

CASS Continuing Education Program (CEP)

Accreditation¹ Requirements Chart

Overview	
<p>Starting on July 1, 2024, regulated members are required to earn 30 CEP Credits per year to maintain their professional designation as a system education leader. Annual CEP credits are calculated based upon the approved CASS <i>CEP 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 July 1 and June 30. • CEP credits will be calculated based on 1 CEP (equals approximately 1 hour) up to the maximum allocation indicated on the chart below. • All regulated members are required to complete 7 core courses², face to face or online, within 5 years of becoming a regulated member as part of their annual 30 CEP credits. However, verifiable self-directed learning may replace up to 3 core courses, upon pre-approval by the Accreditation Review Committee. 	
A. Professional Learning - Participation	
CASS CEP Core Course	10 credits/course
CASS Course - Other	Maximum 10 credits/course
CASS Hosted Event	Maximum 10 credits/event
CASS Conference	Maximum 10 credits/conference
CASS Mentorship Program - Mentee	Maximum 15 credits/year
CASS Webinar	Maximum 2 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 2 credits/report
SLQS or LQS program to meet academic requirement for leadership certification	Maximum 15 credits/course
Self-Directed Learning, Non-verifiable ³	Maximum 5 credits/year
Professional Learning from CASS Recognized Professional Learning Partner ⁴	Maximum 15 credits/year
B. Leadership in Mentorship, Teaching, and Presenting	
Teach LQS or SLQS course approved for leadership certification	Maximum 20 credits/certification
CASS Mentorship Program - Mentor	Maximum 20 credits/year
Teach CASS CEP Core Course	Maximum 15 credits/course
Teach CASS Course - Other	Maximum 15 credits/course
CASS Conference - Presenter	Maximum 5 credits/session
CASS Webinar - Presenter	Maximum 5 credits/webinar

C. Professional Service	
CASS President (See CASS Bylaws 1-19, 1-20, 1-21)	Maximum 30 credits/year
CASS Board of Directors Voting Member (See CASS Bylaws 1-19, 1-20, 1-21)	Maximum 15 credits/year
CASS Zone Director (See CASS Bylaws 1-33, 1-34)	Maximum 15 credits/year
CASS Standing Committee Chair	Maximum 10 credits/year
CASS Standing Committee Member (See CASS Bylaws 1-31, 1-32)	Maximum 5 credits/year
CASS Special and Ad Hoc Committee/Working Group (See CASS Bylaws 1-39)	Maximum 5 credits/year
D. Development of Professional Learning	
Develop CASS Course	Maximum 15 credits/course
Develop CASS Conference Session	Maximum 10 credits/session
Develop CASS Case Study	Maximum 5 credits/guide
E. Verifiable Self-Directed Professional Learning⁵	
Verifiable self-directed professional learning occurs outside of the CASS CEP and may include: <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

¹Accreditation means the desired status of a member in good standing which confirms that the continuing education standards of the College have been and are being met.

²The 7 core courses are related to the Professional Practice Standards and provide a deep learning dive into various combinations of the competencies.

³Non-verifiable Professional Learning – Recognition for CEP credits that are non-verifiable such as receiving mentorship from an Elder, participation on a non-CASS committee, professional reading, etc.)

⁴CASS Recognized Partner – Professional learning received from other professional associations – (Under development)

⁵Verifiable Self-Directed Professional Learning - Recognition for CEP credits must be verifiable with supporting documentation.