



Ontario Society of Cardiology Technologists Continuing Education Unit Guidelines 2023 – 2025 Triennium

1. Every member is responsible for earning 30 Continuing Education Units (CEUs) per triennium. Members will be randomly audited within one week of the end of each triennium (between January 02 – 09 of the year following the triennium end date of December 31st, 2025). A notification email will be sent notifying the member of the audit and a request for specific documents (certificates of attendance, transcripts, etc.). The deadline to submit these documents will be 7 days from the date of the request.
2. Trienniums are based on calendar years, not individualized based on when you pass the Canadian Society of Cardiology Technicians (CSCT) Certification Exam. You can find the current triennium information on the Ontario Society of Cardiology Technologists (OSCT) website (www.OSCT.ca).
3. To document your CEUs earned, complete the [CEU Submission Form](#). It is recommended to do this as you earn your CEUs, so that you do not forget any material.
4. Members are responsible for keeping originals of all documentation in case the OSCT BOD requests they be submitted upon a member being audited. At this time, CEUs will not be retained in member profiles or by the OSCT.
5. Only CEUs accumulated and submitted during the current triennium will be accepted except indicated carry over activities. Carry over activities can only be carried over once to the next triennium.
6. Job requirements may not necessarily meet the criteria for CEUs (i.e. WHIMIS, code review, EMR software training, etc.). Activities involving cardiology equipment are eligible for CEUs, however, further information may be requested.
7. In the event a member disagrees with an audit decision, they should fill out a [CEU Appeal Request Form](#) must be filled out and sent to education@osct.ca.
8. Members who are on parental, medical leave, or facing extreme barriers to completing CEUs during the triennium must submit an accommodation request to the education director for review and approval by the OSCT board of directors ***prior to the end of the triennium.***



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Section 1: Academic Training and exams

Section 1	Activity	CEU maximum potential earnings	CEU carry over value*
1a	Successfully completing the CSCT Certification exam or CCI	Year one of triennium – 10 Year two of triennium – 20 Year three of triennium - 30	Year one of triennium – 0 Year two of triennium – 5 Year three of triennium - 10
1b	Successfully completing other cardiac related exams (i.e. CCI, IBHRE, ARDMS, CARDUP, CVT, etc.)	15	5
1c	Formal education/courses from an accredited cardiology program <i>Must be from an Accredited (Accreditation Canada) and must fall under the Cardiology technologists and electrophysiological diagnostic technologists, n.e.c. (NOC 32123) guidelines.</i>	5 per course max 30 per triennium	5
1d	Formal education/courses from an accredited non-cardiology health sciences program <i>Must be from an Accredited program (Accreditation Canada).</i>	6	0

Section 2: Continuing Education & Training

Section 2	Activity	CEU maximum potential earnings	CEU carry over value*
2a	Primary author of a published cardiology paper, article, abstract	25	5
2b	Co-author of a published cardiology paper, article, abstract	20	5
2c	Clinical Preceptors <i>Must be for an Accredited Cardiovascular Technology program (CVT), The Canadian Society of Laboratory and X-Ray Technologists (CSCLXT), or Medical Laboratory Assistants/Technicians (MLPAO). Must complete the Preceptor Log Form.</i>	1 per 7.5 hours max 5 per year	0
2d	OSCT Education Day	1 per topic 5 per day	0
2e	Cardiology related media (i.e., journal articles, webinars, in-services, lunch and learn, etc.) <i>If no certificate of attendance is provided, the CEU Learning Connections Form must be completed and submitted along with your CEU Submission Form.</i>	1 per hour	0
2f	Other health sciences media (i.e., journal articles, webinars, in-services, lunch and learn, etc.) <i>The CEU Learning Connections Form must be completed and submitted along with your CEU Submission Form.</i>	1 per 30 minutes max 2 per year	0
2g	Conferences or seminars <i>The CEU Learning Connections Form must be completed and submitted along with your CEU Submission Form.</i>	1 per hour max 5 per day	Potential for multi-day seminars
2h	Cardiology rounds <i>The CEU Learning Connections Form must be completed and submitted along with your CEU Submission Form.</i>	1 per hour Max 15 per triennium	0
2i	Formal presentation to colleagues, students, or the public ⁷ <i>CEUs for teaching will not be granted if you are being paid as an instructor of the same educational institution.</i>	1 per hour max 5 per year	0
2j	Formulating Case studies (i.e., from interesting cases in the workplace, submissions to OSCT for regulation, presentation at workplace)	1 per study	0
2k	CPR, BCLS, First Aid, BLS ⁸ <i>Proof of hours must be provided and signed by instructor/manager/supervisor.</i>	1	0
2L	ACLS, HCP, AED, PALS, NRP ⁸ <i>Proof of hours must be provided and signed by instructor/manager/supervisor.</i>	1 per hour Max 5 per year	0
2L-2	Recertification of 2k and 2L training ⁸ <i>Proof of hours must be provided and signed by instructor/manager/supervisor.</i>	1 per hour max 2 per year	0

