



Quality Assurance Program

Continuing Professional Development Tracking Sheet

GUIDELINES FOR USE

Entering Activities

Please save the Tracking Sheet file to your computer drive before entering any information.

1. To use the automated tracking sheet, please select the *Tracking Sheet* tab below.



2. Follow the column prompts to enter one CPD activity per row. Enter or select the appropriate CPD category (A1-B3) from the drop-down list and record the necessary details. Row size will **automatically** adjust to fit your entered text. Should you reach the last row, select the dark blue cell and press the "Tab" key to add an additional row.
3. To record ***Ethics and Jurisprudence (Ethics)*** credits or ***Equity, Diversity and Inclusion (EDI)*** credits please type the number of hours from the activity related to these areas in the appropriate column.
4. Complete expectations and requirements for the CPD Program may be found on the [College website](#).

Please scroll down for additional information.

Meeting Expectations

To review the CPD Program requirements, please see the *Categories* tab below or visit the College website. To ensure you have completed the minimum requirements of the CPD Program, please review your total credits in the *Credit Summary* tab.

Supporting Documentation

This tracking tool does not have the capacity to store additional attachments. Please save your documentation separately in hard copies or on your personal computer drive.

Record Keeping

Members of the College are required to retain the records of their participation in continuing education and professional development activities for a period of at least five years under O. Reg. 73/15, General s. 10(3). Please retain a copy of this Excel file for at least five years. This spreadsheet has been formatted to print on standard 8.5x11" paper should you wish to retain hard copies. Select "Print Entire Workbook" under Print Settings.

If you are selected for an audit of your Continuing Professional Development materials, you may submit the entire Excel file to the College electronically.

ELIGIBLE ACTIVITIES AND CREDITS

CONTINUING PROFESSIONAL DEVELOPMENT REQUIREMENTS

Members may earn a maximum of:

- 10 credits per activity type or single event, e.g., grand rounds, peer supervision, case conference, seminar, project, publication, independent study activity, etc.
- 20 credits per activity category, i.e., A1, A2..., B1, B2

Members must earn a minimum of:

- 50 total CPD credits

50 Total Credits must include at least:

- 10 credits from section A **and** 10 credits from section B activities
- 10 credits with content related to professional ethics and/or jurisprudence (Ethics)
- 5 credits with content related to equity, diversity and inclusion (EDI)

Section A: Continuing Professional Development achieved through Professional Activities (Minimum 10)

A1. Professional Consultation/Interaction (1 hour = 1 credit)

- Attending invited speaker sessions
- Professional development meetings
- Journal discussions with professional peers
- Professional Listserv participation
- Providing or receiving peer supervision/consultation
- Subject of Peer Assisted Review (Voluntary or Required)
- Other similar activities that would enhance your professional practice with clients
- Colloquia
- Shadowing
- Mentorship
- Case Conferences
- Grand Rounds

May be undertaken in-person or via technology.

A2. Preparation for Teaching (1 hour = 1 credit, or 10 credits per semester course)

- Preparing materials for teaching a university or community college course or guest lecture
- Preparing a practicum course or supervising student research

Scroll down for additional categories.

A3. Preparation for Delivering Workshops, Conferences and Presentations (1 hour = 1 credit)

- Developing materials for workshops/courses/seminars/other courses
- Other similar activities

A4. Professional Writing, Reviewing, Editing (1 hour = 1 credit)

- Professional or scientific paper
- Book/chapter/journal/peer reviewed article relevant to psychology
- Professional e-writing (blogs, website posts)
- Popular media with content related to the profession
- Other similar activities

Excludes reports and documentation prepared in the course of providing client care.

A5. Formal Research (1 hour = 1 credit)

- Designing, implementing, collecting, and/or analyzing research data

A6. College/Professional Association Involvement (1 hour = 1 credit)

- Serving on College Council or Committee
- Serving on a psychological association or board/committee
- Serving as an Oral Examiner or Quality Assurance Peer Assessor/Reviewer
- Participation in College consultations

A7. Practice Outcome Monitoring (1 hour = 1 credit)

- Assessing individual or group client outcomes using questionnaires or other formal outcome measures

Please describe the structured tools you use for the provision of these services in your tracking sheet.

