

Accreditation¹ Standards – Quick Reference

(See AP 300 – Accreditation for more information)

Continuing Education Program Criteria for Regulated Members	
<p>All regulated members shall earn 30 CEP Credits annually to maintain their professional designation as a <i>system education leader</i>. Annual CEP credits are calculated based upon the CASS Board approved Accreditation Standards and are subject to the following criteria.</p> <ul style="list-style-type: none"> i. CEP credits shall be earned and recorded annually in the member's Accreditation Profile between September 1 and August 31. ii. One (1) CEP equals one (1) hour of professional learning up to an annual maximum allocation as indicated below. iii. Regulated members shall 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. iv. All members are encouraged to complete CEP courses throughout the term of their membership. CEP courses are correlated to the Professional Practice Standards and support the foundational knowledge required of system education leaders. 	
1. Professional Learning - Participation	
a. CASS CEP Course ³	10 credits/course
b. CASS Hosted Professional Learning Event ⁴	Maximum 10 credits/event
c. CASS Conference ⁵	Maximum 10 credits/conference
d. CASS Mentorship Program - Mentee	Maximum 15 credits/year
e. CASS Live Webinar	Maximum 3 credits/webinar
f. CASS Recorded Webinar, Learning Guide or Learning Lab (See CASS Resource Library)	Maximum 3 credits/guide
g. CASS eLeadership Guide (See CASS Resource Library)	Maximum 5 credits/guide
h. CASS Research Report (See CASS Resource Library)	Maximum 3 credits/report
i. SLQS or LQS course (Approved by the Ministry to meet the academic requirement for leadership certification)	Maximum 15 credits/course
2. Leadership in Mentorship, Teaching, and Presenting	
a. Teach LQS or SLQS course (Approved by the Ministry for leadership certification)	Maximum 20 credits/course
b. CASS Mentorship Program - Mentor	Maximum 20 credits/year

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 are designed to support the ongoing fulfillment of the Professional Practice Standards for system education leaders..

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

⁴ A CASS hosted professional learning event includes pre-conferences.

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

c. Teach CASS CEP Course	Maximum 15 credits/course
d. CASS Conference or Event - Presenter ⁶	Maximum 5 credits/session
e. CASS Webinar - Presenter	Maximum 5 credits/webinar
3. Professional Service⁷	
a. CASS President (CASS Bylaws 1-19, 1-20, 1-21)	Maximum 30 credits/year
b. CASS Board of Directors Voting Member (CASS Bylaws 1-19, 1-20, 1-21)	Maximum 15 credits/year
c. CASS Past President Non-Voting Member (CASS Bylaws 1-19)	Maximum 15 credits/year
d. CASS Zone Director (CASS Bylaws 1-33, 1-34)	Maximum 15 credits/year
e. CASS Standing Committee Chair (CASS Bylaws 1-31, 1-32)	Maximum 10 credits/year
f. CASS Standing Committee Member (CASS Bylaws 1-31, 1-32)	Maximum 5 credits/year
g. CASS Special and Ad Hoc Committee/Working Group (CASS Bylaws 1-39)	Maximum 5 credits/year
4. Development of Professional Learning for CEP	
a. Volunteer and develop accredited professional learning for CEP (e.g., CEP course, case study, learning guide, learning lab)	Maximum 15 credits
5. Verifiable Self-directed Professional Learning⁸	
Verifiable self-directed professional learning may occur outside of the CASS CEP such as: a. authoring or co-authoring a published article or book (e.g., in <i>CASS Connection</i> or <i>Leaders & Learners</i>); b. completing a thesis, dissertation, or conducting a research project within a school authority (e.g., an action research initiative); c. attending a non-CASS provincial, national, or international conference, course, or workshop; d. repeating a CASS CEP course to deepen understanding or apply new perspectives to leadership practice.	Maximum 15 credits/year
6. Unverifiable Self-directed Professional Learning	
a. 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.

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

⁸ Verifiable Self-Directed Professional Learning - Related to system education leadership and 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.