



Continuing Education Program

“ Responding to Alberta’s professional legislation for system education leaders, CASS’ Continuing Education Program will ensure the highest standards of excellence from Kindergarten to Grade 12. This program not only promotes continuous improvement through ongoing professional learning and accountability but it drives collaboration amongst our members to enhance the quality and effectiveness of education for all students.”

~ Dr. Clint Moroziuk, CASS President 2024/25

CONTINUING EDUCATION PROGRAM

COLLEGE OF ALBERTA SCHOOL SUPERINTENDENTS

OVERVIEW

The College of Alberta School Superintendents’ (CASS) Continuing Education Program (CEP) was established to uphold the professional standards of system education leaders in Alberta. As defined under the *College of Alberta School Superintendents Act* (2021), CASS is mandated to ensure the accreditation of its regulated members through rigorous professional learning that is aligned with Alberta’s *Leadership Quality Standard* (LQS) and *Superintendent Leadership Quality Standard* (SLQS).

The CEP requires all regulated members to earn 30 credits annually. To maintain their professional designation, they must also complete five CEP courses within five years, thereby ensuring continuous engagement with structured, high-quality course-based learning. This combination of credit accumulation and course completion ensures that all regulated members consistently meet the highest standards of professional practice.

GUIDING PRINCIPLES



Responsive: Meeting the professional learning needs of system education leaders by providing collaborative, flexible, and responsive learning opportunities.



Research-Informed: Supporting growth through data and research-informed practice.



Innovative: Developing and delivering accredited learning aligned with professional practice standards.

ACCREDITATION

CASS requires all regulated members, regardless of their tenure or employment contract, to earn 30 CEP credits annually to maintain their professional designation as a system education leader. Additionally, regulated members must complete five CEP courses, either face-to-face or online, within five years of becoming a member. Summarized below, all eligible credits are to be calculated based on [CASS' Board-Approved Accreditation Requirements](#) and recorded in the member [Accreditation Profile](#) between September 1 and August 31. It is important to note that one credit is equal to one hour of professional learning and that CEP credits cannot be carried forward to the next year.

Maximum Eligible Credits & Activities

3

CREDITS

- Attend CASS Live Webinar
- Engage with CASS Recorded Webinar & Learning Guide
- Read CASS Research Report

5

CREDITS

- Engage with a CASS eLeadership Guide
- Present at a CASS Conference
- Present at a CASS Webinar
- Serve as a CASS Standing Committee Member
- Serve on CASS Special and Ad Hoc Committee/Working Group
- Earn credit towards an unverifiable self-directed professional learning like receiving mentorship from an Elder, participation on a non-CASS leadership committee, or professional reading

10

CREDITS

- Complete a CASS CEP Course
- Attend a CASS Hosted Professional Learning Event
- Attend a CASS Conference
- Serve as a CASS Standing Committee Chair

15

CREDITS

- Be mentored through the CASS Mentorship Program
- Attend a Ministry-Approved Superintendent Leadership Quality Standard (SLQS) or Leadership Quality Standard (LQS) course towards certification
- Teach a CASS CEP Course
- Serve as a CASS Board of Directors Voting Member
- Serve as CASS Past President Non-Voting Member
- Serve as a CASS Zone Director
- Volunteer and develop an accredited professional learning for CEP, e.g., CEP course, case study, learning guide
- Earn credit through a “verifiable” Self-Directed Professional Learning like a provincial, national or international conference (supported with documentation) or written publication

20

CREDITS

- Teach a Ministry-Approved LQS or SLQS course
- Be a Mentor for CASS' Mentorship Program

30

CREDITS

- Serve as CASS President

SAMPLE FIVE-YEAR PROFESSIONAL LEARNING PLAN*



Deputy Superintendent

YEAR 1

Date	Activity	Credits
Nov.	Attend Fall Conference	10
March	Attend Annual Learning Conference	10
Aug.	Complete a CEP Course at Summer Learning Conference	10
		<hr/> 30

YEAR 2

Date	Activity	Credits
Sept. to Aug.	Serve as Zone Director	10
Nov.	Author a “verifiable” article for CASS Connection	15
Aug.	Complete CEP Course	10
		<hr/> 30 + 5

YEAR 3

Date	Activity	Credits
Sept. to Aug	Serve as a Mentor for CASS Mentorship Program	20
March	Complete a CEP Course	10
		<hr/> 30

YEAR 4

Date	Activity	Credits
Nov.	Complete CEP Course	10
Nov.	Attend Fall Conference	10
July	Attend National CASSA Conference	15
		<hr/> 30 + 5

YEAR 5

Date	Activity	Credits
Sept.	Work with Elder to promote Truth & Reconciliation “non verifiable”	5
Nov.	Complete CEP Course	10
April	Publish Doctoral Dissertation	15
		<hr/> 30

* Members are encouraged to use CASS’ [Three-Year Event Planner](#) to strategically map-out their professional learning plan.

