

Professional Development Credit (PDC) Tracker

SFIC renewal requires the completion of 8 Professional Development Credits (PDCs). At least 4 PDCs must be obtained through participation in Continuing Education (CEC) events, such as courses, workshops, webinars, conferences etc. The remaining 4 PDCs may be earned through either additional continuing education or participation in mentorship activities with new SFIC candidates.

1. Continuing Education Credits (CEC)

Continuing Education Credit Tracking Table

Event Name	Provider	Date	Length (hrs)	CECs
Example CEC: TEP Course	CCAA	Jan/2024	9	4
TOTAL				

Continuing Education Credit Reference Table

Provider	Type	Examples	Length (hrs)	# of CECs
CCAA	Half-day course	SFIC Refresher, FFax	3-4	3
	1-day course	TEP	7-8	4
	1-day conference	R2A	7-8	4
Other	Half-day course	DICE, HeartWise (renewal)	3-5	2
	1-day course or conference	HeartWise (initial training)	6-8	3
CCAA or Other	Webinars	CCAA Research Seminar, HeartWise, LOOP	1	½
	Multi-day course/event	Can Fit Pro, yoga teacher	>12	6 max.

Important! Keep a copy (pdf or image) of any confirmation of attendance for all CEC events (ex. certificate or receipt of completion, follow-up email from organizers, or payment receipt)

2. Mentorship Credits (Optional)

Certified instructors who serve as mentors for SFIC candidates will receive credit(s) applied to their own Professional Development Credit (PDC) obligations for recertification. For every two hours spent mentoring SFIC candidates, certified instructors accrue one PDC. It's important to note that PDCs obtained through mentorship hours are not mandatory for renewal; all renewal PDCs can be acquired by accumulating Continuing Education Credits (CECs) as outlined in section #1.

Mentorship Hours Tracking Table

Candidate Name	Total time with Candidate (hrs)	Date	PDCs
Example: Mary Smith	2	Mar 24/31, 2023	1
TOTAL			

Professional Development Credit Summary

Total PDCs from continuing education (4-8)	Total PDCs from mentorship (4 or fewer)	Professional Development Credit TOTAL (8 minimum)