A8. General Attendance at Conferences, Workshops, Seminars and Conventions (1/2 day = 1 credit)

- Live attendance at conferences, workshops, seminars and conventions with educational content related to the profession
- Additional examples listed under B1 category

When participating in applicable live activities with other participants or professional peers, credits may be counted under both A8 and B1 OR B2 categories.

Scroll down for additional categories.

Section B: Continuing Professional Development achieved through Education (Minimum 10)

B1. Programs/Courses/Workshops with content relevant to the practice of Psychology where CE credits are provided

(1 hour = 1 credit, or as provided by the accrediting organization)

- Professionally relevant workshops, seminars, sessions
- Professionally relevant programs, workshops or courses offered at an educational institute or professional or scientific meeting
- Any structured program relevant to the practice of psychology would be acceptable

The College does not pre-approve or endorse any specific CE programs; generally, appropriate CPD activities will have a structured agenda, learning objectives, and/or a specified number of attendance hours.

B2. Programs/Courses/Workshops with content relevant to the practice of Psychology whether or not CE credits are provided

(1 hour = 1 credit)

- Barbara Wand Seminar

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Other examples as listed in B1 Category, but formal CE credits are not required to be applicable

This category can be used to record credits which may also be counted under category B1 if the maximum has been reached in this category.

B3. Self Directed Learning (1 hour = 1 credit)

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Reading professional literature (journal articles, books, manuals for new tests and therapy tools, etc.)

- Viewing archived webinars/podcasts related to professional activities
- Other similar activities

Begin recording your CPD Activities using the *Tracking Sheet* tab below.



Quality Assurance Program Continuing Professional Development

Continuing Professional Development Tracking Sheet

Member Name: Will Lernmore

Tracking Period: July 1, 2023 - June 30, 2025

Date	Category	Hours	EDI	Ethics	Supporting Documentation	Activity Description	Participation in this activity enhanced my knowledge, skill and judgement in the following way(s):
2023-07-27	A1	1	1	1	Meeting Invitation	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 in between sessions to continue working towards those goals.
2023-08-01	A1	0.5			Discussion Post	Responded to a colleague's post regarding the use of MIND test scores	Reviewed the Standards of the Profession with James to support the delivery of competent services to clients of supervisee's that are necessary and ethical.
2024-01-10	A1	10		10	Supervision Log	Met with James S. to discuss and update client files, dates of meeting noted in attached logs	The discussion provided a mutual exchange of information related to test scores, their use, and how they inform decisions on intervention.
2023-12-30	A2	10			Presentation or Slides	Guest lectured at the College of Ottawa on the use of the Anxiety Guide in clinical settings	Preparing for and answering questions from students gave me the opportunity to review practical examples from my clinical work and reflect on the service outcomes for future cases.

2023-12-01	A4	10			Weblink	Published: Evidence for Modification of Standard Assessment Tools, Journal of Assessment, 2023, Issue 7(2) (https://cpo.on.ca)	Writing this paper allowed me to collaborate with peers and conduct research into the use of these tools in clinical settings. I now have a better understanding of how to utilize existing tools for the delivery of specialized services.
2023-11-14	A4	3	3	3	Weblink	Wrote article on informed consent, Ontario Association of Helping Professionals Newsletter (https://cpo.on.ca/)	This article required a review of the Health Care Consent Act, 1996, to support my understandings of capacity for cognitively impaired individuals.
2023-07-18	A8	3	3	3	Registration E-mail	Tricky Issues Seminar: maintaining professional boundaries, virtual attendance with colleagues J.S. and G.S.	Seminar presenters discussed ethical challenges relevant to my practice; gained tools to navigate dual relationships.
2023-07-18	B2	3	3	3	Registration E-mail	Tricky Issues Seminar (as noted in A8)	As noted in A8.
2023-08-16	B3	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 of social anxiety, GAD and phobias and informed new fact sheets for clients to provide current resources that will increase the efficacy of services both during and between sessions.
2023-10-15	B3	3	3	3	Weblink	Reviewed archived HeadLines article and linked online resources regarding EDI (https://cpo.on.ca/)	Reviewing resources about anti-oppression frameworks has assisted me in developing knowledge to provide services that consider and prioritize equitable practices.

