

<i>Approved by the Board of the NSCC</i>	<i>Effective June 23, 2001</i>	<i>Revised February 22, 2020  February 3, 2014  January 12, 2008  March 22, 2023</i>	<i>Pages 3</i>
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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.

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

- a.) All 24 hours of continuing education required each 2-year period may come in the form of distance learning.
- b.) 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.
- c.) The practitioner will submit a Continuing Education entry via the NSCC member portal which shall contain:
  - i) The CE Category
  - ii) Dates and time of the event
  - iii) The number of hours claimed for the course
  - iv) Location of viewing/attending
  - v) Title of the Course
  - vi) Name of lecturer or presenter
  - vii) A description of the course topic and material presented.
  - viii) Proof of attendance /course completion. Proof of attendance may include certificates of attendance or outcome assessments. Certificates must include the number of hours attended and the name of the person or institution which confirms the attendance of the practitioner. For credit to be granted in the form of a quiz, the practitioner must have attained a passing grade/mark.

## **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

## **Continuing Education Approval Policy**

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. All 24 required hours may come in the form of 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.

Members will review their own CE hours by logging into the member portal and going to the CE tab. It is incumbent on the individual Member to be aware of their own CE hours for their CE cycle and to ensure all CE is entered and approved prior to the CE period end date of December 31<sup>st</sup>.

## **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 submit it with each CE activity.

## **Continuing Education Policy for Peer Assessments**

Members may earn CE hours in the amount of one hour of CE credit provided for each hour of assessment, up to a maximum of 4 credits. An additional CE credit (one) will also be provided for attending the training session.