

SP-R003
Standard of Practice: Continued Professional Education
Approved: Approved draft for consultation Sept 26, 2026
Amended: n/a
Next Review Date: 2029

Note to Readers: *In the event of any inconsistency between this document and the legislation that governs chiropractic practice, the legislation prevails.*

1. INTRODUCTION

The Nova Scotia Chiropractic and Naturopathic Regulator (**NSCNR**) is the regulatory authority for the practice of chiropractic in the Province of Nova Scotia.

The Nova Scotia Chiropractic and Naturopathic Regulator (NSCNR) serves and protects the public interest to advance ethical and competent chiropractic and naturopathic care in Nova Scotia.

2. APPLICATION AND ADMINISTRATION

This Standard of Practice shall apply to all individuals registered and licensed with the NSCNR (the “**Registrant**” or collectively the “**Registrants**”).

The administration and application of this Standard of Practice shall be the responsibility of the Registrar. Should the NSCNR become aware of any alleged breach or noncompliance with this Standard of Practice, it may take any action it considers appropriate, including but not limited to:

- a. contacting a Registrant to request the immediate remedy of any suspected breach or non-compliance; and/or
- b. filing a formal complaint under the *Regulated Health Professions Act* regarding the suspected breach or non-compliance as professional misconduct.

3. OBJECTIVES

The objectives of this Standard of Practice are to uphold public interest and safety by:

- ensuring NSCNR Registrants in Nova Scotia continue professional development throughout their practice;
- improving the care of patients using evidence-informed and current knowledge available to health care professionals; and
- encouraging lifelong learning in registrants.

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4. DEFINITIONS

The following terms have the following meanings when used in this Standard of Practice:

“approved continued education” or **“approved credit”** or **“approved course”** means that approved by the Continued Education Committee of the NSCNR.

“Category A CE” means continued education that is specifically related to patient care and approved by the NSCNR CE Committee as Category A education.

“Category B CE” means continued education that is adjunctively but not directly related to patient care and approved by the NSCNR CE Committee as Category B education.

“continued education” means post-graduate education and training in or related to the scope of practice of the Registrant.

5. STANDARDS OF PRACTICE

A. General Standards

Continued Education (CE) is required of all Registrants of the Nova Scotia Chiropractic and Naturopathic Regulator.

- a) Each NSCNR Registrant is required to complete the mandated hours of approved CE every two (2) years (the CE period).
- b) The Registrant’s two (2) year CE period will correspond to the license renewal cycle.
- c) Approval for CE courses is obtained through the Board of the Nova Scotia Chiropractic and Naturopathic Regulator (NSCNR) appointed Continuing Education Approval Committee and/or the Registrar (Refer to Appendix A for additional criteria).
- d) All Registrants are required to complete thirty-two (32) hours of approved continuing education in each CE period.
- e) Additional continuing education required as part of a Reserved Practice Permit is calculated in addition to the general Registrant 32-hour requirement.
- f) A **maximum of eight (8) hours** of the mandated hours per CE period are permitted to be from approved Category “B” courses-

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- g) A maximum of eight (8) CE hours of Category A hours may be carried forward from one CE period into the immediate next CE period only if those hours were completed within 6 months of the CE period transition. (NOTE: this is pending ability to implement in the registrant management system to be determined by January 2027)
- h) First aid training required for licensure or specific reserved practices does not qualify for CE credit hours. Additional first aid training may be approved for Category B credit hours.
- i) The NSCNR may audit Continued Education records for any Registrant at any time.
- j) It is incumbent on the individual Registrant to be aware of their own CE hours for their CE cycle.
- k) If a Registrant has not acquired sufficient credit hours at the expiration their CE cycle or at any extended time period granted by the Registrar, the Registrant's licence shall be suspended.
- l) The Registrants license may be reinstated by the Registrar upon completion of the requirements.

