



College of Applied Biology – Rule 16 Continuing Professional Development

- 16.1 The Council establishes the Continuing Professional Development (CPD) Program as presented in Schedule 4 of the *College of Applied Biology Rules* as the mandatory continuing education program for members, which for the purposes of this Rule includes Registered Members¹ and Members in Training.
- 16.2 The Audit and Practice Review Committee shall administer the CPD program.

Mandatory Compliance

- 16.3 A member must comply with the requirements of the CPD program as set out in Schedule 4. A minimum of 100 points must be earned for each consecutive three year period.

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 under the terms expressed in Rule 7 for their first year on temporary withdrawal.
- 16.4.1 After one year on temporary withdrawal, members must meet 50% of the CPD requirements for each of the subsequent years on temporary withdrawal.
- 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 The Chair of the Audit and Practice Review Committee may require a member who has provided notification under 16.4 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 list of activities recorded in a College-approved format, at the request of the Audit and Practice Review Committee.

Proof of Compliance

- 16.6 On the request of the Audit and Practice Review Committee, a member must satisfy the Committee that they are complying with the requirements of the CPD Program.
- 16.7 Where a member fails to
- 16.7.1 produce a record of CPD activities within 30 business days of being notified

- of a request; or
- 16.7.2** respond to requests for additional information within a reasonable timeframe, (defined as five business days unless otherwise indicated), or
 - 16.7.3** satisfy the Audit and Practice Review Committee that the requirements of the CPD program have been met, the Committee may:
 - 16.7.3.1** refer the member for a practice review; or
 - 16.7.3.2** refer the matter to the Discipline Committee for investigation; or
 - 16.7.3.3** request Council to direct the Registrar to strike the member from the College register.

¹Rule 7.1.2.4 exempts Retired members from this requirement.