

# Notice of Continuous Professional Learning (CPL) Program Requirements

**CPL Deferral Due to COVID-19: Effective April 2020 to March 2022, all members have the option to defer compliance with their CPL Program requirements for one membership year due COVID-19. The option to defer compliance due to COVID-19 is available upon annual renewal. No additional form or supporting documentation is required. Members may only select this deferral option once.**

**On January 1, 2016, Ontario Regulation 359/15: [Continuous Professional Learning](#) made under the [Early Childhood Educators Act, 2007](#) came into force. This regulation requires all registered early childhood educators to fulfill the requirements of the Continuous Professional Learning (CPL) program of the College of Early Childhood Educators.**

## **This notice describes the:**

- current requirements of the CPL program;
- order, frequency and timelines for completing the requirements;
- records that members must keep; and
- consequences of non-compliance with the CPL program.

## **CPL Program Requirements**

All members of the College must complete the following CPL program requirements in the order listed below:

### **Step 1: Expectations for Practice Module**

- Expectations for Practice Module

### **Step 2: CPL Portfolio Cycle**

- Self-Assessment Tool
- Professional Learning Plan
- Engage in and complete the activities set out in the Professional Learning Plan
- Record of Professional Learning.

Members of the College are required to complete the Expectations for Practice Module in their first year of membership.

The Self-Assessment Tool, Professional Learning Plan, engagement in the activities set out in the Professional Learning Plan, and the Record of Professional Learning are components of the two-year CPL Portfolio Cycle.

Members are required to start the CPL Portfolio Cycle after their first renewal date and complete it over a period of two years. A new CPL Portfolio Cycle begins every two years thereafter.

Members may choose to work with colleagues and seek input or support in completing the CPL Program components, however all CPL Program records must be the member's own work, not a copy or reproduction of another person's words or ideas.

## **Application**

CPL program requirements apply to all members of the College, regardless of employment status or setting.



## Timelines for Completing the CPL Program Requirements

### Step One: Expectations for Practice Module

Effective September 1, 2016, all members must complete the Expectations for Practice Module within the year following their registration.

The module is available on the College website free of charge and takes 1 to 1.5 hours to complete.

### Step Two: CPL Portfolio Cycle

Effective September 1, 2017, all renewing members must begin the two-year CPL Portfolio Cycle components in the year after they have completed the Expectations for Practice Module.

Members must engage in the portfolio cycle over a two-year period. After a two-year cycle is complete, members will begin a new two-year cycle. The steps in which the components must be completed in each two-year cycle are:

#### Portfolio Cycle: Year One

1. Complete the Self-Assessment Tool.
2. Complete the Professional Learning Plan.
3. Engage in planned activities.
4. Track progress, collect evidence and document learning on the Record of Professional Learning.
5. Declare completion of CPL requirements for the membership year upon annual membership renewal.

#### Portfolio Cycle: Year Two

1. Review and update Professional Learning Plan, if needed.
2. Continue to engage in learning activities.
3. Continue to track progress, collect evidence and document learning on the Record of Professional Learning.
4. Reflect on activities, goals and learning.
5. Declare completion of CPL requirements for the membership year upon annual membership renewal.

The Self-Assessment Tool, Professional Learning Plan and Record of Professional Learning each must be completed in a form approved by the College. The instructions for completing the CPL Portfolio components are found in the *Continuous Professional Learning Portfolio Cycle Handbook*.

The CPL Portfolio Cycle components are available on the College's website.

## CPL Program Records

All members must keep their CPL program records for at least four (4) years. These records consist of the member's:

- Expectations for Practice Module Certificate of Completion
- Self-Assessment Tool(s)
- Professional Learning Plan(s)
- Record(s) of Professional Learning
- Documentation/evidence of participation in learning activities

## Proof of Compliance with CPL Program Requirements

### Declaration

All members are required to declare their compliance with the CPL program requirements every time they renew their membership.

CPL program records do not need to be submitted to the College when members declare their compliance at the time of renewal.

A member who falsely declares that he or she has complied with their CPL program requirements could be found guilty of professional misconduct.

### Demonstrating Compliance

At any time, the Registrar may request that members submit their CPL program records to the College. Members must comply with such request.

### Auditing

Effective September 1, 2019, the College will begin implementation of an auditing process. An auditing process allows the College to monitor whether members are complying with the CPL program requirements. The Registrar will determine the number of members to be selected for an audit of their CPL program records.

Reviewing CPL program records allows the College to evaluate members' understanding of the CPL program components and determine what additional resources may be needed to enhance member engagement in the CPL program and compliance with requirements.

The members who are selected for an audit must submit their documents within 30 days of a request. The College will take an educational approach when auditing member's CPL records, providing remedial feedback to members, as needed. Members selected for audit who do not submit the requested documentation will enter the non-compliance process.

### Non-Compliance

A member's Certificate of Registration may be suspended by the Registrar if the member does not comply with a requirement of the CPL program, a requirement set out in the [Continuous Professional Learning Regulation](#) or any other requirement specified by the College that relates to CPL.

The following are examples of conduct that may result in a suspension:

- Failure to declare compliance at the time of renewal.
- Failure to submit CPL program records requested by the College.

The process for suspension of a member's Certificate of Registration for non-compliance is set out in [section 5 of the Continuous Professional Learning Regulation](#).

## Deferring Compliance with the CPL Program Requirements

In extenuating circumstances, members of the College may be granted a deferral of the obligation to comply with the CPL program requirements. Deferrals 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.

Requests for deferrals must be submitted in the form approved by the College, which is available on the College's website, and be accompanied by appropriate supporting documentation.

If a member's request for deferral is not approved, the member must complete the CPL program requirements within the timelines set out in this notice.

## Changes to the CPL Program Requirements

In the future, the College may update the CPL program requirements to reflect changes in the sector and address the evolving needs of members. In that case, the College will notify members of any changes by posting the changes on its website.

**For more information about the CPL program, visit the College [college-ece.ca/cpl](http://college-ece.ca/cpl).**

**Email the Professional Practice Department at [cpl@college-ece.ca](mailto:cpl@college-ece.ca) or telephone at 1 888 961-8558 ext. 803.**