

HOW TO SUBMIT YOUR CE CREDITS

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COVERED IN THIS WEBINAR

- What is the Difference Between Category A and B CE Credits?
- Special Category A CE Credits: Jurisprudence, Pharmacology and IVIT
- When Do You Have To Submit Your Credits to CONO?
- How Many Credits Do You Have to Submit?
- How Do You Find Out Which Credits You Already Have?
- Where Can You Get CE Credits Before September 30th?
- What To Do If You Can't Get Your Required Credits in Time
- What Documentation Do You Have to Submit to CONO?
- Tips on Tracking Your CE Credits

What is the Difference Between Category A and B CE Credits?

- **Category A:** Core Activities – 30 credits in CONO pre-approved structured learning activities related to the clinical competencies of the profession.
- **Category B:** Self-Directed Activities – 40 credits in professional development activities of any type and area the member chooses.
- Lots of ways to get Category B credits, outlined in the CONO document *Maximum Credit and Acceptable Proof*
- Category B activities have limits on how many credits you can claim, a maximum number of credits you can claim in a 3-year period, and acceptable proof of completion

Ways to Get Category B CE Credits

- Category B (Self-Directed Activity) such as seminars, lectures, courses, conferences, workshops or on-line course equivalents; 1 credit per hour; no maximum; certificate of completion or Receipt AND course material (**this webinar is a great example!**)
- You can use excess Category A credits towards your Category B requirement
- You can use courses related to the practice of naturopathic medicine that haven't been approved for Category A credits towards your Category B requirement
- CPR courses are Category B at the rate of one credit per hour

Other Ways to Get Category B CE Credits

- Writing and having published articles/books about Naturopathic Medicine (text book chapters, newsletter articles, journal articles etc.); 1 credit per 750 words; maximum 15 credits per 3-year cycle; copy of the published article/book (must include details of the publication)
- Participating in a professional board committee, task force, or working group (CAND/OAND/CCNM only); 1 credit/day; maximum 18 credits per 3-year cycle; meeting summary log, including dates, signed by the committee chair or appropriate person or letter from head of organization/committee chair confirming participation
- Not sure if an activity is eligible? Ask CONO's QA Coordinator

Special Category A CE Credits: Jurisprudence, Pharmacology and IVIT

- Jurisprudence: everyone needs these
- Pharmacology: only those who have met the Standard for Prescribing need these
- IVIT: only those who have met the Standard for IVIT need these

When Do You Submit Your Credits?

- 3-year cycle
- Always September 30th of each year
- Based on your year of registration with BDDT-n or CONO
- Check CONO's *Determining Your Reporting Cycle* chart here:
http://www.collegeofnaturopaths.on.ca/CONO/Members/Quality_Assurance/Continuing_Education/Reporting.aspx

You Must Submit Credits This Year If Your Registration Year is Below

- 1960's: 1964; 1967
- 1970's: 1970; 1973; 1976; 1979
- 1980's: 1982; 1985; 1988
- 1990's: 1991; 1994; 1997
- 2000's: 2000; 2003; 2006; 2009; 2012; 2015
- Not sure what year you registered? Check with CONO's QA Coordinator

How Many Credits Do You Have To Submit?

- Category A : 30 credits
 - Jurisprudence – 3 credits
 - Pharmacology – 6 credits (if prescribing)
 - IVIT – 6 additional credits (if performing IVIT)
- Category B: 40 credits
- **Total: 70 credits**

How Many Credits Do You Have To Submit? Cont.....

- Excess Category A credits can be used towards your Category B requirement, but not the other way around
- You can use courses related to the practice of naturopathic medicine that haven't been approved for Category A credits towards your Category B requirement
- Course/activity date must be within April 1, 2014 to September 30, 2018
- For online courses/recordings use the date that you completed the course. Indicate it was an online activity on your log sheet.

How Do You Find Out Which Credits You Already Have?