6. EXEMPTIONS

- A. In extenuating circumstances, an extension of the time period for continuing education completion may be granted by the Registrar.
- B. Any application for extension must:
 - (a) be submitted in writing to the Registrar prior to the expiry date of the Registrant's CE period in which the credit hours are to be completed or any other date set by the Board;
 - (b) state the circumstances regarding the request for extension of time, the time frame for completion of the credit hours and the means by which these continuing education hours will be fulfilled, in addition to other necessary information requested by the Registrar; and
 - (c) be accompanied by a one-time, non-refundable application fee as set by the Board.

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- C. A Registrant whose licence has been suspended under 5(k) due to non-compliance with the Standard of Practice may submit an application to the Registrar for an extension of time required to acquire the credit hours. The Registrar may permit conditional licensing to be issued pending full compliance by a set completion date.
- D. All requests for extension will be responded to by the Registrar within thirty (30) days.

7. RESTRICTIONS

- A. Continued education or other training requirements imposed as part of a regulatory process may not be used for compliance with this standard unless expressly permitted by the determining body. For clarity, this may include Registration and Licensing decision-makers, Professional Conduct and Complaints processes or Fitness-to-Practice decisions related to training and education.

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APPENDIX A – Information Guide for CE

Category A CE — Clinical and Professional Competence

Category A activities are structured educational activities directly related to the clinical competencies, standards of practice, scope of practice, or professional responsibilities of Licensees.

Category A activities may include education related, but not limited to:

- assessment and diagnosis;
- clinical decision-making;
- laboratory and diagnostic testing;
- treatment and case management;
- pharmacology and prescribing;
- clinical therapeutic modalities;
- emergency recognition and management;
- patient safety;
- referral and interprofessional care;
- jurisprudence and standards of practice;
- ethics and professional responsibilities;
- evidence-informed clinical practice; and
- other areas directly related to the safe and competent provision of patient care relevant to the license held, as determined by the Board, Registrar or CE Approval Committee.

The course provider must provide a licensee with evidence verifying attendance, participation, and completion in order for the CE to be credited.

This may include:

- attendance records;
- electronic participation tracking;
- certificates of completion;
- successful completion of an assessment; or
- another reliable method of verification.

The following do not qualify for Category A continuing education credit unless they form part of a structured educational activity that otherwise meets the requirements of this Standard:

- podcasts or general-interest audio content;
- social-media content;

- interviews or general media;
- teaching or mentoring;
- independent viewing of videos or recordings without appropriate verification of completion;
- asynchronous education without an appropriate evaluative component;
- unstructured reading or internet research;
- product demonstrations or sales presentations primarily intended to promote a commercial product or service;
- routine staff or administrative meetings;
- networking activities;
- activities substantially unrelated to the licensed practice or the professional responsibilities of a Licensee; and
- repeated participation in substantially identical educational content during the same reporting cycle unless the NSCNR determines that repetition is educationally appropriate.

Some activities that do not qualify for Category A credit may qualify as Category B professional development where the Category B requirements are met.

Category B CE — Broader Professional Development

Category B activities contribute meaningfully to a registrant's competence as a regulated health professional but are not primarily directed toward clinical patient care.

Category B activities may include education related to:

- professional communication;
- practice and business management;
- privacy and information management;
- cultural safety;
- first aid in excess of licensing and permitting requirements;
- quality improvement;
- professional governance;
- healthcare administration; and
- other professional development relevant to the license held, as determined by the Board, Registrar or CE Approval Committee.

Category B education is intended to complement, rather than replace, ongoing clinical and professional education.



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The course provider must have a reasonable mechanism for verifying attendance, participation, and completion. This may include:

- attendance records;
- electronic participation tracking;
- certificates of completion;
- successful completion of an assessment; or
- another reliable method of verification.

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APPENDIX B – CE Approval

All CE activities must be approval for credit by the NSCNR and are assessed for Category as well as hours to be granted. Pre-approval is strongly recommended to ensure a potential training will fulfill CE requirements.

