The New Continuing Professional Development (CPD) Program

Program Launch Date: January 1, 2019
What Is CPD?

- A benchmark for members to evaluate their ongoing professional development (PD) activities
- Provides tools for analyzing needs, planning programs, and recording and reporting activities
Applicability

- Life members exempt from CPD program
Your Annual Obligations

1. Create a CPD Plan
2. Earn the minimum number of credits
3. Obtain credits in the minimum number of activity categories
4. Obtain 1 hour of verifiable ethics training
5. Record your CPD activity online
SETTING UP YOUR PLAN
Establishing Your CPD Plan

Career Planning

- Define / Reaffirm your Scope of Practice
- Establish / Reaffirm CPD Activity Plan
- Execute and Record CPD Activity
- Report CPD credits online

Periodic Appraisal & Reflection

Annual CPD Planning
Minimum Benchmarks for Licensed Members

• 80 credits per year

• Earned from a minimum of three of the six activity categories

• One hour of verifiable ethics training each year
Minimum Benchmarks for License Waiver Holders

• 30 credits per year

• Earned from a minimum of two of the six activity categories

• One hour of verifiable ethics training each year
Credit Banking

• Excess credits can be banked and carried forward for 2 years.

• Banked credits will assist you in meeting your minimum annual credit requirements during lean years.
  – Examples: parental leave, unemployment, extended vacations
CPD ACTIVITY CATEGORIES
Six Activity Categories

• Professional Practice - max. 50 credits
• Formal Activity - max. 30 credits
• Informal Activity - max. 30 credits
• Participation - max. 20 credits
• Presentations - max. 20 credits
• Contribution to Knowledge - max 30 credits
Professional Practice – 50 credits

Most learning occurs on-the-job

15 hours of professional practice = one credit
Formal Activity – 30 credits

Continuing Education with:
- credit courses through universities, colleges, etc.
- industry sponsored courses, programs, seminars
- employer training programs
- structured on-the-job training
- short courses provided by technical societies, industry or educational institutions

Every hour spent at a course = one credit
Every CEU (continuing education unit) = 10 credits
Formal Activity – continued

Quick Check:
Verifiable training activities that you typically receive a grade or certificate for completing

Examples:
• Safety Courses (e.g. First Aid Training, WHMIS, H2S Alive)
• Attendance at the APEGS Spring and Fall PD Days
• Management/Leadership Certificates
• Attendance at the Law & Ethics Seminar
Informal Activity – 30 credits

Non-formal activities that expand your knowledge, skills or judgement:

– Self-directed study - reading technical journals, books, manuals, learning new software, etc.
– attendance at conferences, meetings, talks, technical session, etc.
– structured discussions of tech/prof’n issues

One hour of activity = one credit
Informal Activity – continued

**Quick Check:**
Learning activities that you do not receive a grade or certificate for.

**Examples:**
- Reading the *Professional Edge* magazine
- Attending APEGSA Town Halls
- Attending a lunch & learn session
- Attending the Annual Meeting PD sessions (free for members to attend)
Participation – 20 credits

• Acting as a mentor
• Presenting to schools, career days, judging science fairs, etc.
• Service on public bodies that draw on your professional expertise
• Service on committees of tech/prof’n societies
• Community Service (max 10 credits)

One hour of participation = one credit
Presentations – 20 credits

Technical or professional presentations outside your normal job function:
– Made at a conference or meeting
– Conducting a course, workshop or seminar

Each hour of preparation and delivery = one credit
Contribution to Knowledge – 30 credits

Activities which expand/develop the technical knowledge base:

- Development of codes & standards (one hour of committee work = one credit)
- Patents (one patent = 15 credits)
- Publication in a peer-reviewed journal (one paper published = 15 credits)
- Non-reviewed publications (one article = 10 credits *max 10 credits/yr)
- Reviewing/editing articles (one hour of review = 10 credits *max 10 credits/yr)
Annual Ethics

