



OACETT CPD Guide Book

OACETT's mandatory Continuing Professional Development (CPD) program is on-going learning that allows professionals to keep their knowledge and skills current and relevant in today's evolving work world. It provides a framework for certified members to guide their professional development choices.

New CPD Program

Here are the **important facts** about the new CPD program that **you need to know**:

- OACETT members, including Life or Fellow OACETT members (and Associate members past their certification deadline), are required by the **Code of Ethics and Rules of Professional Conduct** to maintain certification. The CPD program helps members fulfil that certification requirement.
- The program requires **30 hours of CPD-eligible activities (active or passive)** over a **3-year cycle** to maintain certification

ACTIVE LEARNING

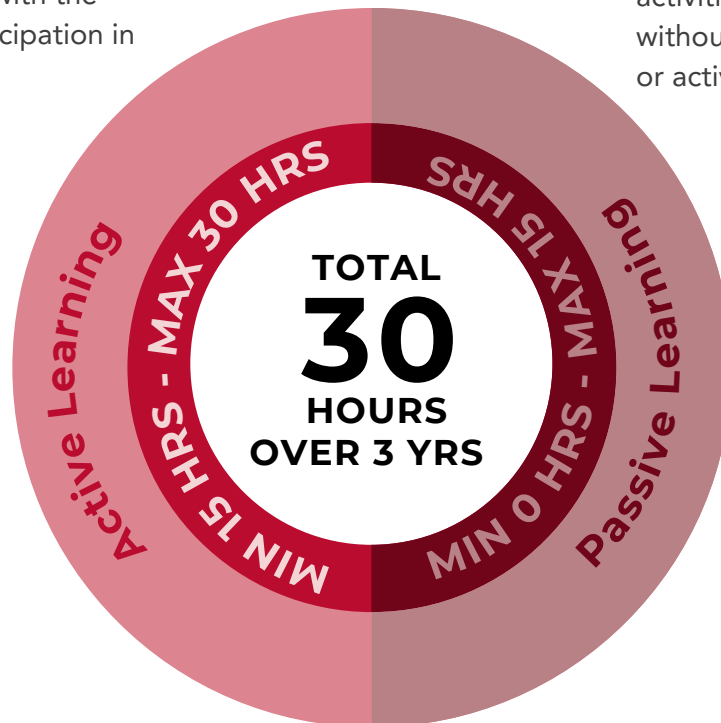
MINIMUM OF 15 HRS

Active CPD Learning involves engaging with technical subject matter through various participatory methods. Active CPD Learning is about actively interacting with the material and requires participation in activities or discussions.

PASSIVE LEARNING

MAXIMUM OF 15 HRS

Refers to professional development activities that do not have participant interaction and can be completed independently at one's own pace. These activities involve absorbing information without direct engagement with others or active participation.



CPD REPORTING GUIDELINES

- Professional development activities require supporting documentation as records of completion
- CPD should be logged and documented through the OACETT member portal
- CPD audits are conducted annually on a **random** selection of members for the previous 3-year cycle

EXAMPLES OF ACTIVE VS PASSIVE LEARNING

Examples of Active Learning

15 HRS MIN. - Active learning is organized, often following a formal curriculum or program. It has clear goals, a defined path, and specific outcomes.

Classroom Training/Workshops

- **Example:** A series of formal classroom-based training sessions where participants learn a specific skill (e.g., project management, customer service, or coding).
- **Structure:** Instructor-led, with a set syllabus, clear learning objectives, and a fixed timetable.

Online Courses (with Defined Curriculum)

- **Example:** A certified online course, such as an MBA program or an industry-specific certification like ITIL (IT service management).
- **Structure:** Modules or lessons with predefined assessments, quizzes, and timelines for completion.

Online Courses (with a real-time presenter but with no assessments)

- **Example:** An online course of one hour or more, such as one provided to members by OACETT where experts provide training on a specific subject.
- **Structure:** Training sessions with interaction throughout the course include polls, breakout groups, coursework, and question-and-answer sessions.

Workplace Training Programs

- **Example:** Onboarding or mandatory compliance training (e.g., health and safety training, ethics, or data protection).
- **Structure:** Training sessions with objectives, guidelines, resources, and assessment methods.

Examples of Passive Learning

15 HRS MAX. - Passive learning is informal, self-directed, and can happen organically without a defined pathway. It encourages exploration, creativity, and independent learning.