General Criteria for CE Approval

- a) The CE committee shall consider not only the quality of the continuing education seminar, as presented, but also the amount of material presented per seminar that may or may not be considered relevant to the respective professional scope of practice and patient care. Most seminars are approved for 1 hour of CE for each 50min spent in classroom.
- b) Other activities may be submitted for approved credit: examples include but are not limited to:
 - a. Authoring an article for publication in a peer reviewed journal: The Continuing Education Committee appreciates the volume of work required to research, prepare, submit, and receive approval for publication in a peer reviewed journal. Any articles approved for publication in a peer reviewed journal will be approved for 12 hours of Category A CE.
 - b. University courses: The Continuing Education Committee appreciates the volume of work required to complete university courses. Any course work towards a BSc, master's degree, PhD or other related medical field will be approved for a maximum of 24 hours of CE with no carry over permitted. The determination of Category A or Category B credit value will be dependent upon the applicability of the material being studied in relation to patient care (as noted above).
 - c. CMCC and CCNM courses: Due to the quality of the programs offered through CMCC and CCNM, the seminars offered by these institutions are automatically approved. Registrants are reminded that the course content must still be assessed for Category A or Category B credit value.
 - d. PACE: The NSCNR pre-approves DC Continuing Education courses offered through PACE.

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- e. Lecturers: If a Registrant is presenting a lecture at a seminar, they are **not** entitled to claim the time spent in lecture towards their CE. Registrants teaching at a College or University may not present their teaching hours for CE credit.

Course Approval Application

An application for Category A continuing education approval must contain sufficient information for the NSCNR to assess the educational quality, relevance, appropriate credit classification, and number of eligible continuing education credits.

Please forward the following to registrar@nscnr.ca for consideration.

At minimum, an application must include:

- course title;**
- name of the course provider or sponsoring organization;**
- name and contact information of the individual making the application for CE credit approval;**
- date or dates on which the educational activity is offered** or, for on-demand education, the period during which the activity is available;
- delivery format**, including in-person, live virtual, asynchronous/on-demand, or blended delivery;
- total instructional time** for which continuing education credit is requested;
- if approval is sought toward the continuing education requirement for a specific **Reserved Practice Permit or other designated area of practice**, the number of area-specific credits requested.
***NOTE:** A detailed allocation of instructional time by topic in item 6 is **not ordinarily required**, however, where approval is sought for continuing education specific to a Reserved Practice Permit or specifically designated area of practice in item 7, the application must identify the amount of **instructional time devoted to the relevant subject matter**.
- a **course agenda, syllabus, outline, or other description of the educational content** sufficient for the Committee to determine the subject matter covered and its relevance to the Chiropractic or Naturopathic practice of the licensee;
- clearly stated learning objectives or learning outcomes;**
- the **category of continuing education credit anticipated** (e.g. Category A, B or specific permit/authorization);

11. the names and **qualifications of presenters or course developers**, including CVs, professional biographies, or other information sufficient to demonstrate appropriate subject-matter expertise;
12. the **name of any commercial sponsor, funding organization, affiliated company, or other organization with a financial interest in the educational activity**, where applicable;
13. any relevant **financial relationship or conflict of interest** involving the provider or presenter;
14. any additional copies or examples of course materials **where requested by the NSCNR**;
15. any known information regarding **previous approval by another Canadian health profession regulator or recognized continuing education accreditation body**, where applicable; and
16. any additional information requested by the NSCNR where necessary to assess the application.

PLEASE NOTE:

The NSCNR will determine the final category, number of continuing education credits, and any applicable area-specific credits awarded. **For approval by the NSCNR, verified attendance, participation and completion must be provided (e.g. certification, etc.).**

Preapproval of training is encouraged to ensure those taken meet the licensing or permitting requirements, however, approval may be sought at any time. Non-approved trainings will not be applied to CE period of the licensee.