



COLLEGE OF
APPLIED BIOLOGY

Policy 7 – 100 CONTINUING PROFESSIONAL DEVELOPMENT PROGRAM

November 20, 2020



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1.0 Purpose

The Continuing Professional Development (CPD) Program is a professional development tool for College registrants to maintain and/or enhance the 7 Professional Practice Competencies and their associated competence level, to improve as a professional and enhance their professional practice. The CPD Program aids the College in fulfilling its mandate to protect the public interest by ensuring registrants continue to remain up to date as a professional and in their area of practice, maintain or enhance their professional competency(ies) and competence and complete mandatory training requirements.

2.0 Scope and Eligibility

Within scope:

- All practicing registrants.
- All in Training registrants.
- All registrants after registering with the College as on leave after one year.

3.0 The Policy

As a part of the College of Applied Biology the CPD program aims to aid College registrants' in:

- Maintaining and/or enhancing their Ethical and Professional Conduct;
- Maintaining and/or enhancing their professional practice competencies and associated self-declared level competence;
- Fulfilling mandatory training requirements;
- Gaining a new skill or knowledge area;
- Expanding their area of practice; and
- Become a better professional.

3.1 Roles and Responsibilities

3.1.1 College Staff

College staff responsibilities are as outlined in the College Bylaws Part 7 section 7 – 2. Staff's and includes but is not limited to the following:

- Manages the CPD Program and process;
- Review, grant or deny a registrant's extension or exemption request to the CPD program requirements such as timelines as outlined in section;
- Ensure registrants are compliant with the CPD program through and review of registrant's annual submittal of their CPD record; and
- Inform Council of any non-compliances.

3.1.2 College Council Responsibilities

Council's responsibilities are outlined in sections 7-2, 7 – 3 and 7 – 4 of the College bylaws and the committee's Terms of Reference and includes but is not limited to the following:

- Review and set requirements for the Continuing Professional Development Program;
- Review, grant or deny a registrant's extension or exemption request to the CPD program requirements such as timelines;
- Review and make a determination regarding a registrant's non-compliance with the CPD program with may include conditions to resolve the non-compliance within a reasonable timeline of receiving the non-compliance notification from the Deputy Registrar.

3.1.3 Registrant Responsibilities and Requirements

It is a requirement as a registrant of the College to participate in the College's CPD program as per the College Bylaws section 7 and the *Professional Governance Act* section 57 (1)(d-f).

A practicing or in training registrant is required to:

- Annually complete and submit their CPD record in the College's format;
- Earn 100 qualifying CPD points over three consecutive CPD years;
- During the audit submit their CPD records for the last three consecutive years to the College. College staff or an Audit Assessor may request additional information or proof to substantiate the CPD claims and verify that the Program requirements have been met;
- During a practice review a registrant may be required to submit their CPD records to the College. College staff or a Practice Review Assessor may request additional information or proof to substantiate the CPD claims and verify that the Program requirements have been met; and
- Fulfill a condition(s) required to resolve a non-compliance(ies) with the CPD program within the deadline as identified by Council.

A registrant who has registered with the College as on leave is required after one year's leave to meet 50% of the CPD requirements for each of the subsequent years they are registered as on leave.

3.2 Methodology

3.2.1 CPD Program

The CPD program is designed to:

- Ensure registrants complete mandatory training requirements;
- Align with the College's Professional Practice Competencies and Competence Standard;
- Provide mechanisms for registrants to remain up to date in their knowledge of any and all approved government and/or regulatory guidance and guidance documents applicable to their practice;
- Be inclusive and flexible regarding the variety of professional development (PD) activities and options that are representative of the profession (e.g. technical and non-technical skills, career development) and being a professional to:

- Empower registrants to identify and undertake their PD activities within a structured program (i.e. the College's CPD);
- Aid a registrant's maintenance and/or enhancement of their Standards of Ethical and Professional Conduct;
- Resolve any skill or knowledge deficiency(ies);
- Enhance an existing skill or knowledge area;
- Gain new skill(s) and/or knowledge;
- Keep up to date in their area of practice; and
- Become a better professional;
- Encompass the diverse learning platforms (e.g. courses, conferences, webinars, podcasts etc.) for professional development activities;
- Remove and/or mitigate barriers (e.g. financial, accessibility, availability) for registrants to PD opportunities;
- Communicate and provide information to registrants and the public regarding the importance of PD and the CPD;
- Collect quantifiable data to continue to make improvement to the CPD; and
- Implement improvements to the CPD.

