# Quality Assurance Program
Continuing Professional Development
Tracking Sheet

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:

   | Instructions | Requirements | CPD Categories | **Tracking Sheet** | Credit Summary | Admin |
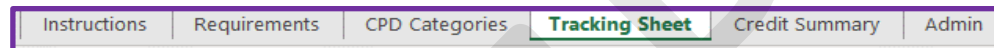
   Or click on one of the below navigation buttons:

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

2. Please follow each of the column headings on the "*Tracking Sheet*" to enter one CPD activity per row. You may enter or select the appropriate **Activity Section** (A, B, or C) from the drop-down list which will appear when you select the Activity Section column.

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

4. If you have retained supporting documentation which can be used to verify your participation in the activity, you may select one of the suggested **Record Types** from the drop-down menu or manually enter information. Please store the record in your personal files.

5. For additional guidance, you may 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 "Tab" key on your keyboard. This will insert an additional activity row. Repeat as needed.

Meeting Expectations

To ensure you are completing the minimum requirements of the CPD Program, you can review your progress using the "*Credit Summary*" tab after entering activities.

Supporting Documentation

This tracking tool does not have the ability to store additional attachments. Please save your supporting documentation separately on your personal device or in hard copy, in the event these records are requested by the College.

Record Keeping

In accordance with Ontario Regulation, you are required to retain records of your participation in continuing education and professional development activities for a period of at least five years. Please store a copy of this tracking sheet in your personal files.

This spreadsheet has been formatted to print on standard 8.5 x 11" paper.
If you are selected for an audit of your Continuing Professional Development materials, you may submit the entire Excel file to the College electronically or print a hard copy.

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

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CONTINUING PROFESSIONAL DEVELOPMENT PROGRAM
MINIMUM REQUIREMENTS

To review the complete CPD Program requirements, please <u>click here</u> to visit the College website.

Registrants must complete a <u>minimum</u> of:

50 total CPD hours

50 total 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 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 <u>providing supervision</u> to another College registrant, student, or health professional)

Registrants may apply a <u>maximum</u> of:

10 hours per single event or activity type

Activity Type: typically refers to a recurring interaction with the same individual(s) or group(s) (e.g., providing and/or receiving supervision, providing and/or receiving consultation, etc.)

Single Event: typically refers to a unique activity in which new content or knowledge is shared and considered, (e.g., individual programs, courses, workshops, topic-specific structured professional development meetings, invited speaker sessions, readings, etc.)

This maximum has been put in place to ensure registrants are participating in a variety of learning mediums to maintain their professional knowledge and skills.

Examples:

i. *If you are* ***providing supervision*** *throughout your two-year cycle, you may count up to 10 hours total from all supervisory meetings towards completion of the program requirements.*

ii. *If you have completed a 12-hour* ***course*** *, you may count up to 10 hours from that course towards completion of the program requirements. You may still count additional hours from other programs, courses or workshops completed during the two-year period, but no more than 10 from each single event.*

College of Psychologists and Behaviour Analysts of Ontario

CONTINUING PROFESSIONAL DEVELOPMENT PROGRAM
CPD Activity Categories

<div style="background:purple">

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

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

Examples

Invited speaker sessions or conferences with peer interaction

In-person or on-line attendance or speaking.

Structured professional development meetings

Typically includes a specified agenda or knowledge/skill outcome; led by employers or third-party organizations.

Case conferences

Grand rounds

Colloquia

Providing formal consultation

Receiving formal consultation

Providing formal supervision

Typically includes a formal relationship established under a supervision agreement, in which a registrant is supervising the clinical, research, or other professional services of another College registrant, registered health professional, or student.

Receiving formal supervision

Typically includes a formal relationship established under a supervision agreement, in which you are being supervised by another College registrant or registered health professional, for clinical, research or other professional services.

General attendance at professional development programs, courses, workshops or seminars with peer interaction

Note: programming which included elements of both professional interaction and specific continuing education may be recorded under both Sections A and B. An example of this would be the Barbara Wand Seminars in Professional Ethics, Standards and Conduct when attended with one or more professional colleagues, leading to

If the programming was self-directed or completed independently, hours may only be recorded once, under Section

Peer Assisted Review participation

Undergoing a Quality Assurance Peer Assisted Review (PAR) or acting as a College Assessor or Peer Nominated Reviewer in the PAR process of another registrant.

Oral Examiner participation for College registration examinations

Professional discussion board participation

Completion of Mentorship or Coaching programs

Voluntary or required programs are both applicable.

College of Psychologists and Behaviour Analysts of Ontario

Activities
(Min. 15 Hours Required)

Independently completed activities for the maintenance of professional knowledge related to the practice of Psych

Examples

Professional development programs, training courses, workshops or seminars <u>(with or without peer interaction)</u>

Typically includes a specified agenda, curriculum or learning outcome, formal CE credits are not required. In-person or on-line completion.

Note: programming which was completed independently and did not involve peer interaction or knowledge sharing may only be recorded under Section B.

Reading professional literature

E.g., journal articles, books, manuals for new tests or assessment tools, etc.

Reviewing new or amended jurisprudence

E.g., professionally relevant Legislation, Standards, Ethical Codes, etc.

