

**HOW TO SUBMIT YOUR CE CREDITS**

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Manager, Clinical Development, OAND  
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**COVERED IN THIS WEBINAR**

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- What is the Difference Between Category A and B CE Credits?
- Special Category A CE Credits: Jurisprudence, Pharmacology and IVTT
- When Do You Have To Submit Your Credits to CONOP?
- 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 CONOP?
- Tips on Tracking Your CE Credits

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**GO FROM THIS...**

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### 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 relevant to Ontario ND naturopathic practice.
- 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

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### 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 in Ontario 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

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### 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

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### 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

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### 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/What\\_We\\_Do/Quality\\_Assurance/Continuing\\_Education/Reporting\\_Periods/CONO/What\\_We\\_Do/Quality\\_Assurance/Continuing\\_Education/Reporting.aspx?hkey=014abcf5-06fd-4c89-a81d-5d946674f9a4](http://www.collegeofnaturopaths.on.ca/CONO/What_We_Do/Quality_Assurance/Continuing_Education/Reporting_Periods/CONO/What_We_Do/Quality_Assurance/Continuing_Education/Reporting.aspx?hkey=014abcf5-06fd-4c89-a81d-5d946674f9a4)

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

- 1960's: 1965; 1968
- 1970's: 1971; 1974; 1977
- 1980's: 1980; 1983; 1986; 1989
- 1990's: 1992; 1995; 1998
- 2000's: 2001; 2004; 2007; 2010; 2013; 2016
- Not sure what year you registered? Check with CONO's QA Coordinator

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### 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**

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### 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 in Ontario that haven't been approved for Category A credits towards your Category B requirement
- Course/activity date must be within **October 1, 2016 to September 30, 2019**
- For online courses/recordings use the date that you completed the course. Indicate it was an online activity on your log sheet.

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### 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.: 2016 Convention, 2017 live webinar on advertising, 2018 webinar recording on BHRT, etc.)
- Please ensure that the event was held by the OAND

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### Your OAND Membership At Work

- CE benefits for OAND members:
  - Significant course discounts
  - Even lower pricing via webinar packages
  - NEW in 2019: Curated Live and Webinar Recording Packages
  - Installment payment options
  - Priority registration
  - Member-only CE sales >>>>>**WEBINAR PACKAGE SALE MARCH 20**

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

12 OAND Live Clinical Webinars = 24 Category A credits

- April 24: Accessibility Training (*Jurisprudence*)
- May 1: Avoiding Complaints and Investigations (*Jurisprudence*)
- May 8: Difficult Problems in Treating SIBO Patients (*Pharma*)
- May 15: Managing Cancer-Related Fatigue

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

- May 29: Top 10 Homeopathic Polycryst Remedies
- June 12: Reducing Risk in Estrogen Detoxification (*Pharma*)
- June 19: Cancer Patient Management 101 (*Pharma & IVTT*)
- June 26: HRT Prescribing From PMS to Menopause (*Pharma*)
- July 17: Cancer Survivorship

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

- July 31: Cognitive Impairment in Dementia
- August 7: Integrative Cannabinoid Therapeutics (*Pharma*)
- August 14: Pelvic Health and Incontinence (*Pharma*)

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### Live Clinical Webinar Packages

#### Save \$\$\$ With a Choose-Your-Own Webinar Package

- Each clinical webinar is 2 hours = 2 Category A credits
- \$25 - \$30 per Category A credit
- Single Webinars: \$60 per webinar
- 3 Webinar Package: \$55 per webinar
- 6 Webinar Package: \$50 per webinar

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**Live Clinical Webinar Packages**

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Save Time With Our New Curated Webinar Packages

**2019 Women's Health Package:**

- 6 Category A credits (3.75 General; 2.25 Pharma)
- June 12: Reducing Risk in Estrogen Detoxification
- June 26: HRT Prescribing From PMS to Menopause
- August 14: Pelvic Health and Incontinence

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**Live Clinical Webinar Packages**

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Save Time With Our New Curated Webinar Packages

**2019 Adjunctive Cancer Care Package:**

- 6 Category A credits (5 General; 0.5 Pharma; 0.5 IVIT)
- May 15: Managing Cancer-Related Fatigue
- June 19: Cancer Patient Management 101
- July 17: Cancer Survivorship

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**Where Can You Get CE Credits Before Sept. 30th? Live Practice Mgmt Webinars**

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4 OAND live practice management webinars = 4 Category B credits

