

Continuing Education Units

As you know, maintaining ICD.D certification is an ongoing process. ICD.D Directors are committed to a minimum of 14 hours of continuing education annually in order to keep current and retain their ICD.D designation.

1) How do I report my CEUs?

Continuing Education Unit (CEU) credits will be automatically tracked and recorded when members register **on-line through the ICD Web site at www.icd.ca** for an ICD Chapter event (seminar, conference, breakfast) or formal education program. The logic that applies is that 1 hour of programming equals 1 CEU.

Note 1: Reasonably, **all ICD Chapter Events** should qualify for CEUs. If you have last minute attendees, always be sure to advise Jane Grant at admin@icd.ca so that attendance records can be brought current and payments entered and tracked.

Note 2: All non-ICD events must be manually recorded by members in their Member Profile on the ICD Web site at www.icd.ca. For instructions on how to enter non-ICD events into a Member Profile, please ask our ICD Certification Manager, Denise De Masi, at certification@icd.ca, for a copy of the entry instructions. These handy instructions are also accessible on the Web site. Please encourage members to include the title of the event or conference, the conference provider, the dates, and the hours involved.

2) When do I submit my CEU report?

The 14 hours of continuing education is a yearly requirement. Reporting is on a calendar year reporting system. All ICD.Ds will be required to fulfill 14 hours of required continuing education by December 31st of any given year.

Note: Those who become certified after July 1st of any given year will be required to earn 7 hours, and those who become certified after October 1st of any given year will be required to earn 3 hours.

3) What are the broad categories and general activities that count towards the 14 hours?

- Continuing Formal Education and Events (can account for all 14 hours): activities include events, conferences, seminars, workshops and formal education programs.
- Instruction/Mentorship (for up to half or 7 of the 14 CEUs required): activities include mentoring; participating as a guest speaker or executive-in-residence at a formal director education program; acting as an examiner for the ICD.D oral certification exams; or developing or teaching governance courses.

- Research of Publication (Up to half or 7 of the 14 CEUs required): Activities include publishing of research, texts or articles related to improving governance and informing directors.
- Reading (Up to 4 hours of the 14 CEUs required): Books, Studies, Articles
- Networking events (Up to 4 hours of the 14 CEUs required)

Note 4: Credit towards networking is new. It's important considering most directors tend to learn from their peers. The ICD needs to encourage its members to attend formal networking events and socials, such as the Fellowship Awards.

4) How do I know what counts towards continuing education?

The logic members can apply is as follows: **"Did the activity enhance my knowledge of boardroom and governance practices and make me a better director?"** CEU eligibility is based, in essence, on whether the event has enhanced the participant's knowledge of boardroom and governance practices, and made them a better director. The following types of events that count:

- ICD Chapter Events that are educational (1.5 CEUs)
- ICD Chapter Socials (.5 CEU and Up to 2 CEUs annually)
- ICD Fellowship Awards (2 CEUs annually)
- ICD Alumni Events (Designed to account for approx. 7 CEUs)
- ICD's *Financial Literacy for Directors and Executives*, offered in partnership with Rotman and our partner schools, sponsored by KPMG (Designed to account for all 14 CEUs required)
- ICD's *Governance Essentials for Directors of Not-for-Profit Organizations*, offered in partnership with Rotman and our partner schools, sponsored by TELUS (Designed to account for all 14 CEUs required). Not recommended for people who have already taken DEP
- Rotman 'Board Effectiveness Speaker Series' events
- Our Partner's events – Ex. CICA, The Globe and Mail, Aon, Deloitte, PricewaterhouseCoopers, KPMG, Liberty, Ernst & Young, Goodmans, Heenan Blaikie, Spencer Stuart, Executive Risk, Ogilvy Renault
- Conference Providers – Such as Insight and Federated Press
- Other international organizations that offer director education related to directorships and governance

Note 5: At present, accounting for CEUs is done on an honours basis.

For more information anytime, please contact Manager, Certification Denise De Masi at 416 593-7741 ext 234 or at ddemasi@icd.ca

Please let me know if you have any questions.

Thank you,
Denise