



CCSA Assessor and Preceptor CPD Credits and Activities Clinical Education Program Instructions

Your program has approval to issue CPD credits to sonographers who serve as Preceptors and CCSA Assessors. You are required to maintain accurate records, and track activity and credits earned.

1. Maintain a roster of participants including full name, ID, the number of credits issued at the end of an activity period that is in line with your academic cycle. Document to use: [PreceptorAssessor-Roster](#)
2. Provide Preceptors and Assessors with a log sheet that they can use to document their activity. Document to use: [PreceptorAssessor-Log](#)
3. Collect log sheets from Preceptors/Assessors or Clinical Site Coordinators to validate CPD data to assign credits and certificates to participants.
4. **Credits for Preceptor/Clinical Instructors:** 1 CPD per 8 hours of instruction, to a maximum of 15 credits per year. Can be awarded in increments of .25 credits.
5. **Credits for CCSA Assessor:** Maximum of 3 Sonography Based CPD Credits per instructor per year for this activity.
6. Create a certificate of completion for each participant, listing the activity and the number of Sonography-Based CPD credits. Create your own certificate or letter of completion or use the Sonography Canada Certificate template provided. Document to use: [CPDCertificate-Fillable](#)
7. Maintain records of participation and credits granted for a three (3) year period. OPTIONAL: You can submit a copy of the Preceptor/Assessor roster to Sonography Canada at cpd@sonographycanada.ca and we will maintain the records with your annual application.
8. Include the Sonography Canada CPD reference number on all correspondence.
9. Approval to award CPD Credits to Preceptors and CCSA Assessors is reviewed annually. You must submit a renewal application every year.
10. Contact the team at Sonography Canada directly or at cpd@sonographycanada.ca with any questions or updates.