On-the-Job Learning

- **Example:** A person learning new tasks by working on real projects, troubleshooting problems, or gaining experience through day-to-day job activities.
- **Structure:** Learning happens naturally through experience and problem-solving in the workplace without formal guidance.

Watching Pre-Recorded Webinars or Lectures

- **Example:** A recorded webinar explaining the importance of emotional intelligence in leadership.
- **Structure:** There's no set course or framework, and the learner chooses their own pace and path.

Reading Articles or Research Papers

- **Example:** Reading a journal article on how artificial intelligence is transforming the finance sector.
- **Structure:** There's no set course or framework, and the learner chooses their own pace and path.

Listening to Podcasts or Audiobooks

- **Example:** Listening to a podcast episode on sustainable business practices or listening to an audiobook on time management skills.
- **Structure:** There's no set course or framework, and the learner chooses their own pace and path.

Watching Instructional Videos

- **Example:** Watching a video on using new project management software or how to conduct a successful performance review.
- **Structure:** There's no set course or framework, and the learner chooses their own pace and path.

EXAMPLES OF ACTIVE VS PASSIVE LEARNING CONT.

Examples of Active Learning

Lectures and Seminars

- **Example:** A scheduled lecture or seminar series on a topic (ie: a professional conference with speakers presenting on specific topics in the field of Engineering Technology)
- **Structure:** Pre-arranged topics and schedules with clear objectives and outcomes.

Mentorship Programs

- **Example:** A structured mentorship where the mentor and mentee follow a defined program with specific milestones.
- **Structure:** Meetings scheduled with a clear agenda, set goals, and timelines.

Examinations/Certifications

- **Example:** An exam-based program where participants learn the material and then demonstrate their knowledge through formal assessments.
- **Structure:** Learning is aligned with the preparation for the exam, often accompanied by study materials, sample questions, and deadlines.

Design a Discipline-related Technical Course

Create/design/teach/present instructional content related to a member's expertise, including volunteer to teach a course/webinar by delivering lessons, in person or online, to convey discipline-specific knowledge and skills without compensation.

Health and Safety Course

Technical health and safety courses offering accreditation in areas like risk management, ergonomic specialty, or electrical safety.

Management or Leadership Training

Structured programs that develop essential skills and knowledge for effective leadership and management with assessments to ensure understanding of subject matter.

Examples of Passive Learning

Reading Case Studies

- **Example:** Reading a case study on how a company successfully navigated a digital transformation and the lessons learned.
- **Structure:** There's no set course or framework, and the learner chooses their own pace and path.

Indigenous and DEI Awareness Courses

Indigenous Awareness Courses educate about Indigenous history, culture and issues, promotion respect and understanding. DEI Awareness Courses focus on diversity, equity, and inclusion, addressing bias and fostering equitable, inclusive environments.

New Product Learning

Enhance professional skills by attending training sessions, workshops, or presentations on the latest products and technologies and their practical applications.

Reading/Podcasts/Online Learning Platforms

Reading or listening to articles from magazines, journals, or online platforms, technical papers/books, and listening to podcasts or online courses is capped at 10 hours per 3-year cycle. Podcasts must be at least 20 minutes per topic.

Research

A systematic investigation to discover new industry information, establish facts, or develop theories related to the industry, with a summary submitted for peer review to validate CPD hours.

Self-taught/Self-managed Learning

Self-study learning allows members to choose when and where to take the course. Members have the flexibility to start and stop the learning process according to their needs.

EXAMPLES OF ACTIVE VS PASSIVE LEARNING CONT.

Examples of Active Learning

Seminars and Conferences

In-person events or professional events focused on interaction and shared interests for discussion and learning, often as an audience member or attendee.

Presentations

Create or present content for professional knowledge sharing, with peer evaluation and participant feedback as supporting evidence.

Professional Courses

Professional courses must be from recognized educational institutions (colleges and universities), have clear learning outcomes, a defined syllabus, an assessment to test competency and formal documentation of completion (date, individual's name, course title, description, institution).

Teach a Technical Course

Volunteer to teach a course/webinar by delivering lessons, in person or online, to convey discipline-specific knowledge and skills without compensation. Paid teaching roles for regular employment do not qualify.

Technical Training

Technical training (in-person or online) includes hands-on work, assessments, and may lead to licensing or micro-credentials.

Examples of Passive Learning

Technical Paper Authorship

Technical papers are detailed documents that present original or expanded research, methodologies, and results in a specific field and undergo peer review before publication.

