COLLEGE OF PSYCHOLOGISTS AND BEHAVIOUR ANALYSTS OF ONTARIO

Quality Assurance Program

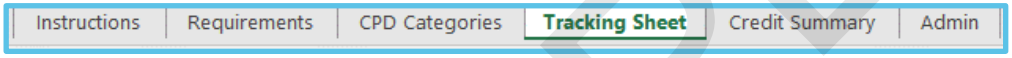
Continuing Professional Development Tracking Sheet

SAMPLE

GUIDELINES FOR USE

Please save the tracking sheet file to your device before entering any information.

1. To use the automated tracking sheet, select the *Tracking Sheet* tab at the bottom of the screen:



Or click on one of the below navigation buttons:

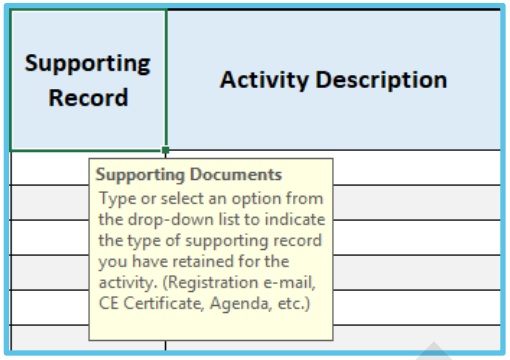
Requirements **Tracking Sheet** **Credit Summary**

2. Follow each of the column headings on the *Tracking Sheet* tab and enter one CPD activity per row. You may type or select the appropriate **Activity Section** (A, B, or C) from the drop-down list which will appear when you click a cell in the Activity Section column.

3. Enter the total number of activity hours in the **Hours** column. Enter the portion of activity hours which included content pertaining to Ethics and Jurisprudence (**Ethics**), Equity, Diversity and Inclusion (**EDI**), and/or **Supervision** in the corresponding columns. If the activity did not pertain to any content areas, those cells can be left blank.

4. If you have retained a **Supporting Record** which can be used to verify your participation in the activity, select one of the suggested record types from the drop-down menu which will appear when you click a cell in the Supporting Record column. You may also type a custom record description. *Please store your supporting records in your personal files.*

5. For additional guidance, click on each column heading to review the suggested details.



6. Each row will automatically adjust to fit your entered text. Should you reach the last row, click the dark blue square in the last column on the right and press the "Tab" key on your keyboard. This will insert an additional activity row. Repeat as necessary.

Meeting Expectations

Your certificate type and status will determine the level of CPD participation required. To review the CPD participation requirements applicable to your current certificate type/status, see **here**. Monitor your progress using the *Credit Summary* tab after entering activities.

Record Keeping

You will not submit your completed tracking sheet to the College unless it is requested for audit or assessment purposes. However, you are required to retain your tracking sheet and supporting documentation of your CPD activities for at least 5 years, per Ontario Regulation 194/23: General, under the *Psychology and Applied Behaviour Analysis Act, 2021* .

This spreadsheet has been formatted to print on standard 8.5 x 11" paper.
If you are selected to participate in a Quality Assurance audit, you may submit the entire Excel file to the College electronically.

Requirements **Tracking Sheet** **Credit Summary**

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CONTINUING PROFESSIONAL DEVELOPMENT PROGRAM

STANDARD CPD REQUIREMENTS

To review the complete CPD Program requirements, please click **here** to visit the College website.

Registrants must complete a minimum of:

50 total CPD hours

50 hours must include at least:

15 hours from **Section A:** Professional Interaction and Interdisciplinary activities

15 hours from **Section B:** Continuing Education, Professional Training and Self-Directed Learning activities

10 hours of content pertaining to Ethics and/or Jurisprudence (Ethics)

5 hours of content pertaining to Equity, Diversity and Inclusion (EDI)

3 hours of content pertaining to Supervision (only applicable to those providing supervision)

Activity Maximums

No more than **10 hours** per unique activity may be claimed towards the requirements to ensure participation in a variety of learning mediums. This maximum applies to both stand-alone events (e.g., course, workshop, readings) and recurring activities (e.g., supervision, consultation).

Examples:

i. If you complete **two 13-hour workshops**, you may claim **10 hours from each workshop** attended.
ii. If you attend a **2-day conference**, you may claim **up to 10 hours for each presentation** viewed.
iii. If you **provide supervision** to one or more supervisees, you may claim **up to 10 hours in total** for all supervisory meetings. Up to **an additional 10 hours** may be claimed if you **also receive supervision** from one or more supervisors.

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CONTINUING PROFESSIONAL DEVELOPMENT PROGRAM

CPD Activity Categories

Section A: Professional Interaction and Interdisciplinary Activities (Min. 15 Hours Required)

Activities which facilitate peer interaction, knowledge sharing and reduce practitioner isolation.

