



Canadian Board of Genetic Counselling
Conseil Canadien de Conseil Génétique

Recertification Handbook

*Setting the national standard for the provision and optimization of genetic counselling
health services in Canada.*

recertification@cbgc-cccq.ca



Recertification Handbook

Table of contents

1. Recertification via re-examination	2
2. Recertification via continuing education and practice credits pathway	3
2.1 Continuing Education Credits (CEC)	3
2.2 Continuing Practice Credits (CPC)	4
2.3 CPCs for Professional Activities	5
3. Maintenance of CPC and CEC documentation	6
4. Failure to apply for Recertification	6
5. Hardship Extension Policy	7

There are two pathways available for the pursuit of recertification:

- 1) Re-examination, or
- 2) Accumulation of continuing practice credits (CPCs) and continuing education credits (CECs).
 - A total of 150 CEC/CPCs must be collected within the 10-year period.

Individuals who do not recertify by examination or by a combination of CECs and CPCs prior to the end of their 10th year of certification will no longer be Canadian Certified Genetic Counsellors and cannot continue to use the CCGC/CGAC designation.

1. Recertification via re-examination

Individuals choosing the re-examination pathway are required to apply to write the CBGC certification examination prior to the expiration of their certification. Please note that due to changes in the examination schedule, there may not be an exam scheduled in the 10th year of certification. To recertify by re-examination, applicants must submit an application form; however, a logbook is not required. The application details can be found in the Candidate's Handbook for that year's exam.

2. Recertification via Continuing Education and Practice Credits Pathway

Individuals choosing to recertify using a combination of CPCs and CECs will be required to accrue a total of **150 credits** during the 10-year period. These credits can be a combination of continued practice credits (CPCs) up to maximum of 70, and continuing education credits (CECs) from recognized education sessions for which there is no maximum, toward a total of **150**.

Credit Type	CPC	CEC	Total
Requirement	Up to 70	Up to 150	150

CECs are obtained by attending recognized education sessions while CPCs are obtained by continued practice in a field related to genetic counselling. CPCs have been updated to include professional activities carried out by diplomates to better reflect the evolution away from the time when genetic counsellors were predominately in clinical and patient-facing roles.

For newly certified genetic counsellors, the 10-year period for CEC collection begins on the day following the examination. For ease of calculation, this 10-year period for CPC collection begins on the 1st of the month following the examination. Upon completion of successful recertification, CECs and CPCs will begin to accrue on January 1 of the following year, as the previous certification period doesn't end until December 31st of the recertification year.

For diplomates who are still within their 10-year recertification period at the time of implementing these new guidelines, the new CPCs for professional activities can be accrued for activities occurring as of January 1st, 2025.

The deadline for submission of the completed recertification application will be September 15th (early application deadline) and December 1st (late application deadline) of the diplomate's recertification year. It is the responsibility of the applicant to ensure her/his recertification application is received by the application deadline. The applicant will not be individually notified that their certification is expiring, and that their recertification documentation is due.

2.1 Continuing Education Credits (CECs):

CECs are accumulated by attending or completing recognized educational opportunities. Continuing education programs that do not relate directly to genetic counselling are not eligible for CECs, apart from those programs related to Truth and Reconciliation and other topics related to Indigenous rights and issues in Canada.

CECs are accrued at the rate of 1 credit for every hour of an educational session. Credits are **not** granted for attending business meetings, committee meetings, or social events at conferences. Credits are granted only for educational or workshop sessions. While many online educational courses are approved for CECs, the applicant must have valid proof of attendance.

Individuals applying for recertification by means of credits can accrue CECs up to the total requirement of 150 if they wish to use only CECs to recertify. These CECs must be from at least five (5) different approved educational sessions to count towards the 150 required credits for the 10-year period. Please complete and submit the [CEC logbook form](#) with your application.

Please note that CECs are not the same as the CEUs used for recertification through the American Board of Genetic Counseling. Please ensure that the credits you log are CECs as these are different than the number of CEUs attributed to the activity.

