

## Continuing Education Credit Hours

Proof of 20 continuing education credit (CEC) hours may be submitted each year, or proof of 40 CEC hours may be submitted every second year, and must include credits related directly to disability management that have been completed during the applicable renewal period. Original transcripts, certificates or other signed documentation must be included; a Confirmation of Attendance form may be downloaded / copied and used for this purpose. A Research Report form is also available to download.

Below is a list of acceptable activities for earning CEC hours in topic areas associated with the knowledge domain areas.

### List of Acceptable Continuing Education Activities

CEC Activity	Credit Hours	Documentation
Continuing Education	<p>1 contact hour of graded and/or ungraded learning = 1 CEC hour</p> <p>contact hour = class hour = attendance hour</p> <p>Examples include:</p> <ul style="list-style-type: none"> <li>• Continuing education courses</li> <li>• Training courses</li> <li>• Conferences/seminars/workshops</li> <li>• Online/distance learning</li> <li>• Audio conferences</li> <li>• Webinars</li> <li>• Video conferences</li> <li>• University/college courses</li> <li>• Online classrooms</li> </ul>	<p>Completed <u>Continuing Education Summary</u> form, including:</p> <ul style="list-style-type: none"> <li>• Transcript(s)/grade report(s) indicating a passing mark, and course outline(s) that validates a graded activity (Graded hours do not include the time to write an exam. Graded hours are activities that have graded assignments)</li> <li>• Completion certificate(s) or <u>Confirmation of Attendance</u> form(s) with a description of the program attached</li> <li>• Please also indicate on the <u>Continuing Education Summary</u> form whether this was a graded or ungraded activity.</li> <li>• When attending a conference with a multiple concurrent sessions, clearly indicate which session(s) were attended. Submission must include the subject, content and length of each session attended. [Submit the <u>Confirmation of Attendance</u> form for each workshop along with the other requisite documents.]</li> </ul>
Teaching/instruction	<p>1 graded class hour = 5 CEC hours <i>(The course must include completing a graded assignment outside of instructional hours to be considered in this category)</i></p> <p>1 ungraded class hour – 3.5 CEC hours</p> <p>Examples include:</p> <ul style="list-style-type: none"> <li>• Teaching or moderating a course</li> <li>• Delivering professional presentations at conferences, workshops, seminars.</li> </ul>	<p>Completed <u>Continuing Education Summary</u> form including:</p> <ul style="list-style-type: none"> <li>• Verifiable proof that you were teaching/presenting/moderating this activity.</li> <li>• Copies of educational materials, program agendas, or other relevant evidence including date and other details of the teaching/instruction, an indication as to whether it is graded or ungraded, as well as a course outline of the activity.</li> <li>• What new research is involved</li> <li>• Proof that it was of original design and developed in the applicable renewal period.</li> <li>• Credit will not be provided for duplicated course material or presentations.</li> </ul>

## Continuing Education Credit Hours

CEC Activity	Credit Hours	Documentation
Writing	1 article published in a refereed publication: <ul style="list-style-type: none"> <li>• Minimum 300 to 750 words = 7 CEC hours</li> <li>• 751 to 1,500 words = 10 CEC hours</li> </ul> 1 article published in a non-refereed publication: <ul style="list-style-type: none"> <li>• Minimum 300 to 750 words = 3.5 CEC hours</li> <li>• Over 750 words = 5 CEC hours</li> </ul>	Completed Continuing Education Summary form including: <ul style="list-style-type: none"> <li>• Copy of published article including name, date and other details of publication (including where it was published).</li> <li>• Articles specifically written for one's company or employer to support or garner business (i.e. marketing articles, paid advertisement articles, etc.) cannot be submitted.</li> </ul> (Please note that the <i>Disability Management Dialogue</i> is a non-refereed publication)
Editorial Role for the <i>Disability Management Dialogue</i> Newsletter	1 year participation = 20 CEC hours	N/A
Participation in one of the Examination Committees	1 year participation = 20 CEC hours	N/A
Readings/Research	1 research hour = 1 CEC hour to a maximum allowable for research of 5 CEC hours each year or 10 CEC hours every second year  Examples include: <ul style="list-style-type: none"> <li>• Reading journals and books</li> <li>• Audio books and audio journals</li> <li>• Web-based reading and research</li> </ul>	Completed and signed <u>Research Report</u> form, with details of publications and websites

**Please Note:**

**CEC hours cannot be claimed for meal/rest breaks, networking, registration, focus group, and exhibit activities (not an exhaustive list). For more information, please see the Continuing Education page in the Members Only section of [www.cspdm.ca](http://www.cspdm.ca) )**

**When attending a conference, please indicate which workshops were attended and list specifically along with how long each workshop is [Submit the [Confirmation of Attendance](#) form for each workshop (if something similar to it is not provided for you) along with the other requisite documents.]**