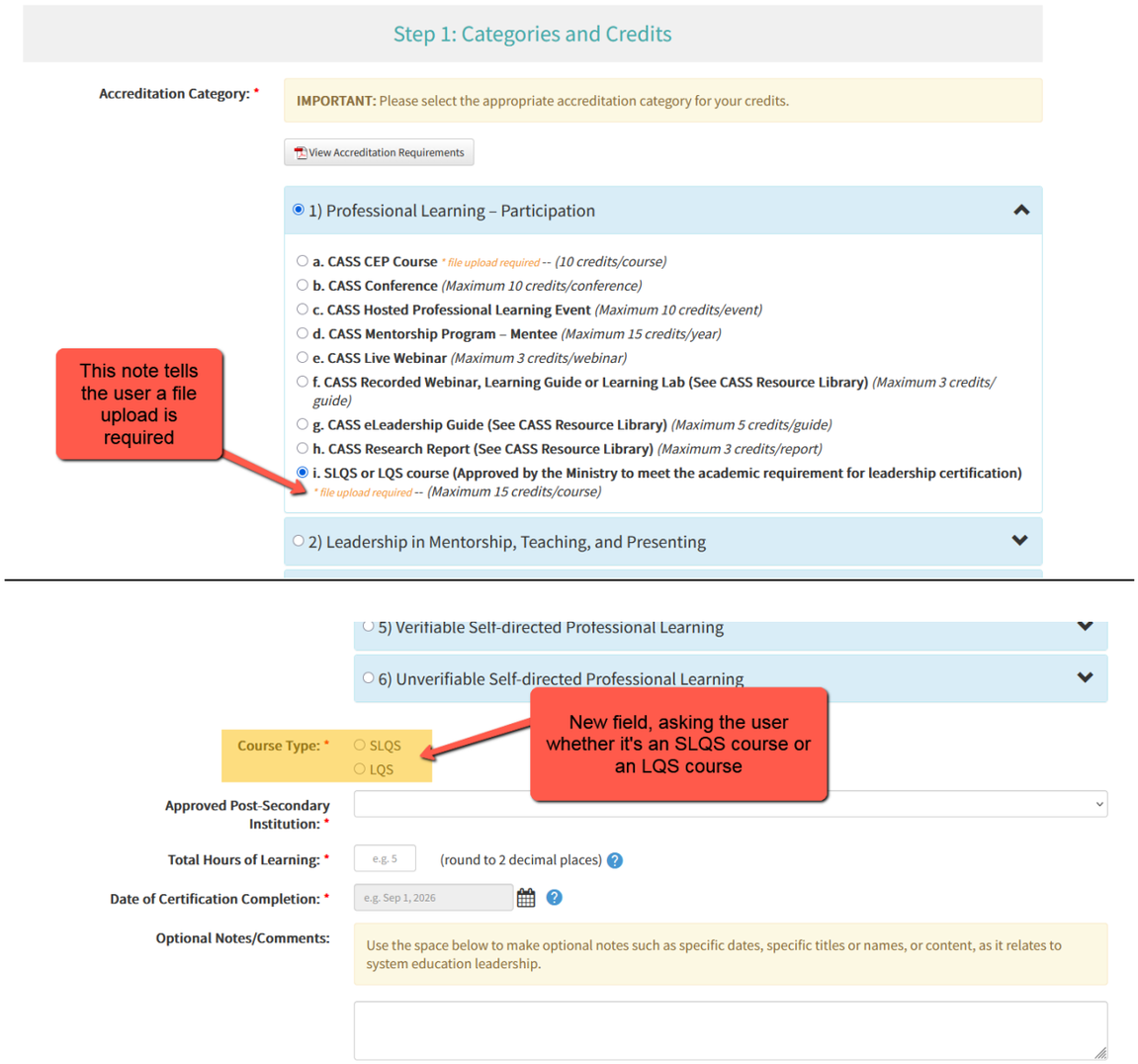
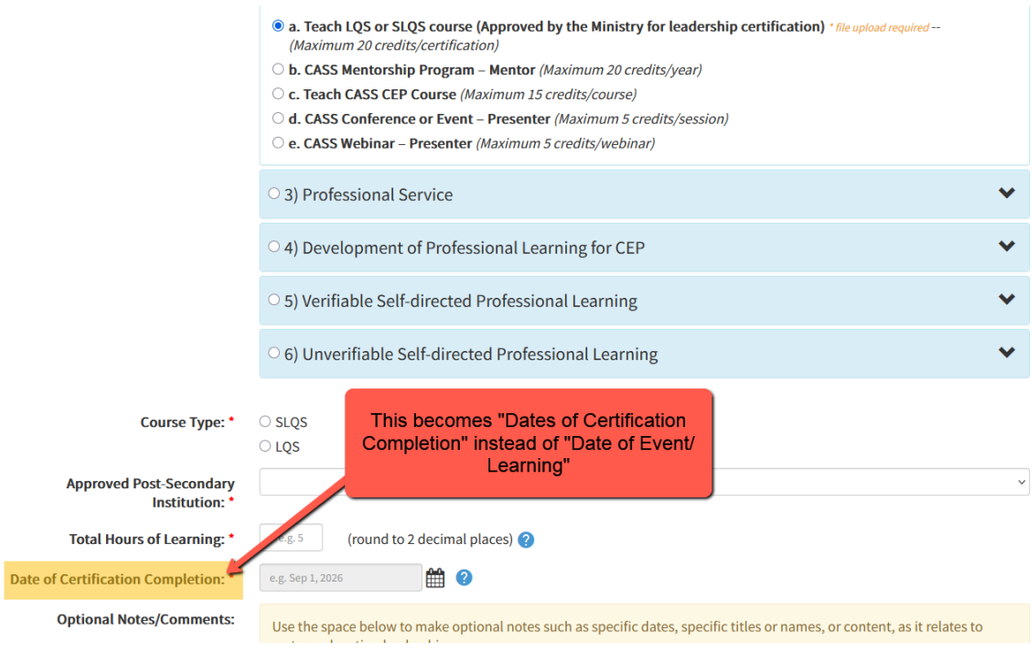
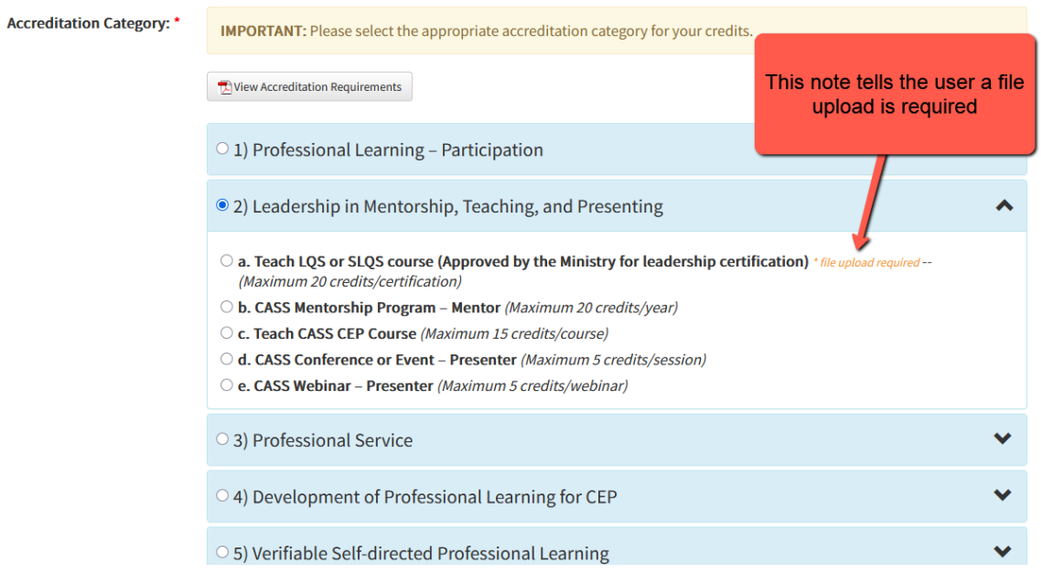
The following outlines the changes to the submission requirements, including the documentation and verification standards for each applicable category. Regulated members are strongly encouraged to review each change carefully to ensure a clear understanding of the updated expectations. Familiarizing yourself with these requirements will help ensure that future CEP credit submissions are complete, accurate, and supported by the necessary documentation, minimizing the need for follow-up or corrections during the review and audit process.

