

# *Newfoundland and Labrador Psychology Board*

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website: <http://www.nlpsychboard.ca>

## CONTINUING EDUCATION GUIDELINES

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Continuing competency activities must be evidence-based and be demonstrably effective in enhancing the registrant's practice of psychology within the scope of practice.

### I. Relevance to Practice of Psychology and Professional Work

- Relevant questions for considering whether a specific activity meets the objectives of the Continuing Education Requirements include:
  - a. Is the specified activity relevant to enhancing my competency to practice psychology?

The practice of psychology can include work in any of the core competencies of psychology including: assessment, intervention, research, program evaluation, consultation and teaching, administration and supervision, and the application of ethical principles.
  - b. Can I articulate what I have learned of relevance to improving my competence in a way that is clear and convincing to a group of my peers?

### II. Number of Hours Required

- All registered psychologists shall engage in 25 hours of continuing education activities annually.
- Provisionally registered psychologists are also required to complete and record continuing education.
- Psychologists who request inactive status may request a reduction in the requirements at the time inactive status is sought and the board shall consider this request.
- Psychologists are no longer permitted to carry over hours to subsequent years should they engage in more than the 25 hours required in any one calendar year.
- It is the responsibility of the registrant to clearly indicate how the activity they are claiming is relevant to the practice of psychology, especially if it is not immediately obvious. Insufficient detail is grounds for the CE claim to be rejected.

### III. Continuing Education Activities

Continuing education activities shall be selected from the following categories:

- A. Formally accredited or approved activities to a *minimum of 5 and a maximum of 15 hours* in any one calendar year. These are defined as activities that are sponsored, accredited/approved or conducted by educational institutions, or by private organizations that are nationally or regionally accredited for training.
- i. Purpose. The purpose of this category is to ensure that registrants remain up to date on the current practice of psychology and learn new information to integrate into their professional activities. Examples: formal coursework in psychology, accredited CPA/APA continuing education courses (online or in person), or formal workshops sponsored by a provincial psychology association.
  - ii. Documentation. In order to receive credit for an activity in Category A, you must provide documentation of participation, including verification from the offering institution/agency/association indicating the title of the activity, the presenter, the date, the number of CE hours, and the sponsor's credentials (e.g., certificate of completion provided by organization).
  - iii. Relevance to practice. You must also provide sufficient details as to the relevance of this to your practice.
- B. Self-study to a *maximum of 10 hours* in any one calendar year;
- i. Purpose. The purpose of this category is to ensure that registrants keep current with regulatory, academic, and professional literature, and to reflect on how this information affects their practice of psychology. Examples: Non-CPA/APA on-line courses or courses that do not provide formal CE credits, preparation for new presentations, courses, or workshops where you are required to update your knowledge, and documented study of professional journals and/or books.
  - ii. Documentation. In the case of independent study, documentation would consist of a portfolio maintained by the psychologist which might include a bibliography, and annotated readings, dated notes, or a summary of the material read.
  - iii. Unacceptable activities. Self-study activities cannot include: review of websites, teaching a university or college class you have taught previously (unless significant revision has been performed), reading popular psychology magazines (e.g. Psychology Today)
  - iv. Relevance to practice. You must also provide sufficient details as to the relevance of these to your practice.

C. Structured professional activities to a maximum of 10 hours in any one calendar year.

- i. Purpose. The purpose of this category is to promote learning, consolidation of new knowledge, and incorporation of new ideas and feedback from others into the practice of psychology. Examples: documented case conferences in which psychological issues are clearly the focus, documented committee or board work, journal clubs, grand rounds, regional research groups, documented consultation with appropriate specialist professionals with respect to an issue related to psychology
- ii. Acceptable activities. Providing clinical supervision of graduate or postgraduate trainees can count toward CE credits in Category C up to a maximum of 10 hours. Documentation of supervision would take the form of identifying the individual being supervised, the date(s) on which supervision is provided, and written verification of hours provided by the individuals supervised. Credit is given for the hours of supervision carried out.
- iii. Unacceptable activities. Structured professional activities cannot include: presentations or workshops you provide, where the intent is for you to provide information or guidance to others on expertise you already have, staff meetings in which the focus is on administrative issues, and supervision that you are being paid by the applicant to provide.
- iv. Relevance to practice. You must also provide sufficient details as to the relevance of these to your practice.

D. Ethical Review of Practice

- i. Purpose. The purpose of this category is to ensure maintenance of knowledge related to the ethical practice of psychology. Registrants are required to describe which of the above activities from Categories A, B, and/or C satisfy the minimum requirement for 5 hours per year related to ethics. These hours can come from a single category or from multiple categories.
- ii. Acceptable activities. Formal programs on ethical practice (Category A), review of CPA Code of Conduct (Category B), ethical problem solving with a colleague (Category C)

1. **LIMITATION:** A minimum of 5 hours up to a maximum of 15 hours can be counted in Category A. No more than 10 hours may be counted in Categories B and C. At least 5 of the hours claimed must be related to the ethical practice of psychology.
2. Activities in the following areas *may not be acceptable* for meeting the continuing education requirements unless specifically allowed or directed by the Board:
  - a. Activities required as a condition of discipline;
  - b. Activities that the Quality Assurance Committee may require a psychologist to engage in.
3. All continuing educational activities shall be clearly and directly related to the field of or practice of psychology.

#### IV. Documentation

- A. [Record of CE hours](#). All psychologists will be required to retain a record and documentation of continuing education hours and sign a declaration annually prior to renewal of registration.
- B. [CE Plan](#). Members are encouraged to develop a continuing education plan annually.
- C. [Documentation of attendance/participation](#). Members are to submit copies of attendance and completion of work at formal continuing educational events, conferences and workshops, and retain a record of all other continuing education activities. The records of continuing education activities should identify the type of educational activity and the number of hours.
- D. [CE Records](#). Records shall be retained by the registrant for three years.

#### V. Monitoring

- A. The Board will audit a subset of members annually with respect to continuing education. It is the psychologist's responsibility to be able to demonstrate to the auditor that the required continuing education hours have been completed.
- B. Logs and other proof of continuing education hours may also be requested by the Quality Assurance Committee or as part of the process of receiving and hearing a complaint.
- C. See the NLPB website for sample forms for recording continuing education hours.