



Chapter-Sponsored CPD Content Guidelines and Approval Form



CPD Event Hosting/Development

Chapters wishing to offer or develop CPD activities should do so according to their own PAS Board Rules/Chapter Operations Manual as well as the following:

- One of the original principles of the OACETT CPD Program is that it would not be a significant expense to members. This should be kept in mind when developing or offering CPD activities.
- Content approval will be required to ensure that the activity offered will be acceptable under the OACETT CPD program. A content approval form, available on the [Volunteers Only Portal](#) on the OACETT website, should be submitted to cpd@oacett.org 4 weeks prior to the event and allowing 10 business days for IETO approval. The form will include:
 - Name of Chapter(s)
 - Title of program and/or description of content including bullet points of topic to be covered
 - If applicable, speaker's name, qualifications and short bio including company name and website address
 - Date of program
 - Length of program
 - What will be given to participants to support attendance (letter, certificate, etc.)
 - Chapter contact for communication (name, email, phone)
- Events should not be advertised as an OACETT CPD event until approval that the activity meets the OACETT CPD requirements is received from IETO.
- Repeat offerings of previously approved CPD will not require submission of another content approval form.
- Activity/meeting notices may be posted as announcements on the CPD electronic portfolio once available.

Communications

- When sending emails to members with suggestions for possible CPD courses, for example, on behalf of a local college, the email should contain a reminder that formal courses are only one option to meet the requirements for OACETT CPD and should include the link to the website information: www.oacett.org/careers/cpd
- All CPD communications should include contact information for general questions regarding OACETT CPD: cpd@oacett.org or 416.621.9621, x240 (Elizabeth Kim). Clearly indicate separate contact information for the activity being advertised.
- Clearly indicate in communications whether the chapter-sponsored activity qualifies for CPD or not.



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Name of Chapter

Region

Title of Program

Date

Length of Program

Provide a brief description of content including bullet points of topics to be covered:

Speaker's name and bio (include qualifications, company name and web address):



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What will be given to each participant to support attendance (letter, certificate, etc.)?

Chapter Contact Name

Chapter Contact Phone

Chapter Contact Email

Return to Elizabeth Kim at cpd@oacett.org 4 weeks prior to the event and allowing 10 business days for IETO approval.