

# Saskatchewan Association of Naturopathic Practitioners Policies and Procedures

## Continuing Education

*Adopted April 26, 2009, Revised May 1, 2016, Revised November 11, 2019*

The Saskatchewan Association of Naturopathic Practitioners has established the following criteria for the Continuing Education (CE) of Naturopathic Doctors in Saskatchewan. CE is viewed as one of the important criteria for maintaining high professional standards in Naturopathic healthcare and for assuring the public of the continuing professional competency of Naturopathic Doctors. This also serves to protect the public and is mandated by our bylaws. This policy will come into effect in the year 2016. As a condition for Registration Renewal beginning with the 2017 registration year, all Naturopathic Doctors will be required to demonstrate that they have met these CE requirements.

Evidence based measurement should be used where possible to assure desired competencies have been assimilated. This is also seen as a direction of other Health Professions across North America focusing on Continual Quality Improvement initiatives.

**The SANP requires its registrants to complete a minimum of 40 hours of continuing education over each 2-year CE period, including 2 hours for each certification area. This requirement can be fulfilled by having all the 40 hours drawn from a combination of categories A, B, C, D and E. An additional 10 hours from category F are required for those registrants who hold certification in Prescriptive Authority.**

### ***Category A – Regulatory Participation and Jurisprudence - A required minimum of 5 hours***

1. SANP AGM in-person attendance (or half credit hours for technology assisted attendance, that is, 1 hour for every 2 hours of activity with the completion of a quiz to confirm attendance)
2. CAND AGM or AGM of any other provincial ND college or association in-person attendance (or half credit hours for technology assisted attendance)
3. Maximum five (5) hours of CE will be given to Board members (SANP, CAND) per year
4. Five (5) hours will be given to Chairs of Committees of the Council per year
5. Three (3) hours given to people in Committees (per Committee) per year
6. Jurisprudence education opportunities offered by the SANP

**Proof of completion of Category A hours is not required unless obtained from an organization other than the SANP. SANP records will be used to verify AGM, Board and Committee involvement.**

***Category B – Core Naturopathic Education - A required minimum of 15 hours from any in-person educational seminar offered by any recognized naturopathic organization such as the SANP, BCNA, CNPBC, CAND, NWA, OAND, AANP, NWNCM, OncANP, and other official provincial, college or state associations. Attending in-person naturopathic conferences ensures your exposure to the broad range of naturopathic modalities as well as your connection with the profession at large.***

Please submit these hours as one item per conference (not as individual sessions).

**Balance of required hours:** After meeting the minimum hour requirements in the Categories A and B above, registrants may receive CE credits for the remaining 20 required CE hours from any of the categories (A, B, C, D OR E) that they choose as appropriate for their personal professional development needs. Category E credits must be submitted by those registrants with certification designations.

***Category C – Additional Clinical Education – including:***

- Seminars sponsored by any other medical and professional organizations such as chiropractic, medical, nursing, psychology, acupuncture, etc.
- Nutraceutical and pharmaceutical company sponsored educational seminars
- Teleconference, web-conference, video and audio recordings of seminars, computer-based learning programs and all other distant-learning programs

**Please provide proof of completion that includes: title of seminar taken, name and qualifications of presenter (presentation must be for professional education not directed to the public), date seminar was taken, CE hours obtained.**

***Category D – Mentoring and Business Development Activities*** – hours are given on the basis of one hour for each 2 hours of activity. Preceptorships will be awarded 2 hours per day or 1 hour per half day of preceptoring. A maximum of 10 category D hours may be collected in a 2 year reporting period.

- Teaching: Naturopathic doctors offering courses or workshops to either the public or professionals
- Preceptors or Preceptorships: This represents taking on a preceptor student or preceptoring with another health professional
- Personal and Business Development courses related to business, office management, accounting, financial management, communication skills, leadership development, public speaking and related topics

**Please provide proof of preceptoring that includes: name and signature of preceptor, date and hours of preceptorship, CE hours obtained. Proof of teaching may include an event advertisement. Proof of attendance for business development courses is also expected.**

***Category E – Additional Certifications*** – For those registrants with certification designations, an additional 2 hours of CE is required for each certification area every 2 years. These can be counted towards the 40 total hours needed.

