CPL Webinar May 11, 2020 Frequently Asked Questions

If you joined us for May's CPL webinar, thank you! In this webinar, we received a few questions and although we tried to address most online, we wanted those who couldn't attend to have the answers too.

Notice of Continuous Professional Learning (CPL) Program Requirements

https://www.college-ece.ca/en/Documents/CPL_Notice_ENG.pdf

Q. How do I know where I am at in my cycle?

A. Your CPL program requirements are based on your renewal date. If you're unsure of where you are in the portfolio cycle, reach out to our CPL compliance team who can look into it: cpl@college-ece.ca

Q. Can I be audited any time in my cycle?

A. There will be two audit cycles per year. These will be randomly selection of members who would have completed the 2 year cycle. The auditing process is on hold during COVID-19.

Auditing is meant to monitor compliance, evaluate members' understanding of the program and to determine what additional resources may be needed.

Generally, eligible members will be selected at random; however the Registrar does have the authority to request information and documents from a member to demonstrate their compliance at any time. There may be circumstances in which a member may be selected specifically for an audit.

Each year the Registrar will determine the number of members to be selected for an audit of their CPL program records. RECEs who are selected for an audit must submit their documents within 30 days of a request. The College will take an educational approach when auditing records by providing remedial feedback to members, as needed.

https://cece-talk.ca/en/2020/02/cpl-audit-faqs/

Q. Is there a list of common goals that people use that we can share? For professional wording?

A. Your goals are specific to you. Part 1 of *Completing your Self-Assessment: Reflective Questions* is designed to get you thinking about your strengths, your interests, and what else you want/need to know more about in your professional practice. Some RECEs may have similar goals, but the activities they choose and methods of documentation may differ. Reflections, plans and learning outcomes will vary among professionals. *College of Early Childhood Educators, CPL Portfolio Cycle Handbook, 2019, page 5*

Q. When we are using documents can we just record the title time, etc....we don't have to scan the whole paper do we? The same as workshops we can just record name date. time etc and maybe the overview, correct?

A. You can choose to keep your documentation and evidence of participation in workshops and learning activities in whatever format works best for you. Many will find it helpful to keep their registration receipts, overviews of the workshop, personal notes or slides in one folder (electronic or paper copy) to

refer to. Notes from article reflections, study groups or Community of Practice (CoP) can all be included. Remember to include reflections or your Strive Reflective Feedback documentation as they directly align with the CPL program. It will be important to consider how you have integrated or will integrate your learning and growth into your practice. More suggestions can be found on slide 16 of this presentation or on page 17 of the *College of Early Childhood Educators, CPL Portfolio Cycle Handbook, 2019.*

Q. What is the biggest difference between cycle one and two? For me it seems continuous

A. The Continuous Professional Learning (CPL) Portfolio Cycle is just that; a two-year professional learning process that members will repeat throughout their careers.

Q. When you restart cycle one, do you just answer the same questions and do the same things when you first started cycle one?

A. After a two-year cycle is complete, members will begin a new two-year cycle. The steps in which the components must be completed in each two-year cycle are the same, with the exception of the *Expectations for Practice module.* A summary of expectations can be found here: https://www.college-ece.ca/en/Documents/CPL_Notice_ENG.pdf

Q. I have been a member for a very long time. I don't recall the expectations for practice certificate. Does this mean I need to go back and complete this for each year?

A. Effective September 1, 2016, all members must complete the Expectations for Practice Module within the year following their registration. The module is available on the College website free of charge and takes 1 to 1.5 hours to complete.

https://www.college-ece.ca/en/Members/expectations-for-practice

A. If we are to be audited, should we be sending in all of our documents even if not every workshop, article, webinar etc. aligns with all of our goals? I myself attend numerous PD on many different topics of interest.

Q. If you're selected for an audit, instructions will be provided on how to send your documents. It's recommended to send copies as your documents will not be returned. If you're unable to make and mail copies, you'll have the option to submit your documents electronically.

Q. I got my membership January 2020, does it mean I have 1 year to just do the expectation of practice, and then start my first cycle after my first year? when will I get notified of renewal?

A. New members in their first year of membership with the College are required to complete **Step 1: Expectations for Practice Module** before their first renewal.

Members are required to start the CPL Portfolio Cycle after their first renewal date and complete it over a period of two years. A new CPL Portfolio Cycle begins every two years thereafter.

Q. Can you track your requirements and base your cycles on years ie 2019 cycle one and then 2020 cycle two rather than based on your personal renewal date?

A. It is best to track your requirements based on your renewal month and use those dates as your year 1 and year 2 Portfolio Cycle. Example: If your renewal month is April, use April 2019-March 2020, and April 2020-March 2021 as your Portfolio Cycle guidelines.

Recommended timelines on slides 10 and 11 of this presentation and on pages 10 and 11 of the *College of Early Childhood Educators, CPL Portfolio Cycle Handbook, 2019.*