



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 8

Activity	Examples	Hours credited
<ul style="list-style-type: none"> CFAS Conference attendee Other Conference attendee CFAS Summit Symposium/Seminar/Workshop 	<ul style="list-style-type: none"> CFAS Annual Meeting ASRM, ESHRE, Alpha, AAB... Canadian Embryology Summit ASRM Seminar 	Maximum of 8 per event (or 4 /day) Maximum of 6 per event (or 3/day) Maximum of 4 per event (or 1/hour) Maximum of 3 per event (or 1/hour)
<ul style="list-style-type: none"> CFAS webinar attendee 	<ul style="list-style-type: none"> CFAS Webinars 	1 per hour of activity; maximum at 4
<ul style="list-style-type: none"> Accredited post-graduate courses/programs Accredited CE courses 	<ul style="list-style-type: none"> MSc in Clinical Embryology, MSc/PhD in Biological Sciences ASRM pre-congress courses, ESHRE BSA Course 	Maximum of 6 per course or program Maximum of 6 per course of program
<ul style="list-style-type: none"> Self-study *see below for required proof 	<ul style="list-style-type: none"> Reading scientific articles 	1 per hour of activity; maximum of 4
<ul style="list-style-type: none"> Author 	<ul style="list-style-type: none"> 1st or 2nd author of a scientific publication 1st author of an abstract, newsletter or magazine article book, book chapter 	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"> Webinar attendee Workshop trainee 	<ul style="list-style-type: none"> Non-CFAS webinars Product training workshops 	1 per hour of activity 1 per hour of activity
<ul style="list-style-type: none"> CFAS Presenter 	<ul style="list-style-type: none"> Webinar speaker Oral Abstract/Poster Presentation 	Maximum of 4 per event Maximum of 2 per event
<ul style="list-style-type: none"> Professional/workplace committee 	<ul style="list-style-type: none"> Ethics committee, safety committee 	1 per hour of activity; capped at 4 *Minutes must be submitted as proof
<ul style="list-style-type: none"> Workplace trainee or trainer Workplace safety training or other relevant certification Webinars, journal club, medical rounds, in-services, talks 	<ul style="list-style-type: none"> New techniques, new instruments WHMIS Fertility and Sterility Cyber Journal Club, Quartec Webinars 	1 per hour of activity; capped at 4
<ul style="list-style-type: none"> Manuscript/Abstract review Editorial board member 	<ul style="list-style-type: none"> CFAS annual meeting abstract reviewer 	Maximum of 2 Maximum of 2 *Must be pre-approved by CFAS



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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 1st – December 31st of said year. (ie: The year 2022 is from January 1st, 2022 to December 31st, 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 8 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 CFAS 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 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



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- Minimum of 500-word count
- 12-point times new roman font
- All credits must be submitted within their calendar year. The deadline to submit credits is December 31st 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 for clarification.