



CEPD Program

Reference Guide




NLCHP |

NEWFOUNDLAND AND LABRADOR
COUNCIL OF HEALTH PROFESSIONALS










Introduction



This continuing competency and professional development (CEPD) program is designed for health professionals to grow and adapt along with changes in their practice, profession, and society. The program is designed for registrants to have autonomy over their learning, as they are best positioned to identify areas for growth in their own practice.



This program represents an important element of the NLCHP's quality assurance program, and its mandate for public safety. The program is completed throughout the registration year (April 1st - March 31st) and documented on the NLCHP portal. Registrants incorporate their learning into daily practice and reflect on their experiences and potential areas for growth.



Program Design



Standardized, not “Standardized”

Structurally, the CEPD program is standardized across every health profession. However, the learning is not. Registrants have flexibility to tailor their learning to their own needs. It is up to registrants to ensure their learning is varied and not one-dimensional



Learner-centric, with direct connections

The CEPD program is learner-centric and prioritizes engagement and reflection. Registrants directly connect their learning to the practice of their profession. Registrants reflect on their learning when they document their activities on the NLCHP portal.

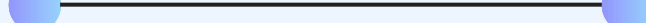
Departures from previous framework

Old CE Framework



New CEPD Framework

Calendar Year
(January 1st – December 31st)



Registration Year
(April 1st – March 31st)

Different hour requirements
across Colleges



Same hour requirements
across Colleges (10 hours)

Categories for
learning



Self-directed
learning



**10
HOURS**

Every registrant must complete 10 hours of continuing education and professional development during the registration year (April 1st – March 31st) to be eligible for renewal.

1 hour of learning = 1 CEPD hour

The Program

C

CREATE

Create a self-reflection by reflecting on areas for growth/learning (not submitted).

A

ACT

Complete learning activities throughout the registration year

R

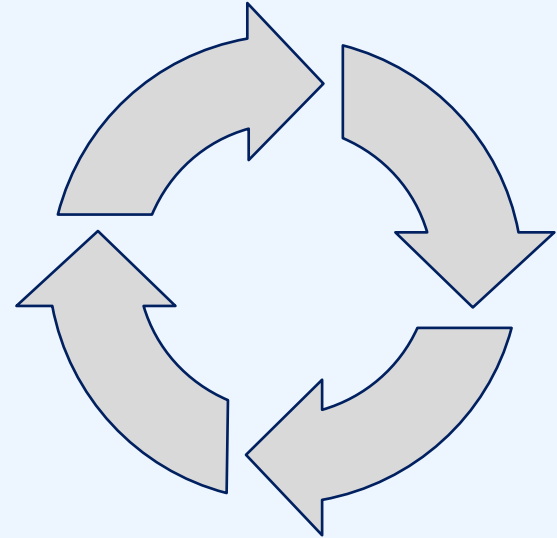
REFLECT

Reflect on the impact of learning and how it affects your practice

E

ENACT

Introduce learning into practice and document learning activities on the NLCHP portal







Using the NLCHP Portal

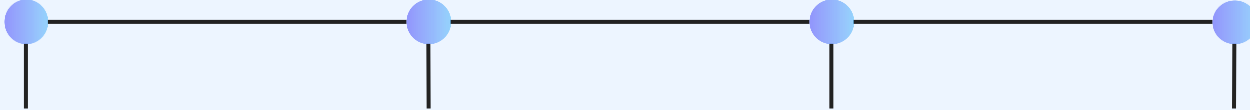
The CEPD program will be completed on the NLCHP Portal:

- Accessible on all devices
- Learning activities can be recorded throughout the registration year (April 1st – March 31st) under “My Learning”
- Consistent format across health professions

Registrants record details of their learning activities and reflect on the impact the learning may have on client outcomes.



