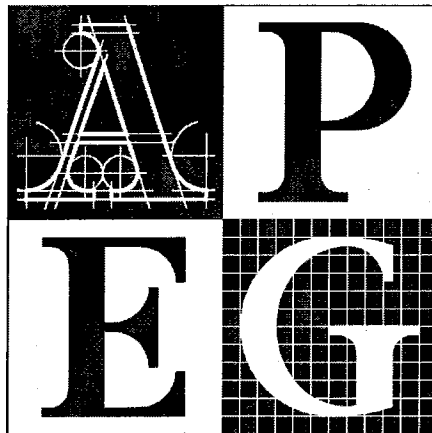


Mandatory CPD Guideline



Professional Engineers
and Geoscientists of BC

June 2005 - DRAFT

DRAFT

Continuing Professional Development Guideline

Table of Contents:

EXECUTIVE SUMMARY	i
1. INTRODUCTION	1
2. CONTINUING PROFESSIONAL DEVELOPMENT AT APEGBC	2
2.1 Who Needs to Comply with the CPD Program	2
3. THE CPD PROCESS.....	3
3.1 Review What You Need to Learn	3
3.2 Plan How You Are Going to Learn.....	4
3.3 Do It	4
3.4 Record Your Achievements	4
3.5 Assess Your Progress	4
4. APEGBC PROGRAM REQUIREMENTS	5
4.1 Total Hours Required.....	5
4.2 Eligible CPD Activities	5
4.2.1 Formal Methods.....	5
4.2.2 Informal Methods.....	6
4.2.3 Participation.....	6
4.2.4 Presentations and Contributions to Knowledge	6
5. REPORTING.....	7
5.1 Reporting Method	7
5.2 Carry-Over Professional Development Hours	7
5.3 Reporting in Multiple Jurisdictions	7
6. AUDITING AND COMPLIANCE.....	8
6.1 Auditing.....	8
6.2 Compliance.....	8
APPENDIX i	9
APPENDIX ii	13
APPENDIX iii	14
APPENDIX iv	15

DRAFT

EXECUTIVE SUMMARY

BACKGROUND

Under the Code of Ethics, Members are expected to undertake professional development that is relevant to their practice. While it is believed that most Members participate in professional development, the Association does not have a formal tracking mechanism. Since 1997, the Continuing Professional Development (CPD) Committee has examined the value of introducing a mandatory CPD program for APEGBC members. In 2003, Council directed the CPD Committee to develop a mandatory CPD Guideline.

Over the next 18 months, the CPD Committee reviewed what other Canadian jurisdictions and professions were doing in the area of mandatory professional development. Legal counsel was consulted to determine the steps required to implement a mandatory CPD program for APEGBC members. A draft guideline was developed based on the current practice of other jurisdictions and professions and the perceived needs of the engineering and geoscience communities in BC. Initial consultation has taken place with the Line Committees to review and resolve any procedural issues that may impact the implementation of the outlined mandatory CPD program.

At their November 2004 meeting, Council reinforced the need to examine a mandatory CPD program by passing a motion directing the CPD Committee to complete an implementation plan for mandatory CPD and submit it for Council's consideration by March 15th, 2005.

GUIDELINE CONTENTS

Introduction

Professional Engineers and Professional Geoscientists registered with APEGBC are expected to maintain their competence under the Code of Ethics. Participation in professional development is a key component for keeping one's practice up to date. Regulatory bodies use a number of CPD program frameworks including requiring participation in CPD activities, mandatory reporting, and/ or prescribing which courses must be undertaken.

Continuing Professional Development at APEGBC

To implement a mandatory continuing professional development program for APEGBC members an enabling amendment to the Engineers & Geoscientists Act is required. This amendment will give Council the authority to establish a CPD program. This program will only become mandatory after a bylaw vote supporting its adoption is passed by a 2/3 majority.

This program will apply to the following members:

- Members with practice rights
- Provisional members
- Members-in-training
- All licencees

The following members may qualify for an exemption:

- Retired (non-practicing) members;
- Members on medical leave;
- Members on parental leave;
- Members who are not practicing engineering or geoscience and in no way have an influence over these professions.

DRAFT

APEGBC Program Requirements

Members will be required to complete an average of 30 hours per year (90 hours on a 3-year rolling average).

Eligible CPD activities include:

- Formal Methods (structured courses or programs, which include an evaluation process) *Maximum 20 hours;*
- Informal Methods (e.g. seminars, conferences, technical field trips, trade shows) *Maximum 20 hours;*
- Participation (e.g. self directed study, mentoring, committee meetings) *Maximum 10 hours;*
- Presentations and Contributions to Knowledge (e.g. presentations, writing papers, developing codes & standards) *Maximum 10 hours.*

There are a maximum number of hours that can be claimed in each category per year. It is not necessary to complete an activity in every category to meet the requirements of the program though at least ten hours must be completed in the formal or informal category to obtain the requisite number of hours per year.

Reporting

Members will submit a yearly on-line or paper report. Supporting documentation should not be submitted, but must be kept on file for audit purposes for four years. Surplus acceptable PDHs can be transferred to future reporting years. PDHs must be used within three years of the activity.

