Mandatory Reporting of Continuing Professional Development (CPD)
Revised Policy

March 20, 2014

Purpose

In our ever-changing technological environment, the public expects that technologists, technicians and technical specialists keep informed of the latest developments related to the services they provide. Public expectations are supported in the ASTTBC Code of Ethics first principle that all members hold paramount the safety, health and welfare of the public, the protection of the environment and the promotion of health and safety within the workplace. This is achieved through principle 6: Members of ASTTBC shall keep informed to maintain proficiency and competence, to advance the body of knowledge within their discipline and further opportunities for the professional development of their associates. To uphold these membership principles we must keep informed by participating in various lifelong learning or continuing professional development (CPD) activities.

Policy

1. Effective January 2015, ASTTBC members[1] will be required to record a summary description of CPD activities and the CPD points earned each calendar year. Members and registrants will enter the information in their member account on the ASTTBC website http://www.asttbc.org/practice/cpd/

2. Members shall achieve an average of 20 CPD points annually. The points may be averaged over a five-year period.

3. The CPD information recorded in member accounts will be accessed and used by the Registrar or designate to generate a report on member compliance with the policy.

4. ASTTBC Registrar shall submit annually to the Practice Review Board (PRB) a report on Member Compliance to CPD with recommendations on non-compliant members.

5. The PRB will issue to non-compliant members a notice of their CPD status and the intention of ASTTBC to consider suspending their membership renewal until the member complies with the CPD policy.

6. The mandatory CPD requirement does not apply to honorary, lifetime or retired members.

7. The PRB is authorized to conduct an audit of CPD activities and points claimed by members.

8. In extraordinary circumstances, if a member is unable to achieve an average of 20 CPD points per year over 5 years he or she may submit to the PRB a written explanation of the reason for non-compliance to the policy and request a temporary exemption from CPD activity. The PRB may accept or reject the explanation and the member's request for temporary exemption from CPD.

9. A description of accredited CPD activities and the formula to determine the CPD points earned is provided in Table 1.

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[1] In this policy, member includes any person granted ASTTBC certification and registration in any of the technologist, technician or technical specialist disciplines.

Table 1: Description of Acceptable CPD Activities and Points Earned

	Description of Acceptable CPD Activities	Points Earned
1.	Employed or self-employed in a technical capacity including leadership, management or supervisory functions. Enter 1 CPD point per month you were employed or actively seeking employment to a maximum of 12 points per calendar year.	
2.	Successful completion of a course or program related to your discipline that was provided by an accredited education institution or training provider. Enter 1 CPD point for every 5 hours of education or training completed.	
3.	Successful completion of a leadership, management, teamwork, supervision, financial or similar courses or training provided by a credible education institution or training provider. Enter 1 CPD point for every 5 hours of education or training completed.	
4.	Participating in non-formal learning including self-directed study, seminars, technical field trips, employer training programs or structured on-the-job training. Enter 1 CPD point for every 8 hours of non-formal learning activity.	
5.	Writing technical papers, articles, chapters or reviews that are published in journals, books or submitted for other professional or commercial purposes. Enter 1 CPD point for every 5 pages (approximately) of written content.	
6.	Designing, developing or teaching a training program or course of study related to your discipline or professional practice. Enter 1 CPD point for every 5 hours of education or training planned or taught.	
7.	Presenting at conferences, workshops or seminars related to your discipline or professional practice. Enter 3 CPD points for every conference or presentation given during the calendar year.	
8.	Attending conferences, workshops and seminars. Enter 1 CPD point for every 7 hours of a conference, workshop or seminar attended.	
9.	Serving on College or education boards, industry advisory committees or equivalent including other profession-related organizations or associations. Enter 1 CPD point for each meeting attended either in person or by teleconference	
10.	Serving on an ASTTBC Council, Board of Examiners, the Practice Review Board, Accreditation Board, Technical Specialist Certification Board or Committee. Enter 1 CPD point for each meeting attended either in person or by teleconference.	
11.	Volunteering as a File Reviewer for the Board of Examiners or Technical Specialist Certification Board or as a PRB investigator. Enter 1 CPD point for every file reviewed or complaint investigated.	
12.	Participating as a member of an accreditation team. Enter 3 CPD points for each education or training program accredited.	

13.	Membership in a relevant learned society. Enter 3 CPD points for the current year of membership.	
14.	Participating as an ASTTBC mentor or mentee. Enter 1 CPD point for every 5 hours of activity.	
15.	Attending ASTTBC Annual General Meeting. Enter 2 CPD points.	
16.	Receiving an award for technical excellence or service by an employer, agency or association. Enter 3 CPD points for an award.	
17.	Subscribing to and reading discipline-related journals or technical publications. Enter 3 CPD points for each annual subscription.	
18.	Other activity you consider as professional development. Submit for assessment by the CPD committee of the ASTTBC Accreditation Board a description of the activity including the amount of time you were involved.	