

Continuing Professional Development (CPD) Program

The Key to Continued Professionalism

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CONTINUING PROFESSIONAL DEVELOPMENT (CPD) PROGRAM

CPD as an OACETT Member

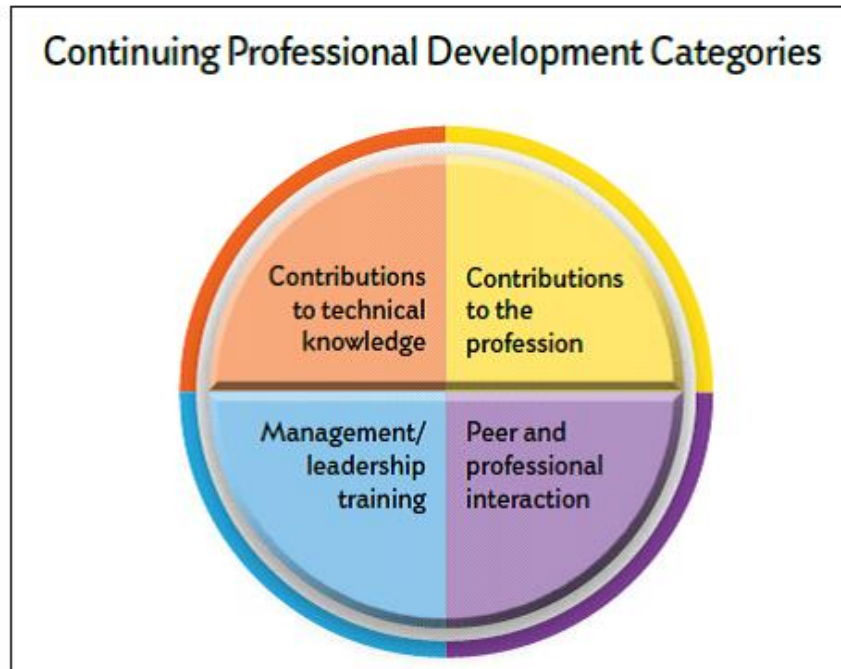
Continuous learning is one of the cornerstones of our working life. It is the process which guarantees to the general public, employers, government, clients and our peers that we are current with the technologies of our profession and the soft skills needed to interact and communicate effectively. Continuous learning keeps us interested in our work, motivates us to explore new technologies and opportunities, keeps our industry competitive and ultimately makes us employable throughout our lives. The importance of maintaining currency in today's competitive world cannot be emphasized enough, and therefore it is recommended that the following mandatory CPD program be introduced starting January 2016.

Rationale

- OACETT members must “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.” Technicians and technologists are accountable to the public and their profession to meet high standards. As a professional certification body, OACETT is committed to ensuring that our members maintain competence, to abide by this first tenet of our Code of Ethics.
- To safeguard market recognition, to add value to our designations, and for our members to be seen as relevant, in demand, and contributing to economic competitiveness, OACETT must take a proactive approach to professional development.
- CPD will assist our members in meeting another of the Code of Ethics criteria: “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.”
- Recent structural failures and professional accountability have caused government inquiry panels such as that examining the Elliot Lake mall collapse to call for mandatory continuing learning to increase the likelihood of currency and competence. Findings from OACETT member studies also indicate the importance of professional development activities to employers.

Recommended Continuing Professional Development Program

Over a 3 year cycle, members will be required to complete 3 activities from any of the 4 categories listed in the chart: contributions to the profession, peer and professional interaction, management/leadership training or contributions to technical knowledge; **plus** one half day formal course or one full day informal course or self-directed study from either the management/leadership training or technical knowledge categories.



Complying with the OACETT proposed continuing professional development will not be difficult and many members will find that they will already be in compliance.

The OACETT plan is flexible. It is designed to work with what members may presently be doing to stay current on their own, or for their employer. Many employers include professional development as an inclusive part of the employee growth plan. Such things as in house training, workshops, and health and safety refreshers are just a few popular employer-based PD options.

Members will not need to spend a significant amount of time or money, travel long distances to college courses or take many courses to meet compliance. Members may choose to take courses **for** other associations or **from** other associations for their own sector and these too will count towards the OACETT CPD requirements.

We want members to make this program work for them; for it to be relevant to their careers and to their professional goals.

