



# Schedule 4: Continuing Professional Development

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## Purpose and Scope

In order to uphold the public interest, registered and in training members have accepted the obligation to maintain currency and competence in their field of expertise, to engage in lifelong learning, and to be duly diligent when undertaking professional duties. Such an obligation extends beyond the expectations and routine duties associated with one's employment position. In addition, professionals are encouraged to share their expertise for the benefit of the public and their profession.

To assist members in demonstrating that they meet these obligations, the College of Applied Biology has enacted Rule 16. This Rule requires registered and in training members (as defined by the *College Rules*) to comply with the requirements of the Continuing Professional Development (CPD) Program as set out in this Schedule (the Program).

## Administrative Responsibility

The administration of the Program is delegated to the Audit and Practice Review Committee through Rule 16. When a member of the College is selected to undergo and audit or practice review, the member is required to submit records of their CPD for review. Committee members will reference the eligible activities outlined in this Schedule to determine if a member has met the CPD requirement. During audits or practice reviews, the Audit and Practice Review Committee may request additional information or proof to substantiate the CPD claims and verify that the Program requirements have been met.

## CPD Point Requirements and Eligible Activities

Registered and in training members are required to:

- Earn a minimum of 100 continuing professional development (CPD) points during each consecutive three year period and to document the activities at least annually on the College CPD Tracking Form attached to this Schedule; and
- Annually declare that they are aware of the CPD Program requirements when renewing their membership.

Members may earn CPD points 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

CPD points are evaluated differently for each of these categories (as indicated below), and there are annual point limits for some specific activities and categories of activities, regardless of the number of hours accrued. **Unless otherwise indicated, hours and/or points earned may be carried forward to future years if the limits are exceeded for a given activity or category.**

It is important to note that with the exception of the professional practice category, which recognizes the ongoing learning that takes place in the work environment, activities that form part of the expectations and routine work duties associated with one's position of employment are not eligible under this program.

## CPD Point Criteria by category of activity

### 1. Professional Practice

A member of the College who is involved in the field of applied biology, either in an active role (i.e. practicing) or influencing the practice of applied biology (i.e. having some effect on how the profession is practiced without performing technical work (management, supervision, administration, etc.)), is eligible to claim CPD points annually in recognition of the ongoing learning and updating of skills that occurs in the workplace.

**Point valuation:** for the purposes of this Program, a minimum of 30 hours of work per week, as defined above, constitutes full time work and is eligible for 10 points annually. Members not working on a full-time basis or who did not work for the entire year are to pro-rate their hours on a percentage basis. **Note: points earned in this category cannot be carried forward to future years.**

### 2. Continuing Education

There are two types of eligible CPD activities under the continuing education category:

**2.1 General Professional Learning Category:** includes activities that assist a member in practicing due diligence with regards to clients and their professional requirements.

**2.1.1** A formal course offered by an accredited post-secondary institution in areas such as personal/professional 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, first aid, equipment management/operations, WHMIS, and other courses that aid the member in practicing as a professional.

**2.1.2** Self-directed learning activities such as workshops, seminars, clinics, and self-study through books, journals, legislative updates, and electronic sources.

**Point valuation:** any of the above general professional learning activities are eligible for one CPD point per hour. A maximum of 15 points per year can be claimed for activities in the general professional learning category, unless a Learning Plan documenting goals, learning resources, methods, and measures of achievement, is accepted by the College.

**2.2 Applied Biology Learning Category:** this category includes activities that a member undertakes to maintain practice competence or to develop competence in new areas of practice.

**2.2.1** Formal courses offered by accredited post-secondary institutions, employers, government and professional associations related to the practice of applied biology.

**Point valuation:** participation in a formal course is eligible for one CPD point per hour. There is no limit to the number of points that can be claimed annually in this formal applied biology learning category.

**2.2.2** 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; self-study through books, journals, and electronic sources is also included.

**Point valuation:** any of the above informal learning activities is eligible for one CPD point per hour. A maximum of 15 points per year can be claimed for activities in the informal applied biology learning category, unless a Learning Plan documenting goals, learning resources, methods, and measures of achievement, is accepted by the College.

### **3. Service to the community and the profession**

Activities that qualify for CPD in this category include:

**3.1** Acting as an instructor, presenter, or guest speaker at a conference, meeting, seminar, workshop, or field trip, including time required for preparation of content and materials.

**Point valuation:** a maximum of 15 CPD points can be claimed for each event, inclusive of time to prepare materials or content.

**3.2** Publishing in scientific journals, writing chapters in books, or writing reference or guideline documents.

**Point valuation:** 1 CPD point can be claimed per hour to a maximum of 15 points per project.

**3.3** Conducting research funded by a recognized research funding agency,

such as the National Research Council or the Science Council of BC, and/or eligible for federal scientific research tax credits.

**Point valuation:** a maximum of 15 CPD points can be claimed for each research project.

**3.4** Acting as an expert witness.

**Point valuation:** a maximum of 10 CPD points can be claimed for each distinct activity.

**3.5** Reviewing work of other professionals, peer review of scientific papers, preparing and administering evaluations of other professionals, and other activities of a similar nature when they fall outside of routine job duties.

**Point valuation:** a maximum of 5 CPD points can be claimed for each distinct activity or role.

**3.6** Working in the community as a biology professional on the board of a planning or advisory committee, acting as a technical advisor to a community group, serving on the board of an applied biology based organization, or participating in citizen science initiatives (e.g. Christmas bird counts, bioblitzes).

**Point valuation:** a maximum of 10 CPD points can be claimed for each activity or role.

**3.7** serving as a judge at science fairs, giving presentations for school children.

**Point valuation:** a maximum of 2 CPD points can be claimed for each activity.

**3.8** mentoring aspiring or practicing biologists who are not members of the College.

**Point valuation:** a maximum of 5 CPD points can be claimed for each mentee.

#### **4. Service to the College of Applied Biology**

Activities that qualify in this category include:

**4.1** Holding elected office in the College of Applied Biology.

**Point valuation:** 15 CPD points can be claimed per year.

**4.2** Serving on College committees.

**Point valuation:** 10 CPD points can be claimed per committee. Elected members of Council are eligible to claim 10 points in total for this category only if they serve on more than two committees.

**4.3** Chairing College committees.

**Point valuation:** 5 CPD points can be claimed for each committee chaired.

**4.4** Organizing meetings and seminars for College members.

**Point valuation:** 1 CPD point can be claimed per hour to a maximum of 5 points annually.

**4.5** Attending professional meetings of the College or College-sponsored events.

**Point valuation:** 2 CPD points per meeting, unless otherwise advertised at the event.

**4.6** Mentoring of College members.

**Point valuation:** 1 CPD point per hour to a maximum of 10 professional development points per member annually.