Schedule of Activities and Program Credits

CASLPPEI Continuing Education and Competency Program

Requirement. 36 program credits during each three-year reporting period.

Credit calculation. Unless another value is listed, 1 hour of eligible activity equals 1 program credit. Report actual participation time in 15-minute increments.

Limited activities. A combined maximum of 6 credits from all limited categories may count toward the 36-credit requirement.

Records. Keep documentation confirming the activity, provider, date, content, hours and relevance to practice.

This schedule is not exhaustive. Contact the Registrar about an unlisted activity or an activity requiring advance approval.

Confirmation. Registrants may submit an Activity Confirmation Form if formal certificates or other forms of confirmation are not available.

Self Directed Study. Registrants may complete a fillable form for each self-directed activity if other forms of confirmation are not available.

Unlimited Program Credit Activities

Credits in these categories have no limit / reporting period - Refer to Section 6 in the **CASLPPEI CEC Guidelines** for full details.

Activity	Credit value	Maximum	Examples	Verification
Educational Courses or Sessions	1 credit / hour	No maximum	• Courses and continuing competence sessions • Conferences, seminars and presentations • Clinical sessions from recognized organizations	• Transcript • Certificate • Email confirmation from provider • Activity Confirmation Form if above are not available
Formal Advanced Education Courses or Programs	1 credit / documented instructional or provider-assigned CE hour	No maximum	• Recognized university or college programs • Other formal education related to the profession • On-campus or distance education	• Transcript • Certificate / Diploma • Proof of successful completion

Unlimited Program Credit Activities Continued

Activity	Credit value	Maximum	Examples	Verification
Self-Directed Study	Self-Directed Study Fillable Form Provider/Publisher/Audit Committee - assigned credits; otherwise, 1 credit / documented hr	No maximum	• Online learning • Professional reading • Literature review • Other independent study relevant to practice	• Clearly defined learning goal/reflection • Resources or references • Dates and time spent • Provider documentation, if applicable • Self-Directed Study Fillable Form
Practice-Related Learning Learning activities or programs that relate to practice.	1 credit / hr	No maximum	• In-service, training, workshop, etc. •Assessment, diagnosis or treatment • Communication and documentation • Health promotion / evaluation • Occupational health and safety • Administration or practice management • Profession-related technology	•Certificate •Email confirmation from provider • Activity Confirmation Form • Other proof of completion
Participation in research	1 credit / documented hr	No maximum	• Developing a research project • Research literature review • Facilitating focus groups • Analyzing responses • Graduate research • Presenting a paper or abstract	• Confirmation from project lead, supervisor or institution • Dates and hours • Project summary • Abstract, paper, poster or presentation, if applicable

Unlimited Program Credit Activities Continued

Activity	Credit value	Maximum	Examples	Verification
Publications	8 credits: Peer-reviewed paper/article 5 credits: Association publications 3 credits: Published book review Maximum 12: Written book chapter(s)	No maximum	• Published work relevant to audiology or speech-language pathology • Book chapter reviews assessed individually	• Copy or citation of published work • Evidence of publication or acceptance • Full work for an individually assessed publication
Directed Study or Mentoring	1 credit / documented hour Activity Confirmation Form	No maximum	• Formal mentor–mentee arrangement • Specific learning need and goals • Eligible learning or preparation by mentor and mentee	• Learning agreement • Goals, roles and planned activities • Dates and hours • Confirmation by both parties • Resources and reflection • Activity Confirmation Form
Developing or Delivering Educational Courses & Presentations	1 credit / documented preparation or delivery hour; case-by-case review	No maximum A submission can only be made for an initial presentation/CEC cycle. Multiple entries of the same presentation are not permitted.	• Course or workshop • Seminar or presentation • Self-directed learning materials	• Learning objectives and outline • Supporting references • Date and audience • Participant evaluation method, where applicable

Limited Program Credit Activities

Combined maximum: Only 6 credits in total from all limited categories may count toward the 36-credit requirement. Individual category maximums also apply.

Activity	Credit value	Maximum	Examples	Verification
Annual General Meetings	1 credit / hour attended	Maximum 6 per three-year period	• Eligible national or provincial professional association AGM • Business and/or educational portions, as approved	• Email confirmation from Chair • Activity Confirmation Form • Date, portions attended and duration
CASLPPEI Self-Assessment Package	1 credit / completed package	Maximum 1 / yr and 3 / three-year period	• Optional CASLPPEI Self-Assessment Package	• Dated completed package
Volunteering	1 credit / hour	Maximum 3 / three-year period	• Volunteer activity related to the profession • Hours cannot also be claimed as practice hours	• Completed CASLPPEI Volunteer Activity Submission Form
Mental Health and Wellness	1 credit / actual hour	Maximum 6 / three-year period	• Burnout prevention • Workplace stress and resilience • Psychological safety • Professional boundaries • Other wellness learning meaningfully applicable to practice	• Certificate • Email confirmation from provider • Activity Confirmation Form • Completed CASLPPEI Reflection Document connecting the activity to professional practice