The Recertification Committee is not responsible for maintaining individual information pertaining to conferences attended. Individuals are required to maintain proof of attendance for all conferences for which they are claiming CECs.

A. Proof of attendance may include any of the following:

- Official receipt of payment of conference or online education course fee
- ABGC certificate of accumulation of CEUs
- Certificate or letter of attendance provided by the conference organizer
- For online courses, passing a quiz will be accepted as proof of attendance

B. Recognized Educational Sessions:

The list of recognized educational sessions is reviewed regularly. The list of recognized educational sessions and the number of CECs assigned can be found here. Individuals are required to maintain proof of attendance for these education sessions.

C. Unrecognized Educational Sessions:

For all remaining meetings and online educational courses, each individual must submit the following to the chair of the Certification board:

- Continuing Educational Credit (CEC) Application Form
- Copy of the conference or online course agenda
- Non-refundable administration fee
- Proof of attendance. For online courses, passing a quiz will be accepted as proof of attendance.

Applications for unrecognized educational sessions must be submitted to the Certification Board within five years following the end of the conference or online course. Applications submitted after this time frame will not be processed. The CBGC CEC committee aims to send an acceptance letter to the individual within 3 months of receipt of the 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.

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

A maximum of 150 CECs can be collected over the 10-year recertification period to count toward recertification. This means a diplomate can be recertified using only CECs.

2.2 Continuing Practice Credits (CPC):

CPCs are accrued from employment in the field of genetic counselling. Employment may include, but is not exclusive to, genetic counselling in a clinical, laboratory or research setting, administration, and genetic counselling education. CPCs have been updated to include professional activities carried out by diplomates and to better reflect the evolution away from the more traditional clinical roles.

Each Canadian certified genetic counsellor claiming CPCs, regardless of their area of genetic counselling employment, may be subject to audit and is responsible for maintaining their own updated employment records. Employment status is verified by a signed statement from the applicant on the Logbook of Continuing Practice Credits form. If selected for audit, individuals claiming CPCs must provide a formal job description from their employer. If the job description does not provide enough clarity on assignment of CPCs for the individual applying for recertification, the CBGC may request that the individual describe in writing the core competencies practices in their employment on a regular basis. Note that leaves of absence (e. maternity leaves) do not count towards CPCs.

After first writing the CBGC certification exam, CPCs may be accrued starting the month following the exam and are accrued at a rate of 10 credits/year of full-time employment. Full-time is designated as 1.0 FTE or 35-40 hours/week. Individuals working part-time or working less than a full year will receive credits at a pro-rated rate based on the months/years employed or the hours per week employed throughout the year. Upon completion of successful recertification, as stated above, CPCs will begin to accrue on January 1st of the following year, as the previous certification period doesn't end until December 31st of the recertification year. Please complete and submit the [CPC logbook](#) form with your application.

Examples:

1. A person working 0.6 FTE would receive 6 credits per year.
2. A person working 9 months on a full-time basis would receive 7.5 credits for that year.
3. A person that begins working full-time in February but obtains CBGC certification by examination in October would receive 1.67 credits for that calendar year (for the months of November and December).
4. A person working on contract on an hourly basis would calculate FTEs using the following formula (# of hours worked per calendar year / 1596 hours per year) to claim a maximum of 1.0 FTE per calendar year. [Note: 1596 hours is equivalent to a 35 hr work week for 52 weeks minus 12 statutory holidays and 20 vacation days.]

2.3 CPCs for Professional Activities:

Practice credits are also awarded for participation in a variety of professional activities determined by the CBGC board to advance educational development. These activities include student supervision, research, leadership, teaching, and post-graduate education.

The number of credits per professional activity, the required documentation, and maximums allowed are reviewed below. These credits are CPCs and can be accumulated toward the maximum allowed value of 70.

A professional activity form must be completed for each activity and submitted along with the CPC logbook as documentation. All forms can be found on the CBGC website.

