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CONTINUING EDUCATION PROGRAM APPROVAL APPLICATION

This form is to be completed and submitted for review to determine if the course/activity meets all the requirements to be approved for Continuing Education (CE) credits.

CONTACT INFORMATION

Who is completing the form?

- Training Organization
- Regulated member

Training Organization

Website

Contact Name

Phone

Email

If you are submitting this form as a regulated member:

Name

RO

Email

COURSE INFORMATION

Course Name

Time commitment (in hours)

Please provide a brief course description.

Format

- | | |
|-------------------------------------|---------------------------------|
| <input type="checkbox"/> In-class | <input type="checkbox"/> Hybrid |
| <input type="checkbox"/> Online | <input type="checkbox"/> Other |
| <input type="checkbox"/> Self-paced | |

Cost

Other related fees

Refund policy (if applicable)

Is the course/activity approved for Continuing Education with any other professional healthcare regulatory body or association?

- Yes
 No

Comments

STANDARD 1: INCLUSIVITY

To be eligible for CE credits, an activity must be open and available to all regulated members of the paramedic profession in Alberta. This is important to ensure equal access to all CE activities for every regulated member of the profession.

Is the course/activity available and accessible to all regulated members?

- Yes
 No

STANDARD 2: CONTENT APPLICABILITY

To be eligible for CE credits, an activity must be applicable to the ongoing learning and professional development of paramedic professionals in Alberta. Content must be relevant to paramedicine and be within the scope of practice for paramedics in Alberta.

As the basic tenant for providers to be considered for approval, activities must offer education for the purposes of expanding, refreshing or updating the knowledge and/or skills of the regulated member.

The provider must identify each activity for approval and how it aligns with competencies defined in the restricted activities defined in the Health Professions Restricted Activity Regulation, or how it applies to the Standards of Practice or Code of Ethics, and/or the Paramedic Association of Canada's National Occupational Competency Profile (NOCP).

As part of the application for CE credit approval, proof must be provided to the College that content is relevant to the practice of paramedicine.

Is the course/activity relevant to the practice of paramedicine AND fall in the scope of practice for paramedics in Alberta?

- Yes
 No

Which of the following best describes the intent of the activity?

- Expanding skills/knowledge
 Refreshing/updating skills/knowledge
 None of the above

Explain how the content of the course/activity applies to the paramedic profession.

Which of the following does the course/activity align with (select all that apply).

- Restricted activities defined in the Health Professions Restricted Activity Regulation
 Standards of Practice
 Code of Ethics
 National Occupational Competency Profile (NOCP)
 None of the above

Please outline which sections of the course align with which [NOCP\(s\)](#), [Code of Ethics](#) section, [Standards of Practice](#) section or [Paramedic Profession Regulation](#) section.

List

Course component, module, section or topic	Relation to and relevant section(s) (NOCP/Standards of Practice/Code of Ethics/PPR)

STANDARD 3: ANTICIPATED OUTCOME

To be eligible for CE credits, an activity must clearly establish the anticipated outcome the learning will have on the regulated member’s practice. How the regulated member will achieve the learning outcome must also be identified.

What is the expected learning objective and/or outcome?

How will the member achieve that outcome? *(For example, online evaluation, written evaluation, competency skill sign-off sheets)*

STANDARD 4: PROOF OF COMPLETION

To be eligible for CE credits, regulated members must receive proof of course completion or some type of verification of attendance or completion that adheres to the College’s requirements for proper documentation. The proof of course completion can be in the form of a transcript, official letterhead or certificate of achievement and must include the following information:

- Organization name and branding
- Activity name/title

- Regulated member's name
- Completion date

Please include a sample completion document with submission or link to sample document.

ACKNOWLEDGEMENT

Signature

Date

Email

Send your completed form to:
Alberta College of Paramedics
Attn: Continuing Competence
CC@ABparamedics.com