

# Offering CPD Credits

## Frequently Asked Questions

### Who can apply to offer Continuing Professional Development Credits to Sonographers?

If you offer an education event, product, or service that benefits sonographers, you can apply to have your activity reviewed and approved so that you can issue Continuing Professional Development (CPD) Credit to attendees or participants.

### How many credits can I offer?

That depends on the type of activity. CPD credit is generally awarded at the rate of 1 credit for every hour of education activity and can be issued in increments of .25 (15-minute intervals). If you are uncertain, don't worry - your application and program will be reviewed, and we'll let you know how many credits your activity qualifies for.

### What kind of activities are approved?

CPD Providers offer many types of programs and activities:

- Clinical Education sites offer credit to **Preceptors and CCSA Assessors**;
- Hospital and Clinical sites offer credit for **Educational Rounds**;
- National Associations, private and public education groups, manufacturers, etc. offer credit for attending annual **conferences, workshops, hands-on labs, seminars**; or
- Self-Instructional programs and products such as **online courses, DVD courses**.

### What are the types of credits I can offer?

Type	Description
Sonography Based CPD Credits	<ul style="list-style-type: none"><li>• Must directly involve the practice of sonography.</li><li>• Must enrich the member in a direct way by improving sonography knowledge, performance, and competency to directly improve patient care.</li></ul>
Relevant to Practice CPD Credits	<ul style="list-style-type: none"><li>• Not sonography based but must enhance professional practice.</li><li>• The activity enables the member to expand and improve their knowledge, skills, and inter-professional relationships, promoting and enhancing the profession of diagnostic medical sonography and ultimately enhancing patient care.</li><li>• Relevant to practice areas include nursing, medicine, MLT, MRT, vascular and cardiac non-sonography education, management/business, communication skills, educator material, veterinary sonography, etc.</li></ul>

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### **Why should I offer Sonography Canada CPD Credits for my activity?**

To maintain their credentials, Sonography Canada members are required to complete a minimum of 40 hours of Continuing Professional Development in a three-year period called a Triennium. CPD activity must also be reported to other sonography-based authorities (e.g. ARDMS) and regulatory bodies (e.g. CMRITO) annually.

### **How do I apply to offer CPD Credit for my activity/event?**

Visit <https://sonographycanada.ca/professional-development/offer-cpd-credits> to find descriptions of CPD activities and the online submission form. Use the online application form to apply. If you are planning to deliver a conference, workshop, or online course for example, you will be required to submit a full program/course description for review.

### **How long does it take for a CPD Application to be approved?**

We ask that you apply at least 2-4 weeks in advance of delivering your activity to allow time for processing. We cannot approve an activity that has already taken place!

### **What are the application fees?**

The application fees differ for each type of activity and can also depend on the number of credits requested, and the duration of the activity.

### **How long is my CPD Approval valid?**

CPD Activities are approved for a 12-month period. This covers an annual cycle of Education Rounds, Preceptor/Assessor activities, or access to an online course. The 12-month period also applies to live events such as conferences, workshops, or webinars. After the live event, you can offer playback or on-demand recordings of your event and continue to issue CPD for a year after hosting the original live activity. At the end of the 12-month period, you can renew your activity by submitting an application.

### **I still have questions! Who can I speak to for more information?**

Contact the CPD Team at Sonography Canada at [cpd@sonographycanada.ca](mailto:cpd@sonographycanada.ca)