

Accreditation¹ Requirements Chart

Continuing Education Program Criteria for Regulated Members	
<p>Starting on September 1, 2024, all regulated members are required to earn 30 CEP Credits annually to maintain their professional designation as a system education leader. Annual CEP credits are calculated based upon this CASS Board approved <i>Accreditation Requirements Chart</i> and are subjected to the following criteria:</p> <ul style="list-style-type: none"> • CEP credits will be earned and reported annually between September 1 and August 31. • CEP credits will be calculated based on 1 CEP (equals approximately 1 hour) up to the maximum allocation indicated in the Accreditation Requirements Chart. • All regulated members are required to complete five (5) CEP courses², face to face or online, within five (5) years of becoming a regulated member as part of the calculation of their annual 30 CEP credits. All members are encouraged to complete additional CEP courses, as available, throughout the term of their membership as a CASS regulated member. All CEP courses are correlated to the Professional Practice Standards and support the foundational knowledge required of system education leaders. 	
A. Professional Learning - Participation	
CASS CEP Course ³	10 credits/course
CASS Hosted Professional Learning Event ⁴	Maximum 10 credits/event
CASS Conference ⁵	Maximum 10 credits/conference
CASS Mentorship Program - Mentee	Maximum 15 credits/year
CASS Live Webinar	Maximum 3 credits/webinar
CASS Recorded Webinar & Learning Guide (See CASS Resource Library)	Maximum 3 credits/guide
CASS eLeadership Guide (See CASS Resource Library)	Maximum 5 credits/guide
CASS Research Report (See CASS Resource Library)	Maximum 3 credits/report
SLQS or LQS course (Approved by the Ministry to meet the academic requirement for leadership certification)	Maximum 15 credits/course

¹ *Accreditation* means the desired status of a regulated CASS member in good standing which confirms that the Continuing Education Program criteria of the College have been and are being met.

² The *CEP courses* serve to meet the maintenance of the Professional Practice Standards for system education leaders. Each course provides a deep professional learning dive into various combinations of the Professional Practice Standards' competencies.

³ Visit the [CASS website](#) for scheduled courses and registration information.

⁴ A CASS hosted professional learning event includes live webinars, workshops or summits scheduled throughout the year, hosted book studies, etc.

⁵ CASS Conferences include the Fall Conference, Annual Conference, Summer Conference, and the First Nations, Métis & Inuit Education Gathering.

B. Leadership in Mentorship, Teaching, and Presenting	
Teach LQS or SLQS course (Approved by the Ministry for leadership certification)	Maximum 20 credits/course
CASS Mentorship Program - Mentor	Maximum 20 credits/year
Teach CASS CEP Course	Maximum 15 credits/course
CASS Conference - Presenter ⁶	Maximum 5 credits/session
CASS Webinar - Presenter	Maximum 5 credits/webinar
C. Professional Service⁷	
CASS President (CASS Bylaws 1-19, 1-20, 1-21)	Maximum 30 credits/year
CASS Board of Directors Voting Member (CASS Bylaws 1-19, 1-20, 1-21)	Maximum 15 credits/year
CASS Past President Non-Voting Member (CASS Bylaws 1-19)	Maximum 15 credits/year
CASS Zone Director (CASS Bylaws 1-33, 1-34)	Maximum 15 credits/year
CASS Standing Committee Chair (CASS Bylaws 1-31, 1-32)	Maximum 10 credits/year
CASS Standing Committee Member (CASS Bylaws 1-31, 1-32)	Maximum 5 credits/year
CASS Special and Ad Hoc Committee/Working Group (CASS Bylaws 1-39)	Maximum 5 credits/year
D. Development of Professional Learning for CEP	
Develop accredited professional learning for CEP (e.g., CEP course, case study, learning guide, etc.)	Maximum 15 credits
E. Verifiable Self-directed Professional Learning⁸	
Verifiable self-directed professional learning occurs outside of the CASS CEP. Examples are listed below: <ul style="list-style-type: none"> • research and/or publication (i.e., author or co-author of published article or book (e.g., <i>CASS Connection</i> or <i>Leaders & Learners</i>), or completed thesis or dissertation, or research project conducted in school authority (e.g., action research project); or • attended a provincial, national, or international conference, course, or workshop. 	Maximum 15 credits/year
F. Unverifiable Self-directed Professional Learning	
Unverifiable self-directed professional learning ⁹	Maximum 5 credits/year

⁶ CASS Conference – Presenter – If presenter is also attending the CASS Conference and claiming CEP Credit for participating in the conference, 15 CEP credits are the maximum number to earn. (5 CEP credits for presenting and 10 CEP credits for attending the conference)

⁷ See [CASS Bylaws](#) for Descriptions of Roles.

⁸ Verifiable Self-Directed Professional Learning - Recognition for CEP credits related to system education leadership that must be verifiable with supporting documentation such as certificate of completion, related document or reports.

⁹ Unverifiable Self-directed Professional Learning - Recognition for CEP credits that are unverifiable but related to system education leadership such as receiving mentorship from an Elder, participation on a non-CASS committee, professional reading, etc.