

# CBGC-CCCG GUIDELINES FOR CONTINUING EDUCATION

Canadian Board of Genetic Counselling

Conseil Canadien de Conseil Génétique



Prepared by the Continuing Education Credits Committee

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## Introduction

The Canadian Board of Genetic Counselling (CBGC) is committed to ensuring that all Canadians are receiving genetic counselling services from health care professionals with a minimum standard level of knowledge, skills, attitudes, and judgement. Genetic counsellors granted the credential CCGC (Canadian Certified Genetic Counsellor) and/or its French equivalent CGAC (Conseiller(ère) en génétique agréé(e) du Canada) have demonstrated these standard knowledge and practice competencies.

In order to maintain their certification, genetic counsellors must accumulate a minimum of 80 continuing education credits (CECs) to constantly improve the standards of practice in the profession of genetic counselling.

The CBGC Guidelines for Continuing Education were developed to provide an overview of the process by which certified genetic counsellors can accrue CECs toward their recertification. It contains relevant information for genetic counsellors, as well as conference organizers who may apply for their conference to receive CECs.

We encourage conference organizers to apply for CEC approval, as it may allow attendees to secure funding or time from their employers to attend the conference.

The CBGC Continuing Education Credits Committee can be reached at [cec@cbgc-ccgc.ca](mailto:cec@cbgc-ccgc.ca) for inquiries regarding the approval of education sessions for CECs.

### Continuing Education Credits Committee

The Continuing Education Credits (CEC) committee is responsible for reviewing conference and individual CEC applications to determine the number of approved CECs for the purpose of CBGC member recertification.

### Continuing Education Credits

CECs are accumulated by attendance at recognized educational forums. Regularly scheduled departmental conferences that are mandatory to attend such as, but not limited to, journal clubs, case conferences, or multidisciplinary team meetings are not eligible for the accumulation of CECs. These are considered part of the job responsibilities of genetic counsellors and are therefore considered to be included in Continuing Practice Credits (CPCs). Continuing education programs that do not relate directly to genetic counselling are not typically eligible for continuing education credit, except for Truth and Reconciliation based courses.

CECs are accrued at the rate of 1 credit per content hour of educational session attended. No credits are granted for attendance of business meetings, committee meetings, or social events at these meetings. Credits are granted only for educational or workshop sessions, as well as poster sessions that meet specific criteria. Presidential addresses will only be granted credits at genetic counselling conferences. Online educational courses will be considered for CECs, provided that proof of attendance can be shown.

## Application Submission Process

### For Conference Organizers

For conference organizers who are requesting CECs, we recommend that the Application for Approval of CECs be submitted at least 3 months prior to the start of the conference. This will allow for the acceptance letter to be sent prior to the start of the conference as well as for the conference organizer to include the number of CECs in the conference program and/or the attendance certificate. The number of assigned CECs will also be noted on the Current CEC Assignment for Education Meetings. The conference is then considered a "Recognized Educational Session" for that occurrence only. For the attendees, the requirement to obtain these approved CECs is to provide a proof of attendance by means of a certificate of attendance or registration receipt. There are no additional charges to the attendee to obtain their CECs for recertification. If the conference is held again the following year, the conference organizers would once again need to apply for CECs.

For applications received less than 3 weeks prior to the start of the conference, we cannot guarantee the receipt of the acceptance letter prior to the start of the conference.

Application fee structure for Conference Organizers:

- Standard Fee - Based on number of potential content hours, as this reflects the amount of work that is required to review the conference:
  - < 10 content hours - \$150
  - 10 - 24.9 content hours- \$200
  - > 25 content hours - \$250
- Rush Fee - an additional \$50 - for conferences occurring fewer than 12 weeks but more than 4 weeks
- Urgent fee - an additional \$100 - for conferences occurring in less than 4 weeks
- Extra eblast - an additional \$100 - if a conference would like to advertise in a separate, special eblast to our CCGCs

### For Individual Attendees (Unrecognized Educational Sessions)

We aim to send an acceptance letter to the individual within 6 weeks of the receipt of their application, listing the number of CECs assigned. That conference, webinar or online course will then be approved for that individual only, and not for all conference attendees. Each individual is then required to maintain the original letter along with proof of attendance.

