



## CPD Credits for Webinars, Conferences, Seminars, Workshops Program Coordinator Instructions

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Your organization has been approved to issue CPD Credit to sonographers for an education activity. You are required to maintain accurate records, and track activity and credits earned.

1. Topics, speakers, learning objectives, and the number and type of CPD credits for educational activities such as Webinars, Conferences, Seminars, or Workshops are reviewed and approved in advance. If your program changes, you must notify Sonography Canada prior to the start of the activity.
2. You are required to validate attendance and issue a certificate of completion to attendees, listing the number and type of credits earned. Use your own branded certificate or letter of completion or use the Sonography Canada certificate template.
3. Maintain records of participation and credits issued for a three (3) year period. You do not have to share records of attendance or evaluations of your event with Sonography Canada.
4. Use the CPD Reference number on certificates and any correspondence.
5. **Optional:** To facilitate future credit claims and record keeping, you can submit a roster of sonographer attendees in MS Excel or MS Word format, and we will keep this on file with your application.
6. Approval for your event is valid for one year. After your live event, you may broadcast recordings or on-demand playback valid for CPD credit. If you wish to continue offering credit for recordings of webinars or recorded materials after the approval period has expired, you must submit a renewal application. Contact the CPD Team at Sonography Canada for details.
7. If you wish to repeat the event (live) multiple times during the approval period (e.g. the same hands-on workshop held on 4 different dates in four different cities) you can adjust your application to include multiple offerings. Contact the CPD Team at Sonography Canada for details.

Contact the team at Sonography Canada directly or at [info@sonographycanada.ca](mailto:info@sonographycanada.ca) with any questions or updates.