



GOVERNMENT OF BERMUDA

Ministry of Health

**Bermuda Psychologists Council**

## **Continuing Professional Development (CPD) Programme Guide**

-Abbreviated Version

Registration as a Psychologist in Bermuda, for the purposes of the *Psychological Practitioners Act 2018*, will expire upon the third-year anniversary of the registration date. Re-registration requires the completion of 60 CPD credits. These credits have to be earned through specific CPD activities in at least two (2) of six (6) skill areas.

**Skill Areas** include:

- A. Consultation
- B. Psychological and Psycho-Educational Assessment
- C. Intervention
- D. Supervision
- E. Research
- F. Program Planning and Evaluation

**Categories of CPD Activities** include:

- 1. Participation in international and local psychology conferences and workshops
- 2. Related professional conferences, workshops and in-service training
- 3. Completion of college and university courses beyond those that were part of the recognized requirement for registration
- 4. Teaching courses and provision of workshops and in-service training when not an ordinary aspect of employment
- 5. Research
- 6. Publication
- 7. Presentation
- 8. Supervision of psychology interns in field placements
- 9. Post-graduate supervised experiences when not an ordinary aspect of employment
- 10. Program planning/evaluation when not an employment requirement
- 11. Sequenced programs of self-study
- 12. Informal programs of self-study
- 13. Professional organization leadership

### **CPD Credit Equivalencies**

One CPD credit is given for one contact hour (one actual clock hour comprising sixty minutes) spent in direct participation in a specific CPD activity as a learner.

Some organizations may represent CPD activities through the use of Continuing Education

Units (CEU's). One CEU is typically equivalent to 1 contact hour.

For the purpose of re-registration, all activities should be reported in terms of CPD credits.

### **Claiming CPD Credits**

The applicant may claim CPD credits for any of the above listed **CPD Activities**.

Additionally, only activities that:

- enhance or upgrade professional skills or add to knowledge;
- are relevant to the professional practice of psychology;
- fit into the applicant's personal plan for continuing professional development; and
- go beyond the ordinary aspects of the applicant's employment,

should be included.

The claiming procedure includes the following steps:

- List each activity on the CPD Summary Sheet and determine the applicable **Activity Categories**. (*Activities that do not fall into any of the above itemized categories will not be considered.*)
- Select and record the **Skill Area** that was most enhanced or upgraded by this activity.
- Determine and record the number of CPD credits by applying the above explained **CPD Credit Equivalencies** and adhering to the **Credit Ceilings** as outlined below.
- Verify the activity with the **Required Documentation** (e.g. certificates, log sheets, course transcripts, Activity Documentation Sheet)
- Submit the CPD Summary Sheet together with the Required Documentation to the offices of the Registrar General.

### **Credit Ceilings/Limitations**

CPD activities might require more actual time than the credits that may be earned or will be limited in order to encourage educational diversity (see attached CPD Credit Equivalencies and Credit Ceilings Summary Table). Limited activities include:

- National and psychology association workshops and conferences (max. of 20 credits per year)
- Related professional workshops, conferences, and in-service training (max. 20 credits per year, with a limit of 20 per 3 years for local in-service)
- Taking or teaching college/university courses (max. 10 credits per year)
- Research (unpublished research max. up to 10 credits over 3 years)

- Post-graduate supervised activities (max. 20 credits over 3 years; may be claimed only once in 3 years)
- Published research (up to 20 credits over 3 years)
- Non-research based published articles with references or poster presentation at professional convention (up to 10 credits over 3 years)
- Published theoretical or editorial articles (up to 5 credits over 3 years)
- Programme planning/evaluation (max. 10 credits over 3 years; may be claimed only once in 3 years)
- Sequenced programmes of self-study including on-line educational activities (max. 20 credits over three years)
- Credits may be earned for holding leadership positions in professional organizations (10 credits for presidency, 5 credits for other officers, 5 credits for chairing a committee; may only be claimed only once in 3 years for one position)
- Informal self-study (max. 10 credits over 3 years)
- Intern supervision (one year of supervision provides 10 CPD credits; max. 20 credits over 3 years)

### **Required Documentation**

For documentation purposes, the applicant will list all activities on the Re-Registration Application for Psychologists.

