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CPA Continuing Education Program

Amendment to the Standards, Criteria, and Procedures for Approval of Continuing Education Activities for Canadian Psychologists:

Code of Conduct on the Use of Generative Artificial Intelligence in Continuing Education

Effective Date: December, 2025

Technological advancements in generative artificial intelligence (AI) have changed both the delivery of CE content and the CE submission process. The purpose of this amendment is to address these changes and establish a clear, transparent policy for the use of AI both in the presentation of CE materials and in submission to the CPA's Education and Professional Development department. Due to the rapidly evolving nature of AI, this amendment may be updated frequently to reflect new developments. All CE sponsors and providers are responsible for being familiar with the latest version of this policy, which will be posted on the CPA's Continuing Professional Development website. CE sponsors will be notified by email about substantive changes. For clarity, in this policy, AI refers exclusively to generative large language model (LLM) AI tools.

Accuracy of Application Materials

All sponsors and providers must ensure that they have read and understood this policy, and agree to submit and present CE materials in compliance with it. When submitting materials to the CPA for CE application or renewal, sponsors and providers must ensure that all materials produced and included in the application are accurate. This also includes a *requirement to verify all references that are cited in course content and to ensure that AI outputs do not infringe on third-party intellectual property (e.g., by drawing on intellectual content without appropriate citation)*. Sponsors and providers retain responsibility for all submitted content and are responsible for securing any copyrights, as necessary. For clarity, note that in this policy AI refers to all forms of generative AI, which include but are not limited to large language models (LLM).

Use of AI in CE Programming

Sponsors and providers may use AI to assist with non-empirical tasks of developing the CE program (e.g., administrative and quality control, basic textual editing and grammar checking, etc.). However, *all intellectual content* and empirical research *should be conducted by human experts*.

AI Data Storage Policies and Prompt Retention

Sponsors and providers must ensure that CE learners' personally identifiable information is not entered into any AI tool and that the AI tool does not train on any

information provided by learners in the course of completion of the continuing education course. This includes course feedback that could be associated with learners in any capacity.

Sponsors and providers should also *retain all prompts and AI-generated outputs that were used in the development or implementation of CE course materials*. The Education and Professional Development office may request to see these materials at any time for further review. Sponsors and providers should retain relevant prompts and outputs for up to two (2) years.

AI Disclosure

Use of AI in CE program development must be disclosed. *Sponsors and providers must detail how they used AI both on the application for CE sponsor approval and within course materials where appropriate*. This should be clearly indicated to the Education and Professional Development office at the time of application and be displayed on course materials where appropriate. Sponsors and providers are responsible for keeping records of their AI use and should be able to provide detailed explanations of what content was developed with the use of AI, if requested by the Education and Professional Development office.

AI Affirmation Statement

The consulting psychologist must review all material and independently verify the credibility of all AI-generated material. In their application for CE approval and renewal, the consulting psychologist will be required to verify that they have read and agree to comply with this policy.