

# ANNUAL REQUIREMENT: CONTINUING PROFESSIONAL DEVELOPMENT

All BCCSW registrants in the Full, Clinical, and Provisional classes are required to complete and report 40 hours of continuing professional development (CPD) activities by October 31 each year.

The purpose of the CPD program is to maintain and enhance one's capacity to practise safely, ethically, and effectively within their scope of practice.

Hours are prorated for new registrants for their first CPD cycle based on which month they become registered.



Month Registered	CPD Hours Required
November	37
December	34
January	31
February	28
March	25
April	22
May	18
June	15
July	12
August	9
September	9
October	0

\*For any given CPD cycle, only the activities completed during the cycle can be used to meet the required hours. Hours cannot be carried forward to future years.

Note: To find your initial registration date, please activate your online account and click View Public Registry Profile in the menu.

## INSTRUCTIONS

If you are a new grad or successfully completed a licensure exam during the current CPD cycle, please read 'Instructions for New Grads and Exam Takers' under the CPD Info section on our website.

- Log-in** by using the instructions found in your registration letter. Then click CPD in the menu.
- Go to your Goals and Activities Tracker. Add **Goals** early in the year and start thinking of ways to accomplish them.
- Whenever you complete an **Activity** that helps accomplish a goal, add it by clicking "Add Activity" under its respective goal.
- Once you have met the hour requirements, go to **Statement on Learning** and write a brief reflection on what you learned and the implications of this learning for your professional practice.
- To complete the process, tick the box declaring that your submission is accurate, honest and meets the Standards of Continuing Professional Development. Then click **Submit to College**.

Two goals are already added for you:  
**Ethical Component:** You must record at least 3 hours of activities related to ethical conduct.  
**Learning Plan:** credits you 6 hours to account for the time you spend planning and documenting your goals and activities.

Most categories of activity max out at 15 hours. You need at least 3 categories of activity to fulfill requirements. Learn about the different categories of activity in our CPD resources found at [www.bccsw.ca/cpd-info](http://www.bccsw.ca/cpd-info).

## TIPS TO GET THE MOST OUT OF YOUR CPD

- Look for activities that will enhance the quality of practice and delivery of services.
- 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.
- Seek to ensure that continuing professional development activities promote positive outcomes for recipients.
- Keep up-to-date on recording your hours - then in October, you can submit with confidence!
- Use the peer feedback guide and setting SMART objectives tools available on our website ([www.bccsw.ca](http://www.bccsw.ca)).

If you have any questions or concerns, check [www.bccsw.ca/cpd-info](http://www.bccsw.ca/cpd-info) or contact the College.