

Professional Certification

Continuing Professional Education Policy



**Canadian Association of
Professional Access and
Privacy Administrators**



Continuing Professional Education Policy

The CAPAPA Continuing Professional Education Policy means to support the ongoing educational and professional development of individuals who have attained a CAPAPA credential.

Purpose

The purpose of the Continuing Education Policy is to:

- Enhance the ongoing professional development of credential holders
- Encourage and recognize individualized learning opportunities
- Provide a standardized and objective mechanism for attaining and recording professional development activities
- Increase demand for, and supply of, access and privacy-related educational opportunities
- Sustain the national recognition and value of CAPAPA credentials

Recording and Reporting CPE Points

In order to satisfy the Continuing Education Policy and maintain an active certification status, you must earn and report a minimum of thirty-six (**36**) Continuing Professional Education (CPE) points within each three-year certification cycle and before you apply for re-certification. CAPAPA does not require you to report CPE points on an ongoing basis.

Note that CAPAPA will not keep track of CPE points for you.

Maintain a CAPAPA Continuing Education Folder

You should maintain a personal CAPAPA Continuing Professional Education folder to file documentation that clearly supports your reported CPE points. Keep a copy of the submission and supporting documentation for each of the points being claimed.

Calculating CPE Points

Use the attached table as a guide for calculating CPE points and to identify things you can do to earn CPE points. Credentials, courses, workshops and conference points can also be claimed toward the CPE requirement in the same way they were enumerated in the Education Worksheets section of your certification handbook.

Work experience (in FTEs) cannot be claimed for CPE points in the manner that was possible during the grandparenting period.



NOTE: A percentage of credential holders will be randomly selected for CAPAPA's Continuing Education audit process. During an audit, these credential holders will be asked to submit supporting material to verify any CPEs submitted. Therefore, documentation for all CPE claims should be maintained for at least 24 months after the Continuing Education cycle has ended.

<i>Professional Contributions</i>	<i>POINTS</i>	<i>Measure</i>
Book Published — Author/Editor	15	per publication
Book Chapter or Refereed Paper — Author	5	per publication
Served on Journal Editorial Board	3	per publication
Winston Report/Journal — Article or Column	3	per publication
Paper in Conference Proceedings	2	per publication
CAPAPA Listserve Article Review	1	per publication
CAPAPA President or Board Chair	10	per year of office
CAPAPA Executive Board Member	5	per year of office
Working Group/Committee Chairperson	5	per year of office
Working Group/Committee Member	3	per year of office
Regional Representative Volunteer	2	per year of office
Refer a new CAPAPA member	2	per member
Connexions Event — Organizer	2	per event
Connexions Event — Presenter	1	per event
Conference Chairperson	4	per conference
Conference Organizing Committee Member	2	per conference
Workshop or Course Instructor	3	per workshop
Conference Speaker/Presentation	2	per event
Conference Poster Display	1	per event



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