3.3 CPD Program Requirements

A practicing or in training registrant is required to earn 100 qualifying CPD points over three consecutive CPD years and undertake any required mandatory training courses as per College bylaw section and 7 – 1(1).

A registrant who has registered with the College as on leave is required after one year's leave to meet 50% of the CPD requirements for each of the subsequent years they are registered as on leave. On leave registrations are also required to complete any mandatory training courses once they are re-instated within a year, if the training was not completed prior to them registering as on leave and/or if any new mandatory training became a requirement while they were on leave.

Mandatory training includes the following:

- Standards of Ethical and Professional Conduct; and
- Support for reconciliation with Indigenous peoples (commencing 2021 – exact date to be determined).

A CPD year is a one year period that starts January 1 of each year and ends December 31 of that same year as per College bylaw sections 7 – 1(1).

3.4 CPD Eligibility, and Carryover

3.4.1 Professional Development Eligibility

A professional development (PD) activity(ies) and associated CPD points should only be claimed if an activity(ies) is not a main responsibility(ies) of a registrant's job duties and/or functions with the

exception being the Professional Practice and Management categories. A PD activity(ies) and associated CPD points can be claimed for non-routine job responsibilities, duties and/or functions and it meets the definition of a CP category(ies).

3.4.2 Associated Point Allocation

Each CPD category has an assigned number of CPD points and in some cases specific professional development (PD) activities have also been assigned a maximum number of points that are allowed to be claimed each CPD year. This information is provided in the below sections

Examples of alignment between the CPD categories and associated professional development activities and with the 7 Professional Practice Competencies as described in College Policy 7 – 100 are found in Appendix A.

3.4.3 Carryover

There is no carryover of points from one CPD year to the next CPD year for the Professional Practice and Management categories. These are the only two categories that a registrant cannot carryover points.

For all other CPD categories points can be carried over for up to two consecutive years after the year in which they were earned.

3.5 CPD Program Categories and Associated Point Allocation

The CPD program includes 7 categories of professional development in which a registrant may earn CPD points. These are as follows:

1. Professional Practice
2. Management
3. Formal Learning
4. Informal Learning
5. Presentations
6. Contributions to Knowledge
7. Service to the Community and the Profession

3.5.1 Professional Practice

There is no requirement for a registrant to be engaged in professional practice or a combination of both professional practice and management activities.

Full-time work is defined as a ≥ 30 hour work per week per year (52 weeks).

For people working ≤ 30 hours a week or who did not work for the entire year the claimable points are pro-rated for each year. The number of claimable points is determined by using the the following formula:

- Number of months worked in a year \div 12 (the number of months in year) \times 20 (the maximum number of CPD points in a year)

For example, someone working a \geq 30 hours a week for 9 months would claim 15 points $((9 \div 12) \times 20)$.

For a registrant, whose job includes professional practice and management activities points are to be claimed under the appropriate category. The same points cannot be claimed under both categories. Points are calculated based on the percentage of time spent conducting each type of activity using the following formula:

- Percentage of time spent on professional practice activities \times 20 (the maximum number of CPD points in a year)
- Percentage of time spent on management activities \times 20 (the maximum number of CPD points in a year)

Example: someone who works full time and spends 60% of their time in Professional Practice and 40% of their time conducting management activities would claim 18 points (20×0.60) in the Professional Practice category and 12 points (20×0.40) in the Management category.