The Process



CREATE – Complete a self-reflection to help guide relevant learning (not submitted)

ACT - Complete learning activities throughout the registration year (April 1-March 31)

REFLECT on each learning activity and how it influences practice

ENACT – Introduce learning into practice and document 10 hours of learning on the NLCHP Portal



**NLCHP
Portal**

Sample entry in the NLCHP Portal

Type of activity: Presentation

Title and Description of Activity: "Advances in Medical Radiation Technology: Precision and Safety" - The presentation provided an overview of current trends in medical radiation technology. This included an introduction to new imaging modalities, and the integration of artificial intelligence in image analysis.

Date of Activity: July 22nd, 2025

Time (hrs): 1

Time (min): 15

Learning Impact: During this presentation, I gained a deeper understanding of cutting-edge imaging technologies and how they enhance accuracy and patient safety. This learning impacted my practice as I will be more prepared when the health system begins to incorporate this new technology in the coming year.



Registration



New registrants in Newfoundland and Labrador

Registrants that become registered during the registration year will complete 1 CEPD hour per month for every full month remaining in the registration year for the purpose of their first registration renewal (max 10 hours).





Reinstatement



Registered outside Newfoundland and Labrador

Registrants seeking registration that are **currently** registered and in good standing in another jurisdiction will be deemed to have met CEPD requirements for the purpose of their first registration renewal.



Registrants that are inactive

Registrants who are inactive for a period greater than 60 days will complete 1 CEPD hour per month for every full month remaining in the registration year for the purpose of their first registration renewal (max 10 hours).




Potential Learning Activities

Education including formal orientation programs and upskilling activities, Inservices, Rounds
Attending conferences, teleconferences, seminars, webinars, workshops etc.
Supervision and/or mentoring (to new graduates etc.)
Independent learning using books, academic journals articles, videos, or other resources
Completion of courses through accredited institutions
Teaching a course, delivering a workshop, presenting at a conference etc.
Academic research and/or the publishing of journals
Professional committee participation, volunteer activities that are specific to your profession, other activities or projects relevant to the profession



How to show evidence of CEPD activities

Evidence of CEPD learning that will be accepted include, but are not limited to:

- Certificates/transcripts of education completion
 - Confirmation of attendance/participation by an individual authorized to do so
 - Screenshots of online learning
 - Submission of articles, books, or other resources used in your independent learning
 - Receipts or other proof of registration including name of event/activity and name of registrant
 - Proof of learning activity participation (ex. emails, minutes etc.)
 - Where other proof might not exist, please provide contact information of an individual that can verify your participation in the learning activity
- 



FAQs

Do I need to finish documenting my learning before renewal? I intend to complete learning late in the registration year, but I am aware of the renewal late fee.

Yes, learning needs to be completed and recorded to be eligible for renewal. However, if you intend to complete learning after the administrative deadline (March 1st), you can still submit your renewal form before the deadline. We will confirm your submission and return the renewal form to you so you can finish documenting your learning. Provided you meet all other requirements for registration renewal, you will not be charged a late fee. **CEPD submissions must be submitted no later than March 31st.**

FAQs

Do I have to submit my self-reflection?

No, you do not need to submit your self-reflection. It is used for guiding your own learning throughout the year.

Do I need to document learning in 1 hour increments?

You can document your learning using minutes and hours providing flexibility to learn within your schedule.

Do I have to do pre-approved learning?

No, you have the autonomy to direct your own learning. You will connect your learning to your practice when you document it.

Where do I document my CEPD hours on the NLCHP portal?

