

CCBC Continuing Education Requirements

Requirements and Frequently Asked Questions

Included in this Resources paper are:

1. CE Credits Overview
2. Structured Hours
3. Unstructured Hours
4. Other General FAQ
5. Managing Your CE Credits
6. Discipline Guidelines for CE Requirement Non- Compliance

Part 1: CE Credits Overview

The Continuing Education (CE) minimum requirements for full registrants is forty (40) credit hours of which twenty eight (28) must be Structured credits (including six (6) hours of mandatory Diagnostic Imaging) and a maximum of twelve (12) Unstructured credits per two (2) year cycle.

The 2017-19 CE cycle commenced on April 1, 2017 and ends March 31, 2019.

The 2019-21 CE cycle and all future CE cycles will commence on April 1 of the first year of the cycle and end on March 31 of the last year of the cycle.

Other Mandatory requirements may change from time to time at the discretion of CCBC Board Members.

Q: How can I evaluate if the subject matter of a course, seminar, or workshop qualifies for CE hour credits?

A: When evaluating CE activities, whether Structured or Unstructured, they must be on a topic that is relevant to diagnosis and treatment within the scope of practice of chiropractic patient care.

Continuing Education increases your expertise as a Chiropractor. CE spans a broad range of subjects: Anatomy, Diagnosis, Technique, History Taking, Modalities, Physical exam, Treatment, Billing Matters, Communication, etc.

Part 2 - STRUCTURED HOURS:

Structured hours are those Chiropractic Core Competencies topics that enhance the basic skills and knowledge that define and apply to the profession in terms of being competent Chiropractic practitioners.

These are active & interactive learning programs, usually with specified learning objectives.

To qualify as Structured CE hours the event must:

- **Verifiable for participation, attendance and/or completion in online and/or attendance courses.**
- **Relate directly and relevantly to the scope of practice**
 - Includes seminars and on-line resources which provide verifiable evidence of attendance/participation such as a certificate of attendance, sign in sheets, webinar participation log, etc.

Q: Are there hour limits to Structured CE events?

A: For any interactive course (event), generally no.
The following guidelines apply:

- Creating and publishing articles, papers, case studies and books:
 - 12 hours CE credit per cycle per publication (in the year published)
 - Note: only reading these papers qualify for unstructured hours
 - Note: writing newspaper columns and articles qualify for unstructured hours
- Conducting presentations, lectures, teaching (not including patient education events):
 - 3 hours CE credit
 - Must be minimum of 1 hour presentation
 - Up to 12 hours CE credit per cycle
 - No credit for repetition of same presentations, lectures and teaching
 - No credit for any events where registrant is reimbursed or paid for the event

Part 3 - UNSTRUCTURED HOURS:

Q: What qualifies as Unstructured CE hours?

A: Unstructured hours are generally self-directed, independent learning programs related to chiropractic scope and patient care such as:

- Reading professional books, journals, articles and papers
- Online materials - viewing, reading, listening to audio, visual and/or internet materials
- Practice building – Practice management seminars
- Newspaper columns and articles
- Motivational and/or Personal Growth programs & courses.

Q: Are there hour limits to Unstructured CE events?

A: No. However, **only 12 Unstructured CE credit hours may be claimed per cycle**

- 1 hour credit for 1 hour of reading, watching, listening
- Report as one claim per cycle.

Q: Do I need to keep a log of my Structured and Unstructured hours?

A: Yes

For Structured CE Credits you must retain the certification or verification information of your participation in the learning event.

For Unstructured CE Credits you must create and retain log of the hours spent, description of activity and titles of publications.

Part 4 - Other General FAQ:

Q: What is the minimum length a seminar or learning event must be in order to qualify for CE hours?

A: Learning events must be a minimum of 1 hour to qualify.

Q: How do I calculate the number of verifiable hours in a day?

A: If you attend a seminar from 9am to 4:30pm that includes a 15-minute break in the morning and afternoon and a 1-hour lunch break; you would claim 7 hours.

The calculation is: 9am —4:30pm = 7.5 hours
7.5 hours is rounded up to 8 hours Subtract 1 hour for lunch = 7 hours

Q: Can I enter partial hours (.5 hours, .25 hours, etc.) for CE Credit?

A: No. Partial credits should be rounded to the closest whole hour
For example:
2.5 hours is rounded to 3 hours and 1.25 hours is rounded to 1 hour.
All learning events must be a minimum of 1 hour to qualify.

Q: Can I make a partial claim for a course if it begins in one reporting cycle and finishes in the next reporting cycle?

A: No, courses can only be claimed upon completion, however, if a course contains modules, credit can be claimed as the modules are completed.

Q: Can I carry over extra credits from one term to another?

A: No, credits cannot be carried over and may only be claimed in the cycle in which they were completed.

Q: Do meetings qualify for Structured (verifiable) hours under the CE program?

