



# *Nova Scotia College of Chiropractors*

## *Board Policy: Continuing Education*

*(Pursuant to Chiropractic Regulation 35(3))*

*Approved by  
the Board of  
the NSCC*

*Effective  
June 23, 2001*

*Revised  
February 3, 2014  
January 12, 2008*

*Pages  
3*

### **Distance learning Material for Continuing Education**

#### **1. Distance (online, video, etc) Material**

- a.) That the number of continuing education hours which may be accrued through distance education shall be limited to twelve (12) hours of the required twenty-four (24) hours required in a two (2) year period, or at the discretion of the Board of the NSCC;
- b.) That the distance continuing education courses be acceptable for credit when it meets the same criteria as are currently used to evaluate and approve any other course; and
- c.) That material, other than previously approved educational courses, will be accepted and approved for credit only when approved by the Board or its delegate in advance.
- d.) The practitioner will submit a self monitoring report to the Board in a letter which shall contain:
  - i) Dates and times of viewing;
  - ii) Sender's name and address;
  - iii) Identification if possible, hours claimed for the course;
  - iv) Location of viewing; and
  - v) The following statement:

I affirm that I, \_\_\_\_\_, viewed this continuing education course or material in its entirety on the dates and times specified above.

*Signed:* \_\_\_\_\_

## Procedures for Approval of Distance Courses for Continuing Education

### 1. For video or online courses

- a.) The presenter, seller or organizer of the course must make a written request to the Board for approval of the distance course for continuing education.

### 2. For video or online courses not previously approved and other instructional material

- a.) The practitioner wishing to use this method to obtain approved continuing education hours must make a written request to the Board providing:
  - i) Title of the course/material;
  - ii) Producer and presenter of the material;
  - iii) Topics covered;
  - iv) Name of lecturer or presenter and, preferably,
  - v) A copy of the video or online course
- b.) This request shall be made at least three (3) months in advance of the deadline for completion of continuing education credits for the applicable two (2) year period or at the discretion of the NSCC.

## Continuing Education Approval Policy

As per the *Chiropractic Act and Regulations* each NSCC member is required to complete twenty-four (24) hours of approved C-E every two (2) years. Approval is obtained through the Board of the Nova Scotia College of Chiropractors (NSCC) appointed C-E Committee.

Information necessary for the Committee to grant approval includes, at minimum:

- a.) Contents of the lecture;
- b.) Bio/CV of the lecturer/presenter;
- c.) Length of the seminar (hours); and
- d.) Who is sponsoring the seminar (i.e. College name, association or private company).

It is the responsibility of each individual NSCC member to gather this information and send it to the C-E Committee for approval. It should be noted that this same process applies for various forms of long distance learning; i.e.: distance education not previously approved. Assuming all the proper information is sent, the Committee will respond to the NSCC member within ten (10) days. The Committee will approve the course under one of two categories:

- a.) **Category “A”** may include “core curriculum” related courses at a chiropractic teaching college; for example: technique courses, orthotics, rehabilitation, etc.; and
- b.) **Category “B”** may include a variety of chiropractic-related courses that would not be generally taught in the “core curriculum” of a chiropractic teaching college; for example: practice management courses, philosophy courses, medical seminars, etc.

## **Continuing Education Composition Policy**

Of the twenty-four (24) hours of approved continued education needed every two (2) years, a **maximum of twelve (12) hours** can be from Category “B” courses. Also, of the total twenty-four (24) hours needed, a **maximum of twelve (12) hours** can come from long distance learning.

Members may earn CE hours in excess of the requisite 24 hours every two (2) year period. If so a maximum of twelve (12) of the most recently completed CE hours may be carried forward to the next two-year period. These twelve (12) hours may include no more than six (6) Category B hours.

Members may choose to attend the same seminar multiple times within a two (2) year period, but the continued education hours from that seminar will only be counted once during that same two (2) year period.

## **Continuing Education Policy for Proof of Attendance**

It is important for the NSCC member attending an approved course to remember that it is incumbent upon that member to retain proof of attendance and to send this information on to the C-E Committee to obtain credit. Proof of attendance may include certificates of attendance or outcome assessments (i.e.: passed quizzes).

Certificates must include the number of hours attended and the name of the person or institution which is confirming the attendance of the practitioner. In order for credit to be granted in the form of a quiz, the practitioner must have attained a passing grade/mark.