

CPD Annual Reflection and Plan

You've started a 7-year recertification cycle after 2024, which means you will be in the continuing professional development (CPD) recertification framework! Below you will find information on the annual reflection and plan (ARP) you must complete each year.

What is CPD?

BPS defines CPD as a commitment to lifelong learning. The CPD cycle includes several phases: reflect, plan, learn, evaluate, and apply. Each stage of the CPD process should be recorded in your MyBPS profile and reviewed periodically for progress.

Who does CPD apply to?

CPD applies to board-certified pharmacists starting a new certification cycle in 2024 onward. The framework will be applied each year to certifications starting a new 7-year cycle (newly certified and recertified) until it is applicable to all.

What is the Annual Reflection and Plan?

Board-certified pharmacists subject to the CPD-recertification framework must record their annual reflection and plan (ARP) in their MyBPS profile annually and earn a minimum of 2 units during each year of their cycle. You may complete your ARP at any point throughout the year and a best practice is to document the ARP prior to documenting CPD activities.

Tips for writing the Annual Reflection and Plan.

- What are your goals and objectives for the year, and how do you plan to meet those goals? Identifying your goals early in the year can set you up for success. Prompts are provided for your convenience:
 - Reflection: Consider potential learning needs related to your current practice and professional development. Consider the content outline relevant to your specialty certification. What knowledge, behaviors, attitudes, or skills do you want to expand?
 - Plan: Consider the CPD activity selected to promote the acquisition of the competency identified in your reflection. Document the SMART goal or learning objectives related to the CPD activity.
- Avoid using one word or one sentence responses, instead focusing on goals that you are interested in achieving each year. If needed, goals may be adapted throughout the year as priorities may change.



Certificants are responsible for monitoring and completing recertification requirements outlined in the BPS Recertification Guide. If yearly activities are not reported, a board-certified pharmacist will be placed in "activity pending" status, which may result in suspension or revocation of certification.