CPCs for research (max of 2 credits / year)

First, second or senior author of an article or chapter in peer reviewed journal or book	2
Any other author that is not first, second or senior. <i>Publication must be related to a practice-based competency for genetic counselors</i>	0.5
Serving on an IRB / REB for at least 10 hours per year.	1
Serving as a primary advisor on a student research project committee (per student)	2
Serving as a student research project committee member	1
Presenting a peer-reviewed poster / performing a platform presentation at a conference	1
Non-presenting author on a peer-reviewed poster / platform presentation at a conference	0.5
Manuscript reviewed by invitation for a scientific journal.	1

CPCs for supervision / mentorship activities (max 2 credits / year)

Activities/service must be related to a practice-based competency for genetic counselors

Direct clinical / non-clinical student supervision at a site accepting students who are eligible to sit the CBGC exam (per 25 hours)	1
Providing direct professional supervision or mentoring including peer supervision	0.5

CPCs for leadership activities (max 2 credits / year)

Activities / service must be related to a practice-based competency for genetic counselors.

Service in a leadership role such as, but not limited to, a board member, committee / taskforce chair / co-chair, or Special Interest Group chair / co-chair. (per 25 hours)	2
Active service role on a committee / taskforce, Special Interest Group or with an organization (minimum of 10 hours / year)	1

CPCs for teaching (max 2 credits / year)

Per hour of teaching. Must be a graduate-level course in an area related to a practice-based competency for genetic counselors.	1
Per hour of educational outreach activity in an area related to a practice-based competency for genetic counselors.	0.5
Per hour for giving a continuing education presentation (e.g., CEU or CME) in an area related to a practice-based competency for genetic counselors.	0.5
Coordinating / directing a graduate-level course related to a practice-based competency for genetic counselors.	2

CPCs for post-graduate education (max 2 credits / year)

Credit for each credit hour of graduate degree coursework related to a practice-based competency for genetic counselors	1
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Other CPC activities (max 2.5 credits / year)

Item writing for CBGC examination (credits / approved question)	0.5
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Email confirming number of approved questions written

A maximum of 70 CPCs (including up to 50 credits for professional activities) can be collected over the 10-year recertification period to count toward recertification

3. Maintenance of CPC and CEC documentation:

Genetic counsellors seeking recertification through the CPC/CEC pathway are expected to maintain their own records of employment, educational experiences, and required documentation for professional activities.

For every conference considered for CECs, proof of attendance must be kept by the individual. Receipts, CEC approval letters, certificates of attendance, and ABGC CEU certificates SHOULD NOT be submitted with an applicant's recertification application but kept by the individual genetic counsellor for his/her records and in case of audit. During each recertification year, some applicants will be randomly selected for an audit. Proof of attendance and proof of employment will be required only from those applicants selected for audit.

4. Failure to apply for Recertification

Individuals who do not recertify by examination or by a combination of CECs and CPCs prior to the end of their 10th year of certification will no longer be Canadian Certified Genetic Counsellors and cannot continue to use the CCGC/CGAC designation.

Individuals whose certification has expired are eligible to sit the next certification exam. Such individuals will be considered new applicants and will be required to submit a new application form and may need to submit a logbook consisting of cases not previously submitted.

5. Hardship Extension Policy

The Hardship Extension Policy is intended for genetic counsellors who are unable to fulfill the necessary requirements for recertification in the 10-year cycle due to circumstances of a serious nature.

To be eligible for the extension, the genetic counsellor must:

- Be in their recertification year
- Submit an email to the CBGC recertification committee detailing the nature of their hardship
- Provide a recertification application with a minimum of 120 credits (80% of the required 150 credits)
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Deadline:

Requests for extensions must be received by email at recertification@cbgc-ccc.gc.ca no later than August 1st of the recertifying year. If the request is approved, the diplomate will be required to pay a 100\$ non-refundable fee. Receipt of this payment will be required for the recertification application to be approved.

Hardship extensions will be approved for a period of 6 months from the deadline of December 1st to earn the additional credits required (to the 150 total).

