



## Quality Assurance Program for Naturopathic Doctors

Naturopathic Doctors (ND) Quality Assurance Program is made up of 3 parts:

- Continuing Education
- Self and Peer Reviews
- Practice Assessments

### Continuing Education

The continuing education (CE) requirement exists to ensure that NDs in practice continually maintain their competency in all related areas necessary to the practice of naturopathic medicine in British Columbia. This enables NDs to provide their patients with current professional naturopathic healthcare, and also serves to protect the public. It is also mandated under the College [Bylaws](#).

Evidence-based measurement should be used where possible to assure desired competencies in an NDs practice. This is consistent with the direction of health professions across North America focusing on continuous quality improvement initiatives.

### Requirements

ND registrants must complete a **minimum** of 40 hours of continuing education over each two (2) year CE period. The breakdown of the 40 hrs is as follows:

Current CE Period	January 1, 2024 to December 31, 2025
Category C	
Category D	Maximum of 10 hours.
Category E (Certification holders only; except Prescriptive Authority)	Minimum 2 hours per certification
Category F (Prescriptive Authority Certification holders only)	Minimum 10 approved hours from courses approved by the College
Category G	Minimum 3 approved hours from courses approved by the College
<b>Total Required Number of CE Hours</b>	<b>Minimum 40 hours</b>



## CE Requirements for New Registrants

If an NDs' registration came into effect after the start of the CE period, their continuing education requirements will be prorated based on their initial registration date. The prorated requirement will be reflected in [ROSS](#).

Please email [registration@cchpbc.ca](mailto:registration@cchpbc.ca) if your requirements have not been prorated.

## Reporting CE Activities

To report CE activities, log in to your [ROSS](#) account and click on Continuing Education > Activities.

The page will display a breakdown of the required CE hours and a summary of the hours you have entered during the current CE period. To enter CE hours, click on "Add New".

At the end of the CE period, ND registrants must submit their CE entries to the College. This can be done on [ROSS](#) > "Continuing Education (CE)" tab> "Submit to College".

## Continuing Education Categories:

Category	Criteria
Category C – Educational conference, courses and seminars	<p><b>Criteria</b></p> <p>CE hours can be obtained by attending the following conferences, courses, or seminars:</p> <ul style="list-style-type: none"><li>• Conferences or seminars offered directly by an official provincial or state association in a regulated jurisdiction, such as the British Columbia Naturopathic Doctors (BCND), the Ontario Association of Naturopathic Doctors (OAND), or one of the following national naturopathic organizations: the Canadian Association of Naturopathic Doctors (CAND), American Association of Naturopathic Physicians (AANP) or the North West Naturopathic Physicians Association (NWNPA);</li><li>• Seminars sponsored by any other medical and professional organizations such as chiropractic, medical, nursing, psychology, acupuncture, etc.;</li><li>• Nutraceutical and pharmaceutical company sponsored educational seminars;</li><li>• Teleconference, web-conference, video and audio recordings of seminars, computer-based learning programs and all other distant-learning programs; and</li><li>• Life support training and advanced life support training (CPR/BLS, and NALS).</li></ul>



	<p>The above conferences, courses or seminars must meet the following requirements:</p> <ul style="list-style-type: none"><li>• No commercial bias or product placement;</li><li>• Every product mentioned is referred to in a similar manner throughout the presentation;</li><li>• Generic names are used in presentations whenever possible for all devices, laboratory tests, natural health products, etc.;</li><li>• If a brand name is used, it is to appear after the generic name (e.g., in parenthesis).</li></ul> <p><b>Approval</b></p> <p>You can claim Category C hours for time attended without pre-approval from the College by using your professional judgement to select CE activities that meet this category's criteria.</p> <p><b>Proof of Completion</b></p> <p>Upload a certificate of course completion on ROSS.</p>
Category D – Education, Service & Professional Development	<p>Category D activities:</p> <ul style="list-style-type: none"><li>• <b>Teaching:</b> Offering courses or workshops to either the public or other professionals.</li><li>• <b>Service:</b> Serving on committees or boards of the College or the BCNA.</li><li>• <b>Professional Development:</b> Attending courses related to personal and professional development including accounting, business, communication skills, financial management, leadership development, office management, public speaking, and related topics.</li><li>• <b>Preceptoring and Mentoring:</b> Includes offering preceptorship for a student or supervising another registrant as part of a mentorship program.</li></ul> <p><i>Review the following policies for important information regarding these arrangements and the allocation of CE hours for both the mentor/preceptor and mentee/preceptee.</i></p> <ul style="list-style-type: none"><li>• <a href="#"><u>Preceptorship Policy</u></a></li><li>• <a href="#"><u>Continuing Education (CE) Policy: Supervised practice/Preceptorship</u></a></li></ul> <p><b>Approval</b></p> <p>Registrants can claim one (1) Category D hour for every two (2) hours of activity, unless stated otherwise. Submissions for this category do not require pre-</p>