SUGGESTED CPD ACTIVITIES PER CATEGORY

Refer to the charts below for specific examples of acceptable CPD and the required verification:

Contributions to the Profession

Activity	Proof of Compliance
Writing technical papers, articles (e.g.. an article in <i>The Ontario Technologist</i> magazine), chapters or reviews that are published in journals, books or submitted for other professional or commercial purposes	Copy of the technical paper, article etc. with date of publication and place of publication
Designing, developing or teaching a training program or course of study related to your discipline or professional practice	Copy of course outline with verification from school or institution with applicable dates
Attending conferences, workshops and seminars and writing a summary on what was learned or its relevance to your job or discipline	Payment receipt, certificate of attendance with name and place of event, copy of summary written
Serving on college, industry advisory committees or equivalent including membership in profession-related organizations or associations	Letter of appointment on corporate letterhead with dates of term
Presenting at conferences, workshops or seminars related to your discipline or professional practice	Copy of presentation with dated presenter list or program with name and place of event

Peer and Professional Interaction

Activity	Proof of Compliance
Serving on OACETT Council, IETO, PASB, and various committees, including ad hoc working groups (CPD, 3&6, Women in Technology)	Letter of appointment with dates of term
Serving as a chapter executive, or volunteering at the chapter level, organizing plant tours, National Engineering Month (NEM) activities or other related volunteer activities	Letter of appointment with dates of term
Serving as a file reviewer, member of an accreditation team or developing standards	Letter of appointment with dates of term
Membership in a relevant learned society (e.g. OBOA, IEEE) with PD courses applicable for OACETT	Receipt of payment for membership dues with relevant dates noted
Subscribing to and reading discipline-related journals or technical publications and writing a summary on what was learned or its relevance to your job or discipline	Submission of summary with proper referenced bibliography
Community Service in a volunteer capacity related to the profession; for example, using your technical skills volunteering for Habitat for Humanity	Letter on corporate letterhead from volunteer agency with dates of volunteer
Mentoring which may include assisting individuals in obtaining or upgrading certification with OACETT, assisting to guide one's professional career, assisting with project management	Statement from mentee as to dates and times of mentoring sessions plus corroborating letter on corporate letterhead from mentoring organization

Management/Leadership Training (formal courses/self-directed study)

Activity	Proof of Compliance
<p>Successful completion of a formal course provided by a credible educational institution or training provider in person or on-line, equal to a minimum one half day (½) of learning; or</p> <p>Self-study or informal seminars, workshops, equal to one full day of learning</p> <p><u>Suggested Topics:</u> Supervision, teambuilding, change management Financial management Continuous improvement, customer/client satisfaction Project management Globalization Sustainability Negotiations and mediation Soft skills: public speaking, presentations, interviewing, business etiquette, communications including multi-generational and multicultural communications.</p>	<p>Official transcript or certificate issued by institution offering the education or training</p> <p>Detailed study notes (including dates and times) and resource lists should be provided for self-directed study</p> <p>Official certificates or employer-validated proof should be provided for informal seminars or workshops</p>

Contribution to Technical Knowledge (formal courses/self-directed study)

Activity	Proof of Compliance
<p>Successful completion of a formal course provided by a credible educational institution or training provider in person or on-line, equal to a minimum one half day (½) of learning; or</p> <p>Self-study or informal seminars, workshops, seminars, technical field trips, employer/manufacture training or structured on- the-job-training related to your discipline or professional practice equal to one full day of learning</p> <p><u>Suggested Topics:</u> Industry codes, regulations, standards Health and safety New or evolving science, technology, equipment.</p>	<p>Official transcript or certificate issued by institution offering the education or training</p> <p>Detailed study notes (including dates and times) and resource lists should be provided for self-directed study</p> <p>Official certificates or employer validated proof for seminars, employer, manufacturer, or structured on-the-job training</p>

Sample CPD Compliance

➤ **Sample CPD for Member One:**

Attended a PreStart Health & Safety Review Seminar – Activity
OACETT Chapter Executive – Activity
Kept current on technical journal articles and prepared summary of readings – Activity
National Fire Code of Canada – Full day of self-directed technical study

➤ **Sample CPD for Member Two:**

Member of IETO's admissions committee – Activity
Member of OBOA - Activity
Attended ½ day Negotiations workshop – Activity or Formal Management/Leadership Training (only count as one or the other)
Completed 3 day upgrading course on Stormwater Management Ponds – Formal Technical Course

➤ **Sample CPD for Member Three:**

TAC Accreditation team member – Activity
Member of IEEE - Activity
Mentor of new OACETT Chapter members - Activity
Completed ½ day course on pressure valves – Formal Technical Course

➤ **Sample CPD for Member Four:**

Attended a Wastewater/Water Treatment Seminar – Activity
Participated in National Engineering Month – Activity
Member of Government Relations Committee – Activity
Attended ½ day Leadership course – Formal Management or Leadership Course

➤ **Sample CPD for Member Five:**

Attended 2 day technical conference on risk management and prepared summary - Activity
Kept current on journal articles - Activity
Member of college Program Advisory Committee – Activity
Completed ½ day course on pressure valves – Formal Technical Course

When selecting CPD activities members need to ask: “Does this activity make me a better technology professional?” Members need to make the OACETT CPD program work for them and their career – where they are now and where they are headed.

