“In today’s fast-changing world, continuous learning is essential to manage the uncertainties and opportunities that change creates. What’s more, our future as a respected profession depends on it. Knowledge means everything.”

Vince Le Faive, C.E.T., VP IETO
Council Approves Mandatory Continuing Professional Development

OACETT members agree that engineering and applied science technicians and technologists have an important role in society to serve and protect the safety, health and welfare of the public.

Like other certified professions, it’s vital that OACETT can assure governments, employers, clients and the public – as well as peers in the industry – that its members are up-to-date with professional development in both hard and soft skills. To earn and keep the public’s trust as engineering technicians and technologists, members need to demonstrate that their work meets high standards. For these reasons, OACETT’s Council has adopted mandatory Continuing Professional Development (CPD) beginning January 1, 2016 with the first compliance date January 1, 2019.

Own Your Professional Future

Each member should identify areas to benefit from additional learning. Seek feedback from your colleagues and peers. And don’t overlook your own personal areas of interest – the ones you always wanted to explore. Stay on the cutting edge of new and evolving technology and advance your professional opportunities and the profession as a whole.

OACETT’s CPD requirements are a minimum threshold. But you can go much further. Challenge yourself – everything you do in CPD enhances your marketability and makes your professional performance stronger.

“The impetus behind CPD is pretty simple, really. The public expects us to be accountable and governments expect us to provide proof that our members are competent as qualified persons. This means embracing professional development with a serious commitment – from all of us. Focused CPD opens up new possibilities, new knowledge and new skills. Members need to invest in themselves, advance their careers and the profession.”

Bob van den Berg, C.E.T., President
The Why

• As a professional certification body, OACETT is committed to ensuring that our members maintain competence, to abide by our Code of Ethics:
  ~ “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.”
  ~ “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 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.

• Recent structural failures have caused government inquiry panels such as the one examining the Elliot Lake mall collapse to call for mandatory continuing learning to increase the likelihood of currency and competence among engineering professionals. Findings from OACETT’s own research also indicate that professional development activities are important to employers.

The Who

Not all OACETT members are affected by the new CPD rules. Here’s who is:

• Certified Members working full- or part-time, including Life and Fellow OACETT Members (unless retired).

• Associates admitted to membership prior to July 2005 (as long as their membership is continuous).

Here’s who isn’t:

• Associates admitted to membership starting in July 2005 must certify to maintain membership. Once these members are certified, CPD will be required.

• Students

• Retired members (not working more than 100 hours per calendar year)

• Honourary members

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

Members on maternity, parental or medical leave, or who are currently unemployed, are not automatically exempted. They may apply to the Registrar for a limited-time exemption. Extensions may also be granted by the Registrar on compassionate or other acceptable grounds. However, those who are temporarily away from their jobs or practices may choose to meet their CPD requirements anyway as a means of staying current, building their network, and using this time to full advantage.
The What

OACETT’s eligibility criteria for CPD are as broad as possible and as relevant as practical. In many cases, you may already be meeting the criteria on your own, or for your employer. The OACETT plan is exceptionally flexible.

### Contributions to Technical Knowledge

- **Formal course from an educational institution or training provider, online or in person = ½ day**
  - OR
  - **Self-study or seminar, workshop, technical field trip, employer training or on-the-job training = 1 full day**

Sample topics include: codes, standards, regulations, health and safety, emerging and evolving science and technology

### Management or Leadership Training

- **Formal course from an educational institution or training provider, online or in person = ½ day**
  - OR
  - **Self-study or seminar/workshop = 1 full day**

Sample topics include: supervision, team building, change management, accounting, project management, globalization, sustainability and soft skills (negotiations, business etiquette, public speaking, etc.)

### Contributions to the Profession

Activities such as:
- 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

### Management or Leadership Training

- **Formal course from an educational institution or training provider, online or in person = ½ day**
  - OR
  - **Self-study or seminar/workshop = 1 full day**

Sample topics include: supervision, team building, change management, accounting, project management, globalization, sustainability and soft skills (negotiations, business etiquette, public speaking, etc.)

### Peer and Professional Interaction

Activities such as:
- Community Service/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

### 3-Year Cycle:

1 Formal Course/Self-directed Study + 3 Activities = Compliance
The How

The policy takes effect January 1, 2016 with the first compliance January 1, 2019. Members will declare at the time of membership renewal that they have completed their CPD requirements. OACETT will conduct a random audit of a percentage of members at the end of their 3-year cycle. If you are selected for an audit, you will be required to produce supporting documentation. A full list of items which can serve as proof of compliance for various activities is available at www.oacett.org/CPD.

The CPD Portfolio

It's your responsibility not only to do CPD but keep track of it as well, along with verifiable proof of your involvement. To make it easy for you to track your CPD activities, and store your related documentation, OACETT is developing a CPD electronic portfolio—available early 2016. This user-friendly tool, available through a link on the OACETT website, features a simple registration process, easy sign-on and the ability to upload and store required proof for compliance. At the sign-on page, you'll find a short demo on how to use the portfolio.

Using our CPD portfolio isn't your only option, however. Members are free to log their activities using any method that works best for them. You may have a comparable tool with your employer. Or you may prefer to keep paper files, in which case you’re welcome to download a PDF version of our template to help you structure your records. For additional convenience, OACETT is also developing a mobile app.

What if I Fail to Comply?

Members not in compliance at the end of the 3 year cycle may be given a grace period of six months to comply, provided they submit a compliance plan to the Registrar. Non-compliance will result in loss of membership.

If you lose your membership to non-compliance, you can be reinstated after submitting proof of compliance. The reinstatement fees will be waived if you return to membership within one year of being resigned for CPD non-compliance. Traditional reinstatement rules, such as designations no longer awarded or timing for completing the Professional Practice Exam, may affect your reinstated membership status.

“In an ever-evolving industry, investing in professional development is a key driver of business results. It enables our employees to keep current and in turn, be more responsive to new developments in technology, legislation, industry standards and regulations. As the responsibilities of technology professionals grow, so does the need for all technicians and technologists to expand their skills and competencies. The structured nature of the OACETT CPD program advances the knowledge of our profession and ensures our work continually meets the expectations of customers and safeguards the public.”

Kathy Lerette, C.E.T., Vice President, Utility Operations, Horizon Utilities Corporation
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

Tracking Options

- Track CPD activities and store the related documentation easily through an OACETT CPD electronic portfolio – available early 2016, or
- Record activities using any method that works best for you: e.g. employer tool, paper file

Compliance

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

Benefits of CPD

- Adds value to your designations
- Promotes your profession and raises certified engineering technician and technologist profiles
- Allows you to stay relevant and up-to-date in knowledge, and aware of the changing trends in the profession
- Assures stakeholders that you are current with the technologies of today and tomorrow
- Accelerates your personal career and strengthens your competitive advantage
- Increases public confidence in the profession as a whole
- Advances the body of knowledge and technology within the profession

Questions? We’re here to help.
Call Sherrie at 416.621.9621 x234 or email cpd@oacett.org

The IETO team can answer any questions you have about the eligibility of potential CPD courses and activities you may want to pursue. You’ll have the tools and information you need to create a custom program – one that is well-suited to your development needs and areas of interest, and fits neatly into your evolving career path.