



**CANADIAN FERTILITY AND ANDROLOGY SOCIETY**  
**SOCIÉTÉ CANADIENNE DE FERTILITÉ ET D'ANDROLOGIE**

**Guidelines for Maintenance of Certification for ART Lab Professionals through Continuing Professional Development (CPD)<sup>1</sup>**

Certified ART Laboratory professionals are required to complete a **minimum** of 24 hours of approved Continuing Professional Development (CPD) activities **every two years** to maintain their certification. The two-year reporting period begins on January 1 and concludes on December 31 of the following year. CPD hours are earned on the basis of one hour per hour of activity; however, some activities are capped at a predetermined maximum per reporting period. CPD hours cannot be carried over beyond the two year cycle\*. All activities submitted must be related to the function of Assisted Reproductive Technology. The CPD hours earned are self-reported on the CFAS website as they are accrued. Where applicable, certificates of attendance for completed CPD activities can be uploaded to the website. A standard tracking form can be downloaded from the website to validate activities where an official certificate of attendance or similar proof of participation is not available. Random audits will be conducted during the reporting period. Therefore, it is important to retain all supporting documents for the CPD activities submitted.

**\*For example, CPD hours accumulated from January 1, 2016 to December 31, 2017 will be reset to zero on January 1, 2018.**

The following is comprehensive (but NOT EXCLUSIVE) list of recognized CPD activities with the associated CPD hours that will be credited for the two-year reporting period.

<b>Continuing Professional Development Activities</b>		
<b>Activity</b>	<b>Examples</b>	<b>Hours credited</b>
Conference attendee 1 day summit/symposium/seminar Presenter	<ul style="list-style-type: none"> <li>• CFAS, ASRM, ESHRE, Alpha, AAB</li> <li>• Canadian Embryology Summit</li> <li>• oral abstract</li> </ul>	<i>capped at 16</i> <i>capped at 4 per event</i> <i>capped at 5 per event</i>
CFAS committee member  Professional/workplace committee or team member	<ul style="list-style-type: none"> <li>• board member</li> <li>• SIG executive committee member</li> <li>• subcommittee or working group member</li> <li>• ethics committee, safety committee, lab team meetings</li> </ul>	<i>capped at 10</i> <i>capped at 10</i> <i>capped at 10</i>  <i>1 per hour of activity</i>
Accredited post-graduate courses/programs  Accredited CE courses  Workshop trainee or trainer*  Workplace trainee or trainer Workplace safety training or other relevant certification Webinars, journal club, medical rounds, in-services, talks  Self-study	<ul style="list-style-type: none"> <li>• MSc in Clinical Embryology, MSc/PhD in Biological Sciences</li> <li>• ASRM pre-congress courses, ESHRE BSA Course</li> <li>• Canadian Embryology Summit workshops</li> <li>• new techniques, new instruments</li> <li>• WHMIS</li> <li>• Fertility and Sterility Cyber Journal Club, Quartec Webinars</li> <li>• reading scientific articles and work-related materials</li> </ul>	<i>capped at 16</i>  <i>capped at 16</i>  <i>1 per hour of activity</i> <i>(*plus preparation time capped at 3)</i> <i>1 per hour of activity</i> <i>1 per hour of activity</i> <i>1 per hour of activity</i>  <i>capped at 4</i>
Author	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> or 2<sup>nd</sup> author of a scientific publication</li> <li>• 1<sup>st</sup> author of an abstract, newsletter or magazine article</li> <li>• book, book chapter</li> </ul>	<i>capped at 10</i>  <i>capped at 10</i>  <i>capped at 10</i>
Manuscript/Abstract review Editorial board member Standard Operating Procedures (SOPs) review/revision	<ul style="list-style-type: none"> <li>• CFAS annual meeting abstract referee</li> </ul>	<i>capped at 4</i> <i>capped at 4</i> <i>capped at 4</i>

**Activities are to be documented in full hours. Activities of less than one hour are not eligible for CPD credits.**

Sources: The Royal College of Physicians and Surgeons of Canada <http://www.royalcollege.ca/> ; The College of Medical Laboratory Technologists of Ontario (CMLTO) <http://www.cmlto.com/> ; Ordre des Chimistes du Québec <http://www.ocq.qc.ca/> ; American Board of Bioanalysts <http://www.aab.org/>

<sup>1</sup>Reviewed and Approved by CFAS ART Lab SIG Executive, April 2016