A: Attendance at meetings not associated with training programs do not qualify. However, presentations or training at meetings may qualify for hours. When evaluating whether or not a meeting qualifies for CE hours consider the following questions:

- Were any formal presentations made at the meetings? If so, what was the topic and duration of each of the presentations?
- How long was the presentation? A presentation must be a minimum of one hour to qualify.

Q: Can I participate in a society or study group that will count towards CE credits?

A: If a society meeting or study group satisfies all of the following criteria, then it is eligible for CE Credit:

- The meeting includes a minimum 1 hour speaker presentation that discusses topics within the scope of practice of chiropractic doctors in BC.
- An agenda is provided;
- Participants must sign in on a sign in sheet; and,
- There must be meeting minutes or notes of the meeting.

Q: How many CE hours does a 1-year Research Review Service subscription counts for?

A: Research Review Service subscriptions can be used towards CE credit depending on how many hours are spent reading the research results. Registrants will receive one hour of credit for each hour of reading. Depending on how many hours are spent on reading, registrants can receive a maximum of 12 hours of unstructured CE that would be entered as one total claim. Copies of the articles and dates/times of reading must be charted in your hard copy file in case of an audit.

Q: How do I claim attendance at a conference?

A: Conferences cannot be claimed in their entirety. Hours are considered only for seminars/workshops attended at these events which are relevant to chiropractic. Record a list of the titles of the seminars you attended (include a brief description of the content if the title does not make the content clear) as well as the hours you attended for each of the seminars.

Q: Do I need to have 12 hours of unstructured CE?

A: No, you do not need to complete any hours of unstructured CE, however, you will need to ensure that all other CE requirements including total number of hours, diagnostic imaging hours and any topics deemed mandatory by the board are satisfied.

Q: Are there additional mandatory requirements for new registrants, including new graduates and reinstatement?

A: Yes, all are required to complete the jurisprudence exam and other programs as required by the College (ie: clinical records course, nutrition courses and/or sexual misconduct course).

Q: What are some examples of activities that do not qualify for CE credits?

A: A few examples include:

- Attending the CCBC Annual General Meeting;
- Non-related university courses, whether or not you are pursuing a degree;
- Writing an article on a non-chiropractic related topic
- Volunteer service as a coach of a sports team.

Part 5 - Managing Your CE Credits

All full registrants must submit and manage their 40 hours of continuing education credits online. Registrants are responsible for determining and demonstrating the relevance of the learning experience. **Emailed, faxed or mailed seminar/event information will no longer be added on your behalf.**

Currently, CE credits are logged through the Member Extranet. This function will soon move over to the new CCBC online system. Credits entered on the old system will be transferred to the new system.

Completing and submitting your credit hours:

1. Complete your learning event (course, seminar, reading, etc.).
2. Obtain a physical copy of supporting documentation to demonstrate the relevance for each event, course or seminar. It is imperative that you maintain adequate records in the case of a credit audit after the cycle concludes.
 - a. *Structured CE*: supporting documentation must include the title, course description, speaker, hours and proof of attendance through a certificate or receipt.
 - b. *Unstructured CE*: supporting documentation must include a detailed description of the activity that you completed and any titles of journals or research articles that were reviewed.
3. Login to CCBC website: <https://chirobc.com> > **Registrant login** (top right corner)

If you have forgotten your password, click on "I've forgotten my password" link to reset your password. If you still have difficulty, contact the CCBC office during business hours (604) 742-6470.
4. Once you are logged in, click on **Continuing Education Credits** under online services (near the bottom of the page).
5. Your information for the current term will appear on the next page. There will also be notes about the requirements that you need to complete for the current term.
6. To add a credit item you have completed that does not currently appear in your profile, use the **Add Credits** tool on this page.
 - a. Indicate whether it was a seminar/event or a formal course/exam.
 - b. Enter in **Keyword Search** for the event/course attended.
7. If the event/course is not listed, select **Create New Item** & enter full details. Credit items must be at least 1 credit and cannot include partial hours. Once this form is submitted, the credit item is added to Your CE Credits page.

Part 6 - Discipline Guidelines for CE Requirement Non- Compliance

1. Failure to meet CE rules for mandatory, structured and unstructured hours requirement:
 - a) If a Registrant fails to meet or submit the forty (40) hour requirement in a particular cycle by March 31, notification will be given that the Registrant has thirty (30) days to complete the CE requirements,
 - b) Registration renewal will not be processed until CE requirements have been complete, and
 - c) \$250.00 fine for late completion or submission
2. Audit Results (post-CE cycle) - Failure to meet CE requirements:
 - a) Notification will be given that the Registrant has thirty (30) days to complete the CE requirements,
 - b) Registration renewal will not be processed until CE requirements have been complete, and
 - c) \$250.00 fine for failure to meet CE requirements
3. If the Registrant fails to meet the completion of CE requirements and or payment of penalties as described in 2, referral may be made to the Inquiry Committee for further action.

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