Definition	CPD Points	
	Maximum claimable points per CPD year	Carryover
A registrant who is actively practicing applied biology (performing technical work) or influencing (having some effect on how the professional is practiced) the practice of applied biology.	20 points	Points cannot be carried forward to future years. Points claimed in this category cannot also be claimed under the Management category.

3.5.2 Management

There is no requirement for a registrant to be engaged in a combination of professional practice and management activities.

For a registrant, whose job includes professional practice and management activities points are to be claimed under the appropriate category. The same points cannot be claimed under both categories. Points are calculated based on the percentage of time spent conducting each type of activity using the following formula:

- Percentage of time spent on professional practice activities \times 20 (the maximum number of CPD points in a year)
- Percentage of time spent on management activities \times 20 (the maximum number of CPD points in a year)
- Percentage of time spent on management activities \times 20 (the maximum number of CPD points in a year)

Example: someone who works full time and spends 75% of their time conducting management activities would claim 15 points in this category (20×0.75) and 5 points (20×0.25) in the Professional Practice category.

Definition	CPD Points	
	Maximum claimable CPD points per CPD year	Carryover
<p>The management, evaluation, direction/supervision of professionals; and the management, evaluation and direction/management of projects or activities being carried out by professionals and includes but is not limited to the following:</p> <ul style="list-style-type: none"> • Assessment and evaluation of professionals who are conducting applied biology (e.g. determining who is best for the particular work). • Overseeing projects or activities (e.g. reviewing professional documents) being carried out by professionals. • Establishing financial (cost assessments) and time limits for projects, and scope of projects. 	20 points	<p>Points cannot be carried forward to future years.</p> <p>Points cannot also be claimed under the Professional Practice category.</p>

3.5.3 Formal Learning

One CPD point is earned for every hour spent on the activity.

Definition	CPD Points	
	Maximum claimable points per CPD year	Carryover
<p>Learning that has academic or technical credit, and may include assignments or examinations to evaluate learning that assists a registrant in practicing due diligence with regards to clients and their professional requirements; and to maintain, enhance or to develop practice competence in areas of practice. Accepted formal learning activities are provided by:</p> <ul style="list-style-type: none"> • by post-secondary education institutes, suppliers, employers, government or professional associations. • Online, in classroom settings, a combination, or other methods 	35 points	Points can be carried over but only for a maximum of 2 years after the year in which they were earned.

3.5.4 Informal Learning

One CPD point is earned for every hour spent on the activity this includes preparation.

Definition	CPD Points	
	Maximum claimable points per CPD year	Carryover
Informal learning activities generally do not involve an examination or an evaluation and include, but are not limited to, the following: <ul style="list-style-type: none"> • Self-directed Studies, attendance at conferences, seminars, workshops, technical presentations, clinics; Formalized and structured on the job training; attendance at meetings of technical, professional or managerial associations or societies; and structured discussion of technical or professional issues with peers. 	15 points	Points can be carried over but only for a maximum of 2 years after the year in which they were earned.

3.5.5 Presentations

One CPD point is earned for every hour spent on the activity, preparation time in addition to actual time or length of a presentation can be earned.

Definition	CPD Points	
	Maximum claimable points per CPD year	Carryover
Lecture/talk/speech that is of a technical and/or professional nature that are outside the normal daily job function(s) and occur at but are not limited to: conference, symposium, workshop, seminar meeting, course, training session, lunch presentations (e.g. lunch and learn), post-secondary education institutes, employers, government, professional associations, public organizations.	15 points	Points can be carried over but only for a maximum of 2 years after the year in which they were earned.

3.5.6 Contributions to Knowledge

CPD points vary depending on the activity see the below table for details.

