

Record Retention for Quality Assurance Documentation

April 2024

In 2007, the Quality Assurance Committee (QAC) made a decision to request one year's worth of continuing education activities from Members who are selected to submit their professional portfolio. Members are required to submit data from March 1 to February 28 in the year in which they are selected.

In 2021, the Portfolio moved to an online format within PdKeep that enables Members to store all their professional development records electronically from year to year. Therefore, the retention of QA records is less of an issue now.

Please note that if the QAC determines that additional information is necessary to complete a thorough assessment, it can require the Member to submit up to three (3) years' worth of QA material (the current year plus the previous two years).

If you have any comments or questions, please contact **Kelly Arndt, RRT – Manager of Quality Practice** via email at arndt@crto.on.ca or by telephone at 416-591-7800 ext. 24 /1-800-261-0528 ext. 24.