

CNPBC Continuing Education Policy

(2013 Revision)

The continuing education requirement exists to ensure that Naturopathic physicians in practice continually maintain their competency in all related course material necessary to the practice of Naturopathic medicine in British Columbia. This enables Naturopathic physicians to provide their patients with current professional Naturopathic healthcare, and also serves to protect the public. It is also mandated under the CNPBC bylaws.

Evidence based measurement should be used where possible to assure desired competencies have been assimilated. This is also seen as a direction of other Health Professions across North America focusing on Continual Quality Improvement initiatives.

The CNPBC requires its registrants to complete a minimum of 40 hours of continuing education over each 2-year CE period, plus an additional 2 hours for each certification area. This requirement can be fulfilled by having all the 40 hours drawn from a combination of categories A, B, C, D and the additional 2 certification hours from Category E

Category A – A required minimum of 5 hours

1. CNPBC General Meeting (AGM/SGM)
2. BCNA Annual General Meeting
3. CAND Annual General Meeting.
4. Any other AGM of a provincial naturopathic regulatory body or association
5. AANP Annual General Meeting

Category B – A required minimum of 15 hours from any educational seminar offered by any recognized naturopathic organization such as the BCNA, CAND, NWA, ONA, AANP, and other official provincial or state associations

Balance of required hours: After meeting the minimum hour requirements in the Categories A and B above, registrants may receive CE credits for the remaining 20 required CE hours from any of the three categories (B, C OR D) that they choose as appropriate for their personal professional development needs.

Category C – Additional hours are available through these seminars:

- seminars sponsored by any other medical and professional organizations such as chiropractic, medical, nursing, psychology, acupuncture, etc.
- nutraceutical and pharmaceutical company sponsored educational seminars
- teleconference, web-conference, video and audio recordings of seminars, computer-based learning programs and all other distant-learning programs

Please complete and submit CE Verification Form “C”, which may be found attached to the end of this policy as well as on the CNPBC website.

Category D – Please complete and submit CE Verification Form “D” found attached to the end of this policy as well as on the CNPBC website.

- CNPBC or BCNA Committee or Board service
- Teaching: Naturopathic doctors offering courses or workshops to either the public or professionals
- Preceptors or Preceptorships: This represents taking on a preceptor student or preceptoring with another health professional
- Personal and Business Development courses related to business, office management, accounting, financial management, communication skills, leadership development, public speaking and related topics

All Category D hours are given on the basis of one hour for each 2 hours of activity. Preceptorships will be awarded 2 hours per day of preceptoring.

Category E – For those registrants with certification designations, an additional 2 hours of CE is required for each certification area every 2 years These can be counted towards the 40 total hours needed.

These certification designations currently include:

acupuncture, ozone, hyperbaric oxygen therapy, chelation, prolotherapy, prescriptive authority

Learning methods include courses, seminars, workshops, any distance learning methodology and self-study provided appropriate documentation is provided for all hours.

Please complete and submit CE Verification Form “E” for self-study CE credits.

Category F– Pharmacy CE.

Registrants who are certified in prescribing authority are required to obtain 10 additional hours per 2 year CE period over and above the 40 hours required by all registrants. Registrants who take the pharmacy training and obtain certification are not required these 10 hours until the next 2 year CE period. These pharmacy training hours may not be used towards the 40 hours needed by all registrants. Registrants taking the 10 hours in a single pharmacy topic (eg. Bio-identical Hormones) may only use that category once and need to take other topics in the future. It is permissible to take the same topic again if it is part of a multi-topic pharmacy review.

GENERAL

It is the registrant’s responsibility to provide this committee with all the detailed information regarding the above as well as proof of seminar attendance. Seminar attendance from official naturopathic seminars requires official verified documentation sent to the office of the CNPBC. All other seminars, meetings and approved CE functions require the submission of an official CNPBC CE Verification Form. If you are in doubt as to the acceptability of your hours, pre-approval is necessary. Without advanced approval, CE credit may not be granted post hoc.

It is the registrant’s responsibility to ensure that all continuing education hours are submitted and recorded with the CNPBC. Keep photocopies in your CPD Portfolio. Annual reports will be distributed by the CNPBC detailing CE hours. Should a discrepancy be present, it is the registrant’s responsibility to notify the CNPBC and provide documentation of the corrected hours. To receive credit for CE hours, please send to the CNPBC office, “Attn.: CE”, a copy of the seminar outline, proof of registration and attendance or the

appropriate CE Verification Form. (Remember to keep photocopies for your own records in case of discrepancies).

CE hours for all categories except D are granted **on an hour per hour basis** (e.g.: if a course/meeting is 5 hours, 5 hours of CE are granted), as determined by the seminar outline. If the seminar goes overtime, you will only be credited for the hours stated in the seminar brochure.

At the end of the 2-year period, the office will submit to the CNPBC Board, a list of all registrants and their accumulated credit hours.

For those registrants who have failed to fulfill their continuing education requirements, the following penalties will apply:

1. Payment of a fine, which is due immediately upon expiration of the current continuing education period. The fine will be \$50.00 for each outstanding hour, to a maximum of \$250.00.
2. If more than 20 hours are outstanding, this results in immediate referral to the Registrar. This may in turn result in referral to the Board for licensing restriction.
3. The outstanding credit hours must be completed within 6 months of the subsequent continuing education period.
4. If compliance with the above penalties does not occur within the time specified, the registrant's name will be forwarded to the CNPBC Board for suspension of their license to practice.
5. In the instance of a discrepancy between a member and the CNPBC office, the matter will be referred to the Quality Assurance Committee for resolution.

NEW REGISTRANTS

New registrants of the CNPBC will be required to fulfill continuing education hours on a pro-rated basis.

For new registrants, the 2-year continuing education period will be divided into four terms of 6 months each. Each term represents the equivalent of 10 credit hours, prorated for every 6 months of registration.

Certification credit hours will be prorated on a similar basis with one certification CE hour being required for each 6 months of registration.

In the case of maternity/parental leave an allowance of one-half of the total credit hours for the period is granted.

**CE VERIFICATION FORM D
REQUEST FOR CONTINUING EDUCATION CREDITS
FROM A PROFESSIONAL DEVELOPMENT CATEGORY(CATEGORY D)**

Name: _____

License #: _____

Date: _____

Please check the appropriate category for which you are requesting CE credits. One credit hour will be given for each 2 hours of activity in any category.

- CNPBC or BCNA Committee or Board service _____ (please identify)
- Teaching
- Preceptors or Preceptorships
- Personal and Business Development

Number of CE credits: _____

If requesting teaching CE credits, please provide the course name, date and location:

Course name: _____

Course location: _____

Course date: _____

If requesting preceptor CE credits, please provide the name of the preceptor student or health professional: _____

How many days did you preceptor? _____ (two hours of credit will be given for each day of preceptorship)

If requesting Personal and Business Development CE credits, please provide the name of the course, date and location.

Course name: _____

Course location: _____

Course Date: _____

It is the registrant's responsibility to ensure that all continuing education hours are submitted and recorded with the CNPBC. Remember to keep photocopies in your CPD Portfolio for your own records.