



COLLEGE OF CHIROPODISTS OF ONTARIO
Regulating Chiropodists and Podiatrists in Ontario

Policy: Continuing Education and Self-Assessment

Date Created: June 21, 2019

Review Dates: June 24, 2022, October 28, 2022, December 7, 2023

Approved By: Quality Assurance Committee

In this Policy:

“College” means the College of Chiropodists of Ontario;

“Committee” and “QA Committee” means the Quality Assurance Committee;

“Registrant” means a member of the College; and

“QA” means Quality Assurance.

Authority for the Policy:

The *Regulated Health Professions Act, 1991*, mandates that each Chiropodist/Podiatrist registered (the “Registrant”) with the College of Chiropodists of Ontario (the “College”) participate in a Quality Assurance Program that includes continuing education and self-assessment components.

Continuing Education Requirements:

All Registrants are required to complete a minimum of **25 Continuing Education (CE) hours annually**, commencing on January 1st. These hours are to be documented by each Registrant on a CE Log with a description of the CE activity, the course provider, and a brief evaluation of the CE activity’s value to the Registrant’s practice. Registrants are required to retain the CE Log as well as proof of completion of the activities referred to in the Log.

CE activities must relate directly to the practice of Chiropody or Podiatry. As a general guideline, one hour of credit will be accepted for one hour of participation in an educational activity. Each Registrant is required to complete a total minimum of 25 hours in the annual cycle.

Educational activities must be completed in two categories:

Category A – Structured Programs

Category A relates to lecture style programs provided by a recognized educational institution or other regulated health professional group or association. A **minimum of ten (10) credit hours** must be completed in this category. Registrants can obtain their Category A credits from participation in

electronically delivered programs, such as webinars and podcasts, if there is either an evaluative component or some other satisfactory evidence of the completion of the program.

Recognized providers in Category A include:

- Accredited universities and hospitals,
- The Michener Institute,
- The American Podiatric Medical Association's approved providers,
- The Ontario Society of Chiropractors,
- The Ontario Podiatric Medical Association,
- The Canadian Federation of Podiatric Medicine,
- The Canadian Podiatric Medical Association, and its provincial member associations (BC, AB, ON and PQ), and
- The Ontario Hospital Association.

A maximum of **5 hours** of the total required in this category may be claimed for teaching students enrolled in the Chiropractic program at the Michener Institute, and/or working on College Committees and/or working as a College Assessor or Monitor.

Category B – Other Educational Activities

Category B includes lectures, workshops, supplier/provider programs and self-directed independent learning activities such as journal reviews, recorded materials, mentorships, presentations, on-line courses and professional readings. Members may claim a **maximum of fifteen (15) credit hours** in this category per cycle.

As part of a Registrant's Category B continuing education requirements, each Registrant shall complete **2 hours** of continuing education relating to Equity, Diversity & Inclusion ("EDI"). Registrants can choose the EDI program that best suits their continuing education objectives as identified in their Self-Assessment Tool.

Self-Assessment Requirements:

Prior to the commencement of the annual Continuing Education cycle, a Registrant must complete a Self-Assessment Tool (the "SAT").

The SAT is to be used in conjunction with the Continuing Education log to encourage and guide a Registrant's continuous learning. It is a document that will help the Registrant summarize strengths and identify opportunities to enhance the skills, knowledge and competence required to practice the Chiropractic/Podiatry profession.

The SAT has been developed with consideration of the Standards of Practice, Competencies, Code of Ethics, Provincial and College Regulations and Guidelines. Registrants are asked to compare their performance to other Registrants within the same membership class in the areas of communication skills, record keeping, collaboration, research principles, and clinical and theoretical knowledge. An action plan can be developed from this self-assessment.

This SAT is not a test, but a guide to define individual learning objectives. All Registrants should expect that some areas require educational growth, regardless of their experience, education, or competence.

Each Registrant must complete one (1) SAT during each Continuing Education cycle and retain the completed SAT in their files. This form is not to be returned to the College unless it is requested by the Committee.

Continuing Education Audit:

Each year 10% of Registrants are randomly selected for evaluation of their Continuing Education requirements.

Each selected Registrant will be contacted directly by College staff and be required to provide a completed Continuing Education Log. The CE Log must be submitted along with supporting documentation (ie. Completion certificates, itineraries, receipts, etc.).

Each selected Registrant's Log and SAT will be reviewed by the Quality Assurance Committee. Registrants either meet the CE requirements or are provided with direction from the QAC to meet their regulatory requirements.

The Continuing Education and Self-Assessment requirements are contained in [Regulation 203/94](#).

Non-Compliance

The deadline for submission of the CE Log will align with the College's annual renewal. All selected Registrants will be required to upload their CE Log and supporting documentation no later than February 14th.

Failure to comply with this deadline will result in a penalty fee, in accordance with [College By-Law No. 2: Fees](#), to be paid by the Registrant before they are able to renew the following year.

Failure to comply with the CE Audit or the QAC's direction may result in a referral to the ICRC for failing to comply with the requirements of the Quality Assurance Program.

A Registrant who fails to comply or meet the requirements of the continuing education requirements will be subject to the action identified in section 29 (1), (2) and (3) of the Regulation as follows:

- Section 29(1) - A member shall maintain a record of his or her self-assessments and continuing education activities and submit them to the College upon request.
- Section 29(2) - If a member fails to submit the records referred to in subsection (1) when requested to do so, the Registrar shall refer the matter to the Committee and notify the

member in writing that this has been done and that the member may make written submissions to the Committee within 30 days after receiving the notice.

- Section 29(3) - After considering the member's written submissions, if any, the Committee may,
 - a) grant the member an extension for a specified period of time during which the member shall submit their records;
 - b) require the member to undergo a practice assessment by an Assessor in accordance with section 30.

Request for Deferral

A request for a deferral of the Continuing Education Audit must be submitted in writing to the College within 15 days of notice of selection.

The Quality Assurance Committee authorizes the Registrar, and/or the Registrar's delegate, to evaluate each request for deferral on a case-by-case basis and advise the Registrant of the decision, in writing, within 15 days of receipt of the deferral request.

A request for a deferral from a Continuing Education Audit may be granted for, but is not limited to, the following reasons:

- Not currently practicing;
- Illness (of the Registrant or an immediate family member where the Registrant is the primary caregiver);
- Bereavement; and/or
- Personal crisis or other extenuating circumstances.

References:

[Regulation 203/94](#)

[College By-Law No. 2: Fees](#)