

Continuing Professional Development Example Submission

CPD

In the CPD section of the recording tool, you will find a summary of the hours you have entered in each category of learning as well as the maximum hours you can claim in each category.

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Continuing Professional Development

The College requires all registrants to complete a mixture of learning activities to an equivalence of 40 hours of CPD activity per yearly cycle. In order to be eligible to renew your registration you will be required to submit to the College by October 31, a completed learning plan, an activity timesheet that meets the hourly requirement and a statement on learning.

Current progress

Category of Learning	Completed Hours	Maximum Allowable Hours
Professional activity	0	15
Other	0	15
Formal or educational	20	15
Degree, diploma, certificate program or licensure exam	0	40
Self directed	8	15
Work based	3	15

Goals & Activities

In this section, you will record all your CPD goals you set for yourself and the activities completed during the current CPD cycle to fulfill the goals. The following image shows what will be displayed in the recording tool after goals and activities have been entered and saved.

The screenshot displays the 'Goals and activities' interface. On the left is a sidebar with navigation options: Registration details, Security settings, Home address, Practice locations, CPD (highlighted), Goals & activities, Statement on learning, Submit to college, Prior Submissions, Receipts, and Sign out. The main content area is titled 'Goals and activities' and features a '+ Add Goal' button. Below this are three sections, each with a table of activities:

- Learning Plan**: A table with one row showing 'Self directed' category, 'Complete Learning Plan' description, 6 total hours, and a completion date of 2014-Mar-05.
- Learn about working with people with editing disorders**: A table with one row showing 'Formal or educational' category, a description about attending a movie, 20 total hours, and a completion date of 2014-Mar-15. It includes edit and delete icons.
- Ethical Component**: A table with one row showing 'Self directed' category, a description about reading an article on ethical dilemmas, 2 total hours, and a completion date of 2014-Jan-31. It includes edit and delete icons.

At the bottom of the second section, there are buttons for '+ Add Activity', 'x Edit Goal', and 'x Remove Goal'.

Statement on Learning

The Statement on Learning requires you to briefly articulate how you believe your CPD goals and activities throughout the year have enhanced the quality of your practice and prompted positive outcomes for recipients of the services you have provided.

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Statement on learning

This statement on learning requires you to briefly articulate how you believe your CPD activities throughout the year have sought to enhance the quality of your practice and promoted positive outcomes for recipients of the services you have provided.

You may save and continue drafting your statement on learning as you progress by editing below and clicking save when finished.

Statement on learning (maximum of 650 words)

I identified three main goals as part of my CPD learning plan that I wanted to accomplish during this year's CPD cycle; learn and use CBT, improve my recording skills, and increase my knowledge about working with people with eating disorders.

Currently, I work in the field of Mental Health and Substance Use and have noticed an increase in the number of clients who experience social anxiety disorder. I felt that I could therefore increase and vary my counselling skills to improve practice outcomes for these clients. I also held a general interest and an introductory knowledge of CBT and wanted to increase this understanding and develop my scope of practice by engaging with this type of therapeutic intervention with clients who would benefit from its use.

The CBT course I took and the peer feedback discussions I have had with colleagues have been very useful. As a result, I have found that I am now better able to understand client needs and apply a new intervention method. I have also been able to share my knowledge of CBT with colleagues through a 'Lunch & Learn' presentation I delivered.

I have found that the few clients I have had an opportunity to engage in this type of therapy have been able to 'catch' their own automatic negative cognitions and have started to gradually develop strategies to change these negative thinking patterns. The clients who have engaged with CBT therapy have said that their family members have noticed a positive change in them. These positive outcomes motivate me to continue developing my learning and practice of CBT.

Submit to College

Once you have entered all your goals and activities and written your Statement on Learning, you are ready to submit your information to the College. Please note that once you have checked the declaration and clicked 'Submit', you will no longer have the ability to edit the information provided.

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Submit to the College

Before you submit

1. In order to finalize your completed CPD submission, you must attest to the following declaration. If you cannot comply with the statutory declaration you must notify the College immediately.
2. The following standards apply to the college's quality assurance program.
 - a. Standard 1: Plan continuing professional development activities that will enhance the quality of practice and delivery of services.
 - b. Standard 2: Undertake continuing professional development activities that enhance ethical conduct.
 - c. Standard 3: Actively seek and participate in a range of continuing professional development activities that maintain and advance professional skills and knowledge within current or future scopes of practice.
 - d. Standard 4: Seek to ensure that continuing professional development activities promote positive outcomes for recipients.
 - e. Standard 5: Accurately maintain an up-to-date record of continuing professional development activities as part of ongoing professional development.
 - f. Standard 6: Accurately report completion of continuing professional development activities to the college in a timely manner.

Declaration

I declare that the information submitted is accurate, honest and meets the Standards of Continuing Professional Development (Standards 1 through 6) as outlined in the College By-laws

After you have checked the declaration and clicked 'Submit', you will receive the message below if your submission was successful.

The screenshot shows a user interface with a left-hand navigation menu and a main content area. The navigation menu includes links for 'Registration details', 'Security settings', 'Home address', 'Practice locations', 'CPD', 'Receipts', and 'Sign out'. The 'CPD' section is highlighted in a grey box and contains sub-links for 'Goals & activities', 'Statement on learning', 'Submit to college', and 'Prior Submissions'. The main content area displays a 'Success' message in a green box, followed by the text 'Your submission has been made successfully.' Below this, a section titled 'Submission Completed' states 'Your CPD has been successfully submitted for the period ending October 31st 2014.'

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Submit to the College


Success

Your submission has been made successfully.

Submission Completed

Your CPD has been successfully submitted for the period ending October 31st 2014.

Prior Submissions

After you have submitted your CPD information to the College for any given cycle, you will be able to view your previous goals and activities in the prior submissions section by clicking the  symbol. If you are viewing a previous submission, click on 'Goals & Activities' from the menu on the left to return to the current cycle.

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Prior submissions

Period Start Date	Period End Date	
2013-11-01	2014-10-31	