• All members must obtain at least one cumulative hour of ethics training each year

• Ethics training must be verifiable

• Time spent doing ethics training can be counted as Formal Activity
RECORD KEEPING & REPORTING
Record Keeping and Reporting

• Track your annual activities

• Enter your CPD credits **online** by the end of the year

• Keep your records for a minimum of 3 years
### Annual Activity Record

**Continuing Professional Development**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Jane G Oologist</th>
</tr>
</thead>
<tbody>
<tr>
<td>Member Number:</td>
<td>65432</td>
</tr>
<tr>
<td>Reporting Year:</td>
<td>2019</td>
</tr>
</tbody>
</table>

#### Professional Practice

<table>
<thead>
<tr>
<th>Completed Activity</th>
<th>Organizer</th>
<th>Date</th>
<th>Number of Hours</th>
<th>Number of Credits Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>For Year 2019</td>
<td>ABC Consulting</td>
<td>2019</td>
<td>1950</td>
<td>130</td>
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</tbody>
</table>

**Total** 130

#### Formal Activity

<table>
<thead>
<tr>
<th>Completed Activity</th>
<th>Organizer</th>
<th>Date</th>
<th>Number of Hours</th>
<th>Number of Credits Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Aid Training</td>
<td>Red Cross</td>
<td>August 1 &amp; 2</td>
<td>16</td>
<td>16</td>
</tr>
<tr>
<td>Ethics Activity</td>
<td>Ethics Organizer</td>
<td>Oct. 5 &amp; 6</td>
<td>14</td>
<td>14</td>
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</tbody>
</table>

**Total** 30

#### Informal Activity

<table>
<thead>
<tr>
<th>Completed Activity</th>
<th>Organizer</th>
<th>Date</th>
<th>Number of Hours</th>
<th>Number of Credits Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lunch and Learn - Sedimentation</td>
<td>SGS</td>
<td>May</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Read the Professional Edge - May/June</td>
<td>APEGs</td>
<td>June</td>
<td>0.5</td>
<td>0.5</td>
</tr>
</tbody>
</table>

**Total** 1.5

#### Participation

<table>
<thead>
<tr>
<th>Completed Activity</th>
<th>Organizer</th>
<th>Date</th>
<th>Number of Hours</th>
<th>Number of Credits Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coach minor football</td>
<td>North East League</td>
<td>Sept - Nov</td>
<td>16</td>
<td>16</td>
</tr>
</tbody>
</table>

**Total** 16

#### Presentations

<table>
<thead>
<tr>
<th>Completed Activity</th>
<th>Organizer</th>
<th>Date</th>
<th>Number of Hours</th>
<th>Number of Credits Earned</th>
</tr>
</thead>
</table>

**Total** 0

#### Contribution to Knowledge

<table>
<thead>
<tr>
<th>Completed Activity</th>
<th>Organizer</th>
<th>Date</th>
<th>Number of Hours</th>
<th>Number of Credits Earned</th>
</tr>
</thead>
</table>

**Total** 0

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Example of an Annual Activity Record
Variation Requests

• Any member with extenuating circumstances can apply for a credit reduction = “Variation Request”

• Variation requests must be applied for on an annual basis

• Variation application forms are found on the APEGs website
Compliance Reviews

• Members’ CPD reports will be reviewed annually

• All members will undergo a **basic review** of their online reporting of CPD activity

• A *sample* of members may also be subject to an **in-depth review** of their program
Non-Compliance

• Failure to meet the requirements of the CPD Program may, at the discretion of the Registrar, result in:
  
  – a remediation plan being developed

  – an administrative suspension of license
Need More Information?

You can consult any of the following:

• APEGS Website  www.apegs.ca
  Members/Continuing Professional Development section

• Continuing Professional Development Program document

• Contact the APEGS office
  1-800-500-9547  or email apegs@apegs.ca