



GOVERNMENT OF BERMUDA
Ministry of Health
Bermuda Psychologists Council

BERMUDA PSYCHOLOGISTS' COUNCIL Companion Guide

CPD (Continuing Professional Development) Program

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 a minimum of 60 CPD credits every three years. These credits must be earned through specific CPD-activities in at least two (2) of the six (6) skill areas listed below.

Skill Areas include:

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

Mandatory CPD requirements

There are 3 mandatory CPD requirements:

- i) Professional Ethics (minimum 6 credits)
- ii) Peer Consultation (minimum 3 credits)
- iii) Cultural Diversity (minimum 3 credits)

An electronic version of a CPD chart, allowing for easy tracking of CPD credits is available from the Government Website. The minimum requirements, refer to the minimum number of credits members are required to obtain over a three-year cycle. It is believed that most members will likely exceed these requirements.

Professional Ethics

Every member, unless otherwise exempt, must complete a minimum of 60 verifiable qualifying hours of continuing professional development during each rolling three-calendar year period, of which at least six are professional ethics hours.



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The 6 hours can be accumulated through various separate professional ethics learning activities over the three years. The professional ethics learning activities must address the application of ethical principles or theories to laws, standards, or guidelines relevant to the member's work and professional responsibilities.

Professional ethics CPD can cover a wide range of topics related to ethics and ethical decision making. Examples of professional ethics topics include, but are not limited to, the following:

- Regulatory updates that are relevant and appropriate to the psychologist's role or industry
- Professional conduct
- Independence/conflict of interest
- Ethical decision making, approaches, thinking and case studies
- Social responsibility
- Honesty in Business Practice
- Boundaries and Multiple Relationships
- Ethics in Clinical Research
- Technology and Ethics
- Informed Consent
- Cultural Ethics
- Mandatory Reporting
- Confidentiality/Privacy
- Medical Records

Peer Consultation

A psychologist must complete a minimum of 3 hours of peer consultation within the 60 hours CPD required. 'Peer consultation' is defined as supervision and consultation in individual or group format, for the purposes of professional development and support in the practice of psychology and includes a critically reflective focus on the



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psychologist's own practice. To be approved by the council for the purpose of CPD, the peer consultation must be:

- a. in either a group or individual format
- b. face to face or by alternative means such as by telephone
- c. documented in a log sheet with peer consultant signature of the date, hours, and relevance of the consultation
- d. Providing peer consultation to others must not be counted in the 6 hours required to meet this standard, although it can be counted towards general CPD hours.

Time spent in a formal role as a supervisor for (a) an internship program or (b) a candidate for an area of practice endorsement, cannot be counted towards peer consultation.

Cultural Diversity

To provide the public with competent psychological services, registered practitioners should be specifically educated and trained to recognize and incorporate the influence of diversity on human behavior. To facilitate this competency, the CPD requirement is that a psychologist must complete a minimum of 3 hours of cultural diversity activity.

All health professionals are expected to be sensitive to individual differences as they practice their professions. Beyond that, it is imperative that psychologists acquire a knowledge base and an understanding of how attitudes, values, and behavior may be affected by cultural differences. In effect, the public should be served by registered practitioners who meet these standards.

Cultural diversity includes, but is not limited to age, ethnicity, gender, culture, linguistic, religious, and socio-economically based differences, physical disabilities, differences in sexual orientation, and any subgroup of characteristics of people about which generalizations can be made.

Key examples of relevant forms of diversity identified in research include: age, gender, race, ethnicity, national origin, migration and refugee status and experiences, religion, spirituality, sexual orientation, disability, language, socioeconomic status, education, group identity, communication modality, level of acculturation/assimilation, developmental stages, stages of ethnic development, family and lifestyle, popular culture, workplace culture, etc.

Registered psychologists are expected to acquire and maintain competence in these areas as they practice.



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Categories of CPD Activities

- 1: Participation in 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 Psychologists in training
- 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) 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 hours or 1CPD credit.

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**. Only activities that:

- Enhance or upgrade professional skills or knowledge
- Are relevant to the professional practice of psychology
- Fit into the applicant's personal plan for continuing professional development



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- 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 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 **CPD Credit Equivalencies**.
- Verify the activity with the **Required Documentation** (e.g. certificate, log sheets, course transcript, Activity Documentation Sheet)
- Submit the CPD Summary Sheet together with the required documentation.

Credit Ceilings/Limitations

CPD activities might require more actual time than the credits that may be earned. CPD ceilings have been dropped; however, we strongly encourage educational diversity. It is also encouraged to balance the accumulation of CPD credits on a yearly basis; albeit this may not be always feasible.

Required Documentation

For documentation purposes the applicant will list all activities on the **CPD Summary Sheet**.

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 documentations is available (for Supervision activities, Program Planning and Evaluation, Self-Study, Professional organization leadership, Teaching/Workshop and In-service Presentations, Research/Publication/Presentations)