



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.
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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.
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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.
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7. Related Documents

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

Revision History		
Revision date	Revision note	Approved by