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| Continuing Professional Development Tracking Sheet | | | |
| Name: |  | Tracking Period: |  |

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| 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](https://cpo.on.ca/cpo_resources/cpd-program-description/).  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. |

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| **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): | | | | |  | | |  |  |
| Total Section B Hours (Min. 15): | | | | |  | | |  |  |
| Total Section C Hours: (No Min.): | | | | |  | | |  |  |
| Total Hours (Section A+B+C) (Min. 50): | | | | |  | | |  |  |
| **Content Requirements** | | | | | | | |  |  |
| Total Ethics/Jurisprudence Hours (Min. 10): | | | | |  | | |  |  |
| Total Equity, Diversity and Inclusion Hours (Min. 5): | | | | |  | | |  |  |
| Total Supervision Hours (If applicable) (Min. 3): | | | | |  | | |  |  |
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| **Reminder:** include only 10 hours per single event or activity type in Hour Requirements Section totals. | | | | | | | | | |
| **Progress Checklist** | | | | | | | | | |
| **Hours** |  | **Section A Min. 15 Hours** |  | **Section B Min. 15 Hours** | |  | **50 Total Hours Min.** | | |
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| **Content** |  | **Ethics Min. 10 Hours** |  | **EDI Min. 5 Hours** | |  | **Supervision Min. 3 Hours (If applicable)** | | |
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**CONTINUING PROFESSIONAL DEVELOPMENT PROGRAM   
MINIMUM REQUIREMENTS**

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| 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:   1. 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. 2. 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**

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| **Section A**  **Min. 15 hrs**    **Section A**  **Cont’d** | **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. |
| * **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**  **Section C**  **Cont’d** | **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 practise of psychology or applied behaviour analysis can be recorded. Registrants must be able to explain the benefit of any completed CPD activities 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.*

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| **Date Completed** | **Hours** | **Ethics** | **EDI** | **Supervision** | **Documentation  Provided** | **Activity Description** | **This activity enhanced my knowledge, skill and judgement in the following way(s):** |  |
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**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.*

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| **Date Completed** | **Hours** | **Ethics** | **EDI** | **Supervision** | **Documentation  Provided** | **Activity Description** | **This activity enhanced my knowledge, skill and judgement in the following way(s):** |  |
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**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.*

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| **Date Completed** | **Hours** | **Ethics** | **EDI** | **Supervision** | **Documentation  Provided** | **Activity Description** | **This activity enhanced my knowledge, skill and judgement in the following way(s):** |  |
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