

Revised October 16, 2005

Continuing Professional Development Program

Professional Biologists have an obligation to maintain currency in their field of expertise, and to act with due diligence when undertaking their professional duties.

To assist Professional Biologists to demonstrate that they meet these obligations, the College of Applied Biology has enacted Rule 16. This Rule requires Practicing Members (as defined by the *College of Applied Biology Act*) to comply with the requirements of the College's Continuing Professional Development Program (the program).

The program requires Professional Biologists to:

- maintain records showing the completion of a minimum of **100 hours** of continuing professional development (CPD) during **a consecutive three year period;**
- declare that they have met the Program requirements each year when they renew their membership. Note: hours earned in excess of the maximum annual allowable for a CPD category (below) may be carried over to the next year.

Audit Committee Guidelines for the Continuing Professional Development (CPD) Program

Rule 16 of the College of Applied Biology delegates the administration of the Program to the Audit Committee. The Audit Committee may require detailed documentation from a member to indicate how the requirements have been met. The Audit Committee will use the following evaluative criteria when determining if a member meets the CPD requirement. The Association of Professional Biologists has developed forms (appended to these guidelines) that may be used by members to help track CPD to ensure compliance with College CPD requirements. Where a member chooses to meet CPD requirements in a manner that deviates from these guidelines, the member will be required to demonstrate to the Audit Committee's satisfaction how the program requirements have been met.

Evaluative Criteria for CPD Activities:

Members may earn credit in the following four (4) areas of professional development.

1. Professional Practice
2. Continuing Education
3. Service to the Community and the Profession
4. Service to the College and/or Association

1. Professional Practice

A member of the College who is active on a full-time basis in the professional practice of biology can claim **10 hours** of continuing professional development each year in recognition of the ongoing learning and updating of skills that occurs in the workplace. For this program, 23 hours applied biology work per week constitutes full time basis. Note: being active in professional practice includes practicing in accordance with the definition of "applied biology" in the *College of Applied Biology Act*, and/or "influencing" the practice of the profession. "Influence" means having some effect on how the profession is practiced without necessarily performing technical work, and can apply to areas such as

management, supervision, etc. For members not working on a full-time basis, these hours should be pro-rated on a percentage basis to reflect the proportion of time that the member is working as a biologist.

2. Continuing Education

Activities that qualify for CPD credit can be divided into two categories.

- a) **General Professional Category:** this category includes activities that aid a member in practicing due diligence with regards to clients and to the College. **One hour of lecture, seminar, etc. will be counted as one professional development hour. A maximum of 10 hours per year** can be claimed from activities as follows:
 - i) A formal course offered by an accredited post-secondary institution in areas such as personal, professional and career planning, communications, business or public administration, leadership skills, general research process, planning, information technology, computer science, time management, record keeping, ethics, mediation, team building, and courses that aid the member in practicing as a professional.
 - ii) Self-directed learning activities such as workshops, seminars, clinics, and self study through books, journals and electronic sources.

Note: at least once in every three (3) year period, members should include hours in this category derived from either:

- i) Taking an ethics course, or
 - ii) Successful completion of the College of Applied Biology ethics exam (counts as **3 hours**)
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- b) **Professional Biology Category:** this category includes activities that a member undertakes to maintain competence in their area(s) of practice. **One hour of lecture, seminar, etc. will be counted as one professional development hour.** Included in this category are:
 - i) Formal courses offered by accredited post-secondary institutions, employers, government and professional associations. **There is no limit to the number of hours that can be claimed in this category.**
 - ii) Informal learning including attendance at workshops, seminars, field trips, tours, clinics and meetings where guest speakers present information pertaining to the practice of professional biology. Informal learning can also include self-study through books, journals, and electronic sources. **A maximum of 15 hours per year** can be claimed as self-study **unless** the member completes a learning plan (described in the *Learning Plan Guidelines* established by the Association of Professional Biologists) that documents goals, learning resources and methods, measures of achievement and outcome.

3. Service to the community and the profession.

Activities that qualify in this category include:

- a) Acting as an instructor for a course, seminar, workshop, or field trip. For each course, seminar, etc. count **10 professional development hours.**
- b) Publishing in scientific journals, writing chapters in books, preparing instructional materials for other biologists and acting as a guest speaker at a conference or meeting. For each activity, count **10 professional development hours.**
- c) Conducting original industrial research on behalf of an industrial client either funded by a

recognized research funding agency, such as NRC-IRAP or Science Council of BC and/or eligible for federal Scientific Research tax credits (SRED's). For each project count **10 professional development hours**.

- d) Reviewing work of other professionals, acting as an expert witness, preparing and administering evaluations of other professionals, and other activities of a similar nature. For each project count **5 professional development hours**.
- e) Working in the community as a professional biologist on the board of a planning or advisory committee, or acting as a technical advisor to a community group. For each activity count **5 professional development hours**.
- f) Serving as a judge at Science fairs, or giving presentations for school children. For each activity count **2 professional development hours**.

4. Service to the College of Applied Biology and or the APBBC

Activities that qualify in this category include:

- a) Holding elected office in either the College of Applied Biology or the Association of Professional Biologists. Count **10 professional development hours per year per organisation**.
- b) Serving on committees of either the College or the APB. Count **5 professional development hours per year per committee**.
- c) Organizing meetings and seminars for members of the College or the APB. Count **5 professional development hours per meeting/seminar**.
- d) Attending professional meetings of the College or the APB. Count **2 professional development hours per meeting**. (Note: any CPD activities that are presented at these meetings are also eligible for separate CPD credit on an hour per hour basis.)
- e) Mentoring of Student Biologists or Biologists in Training. Count **2 professional development hours per student or BIT**.

DETAILED ACTIVITY RECORD

NAME:	MEMBER #
From (mm/yr):	To (mm/yr):

Professional Practice: maximum of 10 CPD Hours for full time employment; pro-rate by percentage employment if not full time

Date (dd-mm-yr)	Employment Activity	Employer/Client	Hours earned	Hours claimed
Period subtotal				

Continuing Education: includes General Professional and Professional Biology

Date (dd-mm-yr)	Description / Title of completed course	Organiser/Provider	CPD Value		
			Hours earned	Hours claimed	Carry over
Period subtotal					

Service to the Community and to the Profession

Date (dd-mm-yr)	Description / Title of completed course	Organiser/Provider	CPD Value		
			Hours earned	Hours claimed	Carry over
Period subtotal					

Service to the College of Applied Biology and/or the APBBC

Date (dd-mm-yr)	Description / Title of Event	Organiser/Provider	CPD Value		
			Hours earned	Hours claimed	Carry over
Period subtotal					

TOTAL FOR ALL ACTIVITIES DURING ANNUAL PERIOD			
ACCUMULATED THREE YEAR TOTAL			

This form is to be retained by the member and only presented to the College on request.