



CANADIAN COLLEGE OF
HEALTH LEADERS
COLLÈGE CANADIEN DES
LEADERS EN SANTÉ

Final Year of Current Block for Maintenance of Certification (MOC) Compliance (January 1, 2015 to December 31, 2019)

Important notice

As a College Member who currently holds the CHE or FCCHSE (FCCHL) designation, you have committed to life-long learning. As such, and under Board policy, you are required to earn Maintenance of Certification (MOC) credits within a five year block. **We are entering the final year of our current five-year block for MOC compliance which expires on December 31, 2019.**

The consequence of incompletion of earning the MOC requirements by December 31, 2019, **is the revocation of your CHE or fellowship designation.**

You may enter your MOC activities and credits on-line in the "Members Only" section of the College website.

MOC Credits

Below is the number of credits required based on the year you obtained your certification:

Prior to 2015 MOC I = 7 and 33 MOC II
(2015) 6 MOC I and 27 MOC II
(2016) 5 MOC I and 22 MOC II
(2017) 4 MOC I and 17 MOC II
(2018) 3 MOC I and 12 MOC II
(2019) EXEMPT

To see the exact amount of credits you require please log into the member's only section of www.cchl-ccls.ca/ and visit the MOC page.

MOC CATEGORY I CREDITS

Assessment of Credits

Normally one (1) credit for every hour of activity or educational content.

List of Qualifying Events for Category I

These credits apply only to educational events organized or co-organized by the College or its Chapters. "Co-organized" is any program presented in partnership with another organization, in which the College or Chapters assume an equal role in the development, planning and organization of the program. The program must meet the requirements for an MOC activity in that it will assist CHEs or Fellows to maintain their professional competency.

- For a list of Non-Chapter MOC I and II credited events click [here](#).
- For a list of Chapter events click [here](#)
- For information about Chapters in your area, click [here](#)

MOC CATEGORY II CREDITS

Assessment of Credits

One (1) credit for every two (2) hours of activity or educational content. Some exceptions apply. For information please see appendix A of the [MOC Policy & Requirements](#).

Events or activities eligible for MOC Category II may be self-assessed by the College certified member, or may be submitted to the CCHL Manager, Professional Designation Programs & Leadership Development for pre-approval by the program planners.

List of Qualifying Events for Category II

Category II credits apply to opportunities not organized or co-organized by the College or its Chapters, yet which provide CHEs or Fellows with appropriate professional development activities. These learning activities lead to enhanced leadership knowledge or skills, or directly contribute to the professional growth of other members of the profession. These activities must be outside of the learner's expected professional duties. The activities must also be properly documented as part of the self-reflection necessary to integrate the learning, and to allow a transparent trail for an auditing process.

A: CATEGORY II - EVENTS PRE-APPROVED BY CCHL

These can be pre-approved by CCHL only if they follow the principles outlined in the document "CCHL MOC Principles for Educational Events". After the event, each learner submits the number of actual hours attended/credits on the CCHL web site in the MOC section.

B: (NEW) CATEGORY II - SDLP – SELF-DIRECTED LEARNING PROJECTS (SELF ASSESSED) Maximum of up to 8 MOC II credits for each SDLP.

It is acknowledged that self-directed learning provides topical, thorough, practical knowledge that may be better retained and a stronger stimulus to change behaviour than is more traditional learning. A topic becomes important to someone, and they resolve to learn more about it, or develop professionally in that area. They develop a strategy and carry out the specifics of that strategy. They then reflect on the learning/development that took place. The documentation necessary to demonstrate this process will include:

1. The stimulus that triggered the professional development/learning to become important (what brought this to the fore?)
2. A formal statement of the learning/development required (what will be needed?)
3. A listing of specific resources used to satisfy the learning/development required (what was actually done?).
4. An identification of the specific learning/development achieved (lessons learned)
5. How this relates to the LEADS program/lifelong learning
6. How this will change the individual behaviour of the learner

Self-directed learning is also acknowledged to be better focused on the specific needs of the individual learner. It may cover activities or topics that more traditional learning does not. These activities are valid for credit, as long as the following conditions are met:

- The topics identified by the learner are important;
- The learner remains engaged and active in the learning; and
- The documentation is completed.

As well as seeking the answer to a specific question about one's professional practice, a non-traditional SDLP may be created around authoring, university/college-level courses, conferences and programs offered by other organizations, formal mentoring and coaching, teaching and tutoring, volunteering, and policy or governance activities. This list is not exhaustive, but these activities will qualify for SDLP Category II credits so long as the:

- Professional development is related to leadership;
- Answers to the six documentation questions are completed; and
- The activity is not an expected component of one's employment.

Easy Steps to enter your MOC credits

Step 1 - Go to the College www.cchl-ccls.ca

Step 2 - Enter your username and password

Step 3 - In the BLUE menu bar on the left, select "Members Only"

Step 4 - Go into "Maintenance of Certification"

Step 5 - To check if you have entered your events for a specific year, select the year of the event attended by using the drop down box near the top of the page.

Step 6 - To enter new events, click on the button at the bottom of the page titled "New Submission". This will bring you to another screen.

(NEW) Step 7 - To help you record an event, click "Events list". This popup, available during Category I MOC submission, is now a "pick list". Clicking on the "Date" of a listed event causes the MOC Submission form to be automatically populated with the correct information. The name of the city will likely need to be entered manually.

To access a list of non-chapter MOC credited events please click [here](#). Enter the information requested on the form and click on "SUBMIT".

Step 8 - Repeat steps 6-7 if you have more events to submit.

Forget your username or password?

If you have lost your username or password, go to the Member Login page of the college website. When you attempt login there is a grey box that requires you to enter your username and password. In the same box is a link to click if you have forgotten this information. Once clicked, our server will send your login and password to you within a few minutes. If this does not happen, please contact Stéphane Joannette at joannette@cchl-ccls.ca, who will have your username and password emailed to you.

Recording Process

Every CHE and Fellow is responsible for the accurate entry of their MOC activities on-line in the "Members Only" section of the College web site. This includes self-directed MOC as well as pre-approved activities. For each activity, this will include the:

- Date
- Title
- MOC Category
- Number of credits

The website will guide you to include the required details.

The individual CHE or Fellow is required to keep a separate, auditable, record of any self-directed learning projects (SDLP). Each record of an SDLP activity must contain information on the points numbered one through six outlined in the documentation paragraph of the SDLP section of MOC Category II credits.

Failure to Meet MOC Requirements

Certified members who are non-compliant by the end of the five-year period will lose their designation. Through its communication vehicles, the College provides up-to-date information about maintenance of certification to certified members.

Policy Variations

Retired CHEs or Fellows

Those certified members who are in the "Retired" membership category are not required to participate in the MOC program. Should a retired CHE or Fellow become an active member of the College, they are required to be compliant with the Maintenance of Certification Policy.

Appeal Process

An appeal process regarding MOC compliance is possible as a consequence of unforeseen circumstances. Please contact Stéphane Joannette at sjoannette@cchl-ccls.ca to initiate an appeal.

For questions or more information

- Click [here](#) to view our MOC FAQ's
- Contact Stéphane Joannette at sjoannette@cchl.ccls.ca