Definition	CPD Points	
	Maximum claimable points per CPD year	Carryover
Activities which expand or develop new biological and/or technical/scientific knowledge in the biological profession are recognized that are outside the normal	Max. 30 points in the Category.	Points can be carried over but only for a maximum of 2 years

<p>daily job function(s). Contributions includes but is not limited to the following:</p> <ul style="list-style-type: none"> • Development of published standards, practices, codes (10 Points per standard, practice, code) • Development of published policy(ies), reference(s), guidelines(s), guidance(s) (10 Points per standard, practice, guideline) • Publication of papers in scientific peer-reviewed journals (1 Point per hour max. 15 points per article) • Publication of articles in non-peer-reviewed journals (5 Points per article. max. 10 points per year) • Publication of a books, a book chapter (10 Points). • Peer-review of manuscripts for a scientific journal (1 Point per hour max. 10 points per article) 	<ul style="list-style-type: none"> •10 Points per standard, practice, code •10 Points per standard, practice, guideline •1 Point per hour max. 15 points per article •5 Points per article. max. 10 points per CPD year •10 Points/book or 10 points/book chapter •10 Points per manuscript reviewed 	<p>after the year in which they were earned.</p>
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3.5.7 Service to the Community and the Profession

CPD points vary depending on the activity see the below table for details.

Definition	CPD Points	
	Maximum claimable points per CPD year	Carryover Allowed
<p>Activities that promote peer interaction, provide exposure to new ideas and technologies; enhance the profession and serve the public interest. These activities include, but are not limited to, the following:</p> <ul style="list-style-type: none"> • Appointment as a mentor to an In-training registrant, a less experienced applied biology professional, student. • Service as an appointed and/or elected biology professional on a public, government, non-government and non-profit organization Board, Council, Committee, Working group etc. 	<ul style="list-style-type: none"> • max. 10 points per mentee per CPD year. • Max. 10 points per position per CPD year. 	<p>Points can be carried over but only for a maximum of 2 years after the year in which they were earned.</p>

3.6 Reporting

CPD program results including compliance and non-compliance results will be reported annually in compliance with the *Freedom of Information and Privacy Act*, the *Professional Governance Act*, the *Applied Biologist Regulation* and Bylaws, and all pertinent approved policies.

4.0 Definitions

Influencing the profession means having some effect on how the professional is practiced. For example, the College Registrar influences the profession.

Manage means to be in charge of (a program, undertaking etc.); administer; run

Management includes the management, evaluation and direction of professionals; and management, evaluation and direction while overseeing of projects being carried out by professionals.

Practicing registrants and in Training Registrants includes RPBio, RBTech, ABT and BIT, in Training RBTech and in Training ABT respectively.

Published means produced or released for distribution and is not limited to peer-review publications.

Supervise means to observe and direct the work of someone.

Appendix A

Examples of CPD Categories and professional development activities align with the 7 Professional Practice Competencies.

Professional Practice Competencies	Examples of CEP Categories that align	Examples of Professional Development Activities
Professional Accountability	Professional Practice, Management, Formal, Informal, Contributions to Knowledge, Service to the community and the profession	Course, Webinar, podcast, Conference, reading an article (peer reviewed and non-peer reviewed)
Communication	Formal, Informal, Management, Presentations, Contributions to Knowledge, Service to the community and the profession,	Course, Webinar, podcast, Conference, giving a presentation, mentoring
Scientific concepts and knowledge	Professional Practice, Management, Formal, Informal,	Course, Webinar, podcast, Conference, reading an article (peer reviewed and non-peer reviewed)
Laws, regulations and policy	Professional Practice, Management, Formal, Informal, Service to the community and the profession	Course, Webinar, podcast, Conference, reading an article (peer reviewed and non-peer reviewed, review of a regulation(s) contributing to the development of a policy
Standards and Practices	Formal, Informal, Contributions to Knowledge, Service to the community and the profession,	Course, Webinar, podcast, Conference, contributing to the development of a standard
Project and/or Work Product Management	Professional Practice, Management, Formal, Informal,	Course, Webinar, podcast, Conference, reading an article (peer reviewed and non-peer reviewed)
Records/Data Management & Informatics	Professional Practice, Management, Formal, Informal,	Course, Webinar, podcast, Conference, reading an article (peer reviewed and non-peer reviewed)