



# *Prince Edward Island College of Occupational Therapists*

## **Policy**

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**Title:** Continuing Education Hours

**No. 3.2**

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**Category:** Registration  
**Applies to:** Registrants  
**Authority:** RHPA/Regulations  
**Date Established:** February 13, 2018

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### **1.0 Purpose**

To ensure applicants have sufficient continuing education hours demonstrating their commitment to life-long learning and increasing knowledge and/or skills of occupational therapy professional practice.

### **2.0 Application**

Applies to all initial and renewal applicants.

### **3.0 Policy**

- 3.1** Renewal applicants to the College must meet the requirement by completing thirty (30) hours of continuing education in each three-year period preceding the application for renewal.
- 3.2** New LMSA applicants to the College must meet the requirement by completing thirty (30) hours of continuing education within 3 years of initial application and must be completed by renewal of that third year (e.g. July 2025-2026, July 2026-2027 & July 2027 – March 2028).
- 3.3** New graduate applicants to the College must meet the same requirements as outlined in 3.2.
- 3.4** Continuing education hours can be earned by participating (either in person or via technology) in educational events or by teaching (either in person or via technology) at educational events. **See Appendix A.**
- 3.5** Provisional registration (with conditions) may be granted to an applicant who has insufficient continuing education hours. This decision **IS AT THE DISCRETION** of the Registrar or Registration Committee. **See Appendix B.**

## 4.0 Procedures

### 4.1 Submission of Hours

- 4.1.1 Initial Applicant: Uploads the appropriate materials to the database, if applicable, and submits related credit hours for each continuing education event.
- 4.1.2 Renewal Applicant: Uploads the appropriate materials to the database and submits related credit hours for each continuing education event.
- 4.1.3 Registrar: Approves and reviews all submissions for continuing education hours.

### 4.2 Insufficient Hours

#### 4.2.1 Applicant:

- 4.2.1.1 Contacts the Registrar to discuss options for meeting continuing education hours.
- 4.2.1.2 Completes any requirements dictated by the Registrar or Registration Committee.

#### 4.2.2 Registrar:

- 4.2.2.1 Contacts the applicant to discuss options and requirements.
- 4.2.2.2 At their discretion or at the discretion of the Registration Committee, grants a temporary exemption or a provisional registration and sets terms, conditions or limitations (TCLs) for the applicant.
- 4.2.2.3 At their discretion or at the discretion of the Registration Committee, requires the applicant to complete a continuing education program or write an examination.
- 4.2.2.4 When TCLs or other requirements are met, moves a provisional registrant to General Registration.
- 4.2.2.5 When TCLs or other requirements are NOT met, terminates or denies registration to the applicant.
- 4.2.2.6 May notify employer(s) of all the above.

## 5.0 Reference

Occupational Therapists Regulations, Section 12

Approved By	Established	Revision History	Next Review
Council	February 13, 2018	November 2019 January 2024 June 2025	June 2027

## Appendix A – Continuing Education Information

- 1) **Continuing education (CE) hours** can be earned by either:
  - a) Participating in a workshop/course/conference or in-service that will enhance or advance their practice; **or**
  - b) Providing **formal** education to occupational therapy peers, students, support personnel or other professional colleagues/partners (provincial, regional or national session).

**Note: Credit hours will not be provided for mandatory employment courses such as CPR, basic TLR training, WHMIS, etc.**

- 2) **Acceptable proof for attending** a workshop/course/conference or in-service for continuing education hours includes:
  - a) Certificate and agenda to assist with determination of hours;
  - b) Agenda and proof of attendance (receipt) to assist with determination of hours;
  - c) If a certificate or receipt is not available, the registrant will submit the date, hours and a detailed summary of the continuing education to be entered to assist with determination of hours. For example, a registrant attends a virtual CE with other colleagues, and only one certificate/agenda is available.

**Note:** Some courses may require a narrative to link the topic to occupational therapy knowledge and skills.

- 3) **Acceptable proof for providing** a provincial/regional/national education session to peers, students, support personnel or other professional colleagues/partners for continuing education hours includes:

- a) Agenda to assist with determination of hours; **and**
  - b) Copy of speech/speaking notes/power point presentation.

**Note:** Hours will be calculated as: length of education session plus 2x time length of session for preparation (e.g., 2-hour presentation + 4 hours of preparation time = 6 hours).

- 4) **In-services:** In order for the College to approve an “In-service” for continuing education hours, it must be a **formal** in-service that meets the following criteria:
  - a) It is provided by peers/colleagues.
  - b) It is a planned, scheduled event around a particular topic(s) with a timeline/agenda, power point/speaker’s notes, handouts, etc.
  - c) It is delivered to an audience of five (5) or more, either at one (1) site or through telehealth or other technology.
  - d) For Vendor In-services, there must be a sign in sheet, certificate of completion and email confirming topic/agenda.

- 5) **Recognized bodies** for continuing education programs/credits may include:
  - a) National or provincial occupational therapy regulatory organizations i.e., ACOTRO,

PEICOT, COTNS, etc.

- b) National or provincial occupational therapy professional organizations i.e., CAOT, PEIOTS, OSOT, etc.
- c) 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., Stroke Conference.
- d) Other i.e., completion of college education modules or competency exams while practicing in another jurisdiction, etc.

### **Appendix B – Insufficient Continuing Education Hours**

1. If an applicant has met all other registration 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 their now, Provisional Registration. This decision is at the discretion of the Registration Committee and the TCLs may include but are not limited to:
  - Requiring the applicant to complete the required hours within a specified time frame e.g. 3-6 months; and
  - Requiring the applicant to provide their plan to complete the required continuing education credits; and/or
  - Requiring the applicant to complete specific workshop(s)/course(s)/conference(s) or in-service(s).
2. Once the continuing education hours requirements are met, the TCLs will be removed and the registrant will be moved to the General Register.
3. If the required continuing education hours are not completed by the date stipulated, the certificate of registration will expire.