

## 1.0 MANDATORY REPORTING OF CONTINUING PROFESSIONAL DEVELOPMENT

<b>Policy Subject</b>	Mandatory Reporting of Continuing Professional Development
<b>Policy Section</b>	Practice and Compliance
<b>Policy Number</b>	To be determined
<b>Approving Authority</b>	Council approved November 10, 2018
<b>Revision</b>	2
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### 1. PURPOSE

In our ever-changing technological environment, the public expects that technologists, technicians and technical specialists keep informed of the latest developments in their practice. Principle 1 of the ASTTBC Code of Ethics states: “That all members hold paramount the safety, health and welfare of the public, the protection of the environment and the promotion of health and safety within the workplace.” The requirement for members to remain current in their field is found in Principle 6: “Members of ASTTBC shall keep informed to maintain proficiency and competence, to advance the body of knowledge within their discipline and further opportunities for the professional development of their associates.” The Mandatory Continuing Professional Development (CPD) policy supports the objectives of the ASTT Act, Regulations and Code of Ethics.

### 2. APPLICABILITY

2.1 This policy applies to AScT, CTech and technical specialists.

2.2 This policy does not apply to students, graduates, retired, honorary or lifetime members.

### 3. POLICY STATEMENTS

1. ASTTBC members are required to achieve an average of 20 CPD Hours per year averaged over three calendar years.
2. A description of the activities eligible for CPD Hours is presented in Table 1. The activities are sub-divided into 4 categories. The maximum CPD Hours per category that may be claimed in one calendar year are specified in Table 1.
3. The maximum total number of CPD Hours that may be claimed in one calendar year is 32.

**TABLE 1: Description of Eligible CPD Categories, Activities and Hours**

Category		Activity	CPD Hours
1.	Formal or structured learning	1) Completing structured discipline or practice-related courses or training provided at or by a post-secondary public or private education institution. 2) Teaching a course or training program related to your discipline or professional practice but not as part of your fulltime job or practice. 3) Presenting at conferences, workshops or seminars related to your discipline or professional practice but not as part of your fulltime job or practice.	1 CPD Hour per hour of activity  Maximum 8 CPD Hours per year
2.	Informal or self-directed learning	1) Creating instructional materials, exercises, case studies, surveys or exams for a course, training program, workshop, seminar or webinar that you will be teaching or presenting but not as part of your fulltime job or practice. 2) Researching and writing technical papers, articles, chapters or reviews that may be published in journals, books or submitted for professional or commercial purposes. 3) Attending seminars, workshops, webinars, technical field trips, or on-the-job training provided by your employer or a supplier of equipment or services. 4) Reading books, journals or technical publications including online web searches related to the work you do or plan to do. 5) Contributing to the development of codes, standards, innovative processes, applications of technology and patents. 6) Attending ASTTBC AGM, member meetings and networking events.	1 CPD Hour for every 2 hours of activity  Maximum 8 CPD Hours per year
3.	Community or volunteer engagement	1) Participating on education boards, industry advisory committees or similar profession-related organization or association activities. 2) Volunteering on ASTTBC Council, Board of Examiners, Practice Review Board, Accreditation Board, Technical Specialist Certification Board or Committee. 3) Volunteering as a File Reviewer for the Board of Examiners or a Technical Specialist Certification Board. 4) Volunteering as a member of an accreditation audit team.	1 CPD Hour for every 3 hours of activity  Maximum 8 CPD Hours per year
4.	Employment or Practice	1) Employed or self-employed in a technology-related business or practice.  Eligible activities include management, supervising or teaching in a technology-related environment.  Note: One month of work = 150 hours	1 CPD Hour for every month  Maximum 8 CPD Hours per year

4. The Registrar or designate shall annually issue to all ASTTBC members a notice of their CPD status for the current calendar year and their three-year average.
5. The Registrar shall submit to the Practice Review Board (PRB) an annual report on member compliance to the CPD policy and recommend suspending the registration of non-compliant members.
6. The Registrar or designate shall audit the CPD activities and the CPD Hours claimed by members.
7. In extraordinary circumstances, if a member is unable to achieve an average of 20 CPD Hours per year over 3 years he or she may submit to the Registrar a written explanation of the reason for non-compliance to the policy and request a temporary exemption. The Registrar may accept or reject the explanation and the member's request for temporary exemption from CPD.
8. The CPD reporting requirements for members with more than one ASTTBC designation shall be 20 CPD Hours regardless of the number of ASTTBC designations.