Examples

- **Courses, seminars, training programs and workshops with peer interaction**
- **Structured professional development meetings**
- **Case conferences**
- **Grand rounds**
- **Colloquia and conferences**
- **Supervision**
- **Consultation**
- **College-directed activities** (e.g., Oral Examiner, PAR Assessor or Reviewee)
- **Coaching or mentorship programs**
- **Professional discussion board participation**

Section B: Continuing Education, Professional Training and Self-Directed Learning Activities (Min. 15 Hours Required)

Independently completed activities for the maintenance and enhancement of professional knowledge.

Examples

- **Courses, seminars, training programs and workshops without peer interaction**
- **Reading professional literature**
- **Reviewing jurisprudence resources** (e.g., Legislation, Standards, Ethical Codes, etc.)
- **Consuming professionally relevant media content** (e.g., podcasts, webinars, etc.)

Section C: Additional Professional Development Activities *No minimum required*

Activities which facilitate engagement in a variety of professional development mediums relevant to individual practice experiences, settings and services.

Examples

- **Preparation time for presentations and workshops** (excludes delivery)
- **Preparation time for teaching or training of students, professionals and organizations** (excludes delivery)
- **Professional writing, reviewing and editing** (excluding materials required for service delivery, e.g., clinical reports, training materials)
- **Formal research**
- **Client outcome monitoring**
- **Professional leadership** (e.g., Committee, Board or working group member for a professional organization)
- **Participation in a College consultation process**
- **Organizational consultation**

This is not an exhaustive list of CPD activities. If claiming an alternate activity towards your requirements, you should be able to describe how it contributed to the maintenance of your professional competence.

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COLLEGE OF PSYCHOLOGISTS AND BEHAVIOUR ANALYSTS OF ONTARIO

Quality Assurance Program

Continuing Professional Development Tracking Sheet

Name: Will Lernmore **Tracking Period: July 1, 2026 - June 30, 2028**

Date Completed	Activity Section	Hours	EDI	Ethics	Supervision	Supporting Record	Activity Description	Participation in this activity enhanced my knowledge, skill and judgement in the following way(s):
2026-07-18	Section A	0.5	0.5	0.5		Registration E-mail	Tricky Issues Seminar: Post-seminar discussion with colleagues Dr. J.S. and Dr. M.L.	See Section B entry for seminar details. Following the seminar, I further discussed the topics with my peers to learn about how others have managed these scenarios in the past.
2026-07-18	Section B	3	3	3		Registration E-mail	Tricky Issues Seminar: Maintaining Professional Boundaries	Seminar presenters discussed ethical challenges relevant to my practice; improved understanding of how to navigate dual relationships. Additional peer discussion noted under Section A.
2026-07-27	Section A	1	1	1		Registration E-mail	Receiving clinical case consultation from colleague Mary Jones M.D. re: client progress.	Gained a greater understanding of how I may discuss the client's goals during sessions, and what steps they can take between sessions to continue towards those goals.
2026-08-01	Section A	0.5				Discussion Post	Responded to colleague's post regarding use of MIND-3 test scores.	There was a mutual exchange of information related to test usage and scoring, and how the data can be used to inform decisions on intervention.

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2026-08-16	Section B	2	2			Journal/ Article	Table of Contents from North American Journal of Therapeutic Intervention. Read articles by Smith, A., Jones, B., and Foster, C.	These readings updated my knowledge regarding GAD and phobias, and also facilitated the revision of fact sheets for clients to review between sessions.
2026-09-08	Section B	4				CE Certificate	NAPA Workshop: Emerging Practices in Counselling	Practices discussed in the workshop led me to conduct further research on how the techniques might apply to or benefit my clients.
2026-10-08	Section C	14				Course Syllabus	Preparation of materials for Cognitive Assessment and Interpretation Course (PSY36005-F)	Reviewed course content to ensure continued relevance and created new lesson plans for understanding revised orientations. New content will also facilitate greater discussion with students.
2026-10-15	Section B	2	2	2	2	Weblink	Reviewed archived Headlines article and Supervision Resource Manual, 2025.	These readings updated my knowledge of current supervisory standards and expectations within the profession.
2026-11-01	Section C	8	2			Weblink	Published: Evidence for Modification of Standard Assessment Tools, Journal of Assessment, 2026, Issue 1(2) (https://cpbao.ca)	Writing this paper allowed me to conduct research into the use of the mentioned tools in clinical settings. I now have a better understanding of how to utilize existing tools for the delivery of specialized services.
2026-11-14	Section C	4	2			Weblink	Wrote article on informed consent process, Ontario Association for Professional Development Newsletter (https://cpbao.ca), copy also attached in records.	This article required a review of the Health Care Consent Act, 1996, to support my understandings and writing of information regarding capacity for cognitively impaired individuals.

