

Quick Facts *for Associate Members*

3-Year Cycle:	
1 Formal Course/Self-directed Study + 3 Activities = Compliance	
Formal Course (half day) or Self-Directed Study (full day): 1 of 2 in Grey	<i>Contributions to Technical Knowledge</i>
	<ul style="list-style-type: none"> Formal course from an educational institution or training provider, online or in person = ½ day OR <ul style="list-style-type: none"> Self-study or seminar, workshop, technical field trip, employer training or on-the-job training = 1 full day <p>Sample topics include: codes, standards, regulations, health and safety, emerging and evolving science and technology</p>
	<i>Contributions to the Profession</i>
	Activities such as: <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
Activities: Any 3 of 4 in Blue OR Grey	<i>Management or Leadership Training</i>
	<ul style="list-style-type: none"> Formal course from an educational institution or training provider, online or in person = ½ day OR <ul style="list-style-type: none"> Self-study or seminar workshop = 1 full day <p>Sample topics include: supervision, team building, change management, accounting, project management, globalization, sustainability and soft skills (negotiations, business etiquette, public speaking, etc.)</p>
	<i>Peer and Professional Interaction</i>
	Activities such as: <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

Associates admitted to membership prior to July 2005

- Continuing Professional Development (CPD) is a requirement for all Associates who have maintained continuous membership

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

Associates admitted or reinstated to membership starting in July 2005

- Continuing Professional Development (CPD) is not required until certified
- If membership has lapsed and you have been reinstated since July 2005 you must certify to maintain membership; then CPD will be required
- Certification is mandatory under the 3 and 6 year rule certification timelines
- Associates in this category have been assigned a certification date – log in to your membership profile and check your status and assigned date
- Failure to certify within your assigned timeline will result in loss of membership

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 such as a comparable employer tool, paper file, or download a PDF version of our template

Compliance

- Every three years, Associates admitted to membership prior to July 2005 will 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 within 30 days

Benefits for Associate Members

- Stay relevant and up-to-date in knowledge and aware of the changing trends in the profession
- Become more effective in the workplace
- Accelerate your personal career
- Strengthen your competitive advantage
- Demonstrate that you have the skills to perform your job
- Assure stakeholders that you are current with the technologies of today and tomorrow
- Advance the body of knowledge and technology within the profession

For complete details, visit the OACETT website.

Questions? Contact Sherrie at 416.621.9621, x234 or email cpd@oacett.org

The logo for CPD (Continuing Professional Development) features the lowercase letters 'cpd' in a blue, cursive, script font.

IT'S TIME