Auditing & Compliance

Members who are selected for Practice Review through the current selection process will need to provide supporting information with respect to their CPD report and activities.

Members who fail to report or who do not meet the requirements of the program will be notified and fined. Should the member still not be in compliance after three successive notifications, the member will be referred to the Investigation Committee for further action.

DRAFT

1. INTRODUCTION

Professional Engineers and Professional Geoscientists registered with APEGBC are expected to maintain their competence under the Code of Ethics:

Tenet Six

"...Professional Engineers and Professional Geoscientists shall keep themselves informed in order to maintain their competence, strive to advance the body of knowledge within which they practice and provide opportunities for the professional development of their associates"

1.1 The Value of Continuing Professional Development

It is generally accepted that a person's ability to maintain high levels of professional competence is achieved by continually upgrading their skills and knowledge. Continuing professional development (CPD) has many benefits because it:

- Fosters excellence in the professions;
- Provides a mechanism through which professionals are accountable for remaining current in their practice, thus improving the professions' credibility with the public;
- Provides value to employers as employees are current in their professional knowledge;
- Provides consistency across professions and across the country;
- Facilitates practice mobility.

1.2 What is Continuing Professional Development?

CPD simply means *learning* — by whatever means necessary — that helps you fulfill your present or future roles more effectively, maintain a sufficiently high standard of professional competence, and remain current in an ever-competitive job market. This will usually comprise a combination of formal and informal activities such as courses at educational training institutions, attendance at conferences, participation in committees and self-directed study.

Members have a personal responsibility to develop and maintain their knowledge and skills to ensure competence throughout their careers. This can be achieved through a program of Continuing Professional Development, which will provide:

- A means by which you can take responsibility for your lifelong learning;
- A means by which you can improve your employability and professional practice;
- A framework to identify and plan for acquiring further skills needed;
- A method to plan career changes;
- A vehicle to ensure that professional standards are maintained.

Simply put, CPD is an investment in your future.

DRAFT

2. CONTINUING PROFESSIONAL DEVELOPMENT AT APEGBC

In Canada, the engineering and geoscience professions enjoy the privilege of self-regulating status, similar to other respected professions such as medicine, law, accounting, and dentistry, and have long been recognized as staunch defenders of the safety, health and welfare of the public. Provincial governments, who are responsible for the regulation of most professional regulatory bodies, expect self-regulating bodies to put the public's interest first and foremost. Professional development and reporting programs that help ensure professional competence is high on the list of requirements that the public and the government expects of professionals and their professional bodies.

While requirements vary, most professional bodies, including other engineering and geoscience associations in Canada, require members to undertake 90 professional development hours over 3 years. The program proposed in this document has similar requirements.

In light of the broad member acceptance of APEGBC-led education initiatives, and the movement by most professional bodies toward quantifiable and measurable professional development programs for members, this program has been developed for APEGBC members.

This program will only become mandatory after consultation with the membership and after a bylaw supporting its adoption is passed.

This Guideline explains how the proposed APEGBC CPD program will work and will address most of the questions commonly raised by members. However, since continuing professional development is very much a personal matter, it is impractical to cover the circumstances of each individual. Case studies are included in Appendix I to assist you.

2.1 Who Needs to Comply with the CPD Program

Full practicing members, life members with practice rights, provisional members, limited licencees, members-in-training (EIT/GIT), and non-resident licencees must comply with the CPD program requirements. For the purpose of this document the afore listed persons will be referred to as members. **All applicants for registration must meet the requirements of this program before being granted registration as a full professional member.** The following individuals may qualify for exemption upon request (see Appendix II for Exemption Form):

- Retired (non-practicing) members;
- Members on medical leave;
- Members on parental leave;

DRAFT

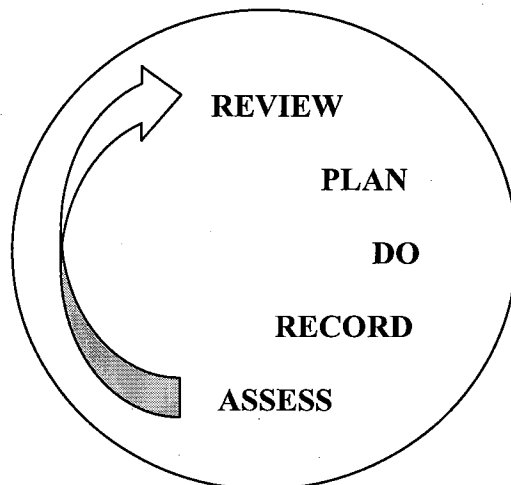
- Members who are not practicing engineering or geoscience and in no way have an influence over these professions. To qualify for an exemption, members will need to demonstrate how their activities do not influence engineering or geoscience;

Members who do not qualify for exemption under the above listed categories may apply for a special consideration exemption for extenuating circumstances (see Appendix II for form).

Members who transfer from another Canadian jurisdiction must be in full compliance with this program within four years of obtaining membership with APEGBC.

