

MANDATORY CONTINUING EDUCATION REPORTING FORM

May 1, 2006 – April 30, 2007					Office Use Only
Name: _____ C.B.C.P.O # _____					
Reporting for (Mark X) Prosthetics <input type="checkbox"/> Orthotics <input type="checkbox"/> <i>(PLEASE USE A SEPARATE FORM FOR EACH DESIGNATION)</i>					
PROOF OF ATTENDANCE IS REQUIRED WITH SUBMISSION.					
Note: All ABC approved seminars are awarded MCE credits according to our outline					
Description of Activity	Refer to Coding Information Below (one code per box)				
	Type	Sponsor	Area	Hours	
TOTAL					

CODING INFORMATION (See reverse for code description)

<u>Type</u>	<u>Sponsor</u>	<u>Area</u>
1. Writing - Newsletter Style Publication	1. C.A.P.O./Regional Association	1. Clinical Techniques
2. Writing - National/International Journal or Text	2. University/College	2. Patient Management
3. Lectures/Seminars/Workshops	3. In-House	3. Materials
4. Convention	4. Other Professional Organizations	4. Tools
5. Teaching	5. Government	5. New Products
6. Other	6. Industry Associations	6. Pathologies
	7. Suppliers	7. Quality Assurance
	8. Other	8. Risk Management
		9. Supervision
		10. Other

GENERAL GUIDELINES FOR MANDATORY CONTINUING EDUCATION

I. Mandatory Continuing Education Defined

M.C.E. is defined as:

The enhancement of one's capabilities in the territory of prosthetics and/or orthotics and in the performance of one's responsibilities as a Certified Prosthetist and/or Orthotist.

II. Determination of Hours for Reporting

The main criteria for deciding on how much time to report for any activity is "What portion of the time spent involved new learning?"

III. General Requirements for all certified Members:

MINIMUM HOURS [single discipline 30 hours, dual 60 hours] OVER FIVE YEARS

IV. Code Descriptions

Type: Refers to the method by which a M.C.E. activity was taken.

1. Writing technical/clinical articles (newsletter style publication)
2. Writing International/National journal or text
3. Programs, which require attendance in a classroom situation
4. Participation in technical sessions
5. Instructing a formal program or developing a prosthetic/orthotic subject course
6. Other with C.B.C.P.O. prior approval

Sponsor: Refers to the organization, which developed and/or delivered.

1. Programs offered by C.A.P.O./Regional Associations (conventions, symposiums, seminars)
2. University or college sponsored programs
3. Programs offered by your employer
4. Programs offered by those organizations whose study requirements lead to a P & O related professional designation
5. Programs offered by any level of government
6. Programs offered by associations affiliated with the P & O industry
7. Programs offered by organizations, which supply products/services to P & O
8. Other upon prior approval

Area: Refers to the area of study.

QUALIFYING M.C.E. CREDITS

Each member must report mandatory continuing education credits yearly. Any Certifee can apply directly to the chairman of the education committee for a ruling on the eligibility of an activity that is not specifically covered by the examples below: "It is encouraged to ensure that each educational activity is pre-approved by CBCPO. If approval has not been given by CBCPO, then it is possible that no MCE credits will be awarded to an activity after the fact."

TYPES OF M.C.E.	MAXIMUM HOURS
Attend a national or international convention which is organized by the Prosthetics/Orthotics Profession	6 Hours - One day Seminar 3 Hours - Half day Seminar 1 Hour - Luncheon/Breakfast Seminar (maximum of 18 credits)
Attend the CAPO Convention, starting 2002	6 Hours – One day Seminar 3 Hours – Half day Seminar 2 Hours - Exhibit Hall
Attend seminars and associated courses of allied health professionals (subject to education chair pre-approval)	Based on the hours of attendance: One day – six hours Half-day – three hours
Attend tutorials on prosthetic/orthotic procedures (subject to education chair pre-approval)	Based on the hours of attendance: One day – six hours Half-day – three hours
Have a Prosthetic/Orthotic (clinical or technical in nature) article published in a newsletter style publication.	Equivalent to 10 hours (Maximum 1 article per 5 year period)
Have a Prosthetic/Orthotic article published in a national or international journal or textbook.	Equivalent to 30 Hours (Maximum 1 article per 5 year period)
Present a lecture to a provincial association meeting of a clinical or technical nature (minimum 15 minutes)	2 1/2 Credit per 15 minute of lecture (Maximum of 15 hours credit per 5 year period)
Presentation to national or international meeting or convention of a clinical or technical nature	2 1/2 Credit per 15 minute Presentation (Maximum of 15 hours credit per 5 year period)
Be called upon as a unpaid guest lecturer to give a presentation to students at one of the clinical Prosthetics/Orthotics school programs or other allied health professionals.	2 1/2Credits per 15 minute Lecture (Maximum of 15 hours credit per 5 year period)

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