These certification designations currently include:

IV therapy (which in the future may include: acupuncture, ozone, hyperbaric oxygen therapy, prolotherapy, hyperthermia, etc. If you currently practice any of these modalities, please consider your need for up to date CE in each topic)

Learning methods include courses, seminars, workshops, any distance learning methodology and self-study provided appropriate documentation is provided for all hours.

***Category F – Prescriptive Authority Certification – 10 hours every 2 years***

Registrants who are certified in prescribing authority are required to obtain 10 additional hours per 2 year CE period over and above the 40 hours required by all registrants. Registrants who take the pharmacy training and obtain certification are not required these 10 hours until the next 2 year CE period. These pharmacy training hours may **not** be used towards the 40 hours needed by all registrants.

**Note: If no “proof” of attendance is provided by any given seminar, please complete the SANP CE Verification Form, obtaining the signature of the course presenter and submit as your supporting documentation.**

## **GENERAL**

It is the registrant's responsibility to provide the SANP with all the detailed information regarding the above as well as proof of seminar attendance. The SANP CE Verification Form may be submitted as proof of attendance when this is not provided by the hosting organization.

It is the registrant's responsibility to ensure that all continuing education hours are submitted and recorded with the SANP. Keep photocopies for your own records. Should a discrepancy be present, it is the registrant's responsibility to notify the SANP and provide documentation of the corrected hours. To receive credit for CE hours, please submit a copy of the seminar outline, proof of registration and attendance or the appropriate CE Verification Form with your annual renewal package. (Remember to keep photocopies for your own records in case of discrepancies).

CE hours for all categories except A (for non-local attendance of AGMs) and D are granted **on an hour per hour basis** (e.g.: if a course/meeting is 5 hours, 5 hours of CE are granted), as determined by the seminar outline. If the seminar goes overtime, you will only be credited for the hours stated in the seminar brochure.

For those registrants who have failed to fulfill their continuing education requirements, the following penalties will apply:

1. For those Members who have failed to fulfill their CE requirements, the outstanding credit hours must be completed within the first four (4) months of the subsequent CE period, and the Member must pay \$50.00 per each outstanding hour to a maximum administration fee of \$250.00.
2. If more than 20 hours are outstanding, this results in immediate referral to the Registrar. This may in turn result in referral to the Board for licensing restriction.
3. If compliance with the above penalties does not occur within the time specified, the registrant's name will be forwarded to the SANP Board for suspension of their license to practice.
4. In the instance of a discrepancy between a member and the SANP office, the matter will be referred to the CE Committee for resolution.

## **NEW REGISTRANTS**

No CE is required for Naturopathic Doctors renewing their Registration for the first time. For example, if a recent graduate registered in 2017, their first registration renewal would be for January, 2018. Their first period of reporting for CE would be for January 2020. In the case of registrants who have transferred their license from another regulated jurisdiction, there will be no grace period year applied.

In the case of maternity/parental leave an allowance of one-half of the total credit hours (including one-half the required category A and B hours) for the period is granted. This allowance may be granted in other exceptional circumstances as approved by the SANP Board/CE Committee. The CE Exceptional Circumstance Allowance form should be submitted as soon as the exceptional circumstance or parental leave is known. No more than two sequential reporting periods can have this allowance granted and those with a Non-Practicing License are not eligible for this accommodation.

**SANP CONTINUING EDUCATION VERIFICATION FORM**

Name: \_\_\_\_\_ Registration #: \_\_\_\_\_

For use when the CE provider does not provide adequate proof of course completion.

<b>Course/Seminar Title/Topic</b>			
<b>Name of Education Provider with Qualifications</b>			
<b>Location or Route of Education Delivery (ie. In-person, Webinar, etc)</b>			
<b>Date Taken</b>	<b>Start Time</b>	<b>End Time</b>	<b>#CE Hours Obtained</b>
<b>Verification of Attendance and Participation:</b>			
<b>Name of Organizer or Presenter</b>		<b>Signature of Organizer or Presenter</b>	

