

# Draft Bylaws Overview

## Continuing Professional Development

“Continuing Professional Development (CPD) is a process where health professionals monitor and reflect on professional performance, identify opportunities to improve professional practice gaps, engage in both formal and informal learning activities and make changes in practice to reduce or eliminate gaps in performance.”<sup>1</sup> Its purpose is to ensure that professional knowledge, skills and abilities remain current. (*HPOA*, Section 1)

At CHCPBC, CPD requirements will guide licensees to identify supports and activities that address gaps, prioritize risks to professional performance, and focus on learning that improves patient outcomes.

Under the new bylaws related to Continuing Professional Development (CPD):

- “CPD Requirements” means a Licensee’s\* obligations to complete continuing professional development.
- CHCPBC annual requirements must be completed between October 1 and November 30 and include:
  - Completing an online quiz administered by the College and based on the review of specified standards and resources,
  - Submitting a self-report of performance and professional development,
  - Any other requirements established by the Registrar by March 1 of the year in which they apply.
- CPD requirements must be completed in the form required by the Registrar
- Administrative fees will apply and be set out in the Schedule when reporting is after the required window (Oct 1-Nov 30).
- The Registrar may exempt specific Licensees, or classes of Licensees, from completing all or part of the requirements, on such terms or conditions as the Registrar directs (e.g. new graduates).
- The Registrar may audit a Licensee to ensure accuracy and truthfulness of their CPD.
- If licensees have made false or inaccurate statements in their CPD report, the Registrar may:
  - Require the licensee to submit a corrective action plan respecting the incomplete requirements,
  - Recommend a quality assurance assessment (please refer to the Quality Assurance bylaws for more information),

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<sup>1</sup> Samuel, A., Cervero, R. M., Durning, S. J., & Maggio, L. A. (2021). Effect of continuing professional development on health professionals’ performance and patient outcomes: A scoping review of knowledge syntheses. *Academic Medicine*, 96(6), 913–923.



- Make a regulatory complaint pursuant to section 119 of the Act.

The full part of the draft bylaws is available here: <https://chcpbc.org/wp-content/uploads/2025/09/CHCPBC-Draft-Bylaws-Continuing-Professional-Development.pdf>

\* Under HPOA, registrants are now being referred to as licensees.