Viewing professionally relevant talks, podcasts or other media content

Independent viewing of live or archived professional media.

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, areas, and settings.

Preparation for: Delivering workshops, conferences and presentations

Developing or updating materials with new information for workshops, seminars, or other presentations to be

Preparation for: Teaching or training

Developing or updating materials with new information to instruct or guest lecture a university or community college level course, or practicum; lead an organizational event or presentation, or supervise student research.

Professional writing, reviewing and editing

E.g., scientific papers, book or book chapters, journal articles, decision letters for peer reviewed articles, content for popular media related to professional topics.
Note: excludes clinical reports and documentation which would otherwise be prepared during the course of client services.

Formal research

Designing, conducting, collecting or analyzing research data for your own or others' professional projects.

Structured client outcome monitoring

Reviewing formal assessments or test results to inform future treatment plans or interventions.

Professional Leadership

E.g., acting member of a professionally relevant committee, board, association or working group. Including, but not limited to, College committees and Council.

College consultation participation

Organizational consultation

This is not an exhaustive list of professional development activities which registrants may complete. Completion of other professional interaction, continuing education or other developmental activities or events which were beneficial to a registrant's professional practice of psychology or applied behaviour analysis can be recorded. Registrants must be able to explain the benefit of any CPD activities completed towards the maintenance of their professional competency.

Quality Assurance Program
Continuing Professional Development Tracking Sheet

Name: Will Lernmore

Tracking Period: July 1, 2024 - June 30, 2026

Date Completed	Activity Section	Hours	EDI	Ethics	Supervision	Record Type	Activity Description	Participation in this activity enhanced my knowledge, skill and judgement in the following way(s):
2024-07-18	Section A	1	1	1		Registration E-mail	Tricky Issues Seminar: Maintaining Professional Boundaries, virtual attendance with colleagues Dr. J. S. and Dr. M. L.	Seminar presenters discussed ethical challenges relevant to my practice; improved understanding of how to navigate dual relationships. Following the seminar, I further discussed these topics with my peers to learn about how others have managed these scenarios in the past.
2024-07-27	Section A	1	1	1		Registration E-mail	Case consultation with M. J. re: clinical progress monitoring results.	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.
2024-08-01	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.
2024-07-18	Section B	3	3	3		Registration E-mail	Tricky Issues Seminar (as noted in entry under Section A).	As noted under Section A entry.

Date	Section					Type	Description	Reflection
2024-08-16	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.
2024-09-08	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.
2024-10-08	Section C	14				Course Syllabus	Preparation of 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.
2024-10-15	Section B	2	2	2	3	Weblink	Reviewed archived Headlines article and Supervision Resource Manual, 2022.	These readings updated my knowledge of current supervisory standards and expectations within the profession.
2024-11-01	Section C	8		2		Weblink	Published: Evidence for Modification of Standard Assessment Tools, Journal of Assessment, 2024, Issue 1(2) (https://cpo.on.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.
2024-11-14	Section C	4		2		Weblink	Wrote article on informed consent process, Ontario Association for Professional Development Newsletter (https://cpo.on.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.

Date	Section					Type	Activity	Reflection
2025-02-10	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.
2025-05-01	Section A	12	10	2	3	Supervision Log	Met with 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.
2025-05-06	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.
2025-07-27	Section A	2				E-mails	Receiving clinical consultation from Dr. L. G. re: presentation of depression in adolescents.	Dr. L. G. provided valuable information which I continue to explore to Bette understand appropriate interventions with a minor population I serve.
2025-07-30	Section A	2				E-mails	Receiving clinical consultation from 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 intersection approach when certain factors apply.

Date	Section					Evidence	Activity	Reflection
2025-12-04	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. Presentation and resources reviewed attached.	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 service outcomes.
2026-01-19	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 raised within the association on a quarterly basis.
2026-02-01	Section A	0.5				None Provided	Contributing to case conferences, presentation of 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.
2026-02-16	Section B	4	4	4		CE Certificate	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.
2023-03-12	Section B	3	3		3	CE Certificate	NAPA Workshop: Supervisory Models 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.

2026-05-01	**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.
2026-05-05	**Section C**	2				None Provided	Progress 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 these factors in future cases.
2026-06-01	**Section A**	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.

CPD Credit Summary				July 1, 2024 - June 30, 2026

CPD Hour Requirements			**Progress**
Total Section A Hours	(Min 15):	**20**	**Complete**
Total Section B Hours	(Min 15):	**20**	**Complete**
Total CPD Hours (Section A+B+C)	(Min 50):	**83**	**Complete**

CPD Content Requirements			**Progress**
Total Ethics/Jurisprudence (Ethics)	(Min 10):	**26**	**Complete**
Total Equity, Diversity and Inclusion (EDI)	(Min 5):	**35**	**Complete**
Total Supervision (if applicable)	(Min 3):	**9**	**Complete**

Credit Breakdown

Section A Hours:	22	Section A Ethics:	**6**	Section A Supervision:	**3**
Applicable Section A Hours:	**20**	Section B EDI:	**14**		
Section B Hours:	20	Section B Ethics:	**11**	Section B Supervision:	**6**
Applicable Section B Hours:	**20**	Section B EDI:	**12**		
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 single event.

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