</i>	1964 1967 1970 1973 1976 1979 1982 1985 1988 1991 1994 1997 2000 2003 2006 2009 2012 2015 2018	<i>Initial Registration Year with BDDT-N or CONO</i>	1965 1968 1971 1974 1977 1980 1983 1986 1989 1992 1995 1998 2001 2004 2007 2010 2013 2016 2019	<i>Initial Registration Year with BDDT-N or CONO</i>	1966 1969 1972 1975 1978 1981 1984 1987 1990 1993 1996 1999 2002 2005 2008 2011 2014 2017 2020
<i>Next CE & PD Log Due:</i>	Sept. 30, 2021	<i>Next CE & PD Log Due:</i>	Sept. 30, 2022	<i>Next CE & PD Log Due:</i>	Sept. 30, 2023
<i>Subsequent CE Submission Dates:</i>	Sept 30, 2024 Sept 30, 2027 Sept 30, 2030	<i>Subsequent CE Submission Dates:</i>	Sept 30, 2025 Sept 30, 2028 Sept 30, 2031	<i>Subsequent CE Submission Dates:</i>	Sept 30, 2026 Sept 30, 2029 Sept 30, 2032

Submitting Your Continuing Education and Professional Development Log

At the end of your three-year cycle, you will submit your Continuing Education and Professional Development (CE & PD) Log to the College. This log is a summary of your CE activities over the previous three years. The CE & PD Log consists of three forms (one for Category A, one for Category B and one for IVIT) and a cover page with your contact information and a signed declaration.

For each activity you complete, you will record the course provider, the name and a brief description of the course, the activity date, the number of credits you have earned and the outcome (i.e. how you plan to modify your practice based on what you learned). You may submit your completed log by mail or by email. Download the CE & PD log [here](#).

Submitting a Detailed Continuing Education Summary

Each year, the College will randomly select 20% of the Members who are due to submit their Continuing Education and Professional Development Log to participate in a detailed Continuing Competency and Professional Development review.

That means you will be required to submit proof of attendance/completion for three years of Continuing Education and Professional Development activities, along with your CE & PD log. Attach (and number) supporting documentation to the appropriate form in the log. If you are selected to submit proof of completion, the College will notify you in writing well in advance of the submission deadline.

Acceptable Proof of Completion

The QA Committee determines acceptable proof of completion for Continuing Education and Professional Development activities. Some examples of acceptable proof are:

- a certificate of completion from a course or lecture you attended;
- a letter confirming your participation as a supervisor in a student clinic; and
- a copy of a published article you authored.

For details on the documentation that can be used as proof of attendance/completion for each type of CE activity, please see the Maximum Credit Allotment and Acceptable Proof of Completion Guide. If you are not sure about what can be used as proof of completion for a particular activity, or if you have documentation that is not on the list, contact the College.

Document Retention

Retain your Continuing Education and Professional Development materials for a minimum of two reporting cycles, or six years. This includes copies of your CE & PD log, certificates of completion from courses, lectures or seminars you attended and any other documentation verifying your participation in CE activities. You should keep all materials related to your participation in CE activities in your Professional Portfolio.

Extension Requests

You may request an extension to complete your 70 hours of Continuing Education and/or to submit your Continuing Education and Professional Development log (and your proof of completion, if required), if you:

- are on parental leave;
- are seriously ill;
- are on a leave of absence; or
- have other extenuating circumstances.

The QA Committee will review all extension requests. If the request is approved, this will not change your future CE reporting cycle. You will still be required to complete and report on the full number of credits for any subsequent CE cycles.

To request an extension, please:

- complete and submit the Extension Request form, which is available on the College [website](#); or
- submit an application for an extension in writing, and include a detailed description of the reasons for the request as well as any relevant supporting documentation.

The College must receive applications at least 30 days in advance of your CE & PD log submission deadline, unless there are extenuating circumstances that affect your ability to submit the application earlier.

FAQs

Do I have to participate in Continuing Education and Professional Development activities?

Yes. All Members who hold a General Certificate of Registration with the College are required to participate in Continuing Education and Professional Development activities and report these to the College on a three-year cycle. Participation in a Quality Assurance program is a mandatory requirement for all regulated health professionals and is set out in the RHPA.

How many credits do I need?

You will need to complete 70 Continuing Education Credits (CECs) over a three-year period. Of the 70 required credits, 30 must be from Category A – Core activities, and 40 must be from Category B – Self-Directed activities.

What's the difference between Category A and Category B credits?

Category A credits are related to the clinical competencies of the profession and are pre-approved by the College. These include structured activities such as attending courses, seminars or lectures. Category B credits are self-directed and relate to you as a health professional and a member of your community. These may encompass a wide range of professional activities and community functions that contribute to your professional development.

