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Dear CPC Member,

As a reminder **Group B's cycle is ending on April 30th 2022**, but below you will find important information on the [continuing education points system](#) relevant to all members.

Continuing Education Points

Due to the current COVID-19 pandemic, the College of Pedorthics of Canada (CPC) has adjusted the continuing education points (CEP) system requirements while retaining the full required

balance of **30 CEP's to at least 10 structured, and the remaining 20 unstructured or structured** for the duration of the following cycles:

- Group B Cycle ending on April 30th, 2022
- Group C Cycle ending on April 30th, 2023

CPC members must continue to track their CEPs online. Members are encouraged to track all continuing education activity as it occurs throughout their 3-year cycle.

You can find info on upcoming structured CEP's events hosted by PAC [here](#), or on the CEP opportunities page of the CPC website [here](#). You can also obtain unstructured points through self guided learning which are accompanied by [unstructured learning reports](#).

Cycle Groups:

	Certification earned between:	3-year cycle <u>end</u> dates:
Group A	Dates before and up to April 30, 2004 May 1, 2006 and April 30, 2007 May 1, 2009 and April 30, 2010 May 1, 2012 and April 30, 2013 May 1, 2015 and April 30, 2016 May 1, 2018 and April 30, 2019 May 1, 2021 and April 30, 2022	April 30, 2018
		April 30, 2021
		April 30, 2024
		April 30, 2027
Group B	May 1, 2004 and April 30, 2005 May 1, 2007 and April 30, 2008 May 1, 2010 and April 30, 2011 May 1, 2013 and April 30, 2014 May 1, 2016 and April 30, 2017 May 1, 2019 and April 30, 2020 May 1, 2022 and April 30, 2023	April 30, 2019
		April 30, 2022
		April 30, 2025
		April 30, 2028
Group C	May 1, 2005 and April 30, 2006 May 1, 2008 and April 30, 2009 May 1, 2011 and April 30, 2012 May 1, 2014 and April 30, 2015 May 1, 2017 and April 30, 2018 May 1, 2020 and April 30, 2021 May 1, 2023 and April 30, 2024	April 30, 2020
		April 30, 2023
		April 30, 2026
		April 30, 2028

(Your group depends on the date you received your FIRST certificate from the College. If you believe that you have been placed in the wrong group, please contact info@cpedcs.ca)

If you are in Group B only CEPs earned between May 1, 2019 – April 30th, 2022 count towards your current cycle. On-leave members are also required to earn and enter their CEPs online.

*Please note: PAC Symposium 2019 does not fall between these dates. The 2020, 2022 PAC Symposiums, **do** fall between these dates and can count towards this cycle.

To input your points online, please follow these steps:

1. Login to the CPC member side of the website (<https://cpedcs.site-ym.com/>)
2. Click on “Manage Profile” on the right-hand side of the page
3. Scroll down, under the “Content & Features” section, click “Professional Development”

4. Click on the green + or “Add Entry”

5. A window will pop up, fill out the following information
 - a. Certification/Program – Continuing Education Points
 - b. Credit Type – pick the most applicable from the drop-down list
 - c. Description – enter the course/event/article/etc. here
 - d. Credits – number of CEPs earned (based on the above-mentioned values)
 - e. Attachments – upload certificate of attendance/course description/unstructured learning report/etc. here
 - f. Click “Submit”

6. Continue this process until you have entered all your Continuing Education Points

Thank you,
THE COLLEGE OF PEDORTHICS OF CANADA
Alana Mazurak,
Association Coordinator

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