

## **Continuing Education Requirements and Guidelines (April 2023 to March 2025) (Link to [CCBC-CE-Criteria-April-2023\\_Final.pdf](#))**

### **Continuing Education FAQ - April 2023 to March 2025 CE Cycle**

**1. What is the minimum length a seminar or learning event must be to qualify for CE hours?**

Learning events must be a minimum of 1 hour to qualify.

**2. How do I calculate the number of verifiable hours in a day?**

If you attend a seminar from 9am to 4:30pm that includes a 15-minute break in the morning and afternoon and a 1-hour lunch break; you would claim 7 hours.

The calculation is: 9am - 4:30pm = 7.5 hours

7.5 hours is rounded up to 8 hours Subtract 1 hour for lunch = 7 hours

**3. Can I enter partial hours (.5 hours, .25 hours, etc.) for CE Credit?**

No. Partial credits should be rounded to the closest whole hour.

Example: 2.5 hours are rounded to 3 hours, and 1.25 hours is rounded to 1 hour. All learning events must be a minimum of 1 hour to qualify.

**4. Can I make a partial claim for a course if it begins in one reporting cycle and finishes in the next reporting cycle?**

No, courses can only be claimed upon completion; however, if a course contains modules, credit can be claimed as the modules are completed.

**5. Can I carry over extra credits from one term to another?**

No, credits cannot be carried over and may only be claimed in the cycle in which they were completed.

**6. Do meetings qualify for Structured hours under the CE program?**

Attendance at meetings not associated with training programs do not qualify. However, presentations or training at meetings may qualify for hours. When evaluating whether a meeting qualifies for CE hours, consider the following:

- Were any formal presentations made at the meetings? If so,

what was the topic and duration of each of the presentations?

- How long was the presentation? A presentation must be a minimum of one hour to qualify.

### **7. Can I participate in a society or study group that will count towards CE credits?**

If a society meeting or study group satisfies **all** of the following criteria, then it is eligible for CE Credit:

- i. The meeting includes a minimum 1-hour speaker presentation that discusses topics within the scope of practice of chiropractic doctors in BC, Indigenous Cultural Safety or Diversity, Equity and Inclusion topics,
- ii. An agenda is provided,
- iii. Participants must sign in on a sign-in sheet; and,
- iv. There must be meeting minutes or notes of the meeting.

### **8. How many CE hours does a 1-year Research Review Service subscription count for?**

Research Review Service subscriptions can be used towards CE credit depending on how many hours are spent reading the research results. Registrants will receive one hour of credit for each hour of reading. Depending on how many hours are spent on reading, registrants can receive a maximum of 12 hours of unstructured CE that would be entered as one total claim. Copies of the articles and dates/times of reading must be charted in your hard copy file in case of an audit.

### **9. How do I claim attendance at a conference?**

Conferences cannot be claimed in their entirety. Hours are considered only for seminars/workshops attended at these events which are directly related to the BC chiropractic scope of practice. Record a list of the titles of the seminars you attended (include a brief description of the content if the title does not make the content clear) as well as the hours you attended for each of the seminars. Registrants are required to record applicable hours to their CE dashboard.

### **10. Do I need to complete 12 hours of unstructured CE?**

No, you do not need to complete any hours of unstructured CE. However, you will need to ensure that all other CE requirements including the total number of hours, diagnostic imaging hours and any topics deemed mandatory by the board are satisfied.

**11. Are there additional mandatory requirements for new registrants, including new graduates and applicants for reinstatement?**

Yes, all are required to complete the jurisprudence exam and other programs as required by the College.

**12. What are some examples of activities that do not qualify for CE credits?**

A few examples of activities that do not qualify for CE include:

- Attending the College's Annual General Meeting
- Non-related university courses, whether or not you are pursuing a degree
- Writing an article on a non-chiropractic related topic
- Volunteer service as a coach of a sports team
- Standard First Aid with CPR-C certification

**13. Can courses mandated through the Inquiry Committee following an investigation be claimed for CE credit?**

No, courses that you agree to complete as part of a consent resolution with the Inquiry Committee must not be claimed for CE credit.

**14. Can the PSP competencies be explored through structured or unstructured credits?**

All the PSP competencies relate in one way or another to chiropractic scope and patient care. When seeking courses or activities to supplement the degree to which they meet a competency, chiropractors should ensure that the courses or activities relate to chiropractic scope and patient care, be they structured or unstructured.