



The College of Naturopaths of Ontario

# CE Credit Application Handbook



## Introduction

Under the *Regulated Health Professions Act, 1991* (RHPA), The College of Naturopaths of Ontario (CONO) is required to develop and maintain a Quality Assurance (QA) program. The goal of Quality Assurance is to promote continuing competence among naturopathic doctors, and ensure safe, effective, quality care for the public.

Continuing Education (CE) and Professional Development is one of the three components of the Quality Assurance program. The College has developed CE requirements for NDs based on the successes of the CE Program from the Board of Directors of Drugless Therapy – Naturopathy, and best practices from other regulated health professions.

This guide offers an overview of:

- Credits required by registrants, in each category of activities.
- Course criteria for core activities.
- Completing the CE Credit application form.
- Submitting CE activities to CONO for approval.
- What happens after an application has been submitted.

CE providers play a critical role in assisting registrants and the College to advance the practice of naturopathy in Ontario. The College looks forward to your support in helping the province's NDs meet their professional learning obligations.

## Required CE Credits

As part of the College's QA program, registrants must obtain and report CE Credits (CECs), over a three-year cycle. There are two categories of CE activities.

### Category A credits – Core Activities

These are structured learning activities that relate to the clinical competencies of the profession. Registrants are required to complete a total of 30 Category A credits. In order for registrants to acquire these credits, the College must approve the courses submitted. CE providers can submit activities to the College for approval by completing the [CE Credit Application Form](#).

Of the 30 credits, registrants must complete:

- 3 credits in Jurisprudence (all registrants).
- 6 credits in Pharmacology (applicable only to registrants who have met the standard for prescribing).
- 6 additional credits in Intravenous Infusion Therapy (applicable only to registrants who have met the standard for IVIT. If registrants meet the standard for IVIT, the total amount of required Category A credits is 36).

### Category B credits – Self-Directed Activities

These are self-directed activities that NDs may participate in without requiring a submission or approval from the College. The registrant must complete a total of 40 Category B credits. The activities must relate to NDs as health professionals and members of their communities. It is up to the registrant to determine whether or not the self-directed activities fall within the scope of practice and relate to the clinical competencies of the profession. A list of activities that may be considered for Category B credits can be found on the ['Maximum Credit Allotment and Acceptable Proof of Completion'](#) list.

## Category A Credits – Course Criteria

Category A credits must be structured learning activities that are relevant to the clinical competencies of naturopathy and should promote the registrant's continuing competence and the maintenance of professional standards. Some topics might include, but is not limited to: assessment and diagnostics, pharmacology, primary care management, patient-centered care, naturopathic modalities, and referrals to other practitioners.

Wherever possible, courses should include active and/or interactive learning tools that help participants apply what they have learned to their practice.

When reviewing courses submitted for approval of Category A credits, the QA Committee will consider the following criteria:

- Course takes place in a structured learning environment;
- Course providers are recognised subject experts;
- Subject is based on the clinical competencies and is within the scope of practice of the profession;
- References or links are provided to support the educational material;
- Activities are evidence-based;
- No commercial bias or product placement;
- Generic names are used in presentations whenever possible for all natural health products, devices, laboratory tests etc.;
- If brand names are used, the brand name appears after the generic name (e.g., in parenthesis). Every drug mentioned is referred to in a similar manner throughout the presentation;
- Clearly articulated and relevant learning outcomes for participants; and
- Accessible to all registrants equally.

### **Jurisprudence Courses**

When applying for jurisprudence specific credits, courses must include references from the College's Standards of Practice and Guidelines, Naturopathy Act, 2007, and Regulated Health Professionals Act. 1991.

### **Prescribing and Therapeutics Courses**

When applying for pharmacology specific credits, the course must include drugs that require a prescription and that are within the scope of practice for naturopathic doctors in Ontario. Any item that is publicly available does not meet the requirement of pharmacology consideration. If the proposed drug is not within the Scope of Practice for naturopathic doctors in Ontario, the Quality Assurance Committee may consider it for pharmacology credits if the information is deemed relevant and related to naturopathic doctors in Ontario.

