



# Continuing Professional Development

Categories of Activities

2015

## Categories of CPD Activities

In order to meet the Standards for CPD, registrants are required to report a minimum of 40 hours of professional development activities each year from a *mixture* of categories of CPD activities (Standard 3). To achieve this, the College expects to see a registrant's CPD declaration of completed hours consist of CPD activities that fall within *at least* three of the six categories of CPD activities listed below. These categories are not exclusive and some activities can be considered in more than one category. For example, the mandatory three hours related to ethical conduct can be fulfilled under any of the listed CPD categories.

There are specified *maximum* hours that can be recorded under each category of CPD activities towards meeting the annual 40 hours CPD requirement. As part of your professional development, you may well exceed this hour's maximum in a particular category, but you will **only be able to claim** up to the hour's maximum in that category. If 40 hours are exceeded in one year, they cannot be carried forward and claimed in subsequent CPD cycles.

As continuing professional learning and development is so varied and can be acquired in many ways, the College takes an open approach when seeking to confirm that a registrant has undertaken 40 hours of professional development from at least three of the six categories of CPD activities listed below.

Category of CPD activity	Maximum qualifying hours
Self-directed	15 hours
Work-based	15 hours
Professional activity	15 hours
Formal/educational	15 hours
Other	15 hours
Degree/Diploma/Licensure Examination <sup>1</sup>	40 hours

<sup>1</sup>A registrant must be enrolled in a degree program such as a MSW, diploma, or advanced certificate at an accredited University, or recently completed a licensure examination.

## Examples of CPD Activities

The lists of activities grouped in the various categories below are not exhaustive. There are likely to be other forms of learning which are relevant for professional development. These examples are provided as a guide only.

### Self-directed

- Producing a professional development plan (six hours granted automatically)
- Reading books, journals and research papers
- Reviewing books, journals and research papers
- Tele-seminars
- Writing for journals
- Webinars
- Ethics \*: A minimum of three hours of activity related to 'ethical conduct'

### Work-based

- Case studies
- Clinical audits
- Clinical/professional supervision
- Critical incident analysis
- Discussion and networking groups
- In-service education programs
- Learning agreements
- Mentoring or teaching staff and/or students
- Peer consultations
- Receiving supervision
- Systematic reflection on practice
- Supervising practicum students in the workplace
- Secondment/work shadowing
- Ethics\*: A minimum of three hours of activity related to 'ethical conduct'

### Professional activity

- Course instructor
- Involvement in other professional bodies
- Item writer (for licensure exams)
- Participating in a 'community of practice'
- Professional group based CPD
- Preparing and delivering teaching

- Special interest group based CPD
- Supervising of research
- Volunteering with a professional organization
- Ethics\*: A minimum of three hours of activity related to 'ethical conduct'

### **Formal/educational**

- Accredited provider courses
- Attendance at conferences, workshops or seminars
- Conducting research
- Distance/online learning courses
- Post-qualification courses (including short courses provided by both in-house and external providers)
- Presentation of research papers
- Ethics\*: A minimum of three hours of activity related to 'ethical conduct'

### **Other (as proposed by registrants)**

There are many forms and traditions of learning that can provide personal and professional development. The above lists of activities are not exhaustive and there are likely to be other forms of learning that exist which are relevant for professional development and for registrants to undertake.

The College is happy to discuss proposals for professional development activities put forward by registrants and consider whether these can constitute professional learning in the context of the College's CPD requirements. Please consult the College if it is not clearly evident what constitutes a relevant CPD activity where hours are intended to be claimed.

### **Degree, Diploma or Licensure exam**

A registrant, who is actively enrolled in a University-based program of study leading to a Degree or Diploma related to your practice or future practice, may claim up to the maximum 40 hours for this activity. Please consult the College to confirm whether your studies can be included to meet the CPD requirements.

Similarly a registrant who has undertaken a licensure exam approved by the College may also claim up to the maximum 40 hours towards the CPD requirement in that particular year.

\*A note on the ethics requirement: the mandatory requirement per year is a minimum of three hours. Ethics is listed within each of the categories above to reflect the fact that this requirement may be met through activities related to one or more category.

Please email any questions or suggestions related to CPD to:  
**info@bccsw.ca**

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