CONTINUING PROFESSIONAL DEVELOPMENT:

STUDENTS, NEW GRADS & EXAM TAKERS

If you are currently enrolled in or recently graduated from a degree, diploma or advanced certificate program at an accredited university, you can use your schooling to claim your full required CPD hours. To be eligible for this option, you must have been enrolled in your program at some point during the CPD cycle for which you are submitting.

If you recently completed the ASWB licensure examination, you can use the time you prepared and wrote the exam to claim your full required CPD hours. To be eligible for this option, you must have taken the examination at some point during the CPD cycle for which you are submitting.

CPD Cycle

Due Date

November 1 ➝ **October 31**

*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.

INSTRUCTIONS

1. **Log-in** to your online account by clicking the 'Registrant Login' button at the top right corner of the College website (www.bccsw.ca).

2. Once you are logged in, click **CPD** in the menu.

3. Click **Goals and Activities Tracker**.

4. Under the goal titled 'Ethical Component' click '+ Add Activity'.

5. In the 'Category of Activity' drop-down menu, select 'Enrolled in Degree or Diploma Program, or Licensure exam'.

6. In the 'Description' text box, enter:
    a. 'Currently enrolled in ABC program at XYZ university' (if you are a current student);
    b. 'Graduated with ABC degree from XYZ university' (if you are a new grad); or
    c. 'Completed ASWB licensure exam' (if you completed the licensure exam).

7. In the 'Total Hours Spent' field, enter 40.

8. In the 'Completion Date' field, enter the date you completed the degree program or licensure exam. If you are currently enrolled in a degree program, then enter October 31, 20XX. Click 'Save'.

9. Now click **Statement on Learning** in the menu and record a brief statement of how the degree program or licensure exam have helped you improve the quality of your practice. Click 'Save'.

10. Now click **Submit to College** in the menu. Tick the box declaring that your submission is accurate, honest and meets the Standards of Continuing Professional Development. Then click 'Submit'.

If you have any questions or concerns, check www.bccsw.ca/cpd-info or contact the College.