### **Intravenous Infusion Therapy Courses**

When applying for IVIT specific credits, the course content must include information regarding contraindications, management of adverse reactions, and relevant emergency procedures.

### **Online Courses**

In addition to the above criteria, when reviewing online courses for approval, the QA Committee will consider what measures are in place to reasonably ensure that registrants have fully participated in the activity. This can include, but is not limited to, incorporating quizzes that registrants must complete after finishing the course in order to obtain a certificate of completion by the course provider.

## **Completing the Application Form**

You must complete and submit one CE Credit Application Form for *each* course that you wish the College to approve. The QA Committee will only consider courses that meet the criteria for Category A. If you have a CE activity that does not meet the Category A criteria, NDs can still attend the course and may use the credits to fulfill their CE requirements for Category B.

For activities that take place over the course of several days, weeks or months and contain multiple courses within, it is recommended that course providers or registrants submit separate CE Applications for each course, along with their accompanying documents. If the activity you are applying for has already been approved by the Committee as a live presentation, but you wish to record it or make it available as an online webinar or course, you will be required to submit another complete CE Credit application for the online version which may or may not contain the same or similar information as the live presentation.

### **Section A – Applicant Information**

Please include the name of the organisation applying for the CE credit(s) (if applicable), your name and your contact information.

Please note that you do not have to be the course provider to apply for Category A CE credits; attendees may apply as well. If you are a registrant applying for credits for a course you have completed, or if you are submitting the application on behalf of a third party, fill out this section with *your* contact information (not the course provider's). Your

contact information will remain confidential and will only be seen and used by the Quality Assurance department.

## Section B – Activity Information

This section contains all the relevant details about the course you are submitting. You must complete it in its entirety. Write the activity title exactly as it will appear in the course information provided to participants. You must include the date of the activity; if the course has multiple dates, you must submit separate CE Credit application forms for each course so they can be listed separately on the 'Approved Courses' list on the College's website.

The length of the activity will determine how many credits the course will receive (1 hour of learning equals 1 CE credit). Please exclude any breaks, lunch, etc. from the total number of hours.

For course providers that wish to have a scheduled live online event approved, as well as a recorded version that allows participants to complete the courses at a later date, please check off both "Live event (in-person/online)" and "Ongoing event". Courses that are provided live and in-person that wish to then have the course recorded and available online afterwards, must submit separate applications.

If your activity is related to IVIT, pharmacology or jurisprudence, please indicate the number of hours that will be spent on each topic. To receive approval for the listed topics, you must specify that your course covers one or more of these topics so that registrants can use the credits to fulfill their specific sub-requirements for Category A. In the course outline that you include in your submission, please indicate where the topic is being taught and the length.

All approved activities must be available to *all* Naturopathic Doctors in Ontario. The College will not approve a course if only a specific group of NDs can take it.

## Section C – Activity Details

The QA Committee will use this information to evaluate your CE activity and determine if the content meets the criteria for Category A credits. It is required that you submit the documents listed in this section.

Course presenters must be recognised subject matter experts and possess the appropriate credentials and qualifications related to the topic of the course they are teaching. You must attach a current biography or CV for the presenter(s). You must also declare whether the presenter will receive any financial or commercial benefit from the activity – failure to do so may result in the QA Committee denying your CE application. This declaration is to be made in Section D of the form.

A course outline must be provided with a detailed overview of the course content, including all topics that are to be covered with a description for each topic. It is also required that the timing for each topic, including any lunches or breaks taken, is provided in the detailed breakdown. Only providing a short paragraph describing the course is not sufficient for the QA Committee to approve your activity and will result in denial or a request for more information.

Your application must also include clear and relevant learning objectives with what you hope participants will learn from your activity.

A list of the primary references used in the development of the presentation content must be provided. A representative sample of 5–10 of the references used is also acceptable. References provided should be from the most current and up-to-date resources and are not older than 10-years. For registrants who are submitting a course on behalf of the course provider, please contact the course provider to have them provide you with this information.

For course providers, if your presentation includes a participant evaluation form, please attach a copy to your application.

