



Policy: CEC Audit

Date established:	November 10, 2025	Category:	Registration
Approved by:	CPPEI Council	Authority:	RHPA S. 4(2) (d) and S. 60.1

1. Purpose

1.1 The purpose of this policy is to:

- (a) establish requirements for monitoring participation in, and compliance with, the Continuing Education and Competency (CEC) Program;
- (b) set out the audit process to ensure registrants maintain ongoing professional competence;
- (c) provide criteria and procedures for granting extensions and deferrals in cases of illness, family emergencies, or other extenuating circumstances; and
- (d) clarify requirements for reinstatement and exemptions where registration has lapsed, been suspended, or discontinued.

2. Legislative Authority

2.1 This policy is developed in accordance with the **Regulated Health Professions Act**, which requires:

- (a) *Section 4(2)(d)*: To develop, establish, maintain, monitor compliance with, and enforce standards respecting continuing education for its members, and to develop rules respecting exemptions from the continuing education requirements in circumstances the College considers appropriate.
- (b) *Section 60(1)*: A council shall establish and maintain standards and requirements respecting the continuing education and competency of its members in the practice of their regulated health profession.

3. Scope

3.1 This policy applies to all registrants of the College of Paramedics of Prince Edward Island (CPPEI), including those who are:

- (a) active;
- (b) suspended;



- (c) with conditions or restrictions;
- (d) expired; or
- (e) seeking reinstatement following lapsed or suspended registration.

4. Policy Statements

4.1 Audit Requirements

- (a) The College monitors registrant adherence to the CEC Program through an annual audit.
- (b) A random selection of 20% of registrants on the active register is audited each year.
- (c) The Registrar's Office selects registrants randomly one month after the renewal period ends.
- (d) Selected registrants are contacted by the Registrar's Office and asked to submit their CEC portfolio.
- (e) Registrants are given three weeks from the date of notification to collect and submit their documents.
- (f) All registrants are expected to have documentation ready at the time of renewal, when they make the legal declaration that CEC requirements have been completed.
- (g) The Audit Committee conducts the audit once submissions are received.

4.2 Audit Scope

- (a) The audit includes the following:
 - i. the registrant's learning plan;
 - ii. professional development credit hours and activities log;
 - iii. any other evidence to confirm or corroborate continuing education and competency.
- (b) Registrants may be required to submit additional materials or complete further CEC activities if documents or activities are incomplete or inadequate.

4.3 Applicability by Registration Status

- (a) **Expired registration:** Not subject to audit, but records must be retained and currency maintained if the registrant intends to return to practice.
- (b) **Suspended registration, or registration with conditions or restrictions:** Included in the audit process.
- (c) **Reinstatement of lapsed registration:** Registrants must demonstrate that learning plans, learning activities, and credit hours are current.
- (d) **Reinstatement following suspension:** Registrants must demonstrate to the Registrar that learning plans, learning activities, and credit hour obligations are up to date.



4.4 Extensions and Deferrals

- (a) Registrants are expected to meet all CEC Program requirements.
- (b) The Council recognizes that illness, bereavement, and other extenuating circumstances may impact a registrant's ability to comply.
- (c) Registrants may apply in writing for an extension or deferral.
- (d) Requests outside established policy may be referred to the Audit Committee for case-by-case review.

5. Procedures

5.1 Requesting an Extension or Deferral

- (a) Requests must be submitted in writing and include supporting evidence, which may include:
 - i. employer letter;
 - ii. signed note from a health care professional;
 - iii. evidence of retirement (e.g., signed communication with employer, signed self-declaration);
 - iv. notice of death; and/or
 - v. other documentation approved by the CEC Audit Committee.

5.2 Acceptable Reasons for Extension or Deferral

- (a) personal illness;
- (b) not currently practising (e.g., leave of absence, parental leave, retirement);
- (c) retirement within three months of renewal (if actively practising at the time of the request);
- (d) illness of an immediate family member, or where the registrant is the primary caregiver;
- (e) bereavement; and/or
- (f) personal crisis or other extenuating circumstances.

5.3 Decision-Making

- (a) Staff may grant an extension or deferral where the request clearly meets policy criteria.
- (b) Subsequent requests, or cases where eligibility is unclear, are reviewed by a panel of the CEC Audit Committee.
- (c) Time limits are as follows:
 - i. an **extension** may not exceed **90 days**;
 - ii. a **deferral** may not exceed **one year**.

5.4 Reinstatement and Exemptions

- (a) Registrants who permanently discontinue practice (resign or are suspended) before completing CEC requirements are exempt from unfinished requirements, unless they later seek reinstatement.
- (b) Registrants applying for reinstatement must complete outstanding CEC requirements within timelines approved by Council.



6. Responsibilities

6.1 Council

- (a) Establishes and approves standards for continuing education and competency.
- (b) In accordance with Section 31.1 of the CPPEI Bylaws, Council appoints the CEC Audit Committee as a committee of the College.

6.2 Audit Committee

- (a) Conducts annual audits;
- (b) Reviews extension/deferral requests beyond staff authority;
- (c) Monitors compliance with CEC requirements.

6.3 Registrar's Office

- (a) Selects registrants randomly after the renewal period;
- (b) Contacts registrants and sets timelines for submission of documentation;
- (c) Ensures audit selection is fair, consistent, and transparent.
- (d) Processes extension/deferral requests in accordance with policy.
- (e) Confirms reinstatement applicants meet competency requirements.

6.5 Registrants

- (a) Maintain records;
- (b) Comply with CEC requirements;
- (c) Submit documentation within three weeks of audit notification;
- (d) Ensure documentation is complete at the time of renewal when declaring compliance with CEC requirements.

7. Related Documents

Regulated Health Professions Act PEI
Continuing Education and Competency Program Guidelines
CPPEI Bylaws

Revision History		
Revision date	Revision note	Approved by