



Canadian Fertility and Andrology Society  
Société canadienne de fertilité et d'andrologie

## The Canadian Fertility and Andrology Society's Continuing Professional Development Activities and Credits Guide:

A total of 12 credits is required in one calendar year to maintain certification.

Please see terms and conditions below.

### Core development credits – minimum of 6

Activity	Examples	Hours credited
<ul style="list-style-type: none"> <li>CFAS Conference attendee</li> <li>Other Conference attendee</li> <li>CFAS Summit</li> <li>Symposium/Seminar/Workshop</li> <li>Industry sponsored Workshop Event</li> </ul>	<ul style="list-style-type: none"> <li>CFAS Annual Meeting</li> <li>ASRM, ESHRE, Alpha, AAB...</li> <li>Canadian Embryology Summit</li> <li>ASRM Seminar</li> <li>Industry workshop or Program</li> </ul>	Maximum of 10 per event (or 4 /day) Maximum of 8 per event (or 3/day) Maximum of 5 per event (or 1/hour) Maximum of 4 per event (or 1/hour) Maximum of 4 credits (1/hour)
<ul style="list-style-type: none"> <li>CFAS webinar attendee <i>*see below requirements</i></li> <li>CFAS recorded webinars <i>*see below requirements</i></li> <li>Non-CFAS webinar w/ certificate</li> </ul>	<ul style="list-style-type: none"> <li>CFAS Webinars</li> <li>Ivf.net</li> </ul>	1 per hour of activity; maximum at 4
<ul style="list-style-type: none"> <li>Accredited post-graduate courses/programs</li> <li>Accredited CE courses</li> </ul>	<ul style="list-style-type: none"> <li>MSc in Clinical Embryology, MSc/PhD in Biological Sciences</li> <li>ASRM pre-congress courses, ESHRE BSA ABB CE Course</li> </ul>	Maximum of 8 per course or program Maximum of 6 per course of program
<ul style="list-style-type: none"> <li>Self-study <i>*see below for required proof</i></li> </ul>	<ul style="list-style-type: none"> <li>Reading scientific articles</li> </ul>	1 per hour of activity; maximum of 4
<ul style="list-style-type: none"> <li>Author <i>*see below for specific proof</i></li> </ul>	<ul style="list-style-type: none"> <li>Author of a scientific publication</li> <li>1st author of an abstract, newsletter or magazine article</li> <li>book, book chapter</li> </ul>	Maximum of 6 per publication Maximum of 4 per publication Maximum of 6 per publication

### Other professional development credits

Activity	Examples	Hours credited
<ul style="list-style-type: none"> <li>Webinar attendee</li> <li>Workshop trainee</li> </ul>	<ul style="list-style-type: none"> <li>Non-CFAS webinars</li> <li>Product training workshops</li> </ul>	1 per hour of activity 1 per hour of activity
<ul style="list-style-type: none"> <li>CFAS Presenter</li> </ul>	<ul style="list-style-type: none"> <li>Webinar speaker</li> <li>Oral Abstract/Poster Presentation</li> </ul>	Maximum of 4 per event Maximum of 2 per event
<ul style="list-style-type: none"> <li>Professional/workplace committee</li> </ul>	<ul style="list-style-type: none"> <li>Ethics committee, safety committee</li> </ul>	1 per hour of activity; capped at 4 <i>*Minutes must be submitted as proof</i>
<ul style="list-style-type: none"> <li>Teach a course</li> </ul>	<ul style="list-style-type: none"> <li>Embryology or andrology course</li> </ul>	1 per hour max of 2 credits
<ul style="list-style-type: none"> <li>Workplace trainee or trainer</li> <li>Workplace safety training or other relevant certification Webinars, journal club, medical rounds, in-services, talks</li> </ul>	<ul style="list-style-type: none"> <li>New techniques, new instruments</li> <li>WHMIS</li> <li>Fertility and Sterility Cyber Journal Club, Quartec Webinars</li> </ul>	1 per hour of activity; capped at 4
<ul style="list-style-type: none"> <li>Manuscript/Abstract review</li> <li>Editorial board member</li> </ul>	<ul style="list-style-type: none"> <li>CFAS annual meeting abstract reviewer</li> </ul>	Max. of 2 Max. of 2 <i>*Must be pre-approved by CFAS</i>



Canadian Fertility and Andrology Society  
Société canadienne de fertilité et d'andrologie

Definitions:

- CFAS refers to Canadian Fertility and Andrology Society
- CPD refers to Continuing Professional Development
- ART refers to Assisted Reproductive Technology
- Conflict of Interest refers to a situation in which a person is in a position to derive benefit (financial or otherwise) from actions or decisions made in their official capacity.
- Calendar year refers to January 1<sup>st</sup> – December 31<sup>st</sup> of said year. (ie: The year 2022 is from January 1<sup>st</sup>, 2022 to December 31<sup>st</sup>, 2022).
- Member in good standing refers to an active CFAS member that complies with member guidelines and requirements.

Terms and conditions for credit submission and approval:

- A total of 12 credits is required in one calendar year to maintain certification, with a minimum of 6 credits being core development credits (see above).
- The CFAS reserves the right to deny or reject a credit submission if there is insufficient proof of activity or if there are any conflicts of interest associated with credit activity.
- CFAS will conduct a random audit each year to confirm and approve the details of credits submitted.
- The CFAS reserves the right to revoke ART Certification if the CPD credits are not met; proof of credit activity is insufficient or if the submitter fails an audit.
- In order to submit credits, you must be an active CFAS member in good standing.
- Credits must be submitted through the CFAS member portal on the CFAS website. Email submissions will not be accepted.
- Proof of credit activity is required for each submission. Proof may be a formal certificate of attendance, course or program completion certificate, publication, or committee meeting minutes accordingly. Other proof of activity may be accepted but requires approval from the CFAS offices before submission.
- CFAS certificates of attendance are required for credits given for CFAS events. Registration on the CFAS website is required for CFAS certificates of attendance.
- Guidelines for proof of attendance for CFAS and Non-CFAS Webinars are as follows:
  - Certificate of attendance
- Guidelines for watching CFAS recorded webinars on the CFAS membership portal
  - Submission containing 5 highlights and/or key points learned from the webinar



Canadian Fertility and Andrology Society  
Société canadienne de fertilité et d'andrologie

- Guidelines for proof of self study are as follows:
  - Submission of the article or study material (must be from an accredited source).
  - Submission of a synopsis of the studied material in the following format:
    - APA format
    - Minimum of 500-word count
    - 12-point times new roman font
- Guidelines for proof of Author
  - Specify your contribution as author
- All credits must be submitted within their calendar year. The deadline to submit credits is December 31<sup>st</sup> at midnight EST of that year.
- Failure to submit the 12 necessary credits by the above-mentioned deadline will result in a lapse of CFAS ART Professional Certification and additional measures to obtain reinstatement of certification will be required. Please see the *CFAS ART Professionals Reinstatement Document* for more information.

If you are unaware if an activity qualifies for a CPD credit, or unsure of sufficient evidence for proof of activity, please contact the CFAS office at: 514-300-1333 or [communications@cfas.ca](mailto:communications@cfas.ca) for clarification.