- Each organization that presents Category A approved courses is responsible for sending you a CE Certificate as proof of your attendance
- Before you contact the OAND to request your CE Certificates from previous CE activities:
 - Please check your email records first – you may already have it!
 - Please advise if you had a different last name at the time of the CE activity you are requesting a certificate for
- Please note specific events and year you are requesting a CE certificate for (i.e.: 2015 Convention, 2016 live webinar on advertising, 2017 webinar recording on patient records, etc.)
- Please ensure that the event was held by the OAND

Your OAND Membership At Work

- Majority of our CE is now ONLY available to OAND members
- For CE that is available to non-members:
 - OAND members receive significant course discounts
 - OAND members receive installment payment options
 - OAND members receive priority registration

Where Can You Get CE Credits Before Sept. 30th? Live Clinical Webinars

9 OAND live webinars = 18 Category A credits

- **May 9:** Adjunctive Cancer Care - What Has 30 years Brought Us?; Dr. Paul S. Anderson, ND
- **May 15:** Practical Cleansing: Training Patients to Make a Practice of Bi-Yearly Cleansing; Dr. Marisol Teijeiro, BA, ND
- **May 30:** Biomarkers for Intestinal Inflammation and Treatment; Dr. Leigh Arseneau, HBSc, ND, FMP & Dr. Aron Gonshor, PhD, DDS, FRCD(C), FAO (sponsored by FLUIDS iQ)

Where Can You Get CE Credits Before Sept. 30th? Live Clinical Webinars

9 OAND live webinars = 18 Category A credits

- **June 6:** The Untapped Gold Mine Of Compounding Options For The Busy ND; Dr. Dominika Zarzeczny ND & Stacey D'Angelo, Pharmacist
- **June 13:** Creating a Safer Space: The LGBTQ2S Community and What We Should Know as NDs; Dr. Tania Emile Tabar, ND
- **July 11:** Bio-Identical Hormones For the Pre and Post-Menopausal Woman and the Low-Androgen Male; Dr. Mona Morstein, ND, DHANP

Where Can You Get CE Credits Before Sept. 30th? Live Clinical Webinars

9 OAND live webinars = 18 Category A credits

- **July 25:** Mould and Mycotoxin Illness Demystified; Dr. Sharon Kelly Fellen, BSc, ND
- **September 12:** Diabetic Complications: Neuropathy & Retinopathy; Dr. Mona Morstein, ND, DHANP
- **September 18:** Childhood Trauma, Obesity & IBS in Adulthood; Dr. Paul Epstein, ND

Live Clinical Webinar Packages

Save \$\$\$ by buying a 3 or 6 live webinar package

- 6 Webinar Package: \$300 (\$50 per webinar)
- 3 Webinar Package: \$165 (\$55 per webinar)
- Single Webinars: \$60 each
- We expect to receive CE credit approval in early May
- Register at least one week before live webinar

Where Can You Get CE Credits Before Sept. 30th? Live Business Webinars

2 OAND live business webinars = 2 Category B credits

- **Sept 17:** How to Reverse Engineer your Business To Build the Life That you Want; Brandy Kinnear
- **Sept. 26:** How Are Your Being Heard? Communicate, Connect, Conquer!; Margaret Wallis-Duffy
- Registration opens in May

Where Can You Get CE Credits Before September 30th? Webinar Recordings

13 OAND webinar recordings available = 26 Category A credits

- Advertising Naturopathic Services: A Review of Regulations, Standards and Guidelines; Dr. Sylvi Martin, RN, ND. 2 Category A (Jurisprudence)
- Cover Your Apples! Preventing Common Risks in Naturopathic Practice; Dr. Sylvi Martin, RN, ND. 2 Category A (Jurisprudence)
- Mandatory Referrals Reporting and Preventing Sexual Abuse; Dr. Sylvi Martin, RN, ND. Recorded in 2017. 2 Category A (Jurisprudence)

