

# Notice of Continuous Professional Learning (CPL) Program Requirements

**Ontario Regulation 359/15: Continuous Professional Learning (the “[Continuous Professional Learning Regulation](#)”) made under the [Early Childhood Educators Act, 2007](#) requires all registered early childhood educators to fulfill the requirements of the College of Early Childhood Educators CPL Program.**

This Notice is effective July 1, 2022. New members and members with renewal dates on or after July 1, 2022 are subject to the requirements and timelines outlined in this Notice. Refer to the [Notice of Continuous Professional Learning Program Requirements – April 2020](#) for requirements and timelines applicable to new members up to and including June 30, 2022 and members with renewal dates up to and including June 30, 2022.

This Notice describes the:

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

## Application

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

## CPL Program Requirements

All members of the College must complete the following CPL Program components:

- Educational Requirements
  - Expectations for Practice Module
  - Sexual Abuse Prevention Program
- CPL Portfolio Cycle

# Timelines for Completing the CPL Program Requirements

## Expectations for Practice Module

All new members must complete the Expectations for Practice Module within their first year of membership.

The module is available on the College website.

## Sexual Abuse Prevention Program

As of July 1, 2022, the Sexual Abuse Prevention Program will be accessible to all members. Members must complete the Sexual Abuse Prevention Program within one year following their next renewal. All new and reinstating members must complete the Sexual Abuse Prevention Program within their first year of membership.

The Sexual Abuse Prevention Program can be accessed in My College Account.

## CPL Portfolio Cycle

During the membership year that a member is required to complete the Sexual Abuse Prevention Program, completing the CPL Portfolio Cycle is optional. All members must begin the CPL Portfolio Cycle in the membership year following completion of the Sexual Abuse Prevention Program.

The steps and components that must be completed in each one-year CPL Portfolio cycle are:

1. Complete the Reflection and Planning Tool, which includes setting a minimum of one professional learning goal.
2. Engage in professional learning activities related to the goal.
3. Track progress, collect evidence and document learning on the Record of Professional Learning.
4. Declare completion of CPL requirements for the membership year upon annual membership renewal.

Members must begin a new CPL Portfolio Cycle each year upon renewal.

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

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

## CPL Program Records

All members must keep their completed CPL Program records for at least two (2) years. These records consist of the member's:

- Expectations for Practice Module Certificate of Completion
- Sexual Abuse Prevention Program Certificates of Completion and Participation
- Reflection and Planning Tool(s)
- Record(s) of Professional Learning
- Documentation / evidence of participation in professional learning activities

A member 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, ideas or certificates.

# 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 they have complied with their CPL Program requirements could be found guilty of professional misconduct.

## Demonstrating Compliance

At any time, the Registrar may request that a member submit their CPL Program records to the College.

A member must comply with such request.

## Auditing

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. 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.
- Falsely declaring compliance with CPL Program requirements.

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 such as maternity or parental leave, illness, disability, bereavement or personal hardship, a member 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 a member establishes, to the satisfaction of the Registrar, that there are extenuating circumstances that materially interfere with their ability to comply with the CPL Program requirements.

A request for a deferral must be submitted in the form approved by the College and be accompanied by appropriate supporting documentation. A member may request a deferral through My College Account.

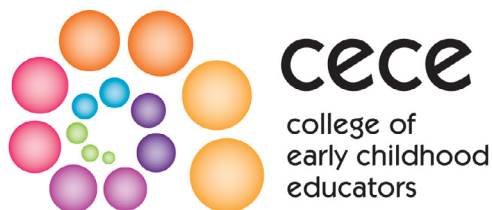
If a member's request for deferral is not approved, the member must complete the CPL Program requirements within the timelines set out in this Notice.

## Changes to the CPL Program Requirements

In the future, the College may update the CPL Program requirements to reflect changes in legislation or the sector or to 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 website at [college-ece.ca/cpl](https://college-ece.ca/cpl).**

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



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Cette publication est également disponible en français sous le titre : *Avis sur les exigences relatives au programme d'apprentissage professionnel continu (APC) – Avril 2022.*

If you require an accessible format or communications support, please contact us at 1 888 961-8558 / [communications@college-ece.ca](mailto:communications@college-ece.ca).

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