Technical Training *(without an assessment)*

These activities may or may not follow a prescribed syllabus or measurable learning outcomes. They do not include assessments to test an individual's competency or retention. Participation credit is provided regardless of active involvement or assignment completion, and a formal record of completion may not be issued.

Volunteering

Volunteering in the industry means offering time and services freely, enhancing job performance by building skills, confidence, communication, teamwork, and awareness of social issues through hands-on experience.

Note: *Passive learning items are eligible for up to 15 hours of CPD recognition. Reading or listening to articles from magazines, journals, technical papers/books, and listening to podcasts or online courses is capped at 10 hours per 3-year cycle. Podcasts must be at least 20 minutes per topic.*



CPD 3-Year Cycles

- Program places members in a 3-year cycle, which begins January 1st and ends December 31st, three years later
- Three years to complete the required activities to maintain certification
- CPD audits are conducted annually for the previous 3-year cycle on a random selection of members

How do I check the dates of my CPD cycle?

1. Log into the OACETT Member Portal
2. Click on the CPD menu at the top of the page
3. Find table identifying your active CPD cycle

Note: To maintain your certification, you must complete at least 30 hours of CPD by engaging in a combination of Active and Passive learning activities over your three-year cycle. You can fulfill this requirement with 15-30 hours of Active learning activities and up to 15 hours of Passive learning activities. You may complete any combination of Active and Passive learning, keeping in mind that you cannot exceed a total of 15 hours of Passive learning in a 3-year period.



CPD Audit Process

- CPD Audits are conducted annually for the previous 3-year cycle on a random selection of certified members and associate members who have not certified within their certification timelines
- Ensure all your CPD records, including supporting documentation are submitted for each activity

Tip: It's good practice to submit your CPD in the portal as soon as it is completed.

Audit Notification

- If selected, you will receive a notification by mail indicating the date to provide all CPD activities to OACETT
- Portal will indicate "Selected for Audit"

Review Process

- The Office of the Registrar will review your CPD within 60 days from the due date of submission
- An email will be sent advising CPD compliance or further steps to complete to reach compliance

Compliance Responsibility

- During the audit, OACETT staff will assist you with any questions about the CPD program, how to submit CPD or what activities count as satisfactory CPD.

Have questions or need assistance?

Contact cpdaudit@oacett.org for CPD audit questions.

Reporting Quick Steps

Step 1

Log into the OACETT portal

- Go to the www.oacett.org
- Click on the Login button at the top of the page to access the [OACETT member portal](#)
- Click on the CPD heading in your portal account



Step 2

Add a CPD activity

- Select the CPD cycle you are logging and then the “add CPD activity” button
- Enter details of the CPD activity (title, start/end date, learning method (in-person/online), provider, category, hours, description) and click Save



Step 3

Upload supporting documents

- Upload supporting documents (certificate of attendance, transcript, pamphlet, study notes, signed letters, written summary of learning, copy of presentation, etc.)
- Click Upload document, name the document, add the file and submit

Have questions or need assistance?

Contact cpd@oacett.org for general CPD questions or cpdaudit@oacett.org for CPD audit questions.

FAQs

Is there a minimum for CPD activity hours?

Yes, activities must be a minimum of one hour.

What activities are not eligible for CPD?

- WHMIS, First Aid, CPR, AODA,
- Refresher or basic IT courses (MS Word, Outlook, Excel, Powerpoint)
- Activities repeated within the same CPD cycle, unrelated to your job or fall outside the 3-year cycle
- Courses that are partially complete
- Paid teaching in a college, university or institution

What if my CPD spreads over two cycles?

The end date of the activity determines the cycle it belongs to.

Can I carry over excess CPD hours to the next cycle?

No, you may not carry over excess CPD hours.

What if I do not meet the CPD requirements?

CPD is mandatory to maintain your membership or certification, with the risk of losing it if not completed.

Can activity hours be counted cumulatively?

Yes, passive activity hours can be combined to meet the 1-hour minimum, with each activity being at least 1 hour.

Can studying for an exam count towards CPD?

Coursework contributing to professional development counts toward CPD, but studying for or taking exams does not.

Is CPD required if I retire during my 3-year cycle?

Unless you are audited before you retire, CPD is not required to maintain Retired membership.

Can I be audited for CPD compliance? What's the audit process?

Yes, if you are a Certified (including Life or Fellow) or an Associate member outside of the 3 or 6-year certification timeline.