3. THE CPD PROCESS

Continuing professional development is a continuous cycle:



3.1 Review What You Need to Learn

- Take stock of your past experience and performance.
- Identify your current skills, knowledge and competencies, and what you think you need for the future.
- Factor in short- and long-term career intentions, employer's business intentions, and guidelines and requirements of APEGBC and other relevant professional institutions.
- Prioritize needs, set target dates, and identify appropriate development activities.
- Commit your plan to writing in the form of an Action Plan. Include any resources and support you may need to achieve your targets (i.e. money, family, work, time).
- Periodic review will vary, but it should be done at least annually.

DRAFT

3.2 Plan How You Are Going to Learn

- Assess the range of learning opportunities available and the resources required. Will it involve taking an on-line course? Working on a professional committee? Reading professional journals? Will your company pay for it or will you be paying your own way? Can you get time off from work, or will you have to squeeze it in between meetings?
- Prioritize the possibilities.

3.3 Do It

- Attend activities such as morning seminars or make an ongoing volunteer commitment.
- Ensure that you develop all aspects of your career. It is natural to assume that activities will be directly related to engineering or geoscience however, don't disregard the interpersonal and management skills that you may require. Subjects such as communication, health and safety, finance, leadership, or language skills can be equally valid additions to your career portfolio.

3.4 Record Your Achievements

- Record your activities in electronic format through a secure, confidential section of the APEGBC website. For those without internet access, a paper copy of the reporting form can be found in Appendix III.
- Record the learning outcomes if you wish, including those that may have been unexpected or not included in the course description. This may be a valuable reference at a later date.

3.5 Assess Your Progress

- Determine if you actually learned or developed new skills, met your learning objectives, and met your CPD requirements.

Review your learning requirements regularly and take appropriate action. The learning doesn't stop with a single course or activity. It is a continuous cycle that lasts a lifetime. Life changes — your goals and priorities will, too.

DRAFT

4. APEGBC PROGRAM REQUIREMENTS

4.1 Total Hours Required

Members will be required to complete an average of 30 hours per year (90 hours on a 3-year rolling average). For example, if 25 hours are completed in the first year, and 40 hours are completed in the second year, a minimum of 25 hours will need to be completed in the third year. Hours are accrued as Professional Development Hours (PDH) where 1 PDH = 1 hour of relevant professional development activity

4.2 Eligible CPD Activities

There are four categories of eligible CPD activities:

- Formal Methods
- Informal Methods
- Participation
- Presentations and Contributions to Knowledge

These categories are defined below. Members will need to complete activities from at least two of the four categories. There are a maximum number of hours that can be claimed per year in each category.

Active professional practice is known to be a significant factor in maintaining and improving skills. Members (other than non-practicing members) will therefore be contributing to their CPD through their normal business activities. Under APEGBC's program, the professional practice component of CPD is recognized and should not be included in CPD reporting by members.

4.2.1 Formal Methods

Maximum number of hours reportable in this category per year = 20 PDH

Formal activities are those provided as a structured course or program, which include an evaluation process. Delivery methods might include traditional classroom settings and remote techniques such as written correspondence, video, CD-ROM, or interactive electronic exchange. Formal activities include:

- Courses provided through accredited universities, technical institutes and colleges;
- Employer training programs and structured on-the-job training (e.g. Transportation of Dangerous Goods (TDG), WHMIS);
- Short courses, technical sessions, seminars, and workshops provided by technical societies, industry or educational institutions (e.g. Edumine, IEEE courses, ASHRAE courses, LEED, BEP, Certified Professional courses, Certificate in Structural Engineering from VSEG).

DRAFT

An evaluation (e.g. exam, assignment) must be independently graded and successfully completed for the activity to qualify as a formal activity.

4.2.2 Informal Methods

Maximum number of hours reportable in this category per year = 20 PDH

These are activities that **do not** include a formal evaluation process, but that nevertheless expand your knowledge, skills or judgment. Informal activities include:

- Industry or post secondary institution sponsored courses, seminars, facilitated technical field trips, conferences, and trade shows
- Employer training programs and structured on-the-job training (technical training done in-house, seminar on new technique, soft skill seminars).

4.2.3 Participation

Maximum number of hours reportable in this category per year = 10 PDH

Activities that promote peer interaction and provide exposure to new ideas and technologies both enhance the profession and serve the public interest. These activities include:

- Self-directed study (e.g. private reading including current technical, managerial and business publications);
- Mentoring/tutoring others;
- Attendance at meetings of technical, professional or managerial associations or societies;
- Community/professional activities (e.g. serving on community boards or committees).

4.2.4 Presentations and Contributions to Knowledge

Maximum number of hours reportable in this category per year = 10 PDH

This category includes activities that expand or develop the technical knowledge base in the disciplines of engineering or geoscience. These activities include:

- Instructing/lecturing for courses or seminars;
- Development of published Codes and Standards;
- Patents
- Writing or reviewing technical or professional papers published in a peer-reviewed technical journal;
- Writing or reviewing articles published in non-reviewed journals.