Application fee:

Unrecognized Educational Sessions within the last 12 months - \$30

Unrecognized education sessions that occurred between 1-5 years previously - \$100

*Please note:* not all educational sessions that are approved for CEUs by the ABGC will necessarily be approved for CECs by the CBGC Certification Board.

## Guidelines for learning activity organizers

### Assignment of Continuing Education Credits

The CEC Committee will use the following guidelines to assign appropriate CECs for education activities:

1. One CEC will be granted for each content hour of education session relevant to genetic counselling. Partial CECs will be given for partial hours.
2. The following sessions will not be assigned CECs:
  - a. Panel sessions which are primarily question and answer periods will not be assigned CECs if there are no planned educational content/learning objectives
  - b. "By invitation only" sessions or sessions that require extra registration (with or without a fee) since space is usually limited
  - c. Poster sessions that do not meet the specific criteria (see item #6)
  - d. Curbside consultations and diagnostic dilemmas
  - e. Business and committee meetings
  - f. Working group meetings
  - g. Award ceremonies (unless educational component explicitly stated)
  - h. Regularly occurring departmental events such as journal clubs and rounds

Note: formal presentations of cases for which the diagnosis is known will be granted CECs. If a session includes presentations of both diagnostic knowns and unknowns, CECs will not be assigned unless the time allocations for each can be easily determined.

3. Short ( $\leq 10$ min) question and answer segments of a lecture will not be deducted from the total time of the lecture. For example,
  - a. 20-minute lecture, of which 5 minutes is reserved for Q and A, will receive 20 minutes-worth of CECs.
  - b. 50-minute lecture + 10 minutes of questions = 60 minutes (50 + 10)
  - c. 60-minute lecture + 20 minutes of questions = 70 minutes (60 + 10)
4. Discretion will be used for those educational sessions that are not directly related to the work of genetic counsellors (e.g. a sponsored talk on the company's specific genetic test).
5. University courses, webinars and other online courses will be considered on a case-by-case basis.
6. CECs will only be assigned to poster sessions that meet the following criteria:
  - a. The conference organizers have an objective scoring rubric that evaluates the scientific merit of the submitted abstracts.
  - b. Financial and conflict of interest disclosures must be collected.
  - c. A maximum of one content hour will be awarded for poster sessions. If a conference has multiple sessions, the conference will only be awarded 1 CEC for poster sessions.
  - d. For individual CEC applications, this information must be provided to the CEC committee by the applicant, which can be in the form of a link to a webpage or an email from the conference organizers.
7. Many conferences now have in-person and on-demand sessions, allowing attendees to increase the number of CECs collected for the cost of one conference registration. For individually submitted conferences, proof of both in-person and on-demand attendance will be required to

attain CECs. For conferences that seek pre-approval of CECs, all attendees of the in-person portion of the conference will receive the same number of CECs, regardless of actual number of sessions attendance. Additionally, these conferences will be two different CEC allocations

- a. The maximum number of CECs that can be attained during in-person attendance
- b. The additional number of CECs that can be attained through on-demand viewing

The following wording will be used for CEC approval for combined in-person and on-demand conferences:

*This conference has been reviewed by the Canadian Board of Genetic Counselling's Continuing Education Credits (CEC) Committee and has been approved for to XX CECs for all in-person attendees. An additional XX CECs can be collected by viewing the recorded on-demand sessions.*

*Cette conférence a été revue par le Comité des crédits de formation continue (CFC) du conseil Canadien de conseil génétique et est approuvée pour XX CFC pour tous les participants en personne. Il est possible d'obtenir XX CFC supplémentaires en visionnant les sessions enregistrées à la demande.*

