



**Prince Edward Island College of Occupational Therapists**  
**PO Box 2248, Stn Central, Charlottetown, PEI C1A 8B9**

## Inservice Guidelines

### Policy for Continuing Education hours has two pieces that pertain to inservices:

- 1) **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; or
  - ii) agenda and proof of attendance (receipt) to assist with determination of hours; or
  - iii) other – proof of attendance and summary of workshop, etc.; to be discussed with Registrar prior to submission.
  
- 2) **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.

### **Based on the above two items, the following guidelines will assist the Registrar in confirming acceptable proof of continuing education hours for attendees/presenters:**

- For Vendor Inservices - sign in sheet + email confirming topic/agenda
- Only **formal** inservices by peers/colleagues will be recognized by the College: and the attendees must provide either i), or ii) or iii) as above in # 1)
- Occupational therapists who are presenting a **formal** inservice to peers/colleagues will be required to provide i) and ii) as above in #2) plus a list of attendees

### **Please Note:**

A **formal** inservice means the inservice is a planned, scheduled event around a particular topic(s) with a timeline/agenda, powerpoint/speakers notes, handouts, etc. and is delivered to an audience of five (5) or more at one (1) site or an audience of five (5) or more at more than one (1) site through telehealth or other technology.

<b>Approved By</b>	<b>Established</b>	<b>Reviewed/Revised</b>	<b>Next Review</b>
Council	November 20, 2018	November 25, 2019	September 2021