	<p>approval from the College. You may use your best professional judgement to seek Continuing Education (CE) that meets this category's criteria.</p> <p><b>Proof of Completion</b></p> <p>Upload a summary of the activity on ROSS as follows:</p> <ul style="list-style-type: none"><li>• Teaching: include the course name, date, and location.</li><li>• Service: indicate which Committee or Board.</li><li>• Professional Development: include the course name, date, and location.</li><li>• Preceptorship and Mentoring: include dates and timing, the general nature of the supervision or practice observation, and the names of both the mentor/preceptor and mentee/preceptee.</li></ul>
<p><b>Category E – Certifications</b></p>	<p>Category E CE hours may be obtained through:</p> <ul style="list-style-type: none"><li>• <b>Courses or conferences:</b> <i>relevant to the specified aspect of practice.</i></li><li>• <b>Supervised practice and/or practice observation (Preceptorship) in the relevant area of practice.</b> Review the <a href="#"><u>Continuing Education (CE) Policy: Supervised practice/Preceptorship</u></a> for important information regarding these arrangements and the allocation of CE hours for both the mentor/preceptor and mentee/preceptee.)</li><li>• <b>Currency:</b> Registrants can meet Category E CE requirements upon providing evidence of currency in a specified aspect of practice. Two (2) hours of Category E CE may be claimed for every fifty (50) treatments performed in an area of practice corresponding to the registrant's certification.</li></ul> <p>You may choose one of the above methods to satisfy Category E requirements for a particular certification. <b>You cannot combine</b> these methods (e.g., currency &amp; courses) to satisfy the requirements for a specific certification.</p> <p><b>Approval</b></p> <p>As a registrant, you can claim Category E hours for time attended or treatments completed. Submissions for this category do not require pre-approval from the College. You may use your best professional judgement to seek Continuing Education (CE) that meets this category's criteria and is relevant to your certifications.</p> <p><b>Proof of Completion</b></p> <ul style="list-style-type: none"><li>• CE Courses - Upload a certificate of course completion on ROSS.</li><li>• Currency Model: Upload your treatment tracking log on ROSS. You can choose one of the tracking logs found on ROSS "Forms &amp; Resources" tab &gt; "Continuing Education" folder.</li><li>• Preceptorship (Practice Observation): Upload a preceptorship summary on ROSS which includes dates and timing, the general nature of the preceptorship, and the names of both the preceptor and the preceptee.</li></ul>



	<ul style="list-style-type: none"><li>• Supervised Practice: Complete and upload the Supervised Practice Tracking form on ROSS. The form can be found on ROSS &gt; "Forms &amp; Resources" tab &gt; "Quality Assurance" folder.</li></ul>
<b>Category F – Prescribing Authority</b>	<p>Registrants taking the ten (10) hours in a single prescribing topic (e.g. bioidentical hormones) may only use that topic once and need to take other topics in the future. It is permissible to take the same topic again if it is part of a multi-topic prescribing review.</p> <p>If you have acquired certification in Prescriptive Authority during a CE period, say from January 2024 to December 2025, you are not required to fulfill the ten (10) hour requirement until the end of the following two-year CE period, that is, from 2026-2027.</p> <p><b>Approval</b></p> <p>Category F hours can only be claimed from courses approved by the Board at the recommendation of the Quality Assurance Committee (QAC). A list of the approved Category F course options can be found on ROSS</p> <p><b>Proof of Completion</b></p> <p>Upload a certificate of course completion on ROSS.</p>
<b>Category G – Ethics, Professionalism &amp; Cultural Safety</b>	<p>The College has established this category to encourage professional development in cultural safety, cultural humility, ethics, and jurisprudence.</p> <p><b>Approval</b></p> <p>Category G hours can only be claimed from courses approved by the Board at the recommendation of the Quality Assurance Committee (QAC). A list of the approved Category G course options can be found on ROSS</p> <p><b>Proof of Completion</b></p> <p>Upload a certificate of course completion on ROSS.</p>

### *Proof of Completion*

When certificate is required, the certificate should indicate:

- the provider's name;
- the name of the course, conference or seminar;
- the participant's name;
- the total number of hours attended;
- the date of successful completion; and
- where possible, the name of the course instructor(s).



## Information for CE Course Providers

### *Eligible Categories*

Please note that the College only reviews and approves Category F & G courses. Registrants may use their best professional judgement and the criteria provided in the above sections when submitting CE hours for the remaining categories.

### *Application Process*

Course providers may fill out and submit the [Continuing Education Courses Application](#) form to the College to have their content considered for approval for these CE categories.

Once approved, courses will be added to the list of approved courses posted in the [ROSS](#) in the Forms & Resources folder.

## **Self and Peer Reviews**

The use of a self and peer reviews as part of the Quality Assurance program will give NDs the opportunity to reflect on their individual practices.

### **Requirement:**

- All full (practising) registrants are expected to complete both a self-review and a peer review every two years (coinciding with each two (2) year continuing education period).

The self and peer review forms are available for registrants on [ROSS](#) > “Forms & Resources” tab > Quality Assurance Program.

Registrants are required to retain copies of the completed forms but are not required to submit them. The College reserves the right to request the completed forms at any time.

## **Practice Reviews**

Practice reviews are an important and integral part of the College’s Quality Assurance Program. The practice review process includes a number of procedures:

Each year, a percentage of full (practising) registrants are selected for a practice review. When a selected registrant works in a place of practice with other registrants, all the registrants working at that place of practice will be reviewed.

The purpose of the practice review process is to ensure that all registrants and clinics are operating at the standard expected of NDs in British Columbia. The practice review is an



opportunity for the college to engage in a dialogue with registrants at their place of practice and help them identify areas of strength and opportunities for improvement.

The assessors conducting practice reviews will reference the College's Standards of Practice for Naturopathic Physicians found on the [Naturopathic Physicians Registrant Practice Resources page](#) and several key checklists, including the [Naturopathic Clinical Office Checklist](#) and the [Emergency Medical Kits](#).

Registrants can review the Practice Review Checklist on [ROSS](#) > "Forms & Resources" tab > Quality Assurance Program.