



Request to Defer Compliance with the Continuous Professional Learning (CPL) Program Requirements

Beginning September 1, 2016, all members of the College of Early Childhood Educators are required to comply with the requirements of the Continuous Professional Learning (CPL) program as required under O. Reg 359/15, made under the authority of the *Early Childhood Educators Act* and communicated in the Notice of Continuous Professional Learning Program (CPL) Requirements.

In extenuating circumstances, a member of the College may be granted a deferral of the obligation to comply with the CPL program requirements. A deferral will only be granted in cases where members establish, to the satisfaction of the Registrar, that there are extenuating circumstances that materially interfere with their ability to comply with the CPL program requirements during the course of the membership year. If a deferral is granted, the duration of the deferral will be determined on a case-by-case basis.

Due to the flexibility and low time commitment of the Expectations for Practice Module 2016, the College anticipates that deferrals of Step One of the CPL program requirements will be extremely rare.

Members should submit a request for deferral as soon as extenuating circumstances arise. The College expects that members will begin to comply with CPL program requirements early in the membership year, so that extenuating circumstances arising late in the year will not jeopardize their ability to comply.

A request for deferral must be submitted to the College by completing the Request for Deferral of Continuous Professional Learning Program Requirements Form and be accompanied by appropriate supporting documentation. The member will be notified within 30 days whether their request for deferral has been approved or denied. Decisions related to deferral are made by the Registrar and are final.

If a member's request for deferral is not approved, the member must complete the CPL program requirements by their renewal date in accordance with the timelines set out in the Notice of CPL Program Requirements. Failure to do so may result in suspension of membership.

Please submit this form and supporting documentation to the Professional Practice Department by e-mail at cplcompliance@college-ece.ca or mail to:

Attn: Professional Practice
College of Early Childhood Educators
438 University Ave, Suite 1900
Toronto, ON M5G 2K8

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Request for Deferral of Continuous Professional Learning Program Requirements Form

Section 1: Personal Information

Member's Full Name

Certificate of Registration
Number

Membership Renewal Date

E-mail

Telephone

Home address

Place of employment

Request for Deferral of CPL Program Requirements (Check One)

Expectations for Practice Module 2016

CPL Portfolio Cycle

Year One

Year Two

Provide the membership year for which you would like to defer the above CPL Program Requirements:

Please explain what specific requirement(s) of the CPL program you are unable to complete in this membership year.

Reason for Request for Deferral

Please explain the circumstances that materially affect your ability to comply with the CPL program requirements throughout the membership year.

Supporting Documentation

A request for deferrals must be accompanied with appropriate supporting documents related to the circumstances. Supporting documents could include (not limited to):

- proof of employment benefits and written confirmation from employer or doctor, including leave dates or
- medical certificate (see pages 3-4) or
- death certificate

Please list your supporting documentation below and attach to this request form.

Signature and Declaration

I confirm that the facts contained in this Request for Deferral of Continuous Professional Learning Program Requirements Form are true.

Member's Signature

Date

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Request for Deferral of Continuous Professional Learning Program Requirements – Medical Certificate

This form is to be completed by the member's medical doctor¹ and attached to their *Request for Deferral of Continuous Professional Learning Program Requirements Form*.

Pursuant to Ontario Regulation 359/15: Continuous Professional Learning, under the *Early Childhood Educators Act, 2007*, all members of the College of Early Childhood Educators are required to participate in the Continuous Professional Learning (CPL) program in order to maintain their membership. This obligation applies regardless of work setting and role or whether they are currently practising

The member is requesting a deferral for the following requirements that they must complete in the upcoming membership year (member must choose one):

Step One: Expectations for Practice Module 2016

- Member is required to watch the Expectations for Practice online module (approx. 1.5hrs).
- Member has a full renewal cycle (12 months) to complete this step and it can be done all at once or in parts as determined by the member.

