



## **CONTINUING EDUCATION COMMITTEE**

### **TERMS OF REFERENCE**

#### **Purpose:**

The Continuing Education Committee is established to plan and administer the CAS' continuing education program to ensure that members maintain and advance their professional skills and knowledge and practice in a safe and effective manner.

#### **Membership:**

The Committee shall consist of a minimum of three members, with one member being a member of the CAS Board.

#### **Responsibilities:**

Responsibilities of the Continuing Education Committee include:

- Reviewing and approving eligibility for CE credits, as per the CAS Continuing Education Policy;
- Planning, in liaison with the Board, Association-provided seminars for inside hours CE credits;
- Identifying a calendar of inside hours CE opportunities for the upcoming two-year CE cycle;
- Reviewing outside hour CE course requests from members, and identifying whether the course is eligible for CE, and if so, the number of allowable CE credits for attendance; and
- Reviewing outside hour CE course requests from presenters, and identifying whether the course is eligible for CE, and if so, the number of allowable CE credits available for attendance.

#### **Accountability:**

The Continuing Education Committee is accountable to the CAS Board of Directors, and will provide regular reports to the Board, as well as identification of any urgent issues, as needed.

#### **Resources:**

Expenses and honoraria, if required, will be provided as per CAS policy. The Continuing Education Committee shall have access to the CAS Registrar and CAS Administrative Assistant, as needed, to support the Committee's work.