



## Continuing Professional Development Tracking Sheet

Name: **Will Lernmore**

Tracking Period: **July 1, 2024 – June 30, 2026**

### GUIDELINES FOR USE

#### Entering Activities

Please use the spaces below to document the Continuing Professional Development (CPD) activities you have completed within your two-year CPD tracking period.

When completing this form electronically, you may add additional activity rows in each Section 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.

Complete expectations for fulfilling the minimum requirements of the CPD Program can be found on the College [website](#).

#### Supporting Documentation

This tracking tool does not have the capacity to store additional attachments. Please save your supporting documentation separately on your personal device or in hard copy.

#### Record Keeping

Registrants of the College are required to retain records of their participation in continuing education and professional development activities for a period of at least five years under the *Psychology and Applied Behaviour Analysis Act, 2021*.

**This tracking sheet is not automated, you will need to calculate your total applicable credits manually to monitor progress.**

**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.**



## CREDIT SUMMARY

To monitor your completion of the minimum requirements of the CPD Program, please fill in the credit summary based upon your Tracking Sheet activity entries.

### Hour Requirements

Total Section A Hours (Min. 15):	<b>21</b>
Total Section B Hours (Min. 15):	<b>23</b>
Total Section C Hours: (No Min.):	<b>43</b>
Total Hours (Section A+B+C) (Min. 50):	<b>87</b>

### Content Requirements

Total Ethics/Jurisprudence Hours (Min. 10):	<b>27</b>
Total Equity, Diversity and Inclusion Hours (Min. 5):	<b>35</b>
Total Supervision Hours (If applicable) (Min. 3):	<b>19</b>

**Reminder:** include only 10 hours per single event or activity type in Hour Requirements Section totals.

### Progress Checklist

Hours	<input checked="" type="checkbox"/>	Section A Min. 15 Hours	<input checked="" type="checkbox"/>	Section B Min. 15 Hours	<input checked="" type="checkbox"/>	50 Total Hours Min.
Content	<input checked="" type="checkbox"/>	Ethics Min. 10 Hours	<input checked="" type="checkbox"/>	EDI Min. 5 Hours	<input checked="" type="checkbox"/>	Supervision Min. 3 Hours (If applicable)



## CONTINUING PROFESSIONAL DEVELOPMENT PROGRAM MINIMUM REQUIREMENTS

### Registrants must complete a minimum of:

50 total CPD hours

### 50 total 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 professional 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 to another College registrant, student, or health professional)

### Registrants may earn a maximum of:

10 hours per single event (e.g., completing a CE program, grand rounds, readings, etc.) or activity type (e.g., providing supervision)

**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.)

**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.)

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



## CPD ACTIVITY CATEGORIES

### Section A Min. 15 hrs

#### Professional Interaction and Interdisciplinary Activities

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

##### Example Activities:

- **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, applicant, 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 purposes.
- **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 further discussion of the content.  
  
*If the programming was self-directed / completed independently, it may only be recorded once, under Section B.*
- **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.

### Section A Cont'd



- **Oral Examiner participation for College registration examinations**
- **Professional discussion board participation**
- **Completion of Mentorship or Coaching programs**  
Voluntary or required programs are both applicable.

## Section B Min. 15 hrs

### **Continuing Education, Professional Training and Self-Directed Learning Activities**

Independently completed activities for the maintenance of professional knowledge related to the practice of Psychology and/or ABA.

#### **Example Activities:**

- **Professional development programs, training courses, workshops or seminars (with or without peer interaction)**

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

*Programming which was completed independently and did not involve peer interaction or knowledge sharing may only be recorded once, 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 No Min. hrs

### **Additional Professional Development Activities**

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

#### **Example Activities:**

- **Preparation for: Delivering workshops, conferences and presentations**  
Developing or updating materials with new information for workshops, seminars, or other presentations to be delivered.
- **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.

Includes College committees and Council.

- **College consultation participation**

- **Organizational consultation**

This is not an exhaustive list of professional interaction, continuing education or other professional development activity types which registrants may complete. Completion of another activity or event which was beneficial to the 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, if requested by the College.

**BEGIN RECORDING YOUR CPD ACTIVITIES ON THE FOLLOWING PAGE**



## 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	EDI	Ethics	Supervision	Documentation Provided	Activity Description	This activity enhanced my knowledge, skill and judgement in the following way(s):
July 18, 2024	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.
July 27, 2024	1	1	1		Registration E-mail	Case consultation with colleague Mary Jones M.D. re: clinical 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.
Aug. 1, 2024	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.

Table cells will expand as you type.

If you require additional rows in a Section, please place your cursor in the dark blue square and press the "Tab" key on your keyboard.



Feb. 10, 2025	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.	
May 1, 2025	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.	
July 27, 2025	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.	
July 30, 2025	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.	
Feb. 1, 2026	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.	
June 1, 2026	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.	

Table cells will expand as you type.

If you require additional rows in a Section, please 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 related to the practice of Psychology and/or ABA.

**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 relevant to the practice of psychology or ABA 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	EDI	Ethics	Supervision	Documentation Provided	Activity Description	This activity enhanced my knowledge, skill and judgement in the following way(s):
July 18, 2024	3	3	3		Registration E-mail	Tricky Issues Seminar (as noted in entry under Section A).	As noted under Section A entry.
Aug. 16, 2024	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.
Oct. 15, 2024	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.
Sept. 8, 2024	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.

*Table cells will expand as you type.*

*If you require additional rows in a Section, please place your cursor in the dark blue square and press the "Tab" key on your keyboard.*



Feb. 16, 2026	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.
March 12, 2026	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.
May 1, 2026	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.

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

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

**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.*

Table cells will expand as you type.

If you require additional rows in a Section, please place your cursor in the dark blue square and press the "Tab" key on your keyboard.



Date Completed	Hours	EDI	Ethics	Supervision	Documentation Provided	Activity Description	This activity enhanced my knowledge, skill and judgement in the following way(s):
Oct. 8, 2024	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.
Nov. 1, 2024	8		2		Weblink	Published: Evidence for Modification of Standard Assessment Tools, Journal of Assessment, 2024, Issue 1(2) ( <a href="https://cpo.on.ca">https://cpo.on.ca</a> )	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.
Nov. 14, 2024	4		2		Weblink	Wrote article on informed consent process, Ontario Association for Professional Development Newsletter ( <a href="https://cpo.on.ca">https://cpo.on.ca</a> ), 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.
May 6, 2025	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.
Dec. 14, 2025	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 service outcomes.

Table cells will expand as you type.

If you require additional rows in a Section, please place your cursor in the dark blue square and press the "Tab" key on your keyboard.



Jan. 19, 2026	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.
May 5, 2026	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.

SAMPLE