



CPD Credits and Educational Rounds, Workshops, Journal Clubs Program Coordinator Instructions

Your organization has been approved to issue CPD Credit to sonography teams for Educational Rounds. You have applied for a block of up to 24 or 52 credit units hosted as one- or two-hour activities. You are required to maintain accurate records, and track activity and credits earned.

1. Rounds details are not declared in advance and are not pre-approved. It is mandatory that you report the dates, topics, and speakers of your activities.
2. Maintain a tracker of dates, topics, speakers, and attendees for each activity. Use the Sonography Canada CPD Tracker spreadsheet to enter the information, including the number of credits earned per attendee (columns) by activity (rows). Follow the example as a guide. Document to use: [CPDTracker-Master](#)
3. Each credit unit is applied to a one-hour rounds activity (or 2 credits to a two-hour activity). The credit is awarded to all attendees, regardless of the number. Credit units are only valid in the approval period. Unused credit units are not transferrable.
4. Contact us for advice on rounds/workshop activities longer than two hours.
5. At regular intervals, depending on the frequency of activities, submit your CPD Tracker to Sonography Canada at info@sonographycanada.ca.
6. Create a certificate of completion for attendees, listing number and type of credits earned. Create your own certificate or letter of completion or use the Sonography Canada Certificate template provided. Refer to the online CPD Provider Toolkit for details on creating certificates for speakers, or to create a custom certificate. Document to use: [CPDCertificate-Fillable](#)
7. Maintain records of participation and credits issued for a three (3) year period. Include the Sonography Canada CPD reference number on all correspondence.
8. Approval to host Educational Rounds for CPD credit is reviewed annually. You must submit a renewal application every year.

Contact the team at Sonography Canada directly or at info@sonographycanada.ca with any questions or updates.