

OPC Mandatory Continuing Education Program

To maintain good standing, all certified and registered members must obtain the required Mandatory Continuing Education (MCE) credits within their five-year cycle. Failure to do so will result in the loss of their credential and the requirement to return their certificate.

Certified Members: must complete a minimum of **30** MCEs within the five-year cycle to have the credential renewed. Dual Certificatees are required to complete **45 credits for the five-year period**, with a **minimum of 15 MCEs in each discipline**. The MCE windows for both disciplines are aligned in to one cycle.

Registered Members: must complete a minimum of **20** MCEs in order to have their credential renewed. Members who are registered in both disciplines will be required to complete **30 MCEs** within the five-year cycle, with a **minimum of 10 in each discipline**. The MCE windows for both disciplines are aligned in to one cycle.

Resident & Intern Members:

Residents and interns can apply MCEs as hours to their program. Please see applicable program handbook for more information.

MCE Policy - Designation Credit Chart

DESIGNATION	TOTAL MCE CREDITS	ORTHOTICS (Minimum)	PROSTHETICS (Minimum)
CO(c)	30	30	
CP(c)	30		30
RTO(c)	20	20	
RTP(c)	20		20
RTPO(c)	30	10	10
CPO(c)	45	15	15
<u>Both Certified & Registered</u>	50	30 Clinical	20 Technical

MCE cycles expire each year on March 31, which is the same date as membership dues renewal deadline.

Please note:

- Certified and Registered professionals are responsible for recording and tracking their own MCEs and ensure their MCE activity complies with the information in the credit value chart below.
- It is recommended that MCE activity be recorded and tracked using the MCE tracker on the member portal.
- Professionals **MUST** retain records of their MCE activities that can provide details about the subject matter and number of hours (i.e. detailed agenda/program) AND verification of their attendance/completion of the activity (i.e. certificate of attendance, transcript, etc.).
- 1 hour of continuing education = 1 MCE (do not include lunch hours or breaks in program that are not instructional)
- The above records of validation must be retained for 1 year after the expiration of the MCE window the credits apply towards.
- OPC will be selecting a random number of MCE audits to conduct every year on professionals whose windows will be expiring in the approaching March 31. Audits will be conducted in the 2nd half of the year prior to window expiry.
- The MCE tracker and validation records must be submitted to OPC if notified that you have been selected for a random audit. Tracker and validation documents must be submitted to OPC within 30 days of audit notification.

Credit Value Chart

DESCRIPTION	CREDIT VALUE	MAX CREDIT ACCUMULATION PER 5 YEAR TERM	ACCEPTABLE PROOF OF VALIDATION/ ATTENDANCE
ATTENDANCE AT SYMPOSIUMS/CONVENTIONS/COURSES/CONFERENCES			
International Conference National Conference or symposium Provincial Conference	Maximum 6 credits per day (maximum of 24 credits per conference)	No limit	Program Credit Scans; Certificate of Attendance
Conference <i>Exhibit Hall only</i>	Maximum of 6 credits	No limit	Credit Scans; Certificate of Attendance
Online Conference	Based on the number of hours	No limit	Credit scan, certificate of attendance
Courses in alternate discipline for single discipline certifies <i>(Additional credit for courses in alternate disciplines accepted on a case-by-case basis)</i>	Based on the number of hours	3	Approval from PDC committee Credit scan, certificate of attendance
Other Symposiums/Courses/Conferences <i>(Members cannot receive credits twice for the same course in a five-year cycle)</i>	Based on number of hours Maximum 6 credits per day	No limit	Program/Agenda Credit Scans; Certificate of Attendance
Indirect Patient Care <i>Business/Computer/Communication/Facilitating Education/Supervisor courses or seminars</i>	Based on number of hours	5	Program/Agenda Certificate; Letter from Facility Event Organizer
PRESENTATIONS OF COURSES/LECTURES			
Lecture, presentation, poster, conference at a provincial, national, international convention or P&O school programs or to other allied health professionals <i>Original presentation only, Subsequent presentation – see Special Consideration section, below</i>	10	No limit	Agenda/Program
Lectures on the P&O profession to group of other allied health professionals <i>Limited to original presentation, one institution, subsequent presentation – see Special Considerations</i>	2	No limit	Letter from Facility Event Organizer
MASTER'S DEGREE PROGRAM			
Masters/University Post-Graduate of Sciences <i>Rehab Thesis</i>	20	No limit	Transcript; Summary Page/ Appendix

Masters/University Post-Graduate of Sciences <i>Rehab Scholarly Paper</i>	10	No limit	Transcript
Masters/University Post-Graduate of Sciences <i>Rehab Course</i>	5	No Limit	Transcript

