

## FAQs

### CPD Program

#### **Will the CPD program begin the day the College is officially formed?**

Yes. When the College is formed, registrants will be expected to begin earning and tracking their CPD activities. If the College is formed in the middle of a calendar year, required credits will be pro-rated according to the number of months remaining (reference Appendix B). At the time of proclamation, the College will communicate exact dates of when CPD tracking will begin, how many credits are expected to be earned, and number of months the first reporting cycle will cover.

#### **How many credits will I need to earn?**

NSCMIRTP registrants will be required to complete 30 continuing professional development (CPD) credits every two years. Unused credits will not “roll over” into the next cycle.

#### **Can I use the "unused" credits I have now?**

No. When the program begins everyone will start fresh with no credits, despite any credits earned from previous activities.

#### **Do I have to get credits from each of the four sections?**

No but, some activities have maximum credit values. This is to encourage registrants to get involved in different types of learning activities.

#### **Will people working part-time, or casual hours still require the same number of credits?**

Yes. All NSCMIRTP registrants will be required to complete the same number of credits every two years. The aim of the CPD program is to ensure registrants remain current with practice, regardless if they are full-time, part-time, or casual.

#### **What about registrants on a Leave of Absence (LOA) for medical or parental purposes?**

The CPD Program is mandated for NSCMIRTP registrants only. Therefore, if a registrant completes a resignation form prior to beginning a LOA, credit earning activity will not be required during the LOA. CPD credits will also be prorated if/when the registrant reinstates. If, however, the registrant maintains registration during a LOA, the registrant is subject to the same 30 credits/2years.

#### **I work in more than one discipline. Does this mean I have to earn more CPD credits?**

No. You will only be required to complete the 30 CPD credits every two years.

**I am already required to earn CPD credits for other organizations (eg. Sonography Canada or CAR for Mammography). Will I be able to use these credits for the NSCMIRTP?**

Yes. If the CPD activities are approved by the NSCMIRTP, the credits can be counted for both. Note that the credit value received may not be the same for both programs.

**How do I apply for credits for something that is not on the pre-approved list?**

An Application for CPD Credit Approval can be completed and submitted to the Credentials Committee for consideration. This process must occur 60 days before the anticipated date of activity. If the application cannot be provided prior to 60 days, you are still encouraged to submit the application, but there is no guarantee of approval.

**What percentage of registrants will be audited?**

The auditing process will be performed on a random selection of up to 10% of registrants.

**What happens when I get audited?**

When you are selected to be audited, the Credentials Committee will review your online file for completeness, supporting documents and appropriateness of reflective statements.

**What happens if I don't complete the CPD credits in time?**

Non-compliance will initially be addressed in the form of a letter, with a short extension period to complete the required CPD credits. There are three opportunities for remediation built into the audit process. If the registrant is still non-compliant with the CPD program as of Dec 31<sup>st</sup> they will be blocked from renewing their registration and removed from the active registrant list on Jan 1<sup>st</sup>.

**How will I keep track of my activities and what type of "proof" will be required?**

It is up to each registrant to keep any documentation (electronic and hard copies) pertaining to CPD activities. Registrant can upload their documents to the online platform for tracking progress and uploading documents. This will assist registrants with credit organization, especially in the instance of an audit.

**Will verifiable proof be required for all activities?**

Not all activities will require verifiable proof. Many activities are difficult to provide this level of proof but are still provide valuable learning. For example, you can provide a copy of a journal article that you read but proof that you read it is more difficult. If is required that a minimum of 50% of CPD activities have verifiable proof such as a sign in sheet, signature of student for preceptor hours, proof of course completion, quiz post LMS course etc..

**How does the online platform work for keeping track of my credits and documentation?**

Registrants will log in to a member's portal through the NSCMIRTP website to connect to their CPD portfolio. There, they will be able to view and upload information related to their CPD activities. Please

use the link for a [tutorial](#) on using the CPD platform.

**How will I receive credit for my involvement with research activities?**

Credit value for research activities is dependent on the amount of work and time put into the study and will differ depending on the specific project. A rubric has been created that will help to determine the credit value, on a case by case basis. A log of hours and a short summary of the project will need to be submitted, so that appropriate credits can be given.

**How will the College help support its registrants in achieving the expected CPD requirements?**

The NSCMIRTP's website will be a great resource for its registrants. On the website, CPD earning activities and events will be advertised, and there will be links to webinars and journals. This part of the website is expected to be populated early in 2021. Our Facebook page will offer support and an avenue for sharing ideas, opportunities, and research. Online CPD activities, the increase in province-wide volunteer roles, and institution-based learning activities (i.e., lunch and learns), will benefit registrants in rural areas. Ultimately, it is the responsibility of the registrant to seek out and/or initiate CPD activities and successfully complete the required credits each cycle.