Can I use Category A credits to meet my Category B requirements?

Yes. Any CECs beyond the required 30 can apply towards Category B. In fact, you can take all 70 CECs in Category A if you wish. However, the College encourages members to participate in a wide range of Continuing Education activities, which includes a combination of core credits and self-directed activities. This will ultimately benefit your patients and members of the public. The CE requirements allow you to self-direct your learning in a way that you feel is most beneficial for you as a health professional.

Can I use Category B credits to meet my Category A requirements?

No, you may not use additional CE activities over and above the 40 credits required for Category B to fulfill your Category A requirements. You must always complete at least 30 credits from Category A.

When are my credits due?

Each Member will be assigned to a reporting cycle based on their initial date of registration. Your credits are due at the end of your three-year reporting cycle. Reporting cycles go from October 1 to September 30. For example, if your cycle starts on October 1, 2017, your cycle end date is September 30, 2020 – this is the deadline for you to submit your credits to the College.

What should I do if I've forgotten my reporting cycle?

Check your CE reporting cycle and due date in the Quality Assurance section of our [website](#). You can also contact the College if you have questions about your CE cycle.

How do I keep track of my CE courses and activities?

Use the College's Continuing Education and Professional Development Log. This provides a template to record the relevant information about each CE activity you complete, such as the course provider, activity name and date, and the number of credits you received. Please retain hard copies of your certificates of completion/proof of participation for every CE activity and keep them, along with your CE Log, in your Professional Portfolio for a minimum of six years.

How do I report my continuing education to the College?

At the end of your three-year reporting cycle, you will submit your CE & PD log to the College. If you have been selected to participate in a detailed review, you will submit the proof of completion for all your CE activities along with your log. The QA Committee will review your submission for completeness and notify you if you are in compliance with the CE requirement of the QA program.

Does the College keep track of the CE courses I've completed?

No. It is your responsibility to keep accurate records of all the CE activities in which you participate. The College will not accept notification from course providers that you have completed a course. Please make sure you obtain/request a copy of your certificate of completion or appropriate documentation from the course provider upon successfully completing an activity.

I have received an extension to complete my credits. Will my CE reporting cycle change?

No. If you receive an extension to complete or submit your credits this will not affect your future CE reporting cycle dates. You will remain in the same reporting group regardless of the length or your extension. For example, if your cycle end date is September 30, 2016 and you receive an extension until March 30, 2017, your next reporting cycle end date will still be September 30, 2019.

Do I get CE credits for taking a CPR course?

Yes. You can claim one Category B credit for every hour of participation in a CPR course, up to a maximum of eight credits per CE cycle.

Do Inactive members still need to participate in CE?

No. However, if you change your status to Active, the QA Committee will determine your CE requirements based on where you are in your CE reporting cycle.

If I exceed the required 70 hours of continuing education, can I carry my excess credits forward to the next three-year cycle?

No. Your credits must be claimed in the reporting period in which they are earned. However, if you complete additional CE activities, report them. The College encourages all Members to participate in additional learning activities to better serve the public interest.

I am a new member. Do I have to participate in continuing education activities?

Yes. All Members of the College are required to participate in Continuing Education and Professional Development. As a new registrant, you will be assigned to one of three reporting groups based on your initial registration date, and be notified of your cycle end date when you register. You will have plenty of time to complete the required number of CE credits.

How do I know if a Category A course has been approved by the College?

The College will post a list of all the approved activities for Category A [here](#). Please check back as new courses will be posted on a regular basis.

Can I submit a course I have already completed for approval?

Yes. If you have completed a course or activity that meets the criteria for Category A, you can submit it to the College for approval. You must submit your Credit Approval application well in advance of your cycle end date if you plan on using the credits to fulfill your Category A requirements.

I am on parental leave, do I need to still need to complete CE credits?

Yes. If you hold a General Certificate of Registration with the College you still need to participate in continuing education activities. If you are on a parental leave, you can request an extension to complete and submit your credits. If you have changed your status to Inactive you do not need to participate in CE activities.

What will happen if I don't complete the required number of credits in my three-year cycle?

All Members must participate in Continuing Education and Professional Development activities as part of the QA program requirements. If you do not complete and report on the required number of CE credits, this may be considered non-compliance with the QA program. The QA Committee may require some follow-up or a Peer and Practice Assessment, or may refer the matter to the Inquiries, Complaints and Reports Committee.

Contact

If you have any questions about Continuing Education, please contact: qa@collegeofnaturopaths.on.ca