Section 3: Professional Services

Section 3	Activity	CEU Value	CEU carryover value*
3a	OSCT Board of Directors membership and/or meetings	5 per year	0
3b	Provincial Committee membership and/or meetings	1 per hour max 5 per year	0
3c	Attendance of Provincial (OSCT) AGM	5	0
3d	OSCT BOD conducted surveys, projects, etc.	indicated for each	3
3e	Member submitted content for OSCT monthly newsletter	Up to 3 per year	0

* Carryover values apply only if the CEUs have been earned in the last year of the triennium.



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Appendix

Abbreviation	Full Form
ACLS	Advanced Cardiac Life Support
AED	Automatic External Defibrillator
AGM	Annual General Meeting
ARDMS	American Registry for Diagnostic Medical Sonography
BOD	Board of Directors
BCIT	British Columbia Institute of Technology
BLS	Basic Life Support
BCLS	Basic Cardiac Life Support
CARDUP	Canadian Association of Registered Diagnostic Ultrasound Professionals
CCC	Canadian Cardiovascular Congress
CCI	Cardiovascular Credentialing International
CEUs	Continuing Education Units
CPR	Cardiopulmonary Resuscitation
CSCLXT	The Canadian Society of Laboratory and X-Ray Technologists
CSCT	Canadian Society of Cardiology Technicians
CVT	Cardiovascular Technology
EMR	Electronic Medical Records
GPA	Gentle Persuasive Approaches
HCP	Healthcare Practitioner
IBHRE	International Board of Heart Rhythm Examiner

Abbreviation	Full Form
MLPAO	Medical Laboratory Assistants/Technicians
NOC, NOCP	National Occupational Competencies (Profile)
NRP	Neonatal Resuscitation Program
OSCT	Ontario Society of Cardiology Technologists
PALS	Pediatric Advanced Life Support
WHMIS	Workplace Hazardous Materials Information System



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CEU Learning Connections Form

Complete this form if indicated in the CEU Guidelines. Submit this form with your completed CEU Submission Form and any other supporting documentation.

Member information:

Full name:	
OSCT #:	Email address:

CEU Information:

CEU Section:	Date of Completion:	Time spent on activity:
Name of Activity:		
Name of Presenters:		
Learning Objectives:		
How this will benefit you:		



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CEU Appeal Request Form

Complete this form if you do not agree with a decision regarding your CEU submissions. Send to education@OSCT.ca. In your email, include your completed CEU Submission Form and any other supporting evidence.

Member information:

Full name:	
OSCT #:	Email address:

Appeal information:

CEU Section:	Date of Completion:	Time spent on activity:
Name of Activity:		
Explain why you do not agree with the decision regarding this CEU opportunity. Be as specific as possible.		



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Preceptor Log Form

Complete this form if you were a preceptor for CVT students. Submit it along with your CEU Submission Form.

Member information:

Full name:	
OSCT #:	Email address:

Preceptor information:

Date and times of preceptorship:	Name of Educational Institution:
Name of Student(s):	
What did you teach the students during your preceptorship?	
Manager/Supervisor Signature:	