

Schedule 4 - Continuing Professional Development Program

Registered Members and In Training members have an obligation to maintain currency in their field of expertise, and to act with due diligence when undertaking their professional duties. In addition, professionals have an obligation to their professional body and to society in terms of lending support when required.

To assist members in demonstrating that they meet these obligations, the College of Applied Biology has enacted Rule 16. This Rule requires Registered Members (as defined by the College Rules) and In Training members to comply with the requirements of the College's Continuing Professional Development Program as set out this Schedule (the program).

The program requires Registered Members and In Training members to:

- maintain records on the prescribed form attached to this Schedule, showing the completion of a minimum of **100 hours** of continuing professional development (CPD) during a **consecutive three year period; and**
- declare that they are aware of the Program requirements each year when they renew their membership.

Rule 16 of the College of Applied Biology delegates the administration of the Program to the Audit Committee. The Audit Committee will apply the evaluative criteria contained in this Schedule to determine if a member has met the CPD requirement. When a member of the College is selected to undergo an audit by the Audit Committee, the member will be required to submit their CPD information in the manner presented on the [College Forms](#). Note: the Audit Committee may require additional detailed documentation from a member to indicate how the 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 practice of applied 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 the practice of applied biology includes practising 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.

2. Continuing Education

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

- a) **General Professional Category:** this category includes activities that assist a member in practising due diligence with regards to clients and to the College. **One hour of lecture, seminar, etc. can be claimed as one professional development hour. A maximum of 10 hours per year** can be claimed from activities as follows:
- 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 practising as a professional;
 - 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 the College of Applied Biology Ethics course, or
 - ii) a course in professional ethics,
- 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. can be claimed 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 applied 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 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. **10 professional development hours can be claimed.**
- 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. **10 professional development hours** can be claimed for each activity, count.
- 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, **10 professional development hours can be claimed.**

- 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. **5 professional development hours can be claimed** for each project.
- e) working in the community as a biology professional on the board of a planning or advisory committee, or acting as a technical advisor to a community group. Claim **5 professional development hours** per activity.
- f) serving as a judge at Science fairs, or giving presentations for school children. For each activity, **2 professional development hours can be claimed.**

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: **10 professional development hours per year per organization.**
- b) serving on committees of either the College or the APB: **5 professional development hours per year per committee.**
- c) organizing meetings and seminars for members of the College or the APB: **5 professional development hours per meeting/seminar.**
- d) attending professional meetings of the College or the APB: **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 In Training members: **2 professional development hours per student or In Training members.**