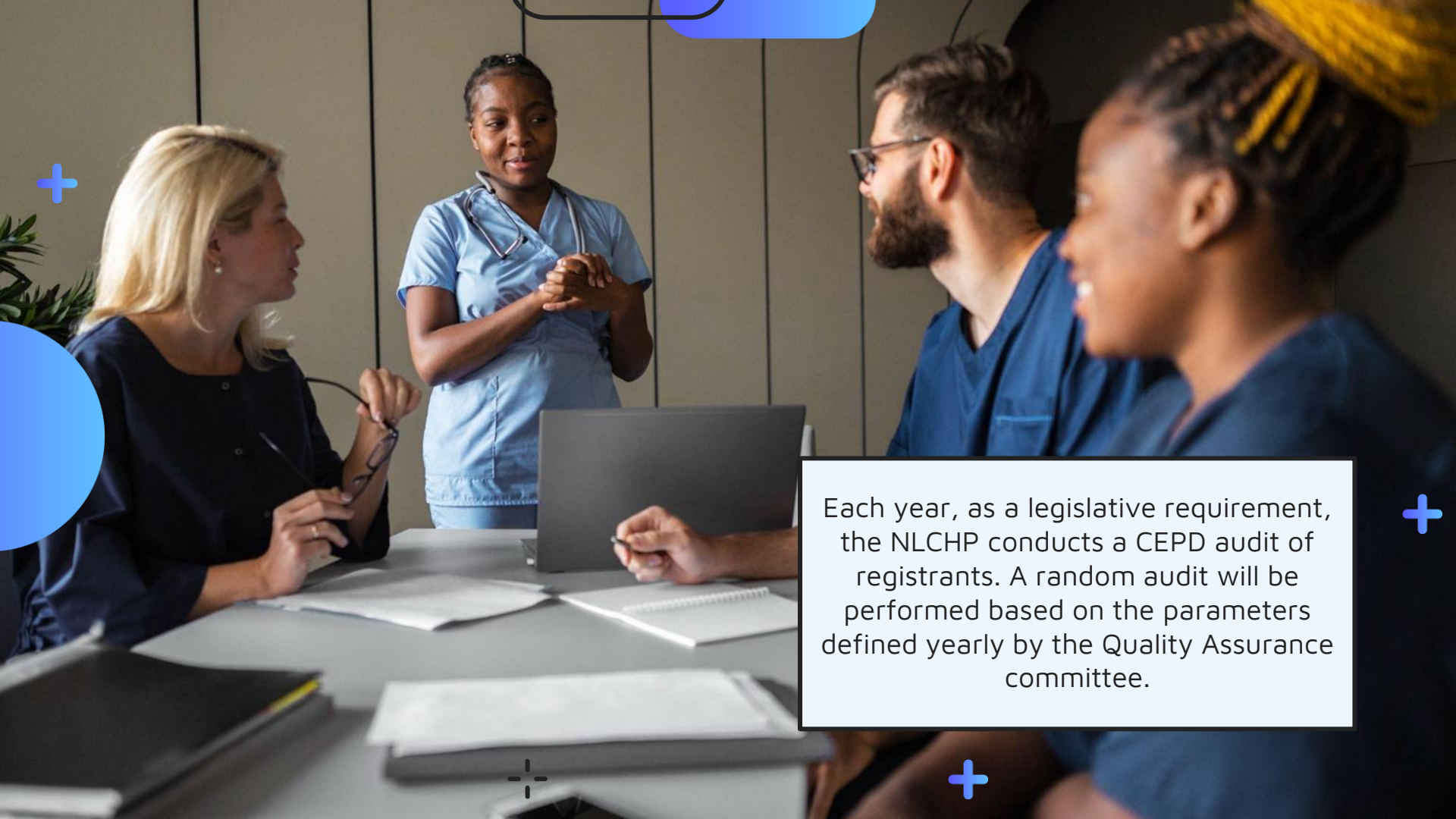
You will document your learning under *My Learning* in the NLCHP portal.

Do all professions have the same CEPD hours?

Yes, all professions regulated by the NLCHP have the same CEPD structure, and the same amount of hours

