

Member Communiqué



Record Retention for Quality Assurance Documentation

January 2011

Dear Members and Colleagues:

Over the past several years the College staff has received questions regarding Members' retention of QA Professional Portfolios and supporting documentation.

The Quality Assurance Committee made a decision in July 2007 to only request one year's worth of continuing education activities from Members who were selected to submit their Professional Portfolios. Since that time, we continue to ask that Members submit their documentation of learning activities from only the most recent year. However, because we were unsure if that would always be the case, College staff has been recommending that Members retain any continuing education materials from the past three years.

The retention of QA records is less of an issue now that the CRTO Professional Portfolio has moved to an online format. However, as a result of the question being raised, it has been determined by the QA Committee that the College should create an official guideline concerning QA record retention. Therefore, from now until further notice **it is required that Members retain, at a minimum, three years worth of QA information (the current year plus the previous two years).**

If you have any comments or question, please contact **Carole Hamp, RRT – Manager of Quality Assurance and Member Relations** via e-mail at hamp@crto.on.ca or by telephone 416-591-7800 ext. 33 /1-800-261-0528 ext. 33.