Continuing Professional Development Example Submission

In the CPD section of the recording tool, you will find a summary of the hours you have entered in each category of learning as well as the maximum hours you can claim in each category.

<table>
<thead>
<tr>
<th>Category of Learning</th>
<th>Completed Hours</th>
<th>Maximum Allowable Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional activity</td>
<td>0</td>
<td>15</td>
</tr>
<tr>
<td>Other</td>
<td>0</td>
<td>15</td>
</tr>
<tr>
<td>Formal or educational</td>
<td>20</td>
<td>15</td>
</tr>
<tr>
<td>Degree, diploma, certificate program or licensure exam</td>
<td>0</td>
<td>40</td>
</tr>
<tr>
<td>Self directed</td>
<td>8</td>
<td>15</td>
</tr>
<tr>
<td>Work based</td>
<td>3</td>
<td>15</td>
</tr>
</tbody>
</table>
Goals & Activities

In this section, you will record all your CPD goals you set for yourself and the activities completed during the current CPD cycle to fulfill the goals. The following image shows what will be displayed in the recording tool after goals and activities have been entered and saved.
Statement on Learning
The Statement on Learning requires you to briefly articulate how you believe your CPD goals and activities throughout the year have enhanced the quality of your practice and prompted positive outcomes for recipients of the services you have provided.

I identified three main goals as part of my CPD learning plan that I wanted to accomplish during this year's CPD cycle: learn and use CBT, improve my recording skills, and increase my knowledge about working with people with eating disorders.

Currently, I work in the field of Mental Health and Substance Use and have noticed an increase in the number of clients who experience social anxiety disorder. I felt that I could therefore increase and vary my counselling skills to improve practice outcomes for these clients. I also held a general interest and an introductory knowledge of CBT and wanted to increase this understanding and develop my scope of practice by engaging with this type of therapeutic intervention with clients who would benefit from its use.

The CBT course I took and the peer feedback discussions I have had with colleagues have been very useful. As a result, I have found that I am now better able to understand client needs and apply a new intervention method. I have also been able to share my knowledge of CBT with colleagues through a 'Lunch & Learn' presentation I delivered.

I have found that the few clients I have had an opportunity to engage in this type of therapy have been able to 'catch' their own automatic negative cognitions and have started to gradually develop strategies to change these negative thinking patterns. The clients who have engaged with CBT therapy have said that their family members have noticed a positive change in them. These positive outcomes motivate me to continue developing my learning and practice of CBT.
Submit to College
Once you have entered all your goals and activities and written your Statement on Learning, you are ready to submit your information to the College. Please note that once you have checked the declaration and clicked ‘Submit’, you will no longer have the ability to edit the information provided.

Submit to the College

Before you submit
1. In order to finalize your completed CPD submission, you must attest to the following declaration. If you cannot comply with the statutory declaration you must notify the College immediately.
2. The following standards apply to the college's quality assurance program.
   a. Standard 1: Plan continuing professional development activities that will enhance the quality of practice and delivery of services.
   b. Standard 2: Undertake continuing professional development activities that enhance ethical conduct
   c. Standard 3: Actively seek and participate in a range of continuing professional development activities that maintain and advance professional skills and knowledge within current or future scopes of practice
   d. Standard 4: Seek to ensure that continuing professional development activities promote positive outcomes for recipients.
   e. Standard 5: Accurately maintain an up-to-date record of continuing professional development activities as part of ongoing professional development.
   f. Standard 6: Accurately report completion of continuing professional development activities to the college in a timely manner.

Declaration
I declare that the information submitted is accurate, honest and meets the Standards of Continuing Professional Development (Standards 1 through 6) as outlined in the College By-laws

Submit
After you have checked the declaration and clicked ‘Submit’, you will receive the message below if your submission was successful.

Submit to the College

Success
Your submission has been made successfully.

Submission Completed
Your CPD has been successfully submitted for the period ending October 31st 2014.
**Prior Submissions**

After you have submitted your CPD information to the College for any given cycle, you will be able to view your previous goals and activities in the prior submissions section by clicking the symbol. If you are viewing a previous submission, click on ‘Goals & Activities’ from the menu on the left to return to the current cycle.