Who does the Continuing Professional Development Program apply to?

1. Certified Members (working full or part time) will need to complete CPD to maintain membership, including:
 - Life Members unless retired.
 - Fellow OACETT Members unless retired.
2. Associates admitted to membership pre July 2005, as long as membership is continuous, are not regulated by the 3 or 6 year rule for mandatory certification, and will need to complete CPD to maintain membership.

Extensions, if any, may be given by the Registrar on compassionate or other acceptable grounds.

Who does the Continuing Professional Development Program not apply to?

1. Associates admitted to membership starting in July 2005. For these members certification is mandatory under the timelines determined during file review, the 3 or 6 year rule. CPD will be required once these members are certified.
2. Students
3. Retired members (not working more than 100 hours per calendar year)
4. Honourary members

What happens if I am on maternity, parental, medical leave or unemployed?

Members on maternity, parental, medical leave, or who are unemployed may very well want to maintain their CPD while away from work and are not automatically exempted. If required, they may apply to the Registrar for a limited time exemption.

Compliance

How will OACETT monitor CPD compliance?

Every 3 years, regulated members (Certified and pre July 2005 Associates) will declare at the time of membership renewal that they have completed their CPD requirements. Members can log their activities using any method that works best for them but are encouraged to use OACETT's CPD log that is being developed. For additional convenience, a mobile app is being developed.

Can I carry over activities and formal courses to the next 3 year cycle?

Additional activities, formal courses or self-directed study may not be carried over.

How will OACETT verify compliance?

OACETT will conduct a random audit of 1 – 2 percent of members annually beginning in 2019. Individual members will only be audited at the end of their 3 year cycle. Members will be required to produce supporting documentation as proof of compliance. For audit purposes, verification of 3 activities and one formal course or self-directed study will require documentation to confirm completion of the activity or course. Acceptable documentation may take such forms as:

- transcript, receipt of payment with course outline, certificate of completion/attendance
- written confirmation from employer that member attended and passed
- submission of the article written or presentation given
- study notes and resource lists

What if I fail to comply?

IETO, the Institute of Engineering Technology of Ontario, OACETT's certification division will audit CPD compliance. Certified members and Associates admitted to membership pre July 2005 not in compliance may be given a "grace period" of 6 months to comply. Members who lose membership to non-compliance can reinstate after submitting proof of compliance. Once their CPD has been verified, members may apply for reinstatement. The reinstatement fees will be waived for prior members who are now compliant and return to membership within one year of being resigned for CPD non-compliance. All other regular reinstatement rules apply, which may have potential implications on membership status.

Reinstatement Rules

Prior certified members:

- Resigned Members will not be reinstated to designations that are no longer awarded such as Certified Engineering Technician or Applied Science Technologist. The current designation in use at the time of reinstatement that represents the appropriate level of certification will be granted.
- Those members who have not completed the Professional Practice Exam (PPE) prior to resignation will be required to pass the PPE within 6 months of reinstatement.
- Reinstatement fee will be waived for prior members who meet compliance and return to membership within one year of being resigned for non-compliance.

Associate members pre July 2005 will be treated the same as members who were admitted to membership on or after July 1, 2005 (i.e. 3 or 6 year rule). Certification will need to be achieved within the 3 or 6 year timeline determined by your certification program assigned at time of reinstatement.

Summary

The benefits of continuing professional development are many; therefore OACETT is proposing to introduce mandatory CPD in January 2016. All professionals have a career-long obligation to “own their professional future,” and through CPD, members will be better prepared to do so. CPD delivers benefits to the individual, the profession and the public through improved protection and quality of life, the environment, sustainability, and the economy.

CPD ensures that our members:

- stay relevant and up to date in knowledge and aware of the changing trends in the profession. With the pace of change probably faster than it has ever been, members cannot stand still or they will get left behind as knowledge and skills become outdated.
- have a deeper understanding of what it means to be a professional, along with a greater appreciation of the implications and impact of their work.
- continue to make a meaningful contribution to the profession and become more effective in the workplace, which assists them to advance in their careers where they can lead, manage, influence, coach and mentor others.
- advance the body of knowledge and technology within the profession.
- increase public confidence in the profession as a whole.

Experience is a great teacher, but it does mean that we tend to do what we have done before. Focused CPD opens up new possibilities, new knowledge and new skills. Members need to invest in themselves, advance their careers, advance the profession and support OACETT CPD to “own their professional future!”

For questions regarding the OACETT CPD program, email cpd@oacett.org, or contact Sherrie Machan, IETO Project Coordinator at 416.621.9621 ext. 234.