COLLEGE OF PSYCHOLOGISTS AND BEHAVIOUR ANALYSTS OF ONTARIO

Continuing Professional Development Tracking Sheet

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

GUIDELINES FOR USE

Entering Activities

Use the charts below to document the Continuing Professional Development (CPD) activities you have completed within your two-year QA cycle.

When completing this form electronically, you may add additional activity rows in each Section chart by selecting the dark blue cell and pressing the "Tab" key on your keyboard. If completing this form in hard copy, you may attach additional pages as necessary.

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.

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.*

NOTE: Please save the tracking sheet file to your personal device before entering any information. If the downloaded file has opened in your internet browser, it may not be saved. You may also print the document to complete and store in hard copy, if desired.

SAMPLE

STANDARD CPD REQUIREMENTS

Minimum of 50 total CPD hours

50 hours must include <u>at least</u>:

- **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 applicable to professional ethics and/or jurisprudence (Ethics)**
- **5 hours of content applicable to equity, diversity and inclusion (EDI)**
- **3 hours of content applicable to supervision (for those providing supervision)**

Activity Maximums

No more than **<u>10 hours</u>** 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:

- If you complete **two 13-hour workshops,** you may claim **10 hours from each** workshop attended.
- If you attend a **2-day conference,** you may claim **up to 10 hours for each presentation** viewed.
- 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.

SAMPLE

CREDIT SUMMARY

To monitor completion of your CPD requirements, fill in the credit summary based on your Tracking Sheet activity entries.

Hour Requirements	
Total Section A: Professional Interaction Hours (Min. 15):	**19.5**
Total Section B: Self-Directed Learning Hours (Min. 15):	**20**
Total Section C Hours (if applicable):	**43**
Total Hours (Section A+B+C) (Min. 50):	**82.5**
Content Requirements	
Total Ethics/Jurisprudence Hours (Min. 10):	**34.5**
Total Equity, Diversity and Inclusion Hours (Min. 5):	**26.5**
Total Supervision Hours (if applicable) (Min. 3):	**8**

Reminder: include only 10 hours per unique activity in Section totals.

Progress Checklist

Hours	☒	**Section A Min. 15 Hours**	☒	**Section B Min. 15 Hours**	☒ **50 Total Hours Min.**
Content	☒	**Ethics Min. 10 Hours**	☒	**EDI Min. 5 Hours**	☒ **Supervision Min. 3 Hours (If applicable)**

SAMPLE

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

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

Tracking: 1 Credit/CEU = 1 Hour

Examples: *colloquia, attending invited speaker sessions, professional development meetings, case conferences, grand rounds, journal discussions with professional peers, professional discussion board participation, providing and/or receiving peer supervision and/or consultation, subject of a Peer Assisted Review, mentorship, group attendance at conference/seminar with peer discussion of content; other similar activities involving peer interaction that would enhance your professional practice. May be undertaken in-person or completed via technology.*

Date Completed	Hours	Ethics	EDI	Supervision	Documentation Provided	Activity Description	This activity enhanced my knowledge, skill and judgement in the following way(s):	
2026-07-18	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.	
2026-07-27	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	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.	
2027-02-10	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.	

SAMPLE

Table cells will expand as you type.
If you require additional rows in a Section, place your cursor in the dark blue square and press the "Tab" key on your keyboard.

2027-05-01	12	10	2	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.	
2027-07-27	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	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.	
2028-02-01	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.	
2028-06-01	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.	

SAMPLE

Table cells will expand as you type.
If you require additional rows in a Section, place your cursor in the dark blue square and press the "Tab" key on your keyboard.

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

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

Tracking: 1 Credit/CEU = 1 Hour

Examples: *attendance at workshops, seminars and conferences; completion of continuing education courses or programs offered by educational institutes or professional organizations; structured programs that would enhance your professional practice; reviewing professional jurisprudence; reading professionally relevant literature; watching or listening to professionally relevant podcasts. Programs, courses and workshops do not need to provide a formal CE certificate to be applicable. May be undertaken in-person or completed via technology.*

Date Completed	Hours	Ethics	EDI	Supervision	Documentation Provided	Activity Description	This activity enhanced my knowledge, skill and judgement in the following way(s):	
2026-07-18	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.	
2026-08-16	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	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.	
2026-10-15	2	2	2	2	Weblink	Reviewed archived Headlines article and Supervision Resource Manual, 2022.	These readings updated my knowledge of current supervisory standards and expectations within the profession.	

SAMPLE

Table cells will expand as you type.
If you require additional rows in a Section, place your cursor in the dark blue square and press the "Tab" key on your keyboard.

2028-02-16	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	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.	
2028-05-01	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.	

SAMPLE

Table cells will expand as you type.
If you require additional rows in a Section, place your cursor in the dark blue square and press the "Tab" key on your keyboard.

Section C: Additional Professional Development Activities (No Min. hours)

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

Tracking: 1 Credit/CEU = 1 Hour

> ***Examples:*** *preparation of materials for: delivering courses, workshops, seminars or other professionally relevant presentations; preparation of materials for: training or teaching in organizational or academic settings; professional writing, reviewing and editing of articles, books, popular media content, or article decision letters; conducting or analyzing formal research studies; structured client outcome monitoring; organizational consultation; professional leadership (member of a professional board, committee or group); participation in College consultations. May be undertaken in-person or completed via technology.*

Date Completed	Hours	Ethics	EDI	Supervision	Documentation Provided	Activity Description	This activity enhanced my knowledge, skill and judgement in the following way(s):	
2026-10-08	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.	
2026-11-01	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	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.	

SAMPLE

Table cells will expand as you type.
If you require additional rows in a Section, place your cursor in the dark blue square and press the "Tab" key on your keyboard.

2027-05-06	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.	
2027-12-14	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	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.	
2028-05-05	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.	

SAMPLE

Table cells will expand as you type.
If you require additional rows in a Section, place your cursor in the dark blue square and press the "Tab" key on your keyboard.