



NLCHP

NEWFOUNDLAND AND LABRADOR
COUNCIL OF HEALTH PROFESSIONALS

Continuing Education and Professional Development Program

The NLCHP's Continuing Education and Professional Development (CEPD) program is a self-directed program under the Quality Assurance program to promote continuing competence and continuing quality improvement.

The *Health Professions Act* states the following:

21. (1) *The council shall establish and maintain a quality assurance program to promote high standards of practice within each health profession to which this Act applies.*

(2) The quality assurance program shall include continuing education and professional development and shall be designed to promote

(a) continuing competence; and

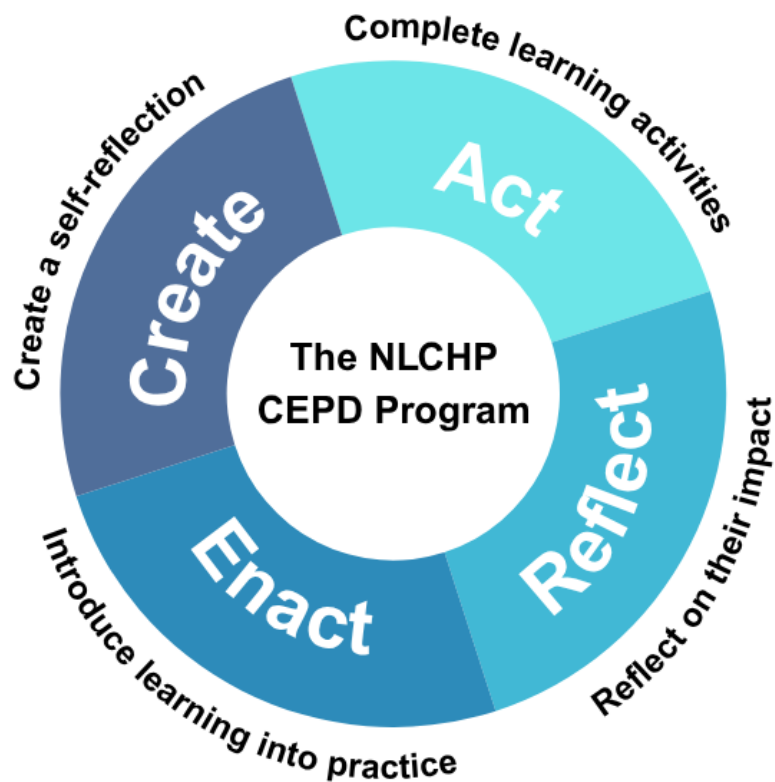
(b) continuing quality improvement.

As per the act, the NLCHP created the CEPD program that incorporates each college's continuing education requirements. The program is designed for registrants to grow and adapt with changes in their practice, profession, and society as they advance through their careers. The CEPD program provides registrants autonomy over their learning, as they are best positioned to identify areas for growth in their own practice.

With a structure that promotes engagement and reflection, registrants curate their own learning goals and complete learning activities to foster continual growth in their practice and profession. The CEPD program is intended to be completed throughout the registration year, so registrants can incorporate their learning into daily practice and better reflect on experiences and areas of growth.

The Program

The structural foundation for the CEPD program is anchored by the acronym **CARE** - **Create, Act, Reflect, Enact**. This program embodies the notion that a continuous cycle of experiences, reflection, and application provides a context for meaningful learning.



The Process



C

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

- With direction from relevant standards of practice, scope of practice, and code of ethics, the registrant completes a self-reflection to recognize areas for continued or new learning.
- Registrants are **not** required to submit their self-reflection. The reflection is completed to help guide learning.
- Areas for future learning or professional growth should be relevant and directly connected to the registrant's practice.

A

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

- Registrants must complete **10 hours** of learning activities during the registration year (April 1st – March 31st). Refer to *Appendix A* for examples of appropriate learning activities.
- For registration and renewal, **one learning hour equals one CEPD hour**. It is up to every registrant to ensure their learning is relevant, varied, and meaningful.
- Registrants should keep track of details concerning learning activities including names and dates of workshops or other educational sessions (conferences, presentations, webinars, etc.), and the time spent on each learning activity.


R REFLECT on each learning activity and how it influences practice and impacts client outcomes

- The CEPD program is intended to be completed throughout the registration year (April 1st – March 31st) so registrants can better reflect on the impact of their learning activities and identify further areas of growth.

E ENACT - Introduce learning into practice and document 10 hours of learning activities on the NLCHP portal.

- Registrants continuously incorporate new learning into practice.
- Throughout the registration year (April 1st – March 31st), registrants document each learning activity under *My Learning* on the NLCHP portal (see format below - Table 1).
- In *Learning Impact*, the registrant provides their reflection on each learning activity and identifies its influence on practice and client outcomes.
- Registrants must upload evidence of learning activity completion. Examples of evidence that may be included are listed in *Appendix B*.

Table 1

Evidence: 

Type of Activity		
Title and Description of Activity		
Date of Activity	Time Spent (hrs):	Time Spent (min):
Learning Impact (How will this learning activity improve your practice and positively impact client outcomes?)		

CEPD Program Audit

- Each year, as a legislative requirement, the NLCHP conducts a CEPD program audit of registrants.
- The random audit will be performed based on the parameters defined yearly by the Quality Assurance committee.
- Registrants will be contacted if they are selected to participate in the audit. After an audit, the registrant will receive notification of the outcome.

Appendix A: Examples of Potential Learning Activities

- Web-based Learning (webinars, YouTube, podcasts etc.)
- Attending conferences, teleconferences, seminars, webinars, workshops, rounds, etc.
- Employer education
- Academic research and/or the publishing of journals
- Independent learning (reading professional journal articles, participating in journal clubs, researching online internet sites, reviewing online learning resources, reviewing textbooks, equipment or policy manuals, and electronic resources.)
- Member on a healthcare committee
- Teaching/Presenting (teaching a course for the first time, delivering a workshop, presenting at a conference, etc.)
- Supervision, preceptorship, and/or mentorship
- Orientation
- Special projects relevant to clinical practice (writing a book, creating a course etc.)
- CPR/First Aid (**not applicable if a registration requirement**)
- Completion of courses (University, College, Certifications etc.)
- Other activities or projects relevant to the profession and directly connected to improving client outcomes.

Appendix B: Evidence of CEPD Activities

- 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

Appendix C: 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 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.**

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 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 record it.

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

You will be informed if you have been selected for a CEPD audit and notified of the outcome.

I registered in the middle of the registration year. Do I still need to complete 10 CEPD hours for renewal?

Registrants, including new graduates, that become registered during the registration year will complete 1 CEPD for every full month remaining in the registration year for the purpose of their first registration renewal

I am currently registered in another jurisdiction, but I want to be reinstated in Newfoundland and Labrador

Registrants currently registered and in good standing in another jurisdiction will be deemed to have met CEPD requirements for the 12-month period immediately preceding their reinstatement.

I have been away from the profession, and I am seeking reinstatement. Do I need to meet CEPD requirements before being reinstated?

Yes. Provided registrants meet all other requirements for reinstatement, they will complete 1 CEPD for every full month remaining in the registration year for the purpose of their first registration renewal. Registrants that have been inactive for a period of less than 60 days will complete 10 CEPD hours as normal.

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*