For verification purposes the following documents will be acceptable

- Certificates of Attendance or log sheets of attendance provided by the organizer of the CPD event
- Course transcripts for college/university courses
- Activity Documentation Sheet when no other formal documentation is available (applicable for Supervision activities, Program Planning and Evaluation, Self-Study, Professional organization leadership, Teaching/Workshops and In-service Presentations, Research/Publication, Presentations)

### **Attached Documentation**

1. Activity Documentation Sheet
2. CPD Credit Equivalencies and Credit Ceilings Summary Table



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CONTINUING PROFESSIONAL DEVELOPMENT (CPD) PROGRAMME  
ACTIVITY DOCUMENTATION SHEET

Instructions: This CPD Summary Form is to be used to report activities for which no other standard documentation exists. A separate form must be used for each activity. Be reminded that activities have to be pursued in at least two (2) of the six (6) specific skill areas listed in the CPD Programme.

Name: \_\_\_\_\_ Registration No.: \_\_\_\_\_

Title of CPD Activity: \_\_\_\_\_

Type of Activity: \_\_\_\_\_

Date of Activity (DD / MM / YYYY): \_\_\_\_\_

Place of Activity: \_\_\_\_\_

Organizer / Sponsor: \_\_\_\_\_

Description of Activity: \_\_\_\_\_

Actual number of clock hours or participation: \_\_\_\_\_

CPD Credits Earned: \_\_\_\_\_

Specific Skill Areas: \_\_\_\_\_

***I affirm that this activity merits CPD credit in that it meets the following criteria:***

- This activity enhanced my professional skills and/or added to my knowledge base.
- This activity was relevant to the professional practice of psychology.
- This activity is within my personal plan for continuing professional development.
- This activity exceeded the ordinary aspects of my employment.

***The activity reported on this form reflects actual activities in which I participated. I understand that falsification of this information is an ethical violation and may result in my being ineligible (or future registration, and/or legal actions being taken against me.***

Signature of Registrant: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_



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Ministry of Health  
**Bermuda Psychologists Council**

**CPD CREDIT EQUIVALENCIES AND CREDIT CEILINGS SUMMARY TABLE**

<b>Activity Category</b>	<b>CPD Credit</b>	<b>Ceiling Limits</b>	<b>Verification Documentation</b>
2.1.1.1 National and psychology association conferences and workshops.	Each hour = 1 CPD	Twenty (20) per year.	Certificate of Attendance or CPD Activity Documentation Sheet.
2.1.1.2 Related professional workshops, conferences and in-service training.	Each hour = 1 CPD	Twenty (20) per year, with the exception of twenty (20) over three years for local in-service.	Certificate of Attendance or CPD Activity Documentation Sheet.
2.1.1.3 Taking College/University courses.	One (1) Class Hour = 1 CPD	Ten (10) per year.	Transcript.
2.1.1.4 Teaching/workshop and in-service presentation.	Each Hour= 1 CPD	Ten (10) per year.	Copy of syllabus for course <u>or</u> CPD Activity Documentation Sheet.
2.1.1.5 Research. 2.1.1.6 Publication. 2.1.1.7 Presentations.	Actual hours up to ceilings established.	Unpublished research = 10 CPD Research and publication = 20 CPD Article published or poster presented = 10 CPD Theoretical/ editorial article= 5 CPD.	CPD Activity Documentation Sheet and Abstract if possible.
2.1.1.8 Intern Supervision.	One year of supervision = 10 CPD	Twenty (20) over 3 years.	CPD Activity Documentation Sheet.
2.1.1.9 Post-graduate supervised experiences.	Each hour = 1CPD	Twenty (20) over three years; may be claimed only once in three years.	CPD Activity Documentation Sheet.
2.1.1.10 Programme planning/evaluation.	Actual hours up to ceiling.	Ten over three years; may be claimed only once in three years.	CPD Activity Documentation Sheet.
2.1.1.11 Sequenced self-study.	Actual hours up to ceiling of 20.	Twenty over three years.	CPD Activity Documentation Sheet.
2.1.1.12 Informal self-study.	Actual hours up to ceiling.	Ten (10) over three years.	CPD Activity Documentation Sheet.