

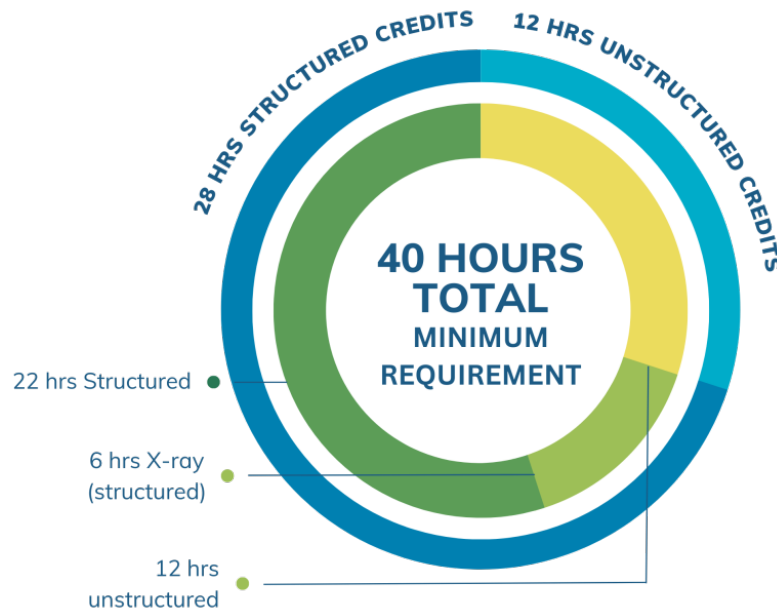
## Continuing Education Criteria and Guidelines

As per Part 5 Quality Assurance, Section 58 of the [bylaws](#), “The quality assurance committee must establish criteria and guidelines for achieving the continuing education hours required under section 57(1).”

### Overview

The Continuing Education (CE) minimum requirements for full registrants is forty (40) credit hours of which twenty-eight (28) must be Structured credits (including six (6) hours of mandatory Diagnostic Imaging) and a maximum of twelve (12) Unstructured credits per two (2) year cycle.

The Quality Assurance Committee strongly recommends that registrants complete two (2) hours of Indigenous Cultural Safety/Diversity, Equity and Inclusion education per two (2) year cycle.



In addition, registrants must complete a Competency Assessment and a My Professional Plan by April 30 of the first year of each cycle. My Professional Plan is the tool that registrants will use to plan their learning activities for the cycle. Both the Competency Assessment and My Professional Plan are confidential and protected. The information entered is to be used by the registrant only and the College only reviews for completeness.

The 2021-23 CE cycle and all future CE cycles will commence on April 1 of the first year of the cycle and end on March 31 of the last year of the cycle.

Other mandatory requirements may change from time to time at the discretion of Quality Assurance Committee.

When evaluating CE activities, whether Structured or Unstructured, they must be on a topic that is relevant to diagnosis and treatment within the scope of practice of chiropractic patient care or related to Indigenous Cultural Safety/Diversity, Equity and Inclusion.

CE increases your expertise as a Chiropractor. CE spans a broad range of subjects: Anatomy, Diagnosis, Technique, History Taking, Modalities, Physical Exam, Treatment, etc.

**Note: Maintenance of Standard First Aid with CPR-C certification is a requirement for registration and does NOT qualify for CE credit.**

## **Structured**

Structured hours are those Chiropractic Core Competencies topics that enhance the basic skills and knowledge that define and apply to the profession in terms of being competent chiropractic practitioners.

These are active and interactive learning programs, usually with specified learning objectives.

### **To qualify as Structured CE hours, the event:**

- **Must be verifiable for participation, attendance and/or completion in online and/or attendance courses**
- **Must relate directly and relevantly to the scope of practice**
  - Includes seminars and online resources which provide verifiable evidence of attendance/participation such as a certificate of attendance, sign-in sheets, webinar participation log, etc.
  - Non-verifiable video and webinars qualify for unstructured hours
  - Courses regarding billing and business issues qualify for unstructured hours
- **May relate to Indigenous Cultural Safety and Diversity, Equity and Inclusion provided participation, attendance and/or completion of the learning event is verifiable.**

### **Hour limits for Structured**

For an interactive course, such as an event, there is generally no hour limit to what can be claimed. The following guidelines apply:

- Creating and publishing peer-reviewed & indexed articles, papers and case studies:
  - 12 hours CE credit per cycle per publication (in the year published)
  - Note: only reading these papers qualify for unstructured hours
  - Note: writing newspaper columns and articles qualify for unstructured hours
- Conducting presentations, lectures, teaching (not including patient education events):
  - 3 hours CE credit
  - Must be minimum of 1-hour presentation
  - Up to 12 hours CE credit per cycle
    - No credit for repetition of same presentations, lectures and teaching
    - No credit for any events where a registrant is reimbursed or paid for the event
    - No credit for commercial publication of books

Registrants must retain the certification/verification information of participation in the learning event and produce this information upon request of the College.

## **Unstructured**

Unstructured hours are generally self-directed, independent learning programs related to chiropractic scope and patient care such as:

- Reading professional books, journals, articles and papers
- Online materials - viewing, reading, listening to audio, visual and/or internet materials
- Chiropractic Philosophy, Practice Building & Practice Management seminars
- Newspaper columns and articles
- Motivational and/or Personal Growth programs & courses

### **Hour limits for Unstructured**

Up to a maximum of twelve (12) Unstructured hours may be claimed per cycle. One (1) credit may be claimed for each hour of activity – reading, watching, listening.

Registrants must create and retain log of the hours spent, description of activity and titles of publications and produce this information upon request of the College.

## **Discipline Guidelines for CE Requirement Non-Compliance**

1. Failure to meet CE rules for mandatory, structured and unstructured hours requirement:
  - a. If a Registrant fails to meet or submit the forty (40) hour requirement in a particular cycle by March 31, notification will be given that the Registrant has thirty (30) days to complete the CE requirements,
  - b. Registration renewal will not be processed until CE requirements have been complete, and
  - c. \$250.00 fine for late completion or submission
2. Audit Results (post-CE cycle) - Failure to meet CE requirements:
  - a. Notification will be given that the Registrant has thirty (30) days to complete the CE requirements,
  - b. Registration renewal will not be processed until CE requirements have been complete, and
  - c. \$250.00 fine for failure to meet CE requirements
3. If the Registrant fails to meet the completion of CE requirements and or payment of penalties as described in 2, referral may be made to the Inquiry Committee for further action.