DESCRIPTION	CREDIT VALUE	MAX CREDIT ACCUMULATION PER 5 YEAR TERM	ACCEPTABLE PROOF OF SUBMISSION / ATTENDANCE
PUBLICATION			
Full page of text in a Rehabilitation Science related journal EXCLUDING references and appendices	Max of 2 credits/page	10	Copy of Article; Table of Contents
Research Article in Rehabilitation Science related journal. <i>Credits split between authors</i>	15	30	Copy of Article; Table of Contents
Article in Alignment Weekly	5 credits/1 page or less 10 credits/ 2 pages or more	15	<i>OPC National Office</i>
OTHER			
George Brown College (GBC) Grand Rounds Quiz <i>20 to 25-minute sessions</i>	0.5	No Limit	Completed Quiz
Courses through the American Academy of Orthotists & Prosthetists (AAOP) On-Line Learning Center: http://www.oandp.org/olc	Same as ABC grants as PCEs	No Limit	Agenda/Program Certificate of Attendance
Other online courses CEUs ratio – P&O related	Based on number of hours	TBD	Agenda/Program Certificate of Attendance
Special Consideration <i>Requires support and justification letter to be reviewed by OPC National Office</i>	TBD	TBD	TBD
VOLUNTEERING			
A member is eligible to receive credit for Humanitarian volunteer work in or outside of Canada. -In order to earn educational credits for this type of activity, the member must document their clinical, educational or technical involvement. -The member must retain a copy of the itinerary, letter from the sponsor or person responsible for the project and a brief summary report to provide if audited. - <i>Humanitarian work is defined by Orthotic and/or Prosthetic rehabilitation services work done in partnership with local, national, or international organizations for economic growth and human progress.</i>	3 credits per day	15	Sponsor Letter, Itinerary, Summary

Chart approved by the Orthotics Prosthetics Canada (OPC) Board of Directors 09-20-2019

*Amended November 28, 2016 - GBC Grand Rounds addition

*Amended September 6, 2019 – MCE Audit Process Additions

REINSTATEMENT POLICIES

FOR SINGLE CREDENTIALLED MEMBERS: *

The OPC Professional Development Committee determined granting a once-per-career, reinstatement policy for credentialed members who have failed to comply with the OPC MCE Policy by being deficient in the Mandatory Continuing Education credit requirements at the end of their 5-year Certification/Registration cycle.

The steps for reinstatement must be accomplished within the 6-month period starting at the end of their 5-year cycle. The steps are:

1. Payment of an administrative penalty of 25% of their membership fees in addition to the annual professional membership fees.
 - i.e. for 2019: Clinicians \$1,144.00 = \$286.00 (25%) + tax
 - i.e. for 2019: Registered Technicians \$572.00 = \$143.00 (25%) + tax
2. Acquisition of the remaining credits required for credential maintenance

During this 6-month period and/or until the provisions are met, the member in question will be suspended from using their Certification or Registration title and number. The member will also be removed from the online Find a Professional Directory.

If the member completes Step 1 and 2 above in less than 6 months, the credential may be reinstated before the end of the 6-month period.

If a member has previously used this reinstatement policy to have one of their credentials reinstated, the member does not qualify for a second reinstatement under this policy.

Failure to complete steps 1 and 2 above will in result in permanent revocation of the credential.

FOR DUAL CREDENTIALLED MEMBERS: **

The OPC Professional Development Committee determined granting a once-per-career, reinstatement policy for Dual Certified/Registered members who have failed to comply with the OPC MCE Policy by being deficient in the Mandatory Continuing Education credit requirements at the end of their 5-year Certification/Registration cycle.

The steps for reinstatement must be accomplished within the 6-month period starting at the end of their 5-year cycle. The steps are:

1. Payment of an administrative penalty of 25% of their membership fees in addition to the annual professional membership fees.
 - i.e. for 2019: Certifees \$1,144.00 = \$286.00 (25%) + tax
 - i.e. for 2019: Registered Technicians \$572.00 + 143.00 (25%) + tax
2. Acquisition of the remaining credits required for credential maintenance

During this 6-month period and/or until the provisions are met, the member in question will be suspended from using their Certification or Registration title and number. The member will also be removed from the online Find a Professional Directory. If the member in question fails to meet criteria outlined above, they will be subject to OPC's Reinstatement Policy.

** Approved by the Orthotics Prosthetics Canada (OPC) Board of Directors 2017-02-10*

***Approved by the Orthotics Prosthetics Canada (OPC) Board of Directors 2016-05-16*