2024-02-10	A1	2	2	2	E-mails	Began peer working group sessions with peers and supervisees to discuss approaches to intersectionality	The introductory meeting set a framework for discussing and applying new approaches in the clinical setting, as well as outlined how this will prevent missteps when providing services to marginalized or disadvantaged populations.
2023-09-08	B1	4			CE Certificate	NAPA Workshop: Emerging Practices in Counselling	Practices discussed in the workshop encouraged me to conduct further research on how they might apply to my client base.
2024-05-06	A3	4	4		Agenda	Poster presentation on the premature termination of therapy at the Mental Health Service Providers Conference	The development of the presentation materials, which included research and a review of peer articles, enhanced knowledge gained in previous years with current information.
2024-07-07	A2	10			Course Syllabus	Sessional Lecturer for Fall term at the University of Central Ontario; Cognitive Assessment and Interpretation	Working with students to develop understandings of core concepts and the application of theoretical frameworks has supported my practice by renewing the lens I use to interact with clients.
2024-07-27	A6	5	5	5	Letter	Sitting member on the Ethics Committee of NAPA-Ontario	The Committee reviews emerging topics related to ethical conduct and professional practices on a quarterly basis.
2025-02-01	A1	3	3		E-mails	Grand Rounds presentation of J.L. case at the Northern Province Consultation Group	I was able to learn more about the clinical perspectives which colleagues are using to assess and manage client needs related to unique phobias.

2025-02-16	A8	4	4	4	CE Certificate	Provincial Professional Association Annual Conference, attended in-person	Participation in two of the offered seminars enhanced my understanding of ethical conduct for releasing information when requested under legislation.
2025-02-16	B2	4	4	4	CE Certificate	Provincial Professional Association Annual Conference (as noted in A8).	As noted in A8.
2025-04-02	B1	2.5		2.5	CE Certificate	NAPA Workshop: Supervisory Theory and Update Methodology	Completing this workshop assisted in my review of supervisory contracts and has enhanced the delivery of services to supervisees and clients.
2025-04-08	B3	1		1	Weblink	Read ASPPB Background Information on CPD (https://cpo.on.ca)	Gaining a better understanding of the principles of effective CPD allowed me to make choices that would optimize time spent on CE activities, ultimately enhancing my skills as a practitioner and maximizing benefit for clients.
2025-04-05	A1	5	5	5	PAR Report (CPO has record)	Preparation for Peer Assisted Review, colleague A. Smart acted as Peer Nominated Reviewer	Participating in the review enhanced my familiarity with the Standards of the Profession related to record keeping practices and provided a mutual exchange of information with my reviewers.
2025-06-01	B2	2			E-mails	HealthPsych: Canada Workshop on Counselling with Separated Parents	The workshop enhanced my knowledge of communication gaps and the differing reactions individuals may have to sensitive information related to their psychological services.

CREDIT SUMMARY

CPD Requirements	Completed
Total Credits (Min 50)	95.5
Section A (Min 10)	74
Section B (Min 10)	21.5
Ethics (Min 10)	53.5
EDI (Min 5)	42

Criteria Met?	
Total Credits (Min 50)	YES
Section A (Min 10)	YES
Section B (Min 10)	YES
Ethics (Min 10)	YES
EDI (Min 5)	YES

CREDIT BREAKDOWN

Section A	
A1 Maximum:	20
A1 Completed:	21.5
Applicable:	20
A2 Maximum:	20
A2 Completed:	20
Applicable:	20
A3 Maximum:	20
A3 Completed:	4
Applicable:	4
A4 Maximum:	20
A4 Completed:	13
Applicable:	13

A5 Maximum:	20
A5 Completed:	0
Applicable:	0
A6 Maximum:	20
A6 Completed:	5
Applicable:	5
A7 Maximum:	20
A7 Completed:	5
Applicable:	5
A8 Maximum:	20
A8 Completed:	7
Applicable:	7

Section B	
B1 Maximum:	20
B1 Completed:	6.5
Applicable:	6.5
Category B2 Maximum:	20
Category B2 Completed:	9
Applicable:	9
Category B3 Maximum:	20
Category B3 Completed:	6
Applicable:	6

Equity, Diversity and Inclusion	
Category Minimum:	5
Completed:	42

Ethics and Jurisprudence	
Category Minimum:	10
Completed:	53.5

Note: *Applicable* refers to the number of recorded credits that will be counted towards your total CPD Requirements based upon category maximums.

SAMPLE

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