



Continuing Education

The College of Pedorthics of Canada (CPC) registrants are required to maintain continuing education points (CEPs) per a 3-year cycle. This policy is to assure the standards of the Canadian pedorthic profession, to promote continued competency and encourage excellence in the delivery of care to members of the public.

CEP Standards:

- CEP activities must relate to pedorthic practice
- CEP activities should enhance a registrants' professional knowledge base so they can provide the best pedorthic care possible to the Canadian public

There are two different types of points registrants can earn; **structured** or **unstructured** points. Points are earned on a 1:1 ratio. 1 point, for 1 hour of activity (*this does not include lunch or breaks*). The points need to meet the above CEP Standards. ***It is a registrant's responsibility to maintain and log their CEPs in their online registrant portal.***

CEP Requirements by Designation

- **C. Ped (C), C. Ped MC, COFS:** 30 credits per 3-year cycle (**minimum** of 15 points must be structured CEPs)
- **C. Ped Tech (C):** 15 points per 3-year cycle (**no** minimum structured points required)

Structured Points: These activities are interactive learning programs that generally have structured agendas, learning objectives and interaction with other members of the profession or other professions. For structured points, registrants must submit a document gathered from the structured activity (ie. certificate, receipt, course agenda/objectives) in PDF format, to their online registrant portal.

Examples:

- Taking pedorthic courses (ie events PAC offers)
- Attending relevant seminars, workshops, presentations or conferences
- CPC exam proctoring
- Participating in continuing education courses (ie Masters/PhD Thesis)
- Teaching/presenting pedorthic topics

Unstructured Points: These activities are self-directed, independent learning activities. For unstructured points, registrants must submit a 1-page learning reflection per unstructured point activity, in PDF format to their online registrant portal.

Examples:

- CPC or PAC committee work

- Supervisor for Pedorthic Candidates
- Reading/viewing/listening to professional pedorthic content
- Reading/reviewing CPC regulations and standards such as; Standards of Professional Practice, Code of Ethics, Standards of Clinical Practice
- Taking courses/seminars related to Equity, Diversity, Inclusion (EDI) or business management

Download: [LEARNING REFLECTION](#)

All CEP's are awarded on a 1:1 ratio, 1 point per 1 hour of activity *time does not include lunch or breaks*

NOTE: There is a maximum of 15 points awarded for 1 activity per year

FAQs

[What's my CEP group and when does my cycle start?](#)

Your CEP group (A, B or C) is based on your year of certification. You can find your CEP group by logging into your Registrant portal online.

Alternatively, if you know your year of certification, you can also find your cycle group by referencing the CEP Chart.

[CEP CHART BUTTON](#)

[What is my CEP cycle due date?](#)

See below for upcoming cycle due dates. All CEPs need to be entered by the due date. Only points earned within the cycle period will count towards the required minimums needed.

Group Cycle	Period Due	Date
Group A	May 1st 2021-April 30th 2024	April 30th 2024
Group B	May 1st 2022-April 30th 2025	April 30th 2025
Group C	May 1st 2023-April 30th 2026	April 30th 2026

[How do I log my CEPs online?](#)

Login to your online Registrant portal [HERE](#).

Tutorial video coming soon!

[Why 30 points/15 points?](#)

The Continuing education committee researched various continuing education requirements of other colleges in Canada. Feedback from the committee and the College Board indicated that 30 points over a 3-year period was a reasonable amount to be in line with our CEP standards for promoting protection of the public and continued competency.

[Why is there a 15 point maximum per given activity?](#)

This maximum is to ensure diversity between activities is achieved.

If I'm on a CPC/PAC committee, how many points do I get for volunteering?

You get 1 unstructured point per 1 hour of volunteer time to a maximum of 15 points per year.

I volunteered on a CPC/PAC committee for 30 hours this year, how many points do I get and what do I have to do next?

You would receive 15 unstructured points this year for volunteering, as long as you fill out the Learning Reflection document and upload it as a PDF to your online registrant portal. Even though these points are 1 point: 1 hour, you have reached the maximum 15 points allowable for 1 given activity.

Do I need to submit proof for my CEPs?

Yes, for **structured points**, a registrant must upload (in PDF format) a certificate, agenda or receipt of payment for the given session/seminar/conference attended. For **unstructured points**, registrants must upload (in PDF format), a Learning Reflection. Download the Learning Reflection form [HERE](#).

Will there be a list of accredited programs/courses for registrants to refer to?

No, the CEP committee has chosen not to accredit programs/courses at this time. Registrants should select activities based on the CEP Standards and the need for personal & professional development.

What should I do if my activity doesn't easily fit into the examples given?

The CEP committee feels that they have captured an assortment of activities, but if you're unsure, contact the CPC with your activity and the CEP committee will review and then provide you feedback.

How does the CPC monitor if registrants are complying with the requirements for CEPs?

Each year on May 1st, a given cycle group (A, B, or C) is audited. A report is generated to indicate which registrants have and have not met their credit minimums. The CEP office will review this data along with the required uploaded documentation.

What is the CEP Audit Process?

Each year, all registrants of one cycle group (A, B, or C) will be audited to ensure they have met the CEP requirements.

Before the end of the cycle, reminders will be emailed to registrants to input their points into the online system. At the end of the 3-year cycle, if points have not been entered online, the registrant will be placed on probation for 6 months and charged a \$150 administration fee.

Once the fee has been paid and CEPs obtained, the probation will end. If after 6 months, the CEPs have yet to be received, the CPC will revoke the registrant's certification and PAC will be informed that the membership is no longer in good standing with the CPC.

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