

## **College of Applied Biology – Rule 16 Continuing Professional Development**

- 16.1** The Council establishes the Continuing Professional Development Program as presented in Schedule 4 of the College as the mandatory continuing education program for members, which for the purposes of this Rule includes Registered Members<sup>1</sup> and In Training<sup>2</sup> members.
- 16.2** The Audit Committee shall administer the CPD program.

### **Mandatory Compliance**

- 16.3** A member shall comply with the requirements of the CPD program as set out in Schedule 4.

### **Exemption**

- 16.4** Notwithstanding 16.3, a member who files with the College a declaration, which is accepted by the Registrar, stating that the person is not actively engaged in the practice of applied biology is exempt from this Rule.
- 16.4.1** An exemption under this rule is only effective for one year from the date the declaration is received by the College but may be renewed annually.
- 16.4.2** A member shall not engage in the practice of applied biology while an exemption under this rule is in effect.
- 16.4.3** A member who has filed a declaration under 16.4 must notify the College in writing and be reinstated prior to resuming the practice of applied biology and pay the requisite dues and fees.
- 16.4.4** The Audit Committee may require a member who has provided notification under 16.4.3 to comply with any conditions that the Council may set prior to allowing that person to resume the practice of the profession.

### **Written Records**

- 16.5** A member must:
- 16.5.1** maintain a written record of activities undertaken in accordance with Schedule 4; and
- 16.5.2** produce the record on the request of the Audit Committee.
- 16.6** The Council may direct the Registrar to strike from the College Register the name of a person who fails to comply with a notice that is served on the member and direct the member to comply with rule 16.5(b) within 30 business days after the date of service of the notice.

### **Proof of Compliance**

- 16.7** On the request of the Audit Committee, a member must satisfy the Committee that the person is complying with the requirements of the CPD Program.
- 16.8** Where a member fails to satisfy the Audit Committee under 16.7, the Committee may:
- 16.8.1** order a review of the practice of the member be conducted; and
- 16.8.2** at any time during a review refer the matter to the Discipline Committee for investigation as if the referral were a written complaint.

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<sup>1</sup> Rule 7.1.2.4 exempts Retired members from this requirement.

<sup>2</sup> Includes Biologists in Training and Trainee (RBTech) members

