



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 of the three components of the Quality Assurance program. 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 naturopathy 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 are structured learning activities that relate to the clinical competencies of the profession. Registrants are required to complete a total of 30 Category A credits. In order for registrants to acquire these credits, the College must approve the courses submitted. CE providers can submit activities to the College for approval by completing the [CE Credit Application Form](#).

Of the 30 credits, registrants must complete:

- 3 credits in Jurisprudence (all registrants).
- 6 credits in Pharmacology (applicable only to registrants who have met the standard for prescribing).
- 6 additional credits in Intravenous Infusion Therapy (applicable only to registrants who have met the standard for IVIT. If registrants meet the standard for IVIT, the total amount of required Category A credits is 36).

### Category B credits – Self-Directed Activities

These are self-directed activities that NDs may participate in without requiring a submission or approval from the College. The registrant must complete a total of 40 Category B credits. The activities must relate to NDs as health professionals and members of their communities. 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.

## Category A Credits – Course Criteria

Category A credits must be structured learning activities that are relevant to the clinical competencies of naturopathy and should promote the registrant's continuing competence and the maintenance of professional standards. Some topics might include, but is not limited to: 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 of Category A credits, the QA Committee will consider the following criteria:

- Course takes place in a structured learning environment;
- Course providers are recognised 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.

### **Jurisprudence Courses**

When applying for jurisprudence specific credits, courses must include references from the College's Standards of Practice and Guidelines, *Naturopathy Act, 2007*, and *Regulated Health Professionals Act, 1991*.

### **Prescribing and Therapeutics Courses**

When applying for pharmacology specific credits, the course must include drugs that require a prescription and that are within the scope of practice for naturopathic doctors in Ontario. Any item that is publicly available does not meet the requirement of pharmacology consideration. If the proposed drug is not within the Scope of Practice for naturopathic doctors in Ontario, the Quality Assurance Committee may consider it for pharmacology credits if the information is deemed relevant and related to naturopathic doctors in Ontario.

### **Intravenous Infusion Therapy Courses**

When 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 above 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. This can include, but is not limited to, incorporating quizzes that registrants must complete after finishing the course in order to obtain a certificate of completion by the course provider.

## **Completing the Application Form**

You must complete and submit one CE Credit Application Form for *each* course that you wish the College to approve. The QA Committee 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 course providers or registrants submit separate CE Applications for each course, 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.

### **Applicant Information**

Please include the name of the organisation 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). Your

contact information will remain confidential and will only be seen and used by the Quality Assurance department.

## 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 course so they can be listed separately on the 'Approved Courses' list on the College's website.

The number of CE credits awarded is based on the total instructional time, with one hour of learning equivalent to one CE credit. Do not include breaks, meals, or non-instructional time when calculating total hours.

For courses delivered as a live online event and also made available in a recorded format for later completion, select "Both Live and Online." Courses delivered live and in person that are later recorded and offered online require separate applications for each format.

If the activity includes content related to IVIT, pharmacology, or jurisprudence, you must specify the number of instructional hours dedicated to each topic. To qualify for approval under these categories, the course must clearly address one or more of these areas so that registrants may apply the credits toward Category A sub-requirements. The course outline must clearly identify where each topic is covered and its duration.

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.

## Activity Details

A detailed course outline is required, including all topics to be covered with a brief description of each. The outline must also provide a comprehensive time breakdown for all content, including non-instructional sessions, breaks, and meals. A brief course summary alone is insufficient and may result in a request for further information or denial of approval.

Applications must also include clear, relevant learning objectives that outline the intended outcomes for participants.

A list of primary references used in developing the course content must be provided. A representative sample of 5–10 references is acceptable. References must be current and published within the past 10 years. If submitting on behalf of a course provider, please obtain this information directly from the provider.

All presenters must be recognized subject matter experts and hold appropriate qualifications relevant to the course topic. A current biography or curriculum vitae for each presenter must be attached. You must also disclose whether presenters will receive any financial or commercial benefit related to the activity. Failure to disclose conflicts of interest may result in denial of the application. This disclosure must be completed in the Conflict of Interest Declarations section of the form.

If the course includes a participant evaluation form, please attach a copy to your application.

The College encourages the submission of additional supporting documentation, such as presentation slides or handouts. While these materials are not reviewed as part of the initial application, they may be requested by the Committee if further clarification of course content is required.

## Conflict of Interest Declarations

Please complete the conflict of interest declaration in this section. You must declare whether the activity includes any product placements, promotions, commercial affiliations or sponsors. If applicable, attach a separate document briefly describing the nature of the conflict for each one and how it may affect the course content. Sponsorship does not necessarily disqualify a course from being approved; however, all content must remain free of any commercial bias or product placement. If you have any additional conflicts of interest with the course, please include a description of them.

## Application Declarations

A **general declaration** is required to confirm that all information you have provided to the College is accurate, and that you will notify the College as soon as possible should any details change.

You must also complete a **fee declaration** acknowledging and agreeing that, in accordance with Schedule 3 of the College By-laws, you will be invoiced \$50 (+ HST) for each CE Credit Application submitted. The results of the review will not be released until the invoice has been paid in full.

By acknowledging the fee declaration, the applicant understands that the College may withhold the release of the application outcome until the application fee has been paid.

Paying the CE Application fee in no way guarantees that the course will be approved for Category A credits.

## Submitting CE Activities for Approval

You may submit your application by using the online [form](#).

Before submitting your CE Credit application, please review the form and make sure you have completed all sections clearly. Please also ensure you have completed the required fields and 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,
- Learning objective for the activity,
- Primary references list, and
- Participant evaluation form (if applicable).

The College encourages applicants to submit their documents as PDFs or Microsoft Word files and to ensure that all the titles or headings of these files match.

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.

If your course is approved, the College will notify you by e-mail, so please provide your primary e-mail 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 to submit the information requested by the Committee and they will review it 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 they see 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 course is approved, the delivering organisation 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 course 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 course 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 you will need to submit a new application, and the required documentation to the QA Committee for review.
- 2) Courses can have no commercial bias. Delivering organisations and speakers must not be placed in a position of a conflict of interest by virtue of an affiliation with a company that provides financial or other support for the presentation.
- 3) The delivering organisation 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 (e.g., in parenthesis). Every drug mentioned should be referred to in a similar manner throughout the presentation.
- 5) If the delivering organisation issues 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.
- 6) Where a course has been approved for Category A credits, beginning April 1, 2017, a course provider within 24 months of the original date of approval, may submit additional dates for the course. If all information related to the original course remains the same and the only change being additional dates, the course and the additional dates may be added to the approved list of Category A activities without review by the QAC. QA staff will provide a report to the Committee of any courses that have met these criteria and added to the approved Category A activities list. After 24 months of a course being originally approved, it must be resubmitted for review and approval.