



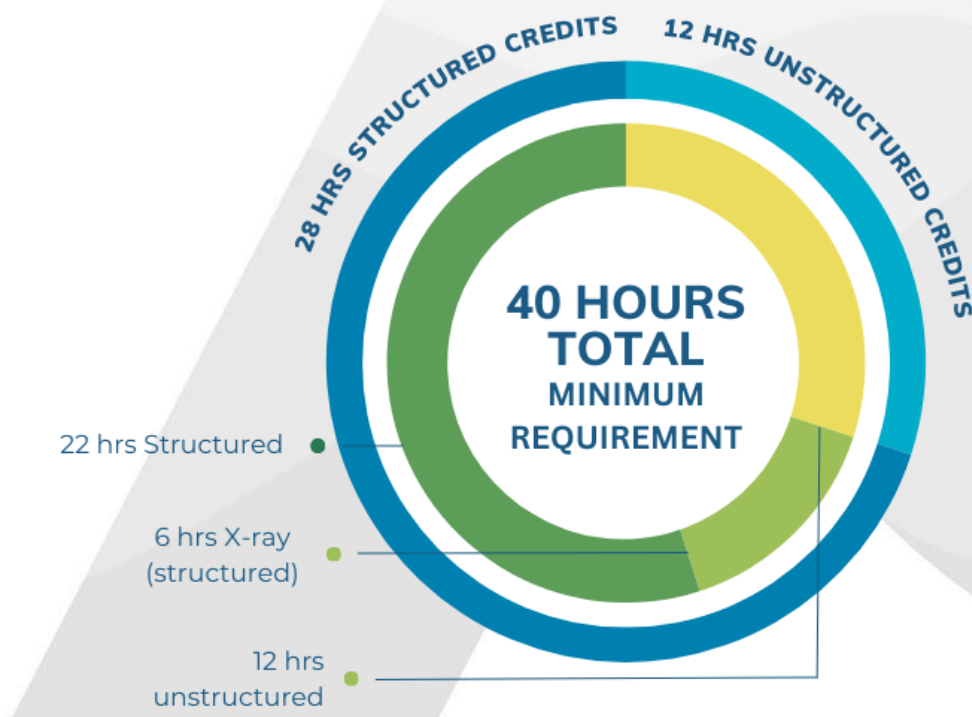
# Continuing Education Criteria and Guidelines

This document supports Schedule 12: Chiropractic: Quality Assurance, paragraph 2.1 of the [bylaws](#), “The quality assurance committee must establish criteria and guidelines for achieving the continuing education hours required under paragraph 1.1.”

## Overview

Full DC registrants must complete a minimum of 40 Continuing Education (CE) credit hours in a two-year cycle. Out of 40 credits, at least 28 hours must be Structured credits, including six (6) mandatory hours in Diagnostic Imaging. Up to 12 hours can be Unstructured credits.

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





In addition, DC registrants must complete a Competency Assessment and a *My Professional Plan* at their earliest opportunity in the first year of each cycle. *My Professional Plan* is the tool that DC 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 DC registrant only and the College only reviews for completeness.

All CE cycles are two years in length. A CE cycle commences on April 1 of the first year of the cycle and ends 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. It may include:
  - 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.

DC 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.

DC 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 DC registrant fails to meet or submit the forty (40) hour requirement in a particular cycle by March 31, notification will be given that the DC 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. A \$250.00 fine will be applied for late completion or submission.
2. Audit Results (post-CE cycle) - Failure to meet CE requirements:
  - a. Notification will be given that the DC 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. A \$ 250.00 fine will be applied for failure to meet CE requirements.
3. If the DC 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.