



Quick Facts *for Self-Employed Members*

Engineering technicians and technologists are accountable to the public and their profession and need to earn and keep the public's trust, be seen as relevant, in demand and demonstrate that their work meets the highest standards by advancing the profession and contributing to economic competitiveness.

As a self-employed member, you need to stay on the "cutting edge." This means you need to train yourself on the industry and remain knowledgeable about business models and trends as well.

The details of OACETT's CPD Program are very flexible without significant expenditures or time required and a wide range of activities are considered acceptable. For example, keeping abreast of current literature in your field and self-study courses, including the "softer skills" such as dispute resolution, negotiation and communications, all constitute legitimate and reasonable CPD.

How Self-Employed Members Are Affected

Continuing professional development is a requirement for:

- Certified members working full- or part-time, including Life and Fellow OACETT
- Associate members admitted to membership prior to July 2005 who have maintained continuous membership

Continuing professional development is not a requirement for:

- Associates admitted or reinstated members to membership starting in July 2005 - mandatory certification is required first. Once certified, CPD will be required.
- Students
- Retired (unless working more than 100 hours per calendar year)
- Honourary

CPD Requirements

Over a 3-year cycle, members will be required to complete one half-day (minimum 3 hours) formal course or one full-day (minimum 6 hours) informal course or self-directed study from either the contributions to technical knowledge or management/leadership training categories **plus** three (3) activities from any of the 4 categories outlined below: contributions to the profession, peer and professional interaction, contributions to technical knowledge or management/leadership.

3-Year Cycle:	
1 Formal Course/Self-directed Study + 3 Activities = Compliance	
<i>Contributions to Technical Knowledge</i>	<i>Contributions to the Profession</i>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Formal Course (half day) or Self-Directed Study (full day): 1 of 2 in Grey</p> <ul style="list-style-type: none"> Formal course from an educational institution or training provider, online or in person = ½ day (minimum 3 hours) <p>OR</p> <ul style="list-style-type: none"> Self-study or seminar, workshop, technical field trip, employer training or on-the-job training = 1 full day (minimum 6 hours) <p>Sample topics include: codes, standards, regulations, health and safety related to the profession, emerging and evolving science and technology</p>	<p>Activities such as:</p> <ul style="list-style-type: none"> Writing published technical papers, articles or reviews Designing or teaching a training program or course related to your discipline or professional practice Presenting at conferences, workshops or seminars or attending and writing a summary of its relevance to your job Serving on college, industry or association committees
<i>Management or Leadership Training</i>	<i>Peer and Professional Interaction</i>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Formal Course (half day) or Self-Directed Study (full day): 1 of 2 in Grey</p> <ul style="list-style-type: none"> Formal course from an educational institution or training provider, online or in person = ½ day (minimum 3 hours) <p>OR</p> <ul style="list-style-type: none"> Self-study or seminar workshop = 1 full day (minimum 6 hours) <p>Sample topics include: supervision, team building, change management, accounting, project management, globalization, sustainability and soft skills (negotiations, business etiquette, public speaking, etc.)</p>	<p>Activities such as:</p> <ul style="list-style-type: none"> Community Service or volunteering related to the profession Serving as a file reviewer or member of an accreditation team Learned society membership with PD courses applicable to OACETT Subscribing to a discipline-related journal and writing a summary of its relevance to your job Mentoring Serving on OACETT Council, committees/working groups or Chapter executive

Activities: Any 3 of 4 in Blue OR Grey

Flexibility and Low Costs

- Plenty of choices
- No significant costs, travel time or time away from work
- Many activities have no associated cost such as self-study, volunteering or committee work

Benefits for Self-Employed Members

Continuing Professional Development:

- allows you to remain relevant and up-to-date in knowledge and aware of the changing trends in the profession
- leads to increased public confidence as an individual professional and the profession as a whole
- assures clients that you are current with the technologies of today and tomorrow
- enhances your C.Tech., A.Sc.T., or C.E.T. designation – be sure to let your clients know that you are a certified professional and CPD is requirement to maintain your membership

Tracking Options

- Track CPD activities and store the related documentation easily through an OACETT CPD electronic portfolio – available soon, or
- Record activities using any method that works best for you that you may be already using, or download a spreadsheet version of our [template](#)

Compliance

- Every three years, declare at the time of your membership renewal that you have completed your CPD requirements
- Members selected for an audit will be required to produce supporting documentation within 30 days

For complete details, visit the OACETT website.

Questions? Contact Elizabeth Kim at 416.621.9621, x240 or email cpd@oacett.org

cpd

IT'S TIME