



# Quality Assurance Program

## Professional Development: Learning Record

## IMPORTANT NOTE

**Please note that this learning record is not linked to your CRPO user account.**

You must download a copy of this file to your own device. Any information you enter will not be saved unless the document has been saved to your device first.

Please save this learning record and any relevant supporting documentation in your own records.

## LEARNING RECORD

Registrants are required to engage in at least 40 hours of learning over a period of two years. The learning record will help you track your participation in learning activities.

Engaging in learning activities is an important part of maintaining competence and keeping abreast of current practices, issues, trends and new techniques. It also helps you maintain and enhance your knowledge, skill and judgment with respect to the [Professional Practice Standards for Registered Psychotherapists](#), relevant legislation, and regulations.

What you need to know about the 40-hour learning activity requirement:

- At least one of the activities must be didactic, and at least one must be experiential. It is recommended that you engage in a broad range of activities.
- Learning activities must be documented in a learning record and maintained in your professional portfolio.
- The activities must have taken place during the reporting cycle.
- CRPO may request verification that you participated in the learning activities documented in your professional portfolio. Retain a record of any materials and notes that could be used to support your participation in a learning activity.
- CRPO does not provide a list of “pre-approved” courses or learning materials. Registrants are expected to rely on their professional judgment to identify opportunities that will meet their individual learning needs and goals.
- Learning activities should be:
  - Relevant to the practice of psychotherapy.
  - Credible and require some form of participation. This includes activities where a Registrant must interact with learning materials and discuss the subject matter with others in the group; and so on. In the case of an independent study, participation may involve the reading of materials and engagement with other kinds of learning resources.
  - Verifiable where some form of documentation exists that enables a Registrant to demonstrate that they have completed the activity. Ideally, this would be a letter or certificate of completion which identifies: the activity, the organization’s contact information, the date or period in which the activity occurred, the duration of the activity, and the name of the participant. If an official document is not available (for example for activities involving self-study and self-guided learning), registrants can create their own record of the activity in a journal and include a reflection and any notable changes that were made to their practice as a result of the activity in their learning record.

The following tables list examples of learning activities and acceptable supporting documentation:

<b>DIDACTIC LEARNING ACTIVITIES (NON-EXHAUSTIVE LIST)</b>	
<b>Activity</b>	<b>Acceptable Evidence of Participation</b>
a. Attending education/training programs or courses	Transcripts, letters or certificates of completion
b. Attending workshops, seminars, conferences or webinars	Letters or certificates of completion
c. Conducting research	Proposals, abstracts or agreements
d. Engaging in independent study/ self-guided learning	Journal entry: List of reading material/activities and summary of learnings
e. Preparing for the case-based assessment (CBA)	Journal entry: List of reading material/activities and summary of learnings
f. Reading the Professional Practice & Jurisprudence Handbook	Journal entry: List of reading material/activities and summary of learnings
g. Preparation for teaching programs, courses, workshops, seminars, conferences, or webinars	Course/workshop/seminar outline or syllabus in addition to a list of reference materials used to develop course content
h. Writing for a scholarly publication (e.g., journals, textbooks, and other educational resources)	Link to the publication, or copy of the articles title page, which bears the name of the Registrant as author (or contributing author)
i. Self-directed review of Standards and resources to address gaps identified by the CBA.	The type of evidence that would be considered acceptable depends on the activity
j. Other	The type of evidence that would be considered acceptable depends on the activity
<b>EXPERIENTIAL LEARNING ACTIVITIES (NON-EXHAUSTIVE LIST)</b>	
<b>Activity</b>	<b>Acceptable Evidence of Participation</b>
a. Participating in study group(s)	List of reading material/activities and summary of learnings
b. Peer consultation	Letter of confirmation or outline of the consultation and contact information of the consultant
c. Receiving clinical supervision	Letter from supervisor, copy of contract, supervision log
d. Receiving personal psychotherapy	Letter from psychotherapist, payment receipts for services provided
e. Writing the registration examination or the case-based assessment (CBA)	Results letter
f. Other	The type of evidence that would be considered acceptable depends on the activity.

**LEARNING RECORD TEMPLATE**

Activity name and details	Date started and, if applicable, date completed	# of hours	Activity description	Activity type	Documentation that verifies the activity (i.e., certificate, journal, invoice)
<i>Example: Reviewing the Informed Consent Workbook</i>	<i>May 1, 2023</i>	<i>1</i>	<i>I have read the Informed Consent Workbook and reviewed the materials in preparation for the CBA, as I was selected to write the CBA in the Spring of 2023</i>	<i>Didactic</i>	<i>Journal entry</i>

**Reflect on the activity and describe the impact it had on your practice.**  
*After reviewing the workbook, I had a better understanding of the laws and standards relating to informed consent. I have reviewed my client consent form to ensure that my processes are up to standard. I have also begun documenting all informed consent discussions with clients in client records. The review of the workbook has also helped me feel more prepared to write the upcoming CBA.*

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