



CPD AUDITEE CHECKLIST

QUALITY ASSURANCE PROGRAM

Registrant Name:

Date:

INTRODUCTION

In accordance with Ontario Regulation 194/23: General, of the *Psychology and Applied Behaviour Analysis Act, 2021*, every member of the College must participate in continuing education and professional development activities. The College is required to monitor members' participation in, and compliance with, this and other components of the Quality Assurance Program.

You have been selected to participate in an audit of your completion of the Continuing Professional Development ("CPD") Program requirements. Please complete the following questionnaire and provide all materials relevant to your participation in CPD activities during the last two-year cycle, including:

Completed CPD Auditee Checklist Form

A copy of the CPD goals you created in **Part 4: Summary of Ongoing and New CPD Goals and Objectives** from your completed **2022 Self-Assessment Guide** and the **Self-Care Attestation** (pages 21-23)

CPD tracking sheet describing the activities and credits/ hours completed during the July 1, 2022 - June 30, 2024 cycle

Copies of all available supporting documentation or records which can be used to verify your participation in the recorded CPD activities

Note: The online CPD tracking system provided through the Membership Account was no longer operational at the start of the 2022-2024 cycle. If you have not already created an activity tracking sheet or used a downloadable College template to monitor your participation, please ensure you prepare one for your audit submission.

RESOURCES

To assist you in preparing your audit submission, it is recommended that you review the following online resources:

1. [CPD Documentation Submission Requirements](#)
2. [CPD Program Description](#)
3. [Downloadable CPD Tracking Sheet Templates](#)

Please continue to page 2 to complete the required questionnaire.

QUESTIONNAIRE

Complete the following questionnaire by answering “Agree” or “Disagree” to each question. If you disagree, please describe your reasoning in the space provided below each question.

1. I have earned a total of at least 50 eligible CPD credits during the last two-year cycle. (July 1, 2022 – June 30, 2024)

Agree

Disagree

If you chose “Disagree”, please explain:

2. I have earned a minimum of 10 eligible credits from the completion of Section A activities, as defined in the [CPD requirements](#).

Agree

Disagree

If you chose “Disagree”, please explain:

3. I have earned a minimum of 10 eligible credits from the completion of Section B activities, as defined in the [CPD requirements](#).

Agree

Disagree

If you chose "Disagree", please explain:

4. I have earned a minimum of 10 eligible credits from the completion of activities from Section A and/ or Section B activities, with content pertaining to professional standards, legislation, and ethics. I have also provided sufficient detail or records to demonstrate the content considered and its benefit towards my knowledge, skill and judgment.

Agree

Disagree

If you chose "Disagree", please explain:

5. I have earned a minimum of 5 eligible credits from the completion of activities from Section A and/ or Section B activities, with content pertaining to equity, diversity and inclusion. I have also provided sufficient detail or records to demonstrate the content considered and its benefit towards my knowledge, skill and judgment.

Agree

Disagree

If you chose "Disagree", please explain:

6. I have attached a copy of *Part 4: Summary of Ongoing and New CPD Goals and Objectives* and the *Self-Care Attestation* from my 2022 Self-Assessment Guide. (Pages 21-23 only)

Agree

Disagree

If you chose "Disagree", please explain:

7. I have included a CPD tracking sheet and supporting documentation which provides the following information, sufficient for verifying completion of my recorded activities.

- | | | |
|--|-------|----------|
| a) The name and description of each activity | Agree | Disagree |
| b) The date each activity was completed | Agree | Disagree |
| c) The number of activity credits/ hours earned, and any portion of the credits/ hours counted towards the Ethics and/ or EDI requirements (see questions 4 & 5) | Agree | Disagree |
| d) The names of the organizations, providers, or other individuals associated with each activity | Agree | Disagree |
| e) Supporting documentation for each organized activity | Agree | Disagree |
| f) Sufficient information to allow for verification of any activity for which no formal documentation is available | Agree | Disagree |

If you chose "Disagree" for any of the above, please explain:

ADDITIONAL COMMENTS

Please note any additional information you wish to provide to the Quality Assurance Committee for consideration regarding your completion of the Continuing Professional Development Program requirements.

Include your completed CPD Auditee Checklist Form in your submission of the requested audit materials. Submissions to the College may be addressed to the Quality Assurance staff and sent by e-mail, fax or mail.

E-mail: qualityassurance@cpbao.ca

Fax: 416-961-2635

Mail: College of Psychologists and Behaviour Analysts of Ontario
110 Eglinton Ave. West, Suite 500
Toronto, Ontario M4R 1A3
Canada

Use of a trackable courier service is recommended for mail submissions.