Step Two: CPL Portfolio Year One

- Complete Self-Assessment (approx. 2-3 hrs). Activities include reading the *Code of Ethics and Standards of Practice* (30 pages), responding to self-reflection questions and creating and documenting professional learning goals in the self-assessment template provided by the College².
- Complete Professional Learning Plan (approx. 2-3 hrs). The member is required to identify activities to support their professional learning goals over a two-year period and document them in the Professional Learning Plan template. There are no specific activities or time parameters for the activities identified in the Professional Learning Plan. Activities may include formal courses and workshops or less formal activities such as self-directed study, journaling, online learning and in-person or virtual communities of practice.
- Begin activities outlined in plan and document activities in Record of Professional Learning template provided by the College.
- Member has a full renewal cycle (12 months) to complete this step.

Step Two: CPL Portfolio Year Two

- Continue activities identified in Professional Learning Plan and continue to document their activities in Record of Professional Learning.
- Member has a full renewal cycle (12 months) to complete this step.

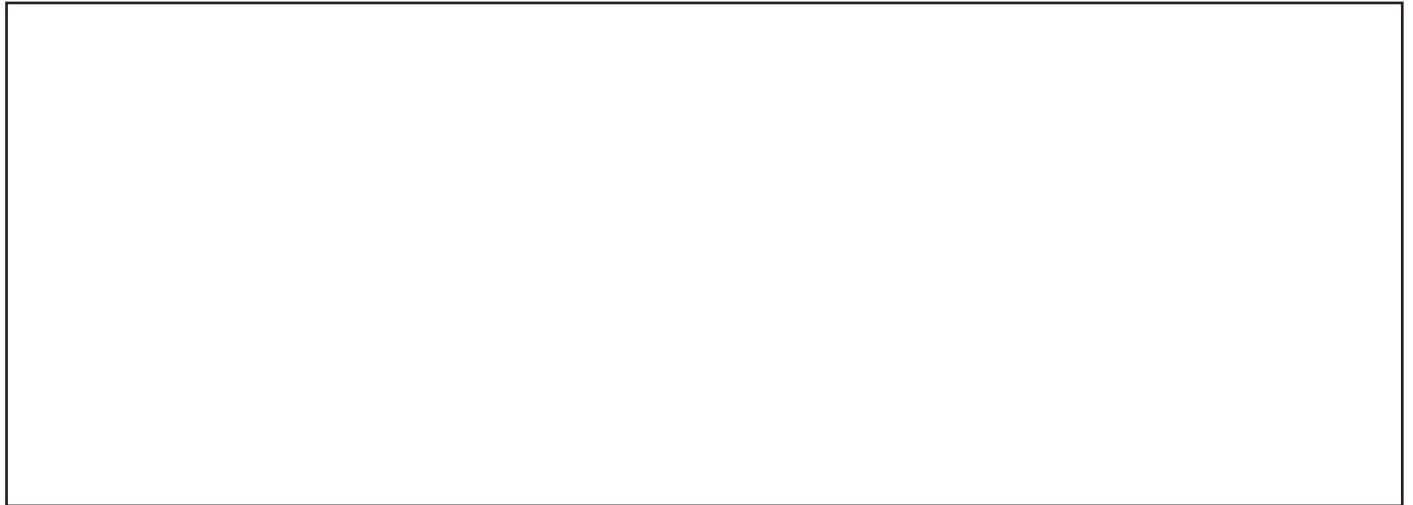
*Maximum deferral length is one year. Member must re-apply for deferral the following year if needed.

¹ This form must be completed and signed by a member of the College of Physicians and Surgeons of Ontario

² The CPL portfolio template is flexible for auditing purposes as we accept any chosen documented format of this portfolio. Examples of these various formats may include, hand-written, electronic, audio-visual, and audio to meet the learning needs and styles of members.

I the undersigned, _____ (full name, title) _____ (CPSO number) certify that I have examined _____ (patient's name) and it is my professional opinion that they cannot complete _____ (identify CPL step/year) of the CPL program requirements listed above during the time period of _____ (start date) to _____ (end date).

Doctor's stamp



Doctor's signature _____