

CBGC-CCCG GUIDELINES FOR CONTINUING EDUCATION

Canadian Board of Genetic Counselling

Conseil Canadien de Conseil Génétique



Introduction

The Canadian Board of Genetic Counselling (CBGC) is committed to ensuring that members of the Canadian public 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 was 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, 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 Committee can be reached at 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 for the purpose of CBGC member recertification.

Continuing Education Credits

Continuing Education Credits (CECs) are accumulated by attendance at recognized educational forums. Regularly scheduled (weekly, monthly) conferences 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, with the exception of the Truth and Reconciliation based courses that have been specifically identified and allocated CEC per the CBGC BOD.

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, poster sessions or social events at these meetings. Credits are granted only for educational or workshop sessions. Online educational courses will be considered for CECs provided that proof of attendance can be shown.

Assignment of Continuing Education Credits

The CBGC Recertification 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 (in-person or online conference) 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 is 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
 - 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 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 (≤ 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. For example, 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 scenario.
6. On-line equivalent of in-person conferences will be allocated the same number of CECs if pre-approval of CECs has been granted. For example, if NSGC AEC conference organizers apply for pre-approval and are granted CECs, GCs who attend the in-person conference or the on-line conference, will be able to collect the same number of CECs. If pre-approval is not received, each applicant needs to apply as an individual, regardless of attending the in-person conference or the on-line conference.
 - a. Of note, if a conference has been pre-approved for CECs, all applicants will receive the same number of CECs for attending the conference, regardless of the actual number of sessions attended

SUMMARY OF REQUIREMENTS				
	Live attendance of an online conference	“on demand” viewing of pre-recorded conference sessions	Live webinar/Webinar series	“on demand” viewing of a pre-recorded webinar/webinar series/course
Submission requirement	Program outline of the educational sessions including: <ul style="list-style-type: none"> Title and description of the educational session(s) Speaker information Session length(s) 			
Activity schedule	Preliminary or final conference schedule		Preliminary or final series schedule	Number of sessions
Mode of attendance/viewing verification	YES	YES	YES	YES
Mode of learning assessment (quiz)	NO	YES	YES	YES
Submission modality	Live in-person, live-online, and “on-demand” sessions for a conference can be submitted as one application		Live and “on-demand” sessions can be submitted as one application	
Partial vs. complete credits	Partial credits based on attendance: <ul style="list-style-type: none"> Conference is responsible for providing participants with a certificate (like the NSGC) for attendance to individual sessions *In contrast with in-person attendance where the CEC committee provides full credits for attendance to a conference	Partial credits are based on attendance and passing requirements: i.e., partial credits are available if the participant only viewed some of the sessions. The platform used will need to be able to generate a “certificate” attesting to the CECs awarded.	Complete credit only for a single webinar, pending passing requirements are met. Partial credits possible for webinar series, based on attendance and passing requirements.	
Additional notes	Examples of attendance verification methods include, but are not limited to: <ul style="list-style-type: none"> Verified attendance list Live webinar attendance verification code Completed evaluation of the education session/speaker 	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”. Measures should ideally be in place to avoid certifying attendance for partial viewing of an educational session.	See live online conference attendance. 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. Sessions with incomplete information can be given the status of “approval pending final review”.	Recorded sessions are eligible for CECs within 5 years of the creation of the original content or delivery of the live event.

CECs for online live or pre-recorded recognized education sessions: Guidelines for learning activity organizers

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
- Mode of learning assessment (e.g., Quiz)

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 be given the status of “approval pending final review”

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.

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
- Completed evaluation of the education session/speaker

For recorded sessions, participants should not be able to “skip ahead”. Measures should ideally be in place to avoid certifying attendance for partial viewing of an educational session.

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

A formal assessment is required to gauge the participants’ learning. This also 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:

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

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's name.
7. Be sure to indicate to the program planners the correct answer to the questions.

Application Submission Process

For Conference Organizers

For conference organizers who are requesting CECs, we recommend that the Application for Approval of CECs be submitted to the Certification board 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. 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 months 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 8 weeks of the receipt of their application, listing the number of CECs assigned. That meeting 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 for Unrecognized Educational Sessions: \$25 (increasing to \$30 on January 1, 2024)

Late-fee for 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.

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
- 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.

Pre-approved programs (to be reviewed annually):

Indigenous Canada – University of Alberta – Online course

<https://www.ualberta.ca/admissions-programs/online-courses/indigenous-canada/index.html>

Indigenous Canada is a 12-lesson Massive Open Online Course (MOOC) from the Faculty of Native Studies that explores the different histories and contemporary perspectives of Indigenous peoples living in Canada.

From an Indigenous perspective, this course explores complex experiences Indigenous peoples face today from a historical and critical perspective highlighting national and local Indigenous-settler relations.

Indigenous Canada is for students from faculties outside the Faculty of Native Studies with an interest in acquiring a basic familiarity with Indigenous/non-Indigenous relationships.

Credit requirements for this course

- Complete the paid version of the course to achieve the full certificate - \$66 (or the updated cost when the course is completed)
- Achieve the final certificate at the end of the ~20-hour program
- Submitting the certificate gains you 15 CECs towards recertification at no additional cost.

SAN'YAS ANTI-RACISM INDIGENOUS CULTURAL SAFETY TRAINING PROGRAM

<https://sanyas.ca/>

There are three province specific programs – BC, Manitoba, and Ontario – but anyone can enroll in a San'yas course, regardless of where you live globally. The San'yas team will help you choose the course that is right for you (typically the course offered by the province that is geographically nearest to them.)

BC

If you work with one of the following organizations, you may have access to a seat in a San'yas course that has already been paid for. You can register online using your workplace email:

- Provincial Health Services Authority
- Interior Health Authority
- Fraser Health Authority
- Vancouver Island Health Authority
- Ministry of Health

If you self-identify as Indigenous, live in BC, and do not have cost coverage for registration (e.g., your workplace/organization will not fund your seat, or if the cost is preventing you from signing up), you may have access to funding alternatives. You can find out more or register via email.

Manitoba

If you are an employee of Shared Health you can inquire with your manager about how to access MICST or click here <https://wrha.mb.ca/indigenous-health/cultural-initiatives/micst/>

If you self-identify as Indigenous and do not have cost coverage for registration (e.g., your workplace/organization will not fund your seat, or if the cost is preventing you from signing up), you may have access to funding alternatives. You can find out more or register via email

Ontario

If you work for an organization funded by Ontario Health, you may have access to a seat in a San'yas course that has already been paid for. In this case you will be registered by your organization. Please contact your manager for more information or email the Ontario Registrar at leresha.lickers@phsa.ca.

If you self-identify as Indigenous and do not have cost coverage for registration (e.g., your workplace/organization will not fund your seat, or if the cost is preventing you from signing up), you may have access to funding alternatives. You can find out more or register via email.

Credit requirements for this course

- Complete any one of the available versions of the course.
- Achieve the final certificate at the end of the program.
- Submitting the certificate grants you 8 CECs towards recertification at no additional cost.

CBGC Volunteer Appreciation CEC application

CCGCs that volunteer on CBGC-CCCG taskforces or committees are granted a free individual application fee for an unrecognized education session (value of \$30) per two years of volunteer work. To be granted this application, the education session must:

- Must qualify for the \$30 application fee and not require the late-fee.
- Must be applied for prior to the end of the last fiscal year of their volunteer term.
 - e.g. if they are on the CEC committee starting in September 2023-August 2025, the free application fee expires December 31, 2025.

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.