SUMMARY OF REQUIREMENTS FOR ONLINE SESSIONS		
	Live attendance of an online conference or webinar/webinar series	“On demand” viewing of pre-recorded conference sessions or webinar/webinar series/course
<b>Submission requirement</b>	Program outline of the educational sessions including: the title and description of the educational session(s), speaker information, session length(s) and allotted Q&A time	
<b>Activity schedule</b>	Provide preliminary or final conference schedule and/or number of webinar sessions	
<b>Attendance / viewing verification</b>	YES	
<b>Mode of learning assessment (quiz)</b>	NO	YES
<b>Submission modality</b>	Live in-person, live-online, and “on-demand” sessions for a conference can be submitted as one application	
<b>Partial vs. complete credits</b>	<p><u>Partial credits:</u> Based on attendance: Conference organizers are responsible for providing participants with a certificate (like the NSGC) for attendance to individual sessions</p> <p>*In contrast with in-person attendance where the CEC committee provides full credits for attendance to a conference</p> <p>Partial credits possible for webinar series, based on attendance and passing requirements.</p>	<p><u>Partial credits:</u> Based on attendance and passing requirements. i.e. Partial credits are available if the participant only viewed some of the sessions.</p> <p>The platform used will need to be able to generate a “certificate” attesting to the CECs awarded.</p> <p>Complete credit only for a single webinar, pending passing requirements are met.</p> <p>Partial credits possible for webinar series, based on attendance and passing requirements.</p>
<b>Additional notes</b>	For educational series (e.g. webinar series), speakers and exact dates need not be confirmed upon initial application but must be confirmed for final CEC approval. See page 6 for “pending approval” wording.	Recorded sessions are eligible for CECs within 5 years of the creation of the original content or delivery of the live event.  For recorded sessions, participants should not be able to “skip ahead”. If possible, measures should be put in place to avoid certifying attendance for partial viewing of an educational session.

## CECs for ONLINE live or pre-recorded “On-Demand” recognized education sessions

Online recognized education sessions include live or recorded webinars, online courses, and conference session recordings.

### **Application requirements**

Activity organizers must submit a program outline for the educational sessions to enable the adjudication of CEC allocations. This agenda must include:

- Title of the educational session(s)
- Number and frequency of sessions (if applicable)
- Session lengths and allotted Q&A time
- Mode of attendance verification
- Mode of learning assessment (e.g. Quiz) (if pre-recorded)

For educational series (e.g. webinar series), the speakers and exact dates need not be confirmed upon the initial application but must be confirmed for final CEC approval. Sessions with incomplete information can use the following wording:

*This series has been reviewed by the Canadian Board of Genetic Counselling’s Continuing Education Credits (CEC) Committee and has been preliminarily approved for up to XX CECs. The final number of approved CECs will be determined upon the series completion and the submission of the required documentation.*

*Cette série de webinaires a été revue par le comité de crédits de formation continue (CFC) du conseil Canadien de conseil génétique et est préapprouvée pour un maximum de XX CFC. Le nombre final de CFC sera déterminé à la fin des webinaires et la soumission de la documentation requise.*

### **Ensuring current relevance of the educational session**

Recorded sessions are eligible for CECs within five years of the creation of the original content or delivery of the live event.

For courses whose content may be updated annually, a new CEC application must be submitted if significant changes have been made to the content that decreases the number of content hours or changes the learning objectives.

### **Confirmation of attendance**

Activity organizers must specify the method by which attendance will be verified for the session(s). Examples of attendance verification methods include, but are not limited to:

- Verified attendance list
- Live webinar attendance verification code provided at the end of the session
- Certification of completion
- Completed evaluation of the education session/speaker



For recorded sessions, effort should be made to ensure participants are unable to fast-forward or “skip ahead”. Measures should ideally be in place to avoid certifying attendance for partial viewing of an educational session wherever possible.

When partial credit is awarded to learners who do not attend the entire learning program (conference, webinar series), the activity organizers must indicate the system used to track, calculate, and award variable credit for individual sessions attended.