Where Can You Get CE Credits Before September 30th? Webinar Recordings

13 OAND webinar recordings available = 26 Category A credits

- Patient Records: Ownership, Transfer, and Disclosure; Dr. Sylvi Martin, RN, ND. 2 Category A (Jurisprudence)
- What's the Deal with Delegation? Dr. Sylvi Martin, RN, ND. 2 Category A (Jurisprudence)
- Fibromyalgia: A Pain Disorder of the Central Nervous System: Naturopathic Assessment and Treatment; Dr. David Brady, ND, DC, CCN, DACBN. 2 Category A (1.75 General; 0.25 Pharma)

Where Can You Get CE Credits Before September 30th? Webinar Recordings

13 OAND webinar recordings available = 26 Category A credits

- Clinical Neuro-Endo-Immunology in Menopause; Dr. Bradley Bush, ND. 2 Category A (1.75 General; 0.25 Pharma)
- Research Update in Fertility & Pregnancy Loss; Dr. Jordan Robertson, BHSc, ND, RAc. 2 Category A (1.0 General, 1.0 Pharmacology)
- IVIT Inspection Regulation Overview; Dr. Eric Marsden, ND. 2 Category A (IVIT)

Where Can You Get CE Credits Before September 30th? Webinar Recordings

13 OAND webinar recordings available = 26 Category A credits

- Microbiota and Diet: Influence and Therapeutic Options; Dr. Kim Bretz, ND. 2 Category A
- What's Behind a NPN? An Introduction to the Regulation of Natural Health Products in Canada; Dr. Dominika Zarzeczny, ND. 2 Category A
- When Trauma is the Cause of Pain; Dr. Angela Hanlon, ND. 2 Category A
- Epigenetics and the Mitochondria in the Context of Fertility; Dr. Kali MacIsaac, ND. 2 Category A

Where Can You Get CE Credits Before September 30th? Live Events

Spring Conference/AGM= 4.5 Category A & 2 Category B credits

- Saturday April 14, 8:30 am to 5 pm
- Novotel North York Hotel, 3 Park Home Ave, Toronto
- 3 clinical presentations & OAND Annual General Meeting
- Register by April 6

Where Can You Get CE Credits Before September 30th? Live Events

Spring Conference/AGM= 4.5 Category A & 2 Category B credits

- Stress, Sleep and Weight: The Terrible Triad of Health; Dr. Penny Kendall-Reed, BSc, ND
- The Estrobolome: The Influence of the Microbiome Upon Estrogen and Estrogen-Driven Cancers; Dr. Nalini Chilkov, L.Ac., O.M.D.
- OAND Annual General Meeting
- Nutrigenetics: What Does the Future Hold?; Peter J. Jones, PhD (Nutritional Sciences)

Where Can You Get CE Credits Before September 30th? Live Events

IVIT Refresher Course= 6 Category A Credits (IVIT)

- Get your entire 3-year requirement of IVIT credits in one day
- Join IVIT Certification Course for one day to brush up on your IVIT therapeutics & equipment, and practice hands-on venipuncture
- Your choice of 4 weekend dates in late April/early May
- Registration opens week of April 9

Where Can You Get CE Credits Before September 30th? Live Events

Botanical Walks= 8 Category B Credits

- Led by John Redden, RH
- Learn hands-on about both traditional European and Native uses of botanicals, energetics, and use of botanicals in clinical practice
- Coldwater Botanical Walk: Saturday July 14, 10 am to 2 pm
- Old Mill Botanical Walk: Saturday July 28, 12 pm to 4 pm
- Registration opens in May

Total CE Credits Offered by the OAND Before Sept. 30

54.5 Category A credits; 12 Category B credits

For full info and to register, login to oand.org and go to:

- Live Webinars: Events & Education/CE Live Webinars
- Webinar Recordings: Events & Education/CE Webinar Recordings
- Spring Conference/AGM: OAND Community/AGM
- Botanical Walks and Business Webinars: Registration opens in May

Where Else Can You Get CE Credits Before September 30th?

- Check CONO's list of approved Category A courses here:
http://www.collegeofnaturopaths.on.ca/CONO/Members/Quality_Assurance/Continuing_Education/Approved_CE_Courses.aspx
- The list is sorted in chronological order for live events
- At the end of the live list there is a list of 'ongoing' courses
- Ongoing = online course
- Contact the organization listed for course information

What Courses To Choose?

