

Continuing competency requirements guide for chiropractors in Yukon

Yukon's *Chiropractors Act, SY 2010* requires chiropractors to keep their knowledge and skills up-to-date through continuing competency requirements. These regulations also require licence applicants to provide proof every year that they have met the requirements. This guide explains:

- what continuing competency hours are required;
- how to claim and prove your hours;
- answers to FAQs;
- acceptable and unacceptable continuing education hours and documentation

Overview: what is required

As a chiropractor registrant, you must demonstrate you have completed a minimum of the following.

- At least 200 professional practice hours in the 2 years immediately before your renewal application.
- At least 36 hours of continuing professional development education in the 3 years immediately before your renewal application.

How to claim and prove your hours

You must complete the necessary forms and provide supporting documentation where required, showing that you have met the continuing competency requirements listed above.

You can claim continuing education hours going back 3 years and professional practice hours going back 2 years, but you only need to go back as far as necessary to prove you have met the continuing competency requirements. For example, if you are applying for the 2019 licence year and you completed 200 professional practice hours in 2018 you only need to provide a form for 2018.

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Claiming and proving professional practice hours

- If you are employed by a clinic, fill out one [verification of employment for health professionals form](#) per employer.
- Work with your employer to complete this form.
- If you are self-employed fill out the verification of [self-employment form](#).
- If you are self-employed, be sure to keep all documentation that will prove your hours of practice. You do not have to provide proof with your application, but the registrar may ask for it at a later date.
- Important: Once you have submitted documentation for 200 professional practice hours, you do not have to submit any more hours.

Claiming and proving continuing education hours

- Fill out one [annual continuing education form](#) per year you are claiming hours in.
- Begin with the most recent year and then submit one form per year until you have reached the minimum hours required. For example, if you completed 30 education hours in 2018 and 10 hours in 2017, you have met the minimum 36 hours required and do not need to submit a form for 2016.
- You do not need to provide every course you have ever taken. We just need a minimum of 36 hours of appropriately documented continuing education activities.
- List any education you have completed on the annual continuing education form and provide supporting documentation for each entry.
- Continuing education hours you completed in the 2018 licensing year and going forward must be submitted according to the new acceptable criteria outlined in this document.
- Any continuing education activities you submitted in 2018 or previous years that were accepted by PLRA continue to be acceptable. However, if you have not provided supporting documentation for hours you claimed in previous years, you must provide it this year. This will help us build your record of approved continuing education activities. Please see the guidance provided in this document as to what constitutes acceptable supporting documentation.
- If a course is not obviously related to your profession, be sure to fill in the last page of the annual continuing education form. This allows you to explain how the course is used in your practice. If you do not do this, the licensing officer may flag your file for review.

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FAQs

1. Why the new continuing education requirement?

The requirement for continuing education is not new – licensees have always been required to complete continuing education requirements as a condition of ongoing licensure. We are now requesting this proof as part of the renewal application process.

2. This is the first year PLRA has asked chiropractors to provide documentation. I am not sure I can get this all together for this year's deadline. What should I do?

We understand this is a new requirement and that some applicants may face challenges getting the supporting documentation together this year. However, as completing this information will be mandatory beginning with the 2020 licence renewal cycle, you should complete the required forms as requested and provide what documentation you have. This will accomplish a few things:

- it will familiarize you with the process and forms that will become mandatory in 2020;
- it will allow you to determine what supporting documentation you might need to find; and
- it will allow PLRA to build your record of approved continuing education activities so that in future years you will only need to provide documentation for the most recent year.

If you are unable to provide the required documentation for your mandatory continuing education hours, fill out a [continuing competency exemption request form](#). Please identify any continuing education you have completed that you cannot document, and the reasons why.

If you are unable to meet your continuing education requirements, please also fill out this form and include any extenuating circumstances that may have affected your ability to complete the required number of continuing education hours. We may not be able to approve such a request, but this will allow us to consider your circumstances fully.

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3. What if I am a new graduate and can't meet my continuing competence requirements?

If you are a new graduate, holding a licence for less than 2 or 3 years, and you have not been able to accrue the full 36 hours of continuing education or 200 professional practice hours, you may complete and submit the [continuing competency exemption request form](#) with your other continuing competence proof.

4. Are podcasts and journal clubs valid forms of continuing education?

Podcasts and journal clubs can be valid forms of continuing education. If you are going to use them, please provide the following under “description” on the [annual continuing education form](#).

- Title and subject of the podcast or journal club.
- Length of the session. For podcasts please list the number of episodes and the approximate length of each. Example: “Six episodes at one hour each. Total of six hours.”

Because it can be difficult to verify hours for this type of education, we may request additional details or information.

5. This seems like a lot of work. Will renewing my licence be this complicated in future licensing years?

As these documentation requirements are new for the 2019 transition year, we understand that fulfilling them may be challenging for some applicants, and are committed to working with you to ensure that the new requirements are clear and that relevant documentation you have already submitted is considered. This year, we will provide all applicants with a summary of professional practice and continuing education hours we have accepted or rejected, and for those with an approved exemption, we will advise how many continuing education hours they will need to submit proof of in order to be licensed next year.

Going forward, you will only need to submit professional practice and continuing education hours for the year immediately previous. We will keep previously approved hours and supporting documentation on file. Beyond this licensing year, requests for exemptions will need a strong rationale to be considered.

Continuing education hours (CE) – acceptable criteria

“Continuing professional development education” means those self-learning programs, lectures, seminars, study clubs or courses approved by the registrar (*Chiropractors Act* section 8(2)).

Your continuing education hours for the 2018 year, and subsequent years, must meet the acceptable criteria listed below. The lists below are not exhaustive.

Acceptable CE activities (30-minute minimum)

Acceptable activities must be clearly related to chiropractic practice. If they are not, then you must justify why they are applicable on annual continuing education form.

- | | |
|--|--|
| <input checked="" type="checkbox"/> In-service education/training | <input checked="" type="checkbox"/> Distance education |
| <input checked="" type="checkbox"/> Formal continuing education courses | <input checked="" type="checkbox"/> Undertaking research and presenting research results |
| <input checked="" type="checkbox"/> Courses leading to a degree or diploma (1cr = 15hrs) | <input checked="" type="checkbox"/> Relevant certificate courses |
| <input checked="" type="checkbox"/> Lectures, seminars and workshops | <input checked="" type="checkbox"/> Technical training |
| <input checked="" type="checkbox"/> Conferences | |

Unacceptable CE activities

- | | |
|--|---|
| <input checked="" type="checkbox"/> Orientation of new staff/staff training | <input checked="" type="checkbox"/> Courses under 30 minutes in duration |
| <input checked="" type="checkbox"/> Personal growth courses (e.g. yoga, motivational, and self-improvement retreats) | <input checked="" type="checkbox"/> Courses leading to your initial degree or diploma for chiropractic practice |
| <input checked="" type="checkbox"/> Observation/buddy experience with other healthcare professionals | <input checked="" type="checkbox"/> Participation in committee work |

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Acceptable supporting documentation

You must provide one of the following to support any claim of continuing education.

- Training certificate
- [Verification of completed continuing education form](#) filled out by manager or course provider
- University or college transcript
- Combination of above documents to demonstrate all four elements (see right)

Documentation for each CE activity must contain 4 key elements:

1. Applicant's name;
2. Proof of completion;
3. Date of completion; and
4. Hours involved

Unacceptable supporting documentation

We will not accept the following documentation as proof of continuing education hours.

- Course schedule/syllabus, conference schedule without proof of attendance/completion
- Certificates/documents with date/hours handwritten by applicant
- Emails or letters from the course provider

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