



PEICOT

Policies & Procedures

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DATE REVISED:

Continuing Education Hours

CATEGORY: Registration

AUTHORITY: RHPA/Regulations

POLICY TITLE: CONTINUING EDUCATION HOURS

Applicants to the College must have sufficient continuing education hours demonstrating their commitment to life-long learning and increasing knowledge and/or skills of occupational therapy professional practice. The continuing education requirement is stated in Section 12 of the Occupational Therapist Regulations – 30 hours in each three-year period.

All submissions for continuing education hours will be reviewed and approved by the Registrar.

- 1) Applicants may earn continuing education hours by either a) participating in a workshop/course/ conference or inservice that will enhance/advance their practice or b) providing education to occupational therapy peers, students or support personnel (provincial, regional or national session).
- 2) Acceptable proof for attending a workshop/course/conference or inservice for continuing education hours includes:
 - i) certificate from program and agenda to assist with determination of hours;
 - ii) agenda and proof of attendance (receipt) to assist with determination of hours;
 - iii) iii) other – proof of attendance and summary of workshop, etc.; to be discussed with Registrar prior to submission.

PLEASE NOTE:

- * Workshops/courses/conferences or inservices may be attended or provided in person or via technology.
- * Some courses may require a narrative to link the topic to occupational therapy knowledge and skills.
- * Credit hours will not be provided for mandatory employment courses such as CPR, basic TLR training, WHMIS, etc.

- 3) Acceptable proof for providing a provincial/regional/national education session to peers for continuing education hours includes:
 - i) agenda to assist with determination of hours; and
 - ii) copy of speech/speaking notes/powerpoint presentation.

Hours will be calculated as: length of education session + 2x time length of session for preparation.

- 4) Recognized bodies for continuing education programs/credits may include:

- National or provincial occupational therapy regulatory organizations i.e. ACOTRO, PEICOT, COTNS, etc.
- National or provincial occupational therapy professional organizations i.e. CAOT, PEIOTS, OSOT, etc.
- University, Community College, Not-for Profit Organizations, or employer provided education sessions that will enhance the applicant's skills and/or knowledge in the practice of occupational therapy i.e. PEI Provincial Stroke Conference, The "Link" Provincial Psychiatric Conference, etc.
- Other i.e. completion of college education modules or competency exams while practicing in another jurisdiction, etc.

- 5) Completing the section on the initial application form or on the database along with submission of acceptable proof will be accepted as documentation of continuing education hours for initial application and renewal respectively.
- 6) Applicants who have insufficient continuing education hours may be required to complete a continuing education program or an examination as determined by the council.
- 7) If an applicant has met all other renewal requirements **and** has completed at least 20 of the required 30 continuing education credits in the three-year period, they may be granted a temporary exemption from the requirement and will have Terms, Conditions and/or Limitations (TCLs) placed on the certificate of registration. This decision is at the discretion of the Registration Committee and the TCLs may include but are not limited to:
- i) Requiring the applicant to complete the required hours within a specified time frame e.g. 3-6 months; and
 - ii) Requiring the applicant to provide their plan to complete the required continuing education credits; and/or
 - iii) Requiring the applicant to complete specific workshop(s)/course(s)/conference(s) or inservice(s).

Once the registrant has met the continuing education hours requirement, the TCLs will be removed.

If the registrant does not complete the required continuing education hours by the date stipulated, their certificate of registration will expire.