- Its not all about getting enough credits! Choose courses that:
 - Support your learning based on your clinical focus/foci
 - Fit your schedule
 - Provide a mix of in-person and online learning
 - Involve topics that interest you
 - Feature speakers you admire

What To Do If You Can't Get Your Required Credits in Time

- Get as many credits as possible and submit your logs by Sept 30
- Show CONO that you're aware of your professional obligations and have tried your best to meet them by including a letter stating how many credits (and what type) you still need, and when you expect to get them by
- Better to submit on time without your full credit allotment than to submit late after you have all your credits
- The QA Committee (composed of NDs) makes the decisions, not CONO staff
- As a last resort, submit CONO's *Amendment Request Form*

What Documentation Do You Have to Submit to CONO?

- Complete the relevant *Continuing Education and Professional Development Log* charts listing your CE activities
- Submit two to three charts:
 - CE and PD Log Form (Category A Credits)
 - CE and PD Log Form (Category B Credits)
 - CE and PD Log Form (IVIT). Only needed if you have met the Standard of Practice for IVIT.
- No cover letter required

What Documentation Do You Have to Submit to CONO? Cont.....

Complete the following info for each CE activity:

- Course provider (what organization put on the course?)
- Course name and instructor (if it's a conference with more than one session, list out each session individually)
- Date of activity (indicate if its an online course)
- Number of credits/hours
- Outcome: Will you change your practice as a result of the course? Will you pursue additional learning in this area? Shows CONO how the course information will affect your practice and professional development.

What Documentation Do You Have to Submit to CONO? Cont.....

- You do not have to attach your CE Certificates, or any other proof of completion of your CE activities at this point.
- After the credit submission deadline, CONO will randomly select approximately 20% of NDs to undergo an in-depth review.
- CONO will contact these NDs to advise them they have been selected, and will ask at that time for submission of proof of completion documents, such as CE Certificates.
- Think of it like your taxes – you may not need to submit your receipts with your tax return, but you need to have them in case they ask!

CONO's QA Coordinator Says...

- CE logs don't have to be perfect (i.e.: doing a credit tally on each page of each log)
- Don't be afraid to call
- Submit via email or snail mail – totally up to you
- Feel free to submit logs well before Sept 30 – if you're missing any credits/info, the QA Coordinator can let you know what you're missing

How to Submit Documents to CONO

Submit logs via email (or hard copy) to:

Email: QA@collegeofnaturopaths.on.ca

Snail Mail: CONO, QA Coordinator, 150 John Street, 10th Floor, Toronto, Ontario, M5V 3E3

More questions? Contact CONO's QA Coordinator by phone at (416) 583-6019

How to Avoid Credit Deadline Stress In Future Years

- Your next CE credit cycle starts on October 1 – no time like the present to plan!
- Track your courses and CE certificates after you do each course instead of waiting until your next submission deadline
- Keep the PDF logs as ‘living documents’, and fill out the info as soon as you take a course
- Keep a folder on your computer for CE Certificates and save them there as soon as you receive them
- When your next credit cycle arrives, you’ll be ready to submit, stress-free!

Where Can You Get CE Credits After Sept. 30th?

October live webinars = 6 Category A credits

- **October 3:** Applying German New Medicine to Multiple Sclerosis and Parkinson's Disease; Dr. Katherine Willow, ND
- **October 17:** Treating Pain Intelligently; Dr. Angela Hanlon, BSc (Nutrition), ND
- **October 24:** Palliative Care: A Naturopathic Approach to Improving Quality of Life; Dr. Mark Fontes, BSc, ND

Where Can You Get CE Credits After Sept. 30th?

OAND Convention and Tradeshow = 13.5 Category A; 3.5 Category B

- November 9 – 11, Toronto Congress Centre
- Sneak peek of topics:
 - SIBO; Neuroinflammation; Elder Care; Methylation; Nature Connection
- Registration opens later this Spring

QUESTIONS?