The College encourages you to submit additional documentation such as presentation slides, handouts, or any other information pertaining to the activity. The Committee will not review the additional documentation as a part of the initial application, but will review them if they have any further questions about the course content.

## Section D – Conflict of Interest

Please ensure that you complete the conflict of interest declaration in this section. You must declare whether the activity has any product placements, promotions, commercial affiliations or sponsors. If so, attach a separate document with a brief description of the nature of the conflict for each one and how it may affect the course content. Sponsorship will not necessarily exclude a course from being approved; however, the course content must be free from any commercial bias or product placement. If you have any additional conflicts of interest with the course, please include a

description of them.

Once completed, include your name, signature, and the date you completed the form. You may check the box provided if you are completing the form electronically. If you are completing the form for a course that you attended, you should still complete this section with your name and signature.

## Submitting CE Activities for Approval

You may submit your application by mail, email or fax:

### Mail

College of Naturopaths of Ontario  
Quality Assurance Department  
150 John St., 10th Floor  
Toronto, ON M5V 3E3

### Email

[qa@collegeofnaturopaths.on.ca](mailto:qa@collegeofnaturopaths.on.ca)

### Fax

416-583-6011

Before submitting your CE Credit application, please review the form and make sure you have completed all sections clearly and legibly. Please also ensure you have attached the necessary supporting documentation for the initial application:

- Biography or CV for the presenter,
- Detailed course outline including a detailed breakdown of the timing,
- Learning objective for the activity,
- Primary references list, and
- Participant evaluation form (if applicable).

The College encourages applicants to submit their initial application documents as PDFs or Microsoft Word files and to ensure that all the titles or headings of these files match. It is also important that supporting documents are submitted at the same time.

The QA Committee will review requests within 60 days of receiving the completed application. If you require approval prior to the date of the activity, please submit your application form as far in advance as possible, and no less than 60 days before the activity. You may also submit a CE Credit application for a course that has already taken place.

For activities that take place over several days, weeks or months and contain multiple courses within, it is recommended that registrants submit separate CE Credit applications for each course, along with their accompanying documents. This also applies to a course that has multiple dates.

If your course is approved, the College will notify you by e-mail, so please provide your primary e-mail address.

If the Committee requires additional information or supporting documentation to make an informed decision, the College will notify you on their behalf and notify you of their request. You will then be able to submit the information requested by the Committee and they will review it at the next meeting.

Please keep in mind that submitting a credit application does not guarantee its approval. The QA Committee reserves the right to deny approval to any activity, because of insufficient quality and/or relevance of the content, an incomplete submission, or any other reason they see fit. If your course is not approved, the College will also notify you by email.

## Approved CE Activities

If the QA Committee approves your credit application, your activity will be posted on our website on the '[Approved Courses](#)' list.

Once a course is approved, the delivering organisation and speaker(s) must adhere to certain general principles. This will ensure that registrants receive appropriate credit for attending a core activity presentation.

- 1) To qualify for CECs in Category A, a course must be presented as approved by the QA Committee. Other than minor content changes by the speaker to maintain the currency of the information, the course cannot be modified in any aspect. This includes changes to the duration of the course or number of CE credits awarded. If the content of a previously approved course changes, or if you wish to add additional dates that were not on your initial application, you will need to submit a new application, and the required documentation to the QA Committee for review.
- 2) Courses can have no commercial bias. Delivering organisations and speakers must not be placed in a position of a conflict of interest by virtue of an affiliation with a company that provides financial or other support for the presentation.
- 3) The delivering organisation or speaker(s) may acknowledge the financial or other aid received; however, it should not identify the products of any company that provides funding for the presentation.
- 4) Generic names must be used in presentations whenever possible for all natural health products, devices, laboratory tests etc. Brand names may be used for the purpose of clarity. If brand names are used, the brand name should appear after the generic name (e.g., in parenthesis). Every drug mentioned should be referred to in a similar manner throughout the presentation.
- 5) If the delivering organisation issues a course certificate or other proof of attendance on the same day as the event, you must provide such documentation at the *end* of the presentation, having first verified that the ND attended the full activity.