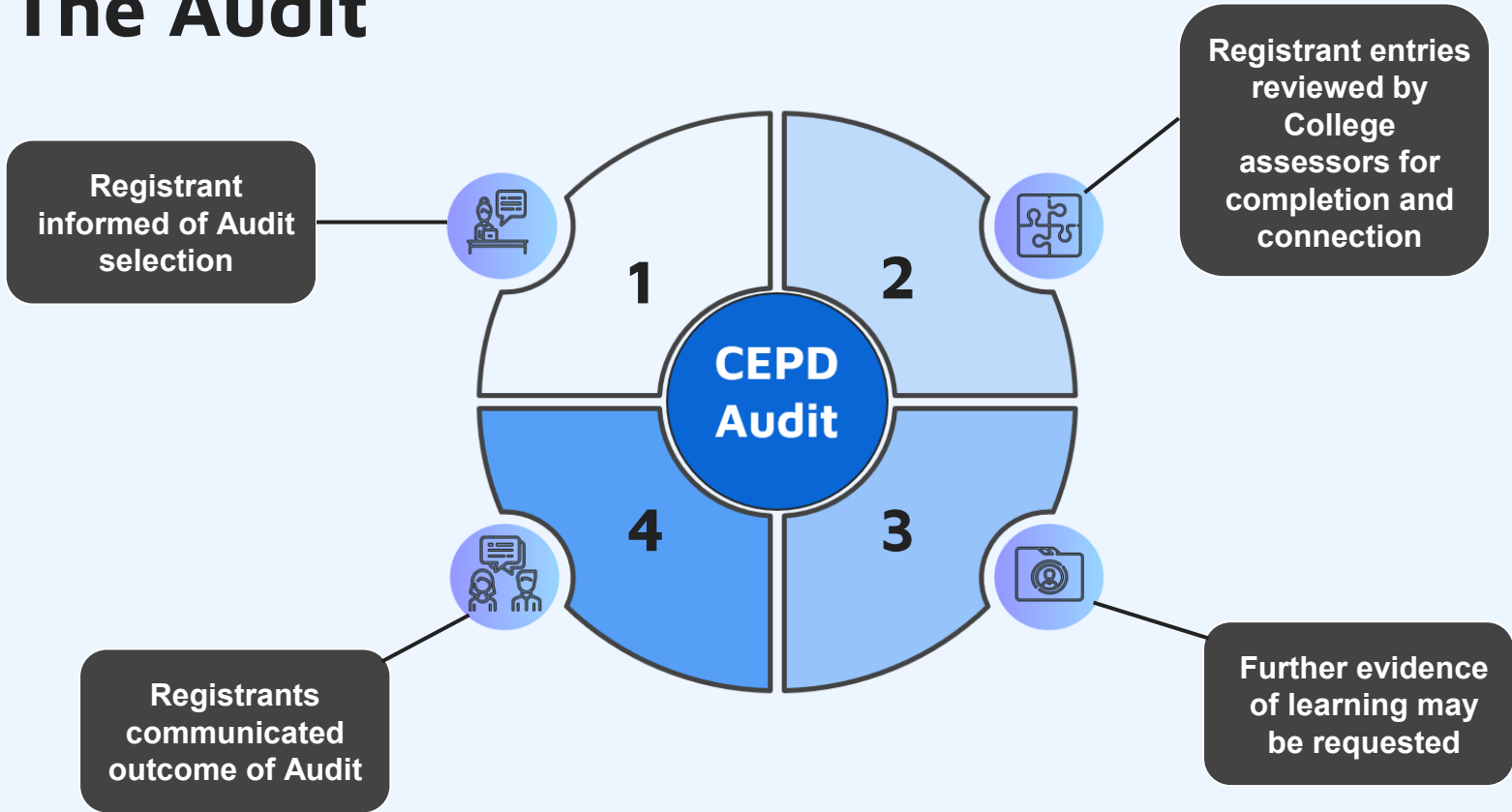
Will I know if I have been selected for an audit?

You will be informed if you have been selected for a CEPD audit, as well as the outcome.



Each year, as a legislative requirement, the NLCHP conducts a CEPD audit of registrants. A random audit will be performed based on the parameters defined yearly by the Quality Assurance committee.

The Audit





Resources

- The “CARE” acronym and associated words is used with permission from CMLTA (College of Medical Laboratory Technologists of Alberta).
- College of Registered Nurses of Newfoundland and Labrador (2022). *Continuing Competency Program Guide*
- College of Registered Nurses of Newfoundland and Labrador (2022). *Continuing Competency Program Framework*
- College of Licensed Practical Nurses of Newfoundland and Labrador (2023). *Continuing Competency Program Reference Guide*
- Presentation template was created by Slidesgo, and includes icons by Flaticon, and infographics and images from Freepik

