



CPD Bulletin # 3

Reporting / Verification / Documentation

Effective: January 1, 2008

(Note: This Policy has been approved by the Professional Development Committee (the “Committee”) and is subject to review and possible change from time to time.)

Reporting

All Members who are required to complete the mandatory PD learning activities are required to report their PD learning activities to ICANS, on an annual basis. The form of report will be sent to the Members in conjunction with the annual membership fee billing and must be filed by May 1 each year. In that report, Members will be required to report their PD hours broken down between verifiable hours and other hours.

Verification

The Committee recognizes that a necessary part of any mandatory program is the ability to verify the accuracy of the PD reports filed by Members. The existence of a verification process should facilitate compliance with the requirements by creating awareness among Members that reports are audited and that there are consequences for failures to meet the requirements.

The Committee will introduce verification processes to verify PD reports or the circumstances reported as being the basis for granting an exemption from the PD requirements. These processes may include verifying a minimum percentage and/or established number of reports annually.

Documentation

In order for the Committee to perform its verification work, Members are required to retain adequate documentation of their PD learning activities and make it available to the Committee upon request. Adequate documentation is viewed as being:

- A CPD Log for each calendar year which contains appropriate details of the learning activities. (The ICANS CPD Log shows the types of information that Members must record. Members are encouraged to use this form of log although it is not a requirement); and
- For verifiable hours, documents which evidence completion and may include certificates of completion, transcripts, evidence of attendance at conferences and seminars, published work, presentations or reports.

As part of their annual reporting, Members are not required to file a copy of the CPD Log or the documentation which supports the verifiable hours. However, the Committee may request the documentation from a Member for any or all of the years in a reporting cycle. Members are therefore required to retain all documentation until the end of the 12 month period which follows the end of each 3 year reporting cycle i.e. documentation relating to the first year of the cycle must be retained for up to 4 years. In any situation where the Committee has requested the Member’s documentation within the 12 month retention period, the Member shall be required to retain the documentation until such time as the Committee may decide that it no longer needs the documentation.

Please Note: In situations where the Committee determines that a Member has not provided the necessary documentation within a reasonable time period, the Committee shall conclude that the Member has failed to complete the minimum required hours as set forth in Bylaw 70(4).