**Ensuring achievement of learning objectives**

For on-demand, pre-recorded sessions, a formal assessment is required to gauge the participants’ learning. This serves to confirm that session attendees have been engaged in an activity. This can be developed by the subject matter experts and should be reviewed by the activity organizers.

Guidelines for the formal assessment are defined below:

<b>Assessment requirements</b>	<ul style="list-style-type: none"> <li>• 5-7 questions per hour of learning, with a minimum of 2 questions per session</li> <li>• The assessment should ideally reflect the specified learning objectives.</li> </ul>
<b>Question format:</b>	<ul style="list-style-type: none"> <li>• Multiple choice questions must have at least 4 answer options               <ul style="list-style-type: none"> <li>○ There must only be one correct answer, which should stand out as the one that experts in the field would recognize as the best response</li> <li>○ Distractors (wrong answer options) must be plausible</li> <li>○ True/False questions are not allowed</li> <li>○ Answer options should not include options such as “all of the above” or “none of the above”</li> </ul> </li> <li>• Questions must not be so easy that they can be answered from basic medical genetics, molecular genetics, genetic counselling or layperson knowledge</li> </ul>
<b>Passing score:</b>	<ul style="list-style-type: none"> <li>• A minimum pass rate of 80% must be achieved in order to obtain CECs</li> </ul>
<b>Number of attempts:</b>	<ul style="list-style-type: none"> <li>• A maximum of 3 attempts can be provided for the participant to achieve the pass rate.</li> </ul>

**Tips for creating the quiz questions**

In addition to the above guidelines, please find the tips below for creating quiz questions:

1. Focus on your learning objectives when creating quiz questions. Viewers should understand these key take-aways.
2. Avoid negatively worded questions such as ‘Which of the following is NOT a major factor in...?’ Rephrase the question to read ‘Which of the following is a major factor in...?’
3. Each question should be worded clearly and concisely.
4. Each response should be grammatically consistent and parallel with the question.
5. Each question should only address one problem or content area.
6. If the correct answer requires units of measurement, please provide the unit name.
7. Be sure to indicate to the program planners the correct answer to the questions

## CBGC's Commitment to Truth and Reconciliation

In September 2023, the CBGC committed to encouraging CBGC diplomates to expand their understanding about the history of colonization and systemic oppression against the Indigenous peoples of Canada. It was decided that the CBGC will grant continuing education credits (CECs) for specific Canadian courses on Indigenous issues in the same manner that CECs are assigned to genetics-based courses to recognize our CCGCs' commitment to Truth and Reconciliation.

The CEC application cost for this is \$0 and can be registered for through the CEC module under Truth and Reconciliation Course Work - \$0

### **To be considered for CECs, courses must be:**

- Affiliated with a Canadian University or Health Authority

or

- Previously approved for continuing education credits by a Canadian health care credentialing body

and

- Provide proof of course completion that can be provided to the CBGC

Final approval of course eligibility will be made by the CBGC CEC committee. Requests for course eligibility can be made prior to registering for the course. Available CECs will be calculated using CBGC's CEC guidelines, with a maximum of 15 CECs during each recertification period belonging to this learning category.

If you can provide proof of completion of the programs during your recertification period, you can submit a CEC request, even if the course was taken prior to September 2023.

## CBGC Volunteer Appreciation CEC application

CCGCs that volunteer on CBGC-CCCG taskforces, committees, or the board of directors are granted a free individual application fee for an unrecognized education session (value of \$30) per term of service.

To be granted this application, the education session:

- Qualifies for the \$30 application fee and does not require the late fee
- Must be applied for prior to the end of the last fiscal year of their volunteer term
  - E.g., For a member of the CEC committee from September 2023-August 2025, the free application fee expires December 31, 2025.
  - E.g., For a board member whose term ends January 31, 2024, they have until the end of 2024 to use their credit.

If a CEC committee member is applying for their volunteer appreciation CECs, they must recuse themselves from reviewing their own application and three other committee members must perform the review.