CEP COURSES

In its inaugural year, the CEP will introduce 12 comprehensive 10-hour courses, specifically crafted to address the professional learning needs of system education leaders. These courses are meticulously aligned with focused competencies in the LQS and SLQS, ensuring the highest standards of excellence. Designed to offer regulated members choice and flexibility, the courses provide engaging content rooted in current knowledge and relevant research. Prior to board-approval, each course is rigorously vetted through peer feedback to guarantee relevance and quality.

CEP courses are offered both online and face-to-face. Online courses are scheduled throughout the year, while face-to-face courses are available during the Summer Learning Conference. To register for these courses, members need to visit the [CEP site](#) and look under “Course Dates” and complete the registration form. Deadlines for registration are set 10 days prior to the start date of each course.

Current Course Offerings

- Changing World, Changing Needs: Engaging in the Age of Disruption
- Developing Leadership Capacity at the System Level: The Ripple Effect
- Indigenous Student Success (Data and Accountability)
- Leading Learning
- Leading to Support Effective Governance
- Managing School Authority Operations and Resources: Leading a School Authority
- Modeling Commitment to Professional Learning
- Providing Instructional Leadership
- Relational Leadership Mastery: Building Effective Connections
- Sharing Stone Keeper’s Wisdom
- Supporting Effective Governance: Hacks and Heuristics
- Visionary Leadership in Action: Implementing a Continuum of Supports and Services

Registration fees for CEP courses vary depending on the event and course. While regulated members are required to complete five CEP courses, they are encouraged to take additional courses to maintain the high standards of practice achieved by Alberta’s system education leaders.

ACCOUNTABILITY & COMPLIANCE

By August 31 of each year, CASS regulated members are required to submit their professional learning activities through the online [CEP Accreditation Profile](#). This encrypted, password-protected site allows regulated members to enter, submit, and track their CEP credits towards maintaining their professional designation. To ensure data integrity and security, the CEP application is backed up every eight hours.

CASS' Chief Executive Officer, who also serves as the CASS Registrar, is responsible for implementing accreditation, auditing, and participation standards to ensure all regulated members are in good standing with CASS. Each year, the Registrar will randomly audit 25 per cent of members' profiles to ensure compliance with accreditation standards.

If a member does not meet the accreditation requirements, they may face sanctions, including the issuance of a "Notice of Remediation," potential loss of the right to use the "system education leader" title, and/or notification to the member's employer.

Members who disagree with non-compliance decisions have the right to appeal through a structured dispute resolution process. This process includes a peer review by the Accreditation Review Committee and the option for a final appeal to the CASS Board of Directors.

QUESTIONS & ANSWERS

Q. Who can participate in the CEP?

A. All regulated CASS members must participate. Associate and affiliate members, as well as non-CASS members in leadership positions in Alberta's school authorities, may also register for courses, subject to verification and additional fees.

Q. What happens if a newly appointed regulated member starts their role in the spring?

A. Newly appointed regulated members starting after the CASS Annual Learning Conference will calculate their CEP credits from their start date to Aug. 31 of the following year. Those starting between the Fall Conference and the Annual Conference will have their requirement pro-rated to 15 CEP credits.

Q. How is the CEP's impact measured?

A. CASS conducts an annual survey to assess the CEP's impact on members' ability to maintain professional practice standards.

Q. What is the cancellation policy for CEP courses?

A. The cancellation policy is as follows:

- More than 10 days prior to start date - Full refund

- 3-9 days prior to the start date - 50 per cent refund
- 2 days prior to the start date or no notice - No refund

CASS reserves the right to cancel a CEP course due to insufficient enrollment. In this instance, members will receive a full refund.

Q. What kind of technical support is available for members?

A. CASS offers various support resources, including interactive sessions, FAQs, instructional videos, and user feedback mechanisms, to assist members with the accreditation process.

For More Information

For further information or support, members can contact the CASS office at:

registrar@cass.ab.ca

