



CPD Credits for Self Instructional Activities Program Coordinator Instructions

Your organization has been approved to issue CPD Credit to sonographers for a self-instructional education activity. You are required to maintain accurate records, and track activity/participation and credits earned.

1. Content, learning objectives, and the number and type of CPD credits are reviewed and approved in advance. If your program changes, you must notify Sonography Canada prior as you release changes to the program.
2. You are required to validate completion and issue a certificate of completion to participants, 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 activity with Sonography Canada.
4. **Optional:** To facilitate future credit claims and record keeping, you can submit a roster of sonographer participants in MS Excel or MS Word format, and we will keep this on file with your application.
5. Approval for your program is valid for one year. After the approval period has expired, you must submit a renewal application.
6. Please refer to the CPD Reference number on certificates, inquiries, or renewals.

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