**TO BE ANNOUNCED IN APRIL**

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

23 OAND webinar recordings available = 46 Category A credits

- Advertising Naturopathic Services (*Jurisprudence*)
- Cover Your Apples! Preventing Common Risks in Naturopathic Practice (*Jurisprudence*)
- Mandatory Referrals Reporting and Preventing Sexual Abuse (*Jurisprudence*)

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

- Patient Records: Ownership, Transfer, and Disclosure (*Jurisprudence*)
- What's the Deal with Delegation (*Jurisprudence*)
- Fibromyalgia: A Pain Disorder of the Central Nervous System (*Pharma*)
- Clinical Neuro-Endo-Immunology in Menopause (*Pharma*)
- Research Update in Fertility & Pregnancy Loss (*Pharma*)
- Treating Pain Intelligently (*Pharma*)

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

- The Untapped Goldmine of Compounding Options (*Pharma*)
- The Further Metabolism of Steroid Hormones (*Pharma*)
- Bio-Identical Hormones for Women and Men (*Pharma*)
- Palliative Care (*Pharma & IVTT*)
- Adjunctive Cancer Care: What Has 30 Years Brought Us? (*Pharma & IVTT*)
- IVIT Inspection Regulation Overview (*IVTT*)

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

- Microbiota and Diet
- What's Behind a NPN?
- When Trauma is the Cause of Pain
- Epigenetics and the Mitochondria in the Context of Fertility
- Childhood Trauma, Obesity & IBS in Adulthood
- Practical Cleansing

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

- Biomarkers for Intestinal Inflammation and Treatment
- Mould and Mycotoxin Illness Demystified
- All live webinars are recorded. We announce to our members when new webinar recordings are made available.
- COMING SOON: Webinar Recording Packages! In 3 and 6 packages and we're rolling out Curated Webinar Recording Packages too!

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

Spring Conference/AGM= 3 Category A & 3.5 Category B credits

- Saturday April 13, 9 am to 5:15 pm
- Novotel North York Hotel, 3 Park Home Ave, Toronto
- 2 clinical sessions, 1 practice mgmt & OAND Annual General Meeting
- Includes 0.5 Pharma credits

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

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- Healthy Babies Start at Preconception; Dr. Jodie Peacock, BSc, ND
- Top 3 Marketing Tools for a Successful 2019; Brandy Kinnear
- OAND Annual General Meeting
- Navigating the World of Cannabis as Medicine: Dr. Jonas Vanderzwan, MD, CFPC

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

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**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 13, 10 am to 2 pm
- Old Mill Botanical Walk: Saturday July 27, 12 pm to 4 pm
- Registration opens in April

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**New Location for CE**

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**We've moved all CE (outside of Certification Courses) to one page!**

- No need to login to view all courses
- Login required during the registration process only
- New location: <https://oand.org/events/continuing-education/>

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### 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/What\\_We\\_Do/Quality\\_Assurance/Continuing\\_Education/Approved\\_Courses/CONO/What\\_We\\_Do/Quality\\_Assurance/Continuing\\_Education/Approved\\_CTE\\_Courses.aspx?hlqef=668f7241-fca4-4ed4-ada7-61b26a069cc](http://www.collegeofnaturopaths.on.ca/CONO/What_We_Do/Quality_Assurance/Continuing_Education/Approved_Courses/CONO/What_We_Do/Quality_Assurance/Continuing_Education/Approved_CTE_Courses.aspx?hlqef=668f7241-fca4-4ed4-ada7-61b26a069cc)
- 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

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### What Courses To Choose?

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

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### 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** ASAP

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### 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

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### 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.

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### 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!

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### 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
- Submit deferral/amendment forms early, esp. if you've been inactive

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### How to Submit Documents to CONO

Submit logs via email (or hard copy) to:  
 Email: [QA@collegeofnaturopaths.on.ca](mailto: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

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### 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!

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

OAND Convention and Tradeshow = 15 Category A & 22.5 Category B

- November 8 – 10, Toronto Congress Centre
- Topic sneak peek: SNP Analysis, Pain Management, Cannabis, Forest Bathing, Functional Lab Analysis, IVIT Intensive, Fertility, ND Self-Care
- Get all recordings of Convention sessions FREE – worth 22.5 Category B credits!!
- One event = over half of ALL required credits!

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## YOUR HOMEWORK

**Due: Tuesday March 26**

- Calculate how many credits you have
- Calculate how many more you need, and what type
- Start looking around to find those credits
- I'll check in with you in one week to see how you did!
- Invest in yourself and don't put it off!!

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## QUESTIONS?



GET CE. STAY CURRENT. INVEST IN YOUR PRACTICE.  
#OANDEd19

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