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2027-02-10	Section A	2	2	2		E-mails	Began peer working group sessions with colleagues and supervisees to discuss approaches to intersectionality in services.	The introductory meeting set a framework for discussing and applying new approaches in the clinical setting, as well as outlined how this will prevent harm when providing services to marginalized populations.
2027-05-01	Section A	12	2	10	3	Supervision Log	Provided supervision to supervisee J.S. to discuss and update client files, all meeting dates are indicated in attached record.	Through the course of our supervisory meetings, I reviewed the additional guidance for delivery of supervised service delivery to support training and development of their competency.
2027-05-06	Section C	4		4		Agenda	Created poster presentation regarding premature termination of therapy for use at the Mental Health Service Providers Conference.	The development of the presentation materials, which included review and research of peer articles, enhanced knowledge base from previous studies of related areas.
2027-07-27	Section A	2				E-mails	Receiving clinical consultation from Dr. L.G. re: presentation of depression in adolescents.	Dr. L.G. provided valuable knowledge which I continue to explore to better understand appropriate interventions with a minor population I serve.
2027-07-30	Section A	2				E-mails	Receiving clinical consultation with Dr. G.P. re: presentation of anxiety in adolescents.	Dr. G.P. explained the importance of addressing anxiety and related disorders that present during adolescence in an intersectional manner for certain factors.

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2027-12-14	Section C	10				Presentation or Slides	Preparation for guest lecture at the College of Ottawa on the use of the Anxiety Guide in clinical settings.	Preparing the presentation content primed me to respond to various questions from students and provided the opportunity to reflect on practical examples from own clinical services outcomes.
2028-01-19	Section C	5	5	5		Letter	Sitting member of the Ethics Committee of NAPA-Ontario	The Committee reviews emerging topics related to ethical conduct and professional practices on a quarterly basis.
2028-02-01	Section A	0.5				None Provided	Contributing to case conferences, discussed J.L. case at Northern Province Clinic, run by Dr. C.D.	I was able to learn more about the clinical perspectives which colleagues are using to assess and respond to client needs related to uncommon phobias.
2028-02-16	Section B	4	4	4		CE Certificate	Provincial Professional Association Annual Conference, attended virtually independently.	Participation in two seminars offered. The information discussed enhanced my understanding of ethical conduct for releasing information when requested by law. Also, the content reinforced the importance of a thorough informed consent process.
2028-03-12	Section B	3		3	3	CE Certificate	NAPA Workshop: Supervisory Methods and Methodology	Completing this workshop assisted in my review of competent supervisory practices. I gained new techniques for maintaining supervised client files and ensuring service delivery is well-monitored and documented.

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2028-05-01	Section B	2				Course Receipt	HealthPsychCAN Workshop: Counselling with Separated Parents	This workshop enhanced my knowledge of communication gaps among parents of children and adolescents, as well as the differing reactions individuals may have to sensitive information related to the psychological services required by their young children.
2028-05-05	Section C	2				None Provided	Outcome Monitoring of J.Q., E.H., R.C., and B.B.	Reviewing structured tool and survey responses allowed me to objectively measure client progress and reflect upon the value of interventions used. Also, I was able to better consider external factors which may have impacted treatments and plan for those factors in future cases.
2028-06-01	Section A	1	1			E-mails	Providing clinical consultation to Dr. K.A. re: client records in school systems.	Reviewing the relevant legislation with Dr. K.A. was beneficial for my own knowledge and allowed me to reflect on amendments which impact service in and out of school settings.

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CPD Credit Summary				July 1, 2026 - June 30, 2028
CPD Hour Requirements			**Progress**	
Total Section A Hours	(Min 15):	**19.5**	**Complete**	
Total Section B Hours	(Min 15):	**20**	**Complete**	
Total CPD Hours (Section A+B+C)	(Min 50):	**82.5**	**Complete**	
CPD Content Requirements			**Progress**	
Total Ethics/Jurisprudence (Ethics)	(Min 10):	**34.5**	**Complete**	
Total Equity, Diversity and Inclusion (EDI)	(Min 5):	**26.5**	**Complete**	
Total Supervision (if applicable)	(Min 3):	**8**	**Complete**	

Credit Breakdown

Section A Hours:	21.5	Section A Ethics:	**13.5**	Section A Supervision:	**3**
Applicable Section A Hours:	**19.5**	Section A EDI:	**6.5**		
Section B Hours:	20	Section B Ethics:	**12**	Section B Supervision:	**5**
Applicable Section B Hours:	**20**	Section B EDI:	**11**		
Section C Hours:	47	Section C Ethics:	**9**	Section C Supervision:	**0**
Applicable Section C Hours:	**43**	Section C EDI:	**9**		

Note: Applicable refers to the number hours entered that fall within the permitted maximum of 10 per unique activity.

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Do not modify this worksheet to ensure the Tracking Sheet and Credit Summary operate correctly.

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