

What are structured activities?

Structured activities are active/interactive learning programs. These activities generally have structured agendas, specified learning objectives and interaction with other members of the profession or other professions.

Structured activities include:

- attending courses, seminars, workshops, presentations, conferences
- participating in interactive Internet courses, seminars, workshops, conferences, webinars
- participating in correspondence courses
- participating in clinical rounds
- participating in computer assisted learning

Members must participate in a **minimum** of 20 hours (out of 40) of structured activities over a two-year period.

What are unstructured activities?

Unstructured activities are self-directed, independent learning activities.

Unstructured activities include:

- reading professional books, journals, articles, research papers
- viewing/reading/listening to professional audio/video, Internet material
- reviewing CCO regulations, standards of practice, policies, guidelines, other CCO material
- preparing/presenting professional presentations
- researching/writing/editing professional publications
- other (must be specified)

Members must participate in a **maximum** of 20 hours (out of 40) of unstructured activities over a two-year period.

Why 40 hours?

The Quality Assurance (QA) Committee researched various continuing education (CE) requirements of other chiropractic jurisdictions and other regulatory colleges in Ontario. In addition, CCO conducted focus groups across the province, involving a variety of professional members. Feedback from these focus groups indicated that 40 hours over a two-year period was a reasonable amount, and serves the public interest.

Does this initiative mirror what other colleges are doing?

Yes. This initiative is reflected in the revisions to the *Regulated Health Professions Act, 1991 (RHPA)*, which came into effect in June 2009. The revised *RHPA* requires that the regulatory colleges in Ontario incorporate in their quality assurance programs a CE component and a mechanism to monitor members' compliance with the CE requirements.

How are the CE hours accumulated?

It is hour for hour. If a member attends a three-hour workshop/seminar, then he/she should note three hours in his/her professional portfolio. If a member attends a two-day seminar, then only that portion of the member's actual presence in a specific workshop should be counted as a structured activity.

What is the CE start date?

The CE cycles are as follows:

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- 1st Cycle: July 1, 2010 - June 30, 2012
 - 2nd Cycle: July 1, 2012 - June 30, 2014
 - 3rd Cycle: July 1, 2014 - June 30, 2016

To help members become accustomed to this new process, members are receiving an extra six months. This means members may participate in and record CE activities starting in January 2010.

The program is not retroactive. Any CE activity taken prior to January 1, 2010, cannot be counted.

If someone limits himself/herself to 40 hours of CE, is it a 20-20 split?

Members must participate in a total of 40 hours of CE over a two-year period, and a minimum of 20 hours must be structured activities. As long as the 20 hour in structured activities is met, the member may choose to participate in whatever activity he/she chooses for the additional 20 hours.

Will there be a list of accredited programs/courses for members to refer to?

CCO Council has chosen not to accredit programs/courses at this time. Members should select courses based on their self assessments, peer and practice assessments, and professional interests.

Chiropractic society or group meetings - structured or unstructured?

Society/group meetings would count as a structured activity only if there is a guest speaker, and only that portion of the meeting should be counted.

Doing a presentation at a society meeting - structured or unstructured?

The background reading and research to prepare for the presentation would be considered an unstructured activity.

Teleconference meeting with no document - structured or unstructured?

A teleconference meeting would count as an unstructured activity if relates to professional practice.

Participation in peer and practice assessment - structured or unstructured?

Participation in a peer and practice assessment (either the peer assessor or the member being assessed) is not a CE activity. Members should maintain the Quality Assurance Disposition Report from the peer and practice assessment in their professional portfolios, and use this report to guide their continuing education.

Will members have to provide proof that they have participated in an activity?

Yes, members must have proof that they have participated in a CE activity. Members are required to retain materials they have gathered while fulfilling their CE requirements (e.g., course outlines, brochures, certificates, letters of reference, etc.) in their professional portfolios. This information must be maintained for a minimum of two CE cycles (or four years).

Is the accompanying folder mandatory now?

Yes, the accompanying folder is mandatory. Members are required to maintain the following items in their portfolios:

- materials they have gathered while fulfilling their CE requirements (e.g., course outlines, brochures from conventions/conferences, certificates, letters of reference, receipts, etc.);
- samples of recent advertisements; and
- the disposition report from the Quality Assurance Committee following their peer and practice assessment.

How will CCO monitor if members are complying with the requirements of self assessment and continuing education?

To monitor compliance with the Quality Assurance initiatives, members are required to complete and submit a one-page summary sheet (“Continuing Education and Professional Development Log”) of their CE activities as part of their registration renewal. The first log, which will reflect CE activities between 2010 and 2012, is due with the 2013 registration renewal. This is a signed, self-declaration document, and failure to complete this log may be considered an act of professional misconduct.

The QA Committee will review the log to ensure the 40 hours are met. Members are responsible for ensuring their 40 hours - 20 in structured and 20 in unstructured activities - are met.