

Creating and Issuing Certificates of Completion

Frequently Asked Questions



Who issues the Certificate of Completion at the end of a CPD Activity such as a Rounds, Precepting, or attending a conference or workshop?

If your CPD Activity has been approved by Sonography Canada, you are responsible for issuing a Certificate of Completion to each attendee. Sonography Canada cannot issue these certificates as there is no way to validate attendance or completion of the activity – this is responsibility of the host CPD Provider.

When does the Certificate need to be issued?

That depends on the type of activity. CPD certificates are generally issued directly after the event has ended. In the case of conference, workshops, webinars, or online courses for example, the participant should expect their CPD Certificate soon after completion. If you are offering Rounds activities or offering credit to Preceptors/Assessors (for a 12 month period) you may decide to issue certificates only at the end of the approval period. For example, all team members would receive a certificate for *Education Rounds 2023* for the number of credits they have earned.

Do I have to use the Sonography Canada certificate template?

You are welcome to use the template provided by Sonography Canada. You can enhance it by adding your logo, or you can create your own certificate with your own brand, colours, and logo. Your certificate must include:

- Identify you as the CPD Provider
- Participant name and ID number
- Title of the activity
- Date of activity or date of issue
- Number and type of CPD credits awarded
- Sonography Canada CPD Reference Number
- Name of person authorized to issue credit (the person who can validate attendance in the event of an audit, discrepancy, or false claim)

Why do Attendees require Certificates of Completion?

Attendees of your education activity require a valid certificate to claim the CPD credits with a credentialing body, or regulator, on an annual basis, or as part of a Triennium. The sonographer will upload their certificate to the required body (Sonography Canada, ARDMS, Provincial Regulator, etc).

Contact the CPD Team at Sonography Canada at cpd@sonographycanada.ca