



Quick Facts *for* Certified Members

CPD Requirements

Over a 3-year cycle, unless retired, all certified (working full- or part-time), including Life and Fellow OACETT members 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.

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	<table border="1"> <thead> <tr> <th style="background-color: #cccccc;"><i>Contributions to Technical Knowledge</i></th> <th style="background-color: #0056b3; color: white;"><i>Contributions to the Profession</i></th> </tr> </thead> <tbody> <tr> <td style="background-color: #cccccc;"> <ul style="list-style-type: none"> Formal course from an educational institution or training provider, online or in person = ½ day <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 <p>Sample topics include: codes, standards, regulations, health and safety, emerging and evolving science and technology</p> </td> <td style="background-color: #d9e1f2;"> <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 </td> </tr> <tr> <th style="background-color: #cccccc;"><i>Management or Leadership Training</i></th> <th style="background-color: #0056b3; color: white;"><i>Peer and Professional Interaction</i></th> </tr> <tr> <td style="background-color: #cccccc;"> <ul style="list-style-type: none"> Formal course from an educational institution or training provider, online or in person = ½ day <p>OR</p> <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> </td> <td style="background-color: #d9e1f2;"> <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 </td> </tr> </tbody> </table>	<i>Contributions to Technical Knowledge</i>	<i>Contributions to the Profession</i>	<ul style="list-style-type: none"> Formal course from an educational institution or training provider, online or in person = ½ day <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 <p>Sample topics include: codes, standards, regulations, health and safety, 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>	<ul style="list-style-type: none"> Formal course from an educational institution or training provider, online or in person = ½ day <p>OR</p> <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>	<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
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	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

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, 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

Benefits for Certified Members

- Add value to your C.Tech., A.Sc.T., or C.E.T. designation
- Accelerate your personal career
- Assure stakeholders that you are current with the technologies of today and tomorrow
- Demonstrate you have the skills to perform your job and manage your business and practice effectively
- Strengthen your competitive advantage
- Promote your profession and raises certified technician, applied science and engineering technologist profiles
- Advance the body of knowledge and technology within the profession
- Increase public confidence in the profession as a whole

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) is written in a blue, cursive, lowercase font.

IT'S TIME