

## Quick Facts for Associate Members

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"> <li>Formal course from an educational institution or training provider, online or in person = ½ day (minimum 3 hours)</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>Self-study or seminar, workshop, technical field trip, employer training or on-the-job training = 1 full day (minimum 6 hours)</li> </ul> <p>Sample topics include: codes, standards, regulations, health and safety related to the profession, emerging and evolving science and technology</p>	<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Activities: Any 3 of 4 in Blue OR Grey</p> <p>Activities such as:</p> <ul style="list-style-type: none"> <li>Writing published technical papers, articles or reviews</li> <li>Designing or teaching a training program or course related to your discipline or professional practice</li> <li>Presenting at conferences, workshops or seminars or attending and writing a summary of its relevance to your job</li> <li>Serving on college, industry or association committees</li> </ul>
<i>Management or Leadership Training</i>	<i>Peer and Professional Interaction</i>
<ul style="list-style-type: none"> <li>Formal course from an educational institution or training provider, online or in person = ½ day (minimum 3 hours)</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>Self-study or seminar workshop = 1 full day (minimum 6 hours)</li> </ul> <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"> <li>Community Service or volunteering related to the profession</li> <li>Serving as a file reviewer or member of an accreditation team</li> <li>Learned society membership with PD courses applicable to OACETT</li> <li>Subscribing to a discipline-related journal and writing a summary of its relevance to your job</li> <li>Mentoring</li> <li>Serving on OACETT Council, committees/working groups or Chapter executive</li> </ul>

### 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 (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: 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 soon, or
- Record activities using any method that works best for you such as a comparable employer tool, paper file, or download a spreadsheet 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 Elizabeth Kim at 416.621.9621, x240 or email [cpd@oacett.org](mailto:cpd@oacett.org)**

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

IT'S TIME