

ALBERTA COLLEGE OF PARAMEDICS

# Continuing Competence CE Requirements for Credit Approval

*Revised and Effective December 2021, Originally approved October 2019*

## INTRODUCTION

One of the key components in the Continuing Competence program for the Alberta College of Paramedics (College) is the requirement for continuing professional development. Regulated members accomplish this through a composition of credit acquisition and required learning.

The College recognizes two streams for credit acquisition:

**Continuing education (CE)** credits are awarded based on pre-approval of programs, courses, seminars, and other such structured learning activities. CE credits are advantageous to all regulated members as they are assigned three credits per hour of activity.

**Self-directed (SD)** activities fall outside of the approval process, but are still deemed to be an acceptable form of a regulated member's continual professional development. SD activities are only granted one credit per hour of activity. (These activities are also subject to review by the Competence Committee through the record audit process.)

### Continuing Education Providers

The College recognizes two types of continuing education providers:

1. Education institutions (either already offer entry-to-practice education and those that do not)
2. Seminar and conference providers who offer high-quality continuing education opportunities

### Continuing Education Requirements for Approval

There are four requirements that must be met for an activity to be approved for CE credits:

**One: Inclusivity**

- Available to all regulated members of the College

**Two: Content Applicability**

- Applicable to the ongoing professional development of regulated members of the College

**Three: Anticipated Outcome**

- A learning objective of the activity is clearly identified

**Four: Proof of Completion**

- Regulated members receive proof of completion from the CE provider

### CE Provider Credentials

Disclaimer: Any regulated healthcare professional involved in the delivery of CE content must be in good standing and hold active registration with their regulatory body.

### Applying for Approval

Approval must be sought and granted before the activity occurs.

CE providers or regulated members of the College may apply to have an activity approved for CE credit.

## Continuing Education Requirements

### One: 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 all regulated members of the profession.

General information and registration, as well as admission criteria for the activity must be readily available. This includes:

- Course/activity description
- Time commitment/duration of course/activity
- Registration dates and deadline
- Location of course/activity (physical location or online)
- Cost and any related fees (if applicable)
- Refund policy (if applicable)
- Any required prerequisites (typically only for formal education providers)

The provider must also ensure that the resources necessary to successfully complete the continuing education activity are provided to all regulated members who participate in the activity. Resources may include training equipment, learning materials and the appropriate facilities to provide the education.

**As part of the application for CE credit approval, proof must be provided to the College that the activity is available to all regulated members and information on the activity is readily available (online, social media, advertised, etc.).**

Please note: this requirement makes all in-house employer training ineligible for CE credit approval. In-house employer training can instead be recognized as self-directed learning and granted SD credits.

### Two: 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 Paramedics Profession Regulation (PPR), 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.**

**Three: 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, for example:

- Online evaluations
- Written evaluations
- Competency/skills sign-off sheets

**As part of the application for CE credit approval, the learning objective of the activity must be clearly identified.**

**Four: Proof of Completion**

To be eligible for CE credits, regulated members must receive proof of course 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
- Length of activity in hours

**As part of the application for CE credit approval, assurance from the CE provider that proof of completion will be sent to regulated members must be provided to the College.**