1. **For category *1) Professional Learning – Participation / i. SLQS or LQS course (Approved by the Ministry to meet the academic requirement for leadership certification) (Maximum 15 credits/course)***, regulated members must confirm if a LQS or SLQS course was completed. Proof of completion will be required in the form of **one** of the following documents:
    - Certificate of Completion issued by the university or approved institution that delivered the program.
    - Official transcript displaying the university's name and the member's name confirming successful completion of the required coursework.
    - Alberta Education Leadership or Superintendent Leadership Certificate confirming the member's certification, which can be verified through the member's TWINS (Teacher Workforce Information System) account.
    - Photo of the member's SLQS/LQS certification identification card.

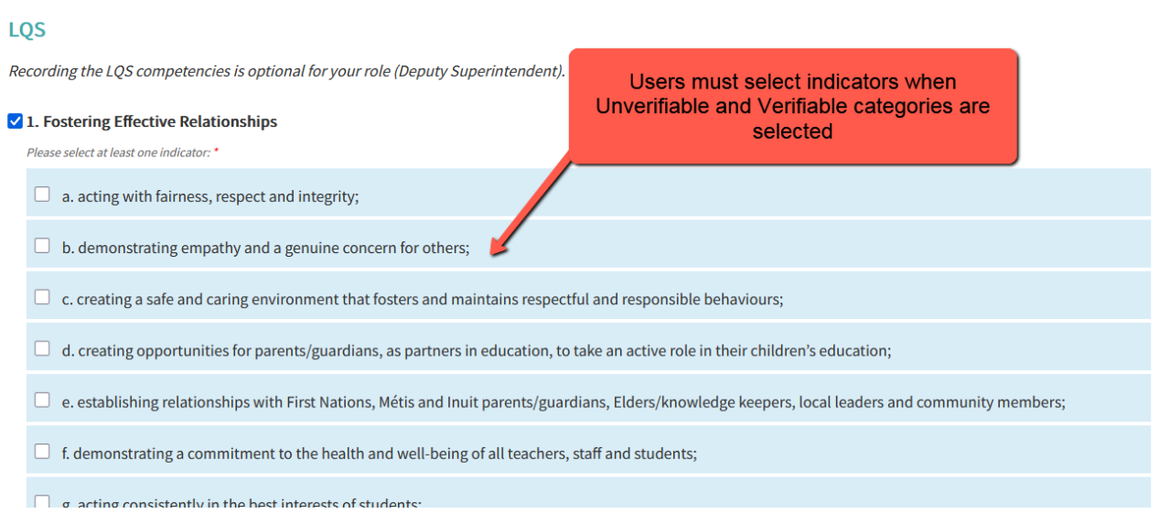




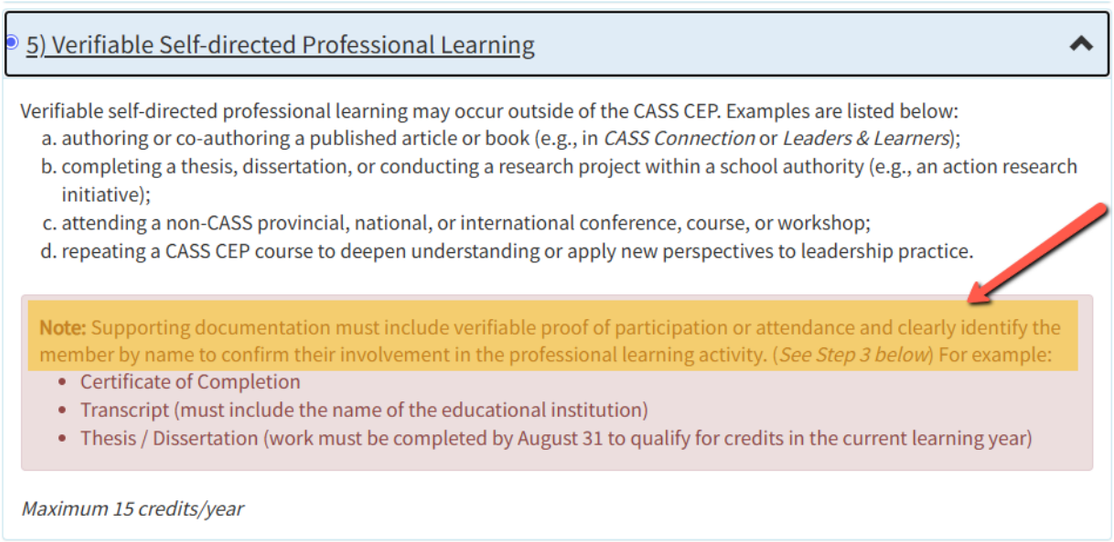
2. **For category *2) Leadership in Mentorship, Teaching, and Presenting / a. Teach LQS or SLQS course (Approved by the Ministry for leadership certification)***, regulated members must submit official documentation from the university or educational institution confirming their role as a professor or course facilitator. The documentation must clearly identify the member by name and specify the course dates, including the year.



3. **For categories *5) Verifiable Self-directed Professional Learning and Category 6) Unverifiable Self-directed Professional Learning***, regulated members must identify both the applicable SLQS/LQS competency and the specific indicator from Ministerial Order #016/2026 or the employer's policy framework to which the claimed CEP credits relate.



4. For categories *5) Verifiable Self-directed Professional Learning and category 6) Unverifiable Self-directed Professional Learning*, supporting documentation must provide verifiable evidence of participation or attendance and clearly identify the member by name to confirm their involvement in the professional learning activity.



5. For categories *1) Professional Learning – Participation / d. CASS Mentorship Program – Mentee and 2) Leadership in Mentorship, Teaching, and Presenting / b. CASS Mentorship Program – Mentor*, regulated members must submit Part 3 of the new Mentorship Program Professional Learning Plan, signed by both the mentor and mentee, as evidence of participation.

6. For category *1) Professional Learning – Participation / a. CASS CEP Course*, regulated members must download their CEP course completion certificate from the associated Moodle course and upload it to their Accreditation Profile.

