

# CAAA POLICY REGARDING CONTINUING EDUCATION COURSES

Effective as of November 29, 2013

## INTRODUCTION

In accordance with section 13 of the *Health Disciplines Act*, the governing body shall develop, establish and maintain programs to promote continuing competency of registered members.

Section 4 of the Acupuncture Regulation specifies that for registration renewal, registrants must have completed 50 hours of educational programs approved by the Registration Committee within the previous two years.

As such, Registration Committee has the responsibility and authority to approve continuing education programs, courses or seminars (hereinafter “CEU activities” for short). This policy is developed to assist Registration Committee in assessing and approving CEU activities proposed to the College and Association of Acupuncturists of Alberta (the “CAAA”).

## PROCEDURES

1. Application for CEU activities approval must be submitted to the College and Association of Acupuncturists of Alberta by email at [registrar@acupuncturealberta.ca](mailto:registrar@acupuncturealberta.ca) or by mail to #201, 9612 – 51 Ave. NW, Edmonton, AB T6E 5A6.

Application should include the topic, the credentials of the speaker and outline of the CEU activity.

2. Registrar will notify the applicant of the decision within 2-4 weeks. If needed, Registrar will forward the application to Registration Committee for assessment and determination.
3. Feedback survey shall be conducted and a summary of feedback should be submitted by the organizer for CAAA record.

## CRITERIA FOR APPROVAL

The application must meet the following criteria to be approved:

1. Subject or topic of CEU activities should be related to the permitted modes of practice for acupuncturists and/or Traditional Chinese Medicine, and/or related to the enhancement and development of professional practice.
2. The instructor or lecturer must submit their resume and should be deemed an expert of the topic.
3. Outline of the CEU activities must be included.
4. Date, location, number of CEU hours and cost must be included.
5. A certificate must be presented to the attendees at the end of the CEU activity, which clearly indicates the number of CEU hours and has the organizer or instructor’s signature and date of the CEU activity.