

## CONTINUING PROFESSIONAL DEVELOPMENT STANDARD

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.

### Requirements

A practicing or in training registrant is required to earn 100 qualifying CPD points over three consecutive CPD years. A CPD year runs from January 1<sup>st</sup> to December 31<sup>st</sup> of the same year.

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.

### Eligibility of Activities & Points

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).

### Categories

| Continuing Professional Development Category | Definition   | CPD Points                            |   |
|--|--|---------------------------------------|---|
|  |  | Maximum claimable points per CPD year | Carryover   |
| Professional Practice                        | <p>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. Registrants have to employed <math>\geq 30</math> hours per week per year to be considered full-time. Points must be pro-rated for part-time work (<math>&lt; 30</math> hours a week).</p> <p><i>Note: Points claimed in this category cannot also be claimed under the Management category. For individuals claiming both Professional Practice and Management points, the points are to be pro-rated based upon the percentage of time spent doing activities in each category. For example, 75% Professional Practice = 15 points, 25% Management = 5.</i></p> | 20 points                             | Points cannot be carried forward to future years. |

| Continuing Professional Development Category | Definition   | CPD Points                            |  |
|--|--|---------------------------------------|--|
|  |  | Maximum claimable points per CPD year | Carryover  |
| Management                                   | <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"> <li>• Assessment and evaluation of professionals who are conducting applied biology (e.g. determining who is best for the particular work).</li> <li>• Overseeing projects or activities (e.g. reviewing professional documents) being carried out by professionals.</li> <li>• Establishing financial (cost assessments) and time limits for projects, and scope of projects.</li> </ul> <p>Registrants have to be employed <math>\geq 30</math> hours per week per year to be considered full-time. Points must be pro-rated for part-time work (<math>&lt; 30</math> hours a week).</p> <p><i>Note: Points claimed in this category cannot also be claimed under the Management category. For individuals claiming both Professional Practice and Management points, the points are to be pro-rated based upon the percentage of time spent doing activities in each category. For example, 75% Professional Practice = 15 points, 25% Management = 5</i></p> | 20 points                             | Points cannot be carried forward to future years.  |
| Formal Learning                              | <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"> <li>• Post-secondary education institutes, suppliers, employers, government or professional associations.</li> <li>• Online, in classroom settings, a combination, or other methods.</li> </ul>  | 35 points                             | Points can be carried over but only for a maximum of 2 years after the year in which they were earned. |
| Informal Learning                            | <p>Informal learning activities generally do not involve an examination or an evaluation and include, but are not limited to, the following:</p> <ul style="list-style-type: none"> <li>• Self-directed Studies, attendance at conferences, seminars, workshops, technical presentations, clinics; Formalized and structured on the job training.</li> <li>• Attendance at meetings of technical, professional or managerial associations or societies; and structured discussion of technical or professional issues with peers.</li> </ul>   | 15 points                             | Points can be carried over but only for a maximum of 2 years after the year in which they were earned. |

| Continuing Professional Development Category | Definition   | CPD Points   |  |
|--|--|--|--|
|  |  | Maximum claimable points per CPD year  | Carryover  |
| Presentations                                | 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:<br>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. |
| Service to the Community and the Profession  | 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: <ul style="list-style-type: none"> <li>• Appointment as a mentor to an In-training registrant, a less experienced applied biology professional, student.</li> <li>• 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.</li> </ul>  | <ul style="list-style-type: none"> <li>• Max. 10 points per mentee per CPD year.</li> <li>• Max. 10 points per position per CPD year.</li> </ul>   | Points can be carried over but only for a maximum of 2 years after the year in which they were earned. |
| Contributions to Knowledge                   | Activities which expand or develop new biological and/or technical/scientific knowledge in the biological profession are recognized that are outside the normal daily job function(s). Contributions includes but is not limited to the following: <ul style="list-style-type: none"> <li>• Development of published standards, practices, codes (10 Points per standard, practice, code)</li> <li>• Development of published policy(ies), reference(s), guidelines(s), guidance(s) (10 Points per standard, practice, guideline)</li> <li>• Publication of papers in scientific peer-reviewed journals (1 Point per hour max. 15 points per article)</li> <li>• Publication of articles in non-peer-reviewed journals (5 Points per article. max. 10 points per year)</li> <li>• Publication of a books, a book chapter (10 Points).</li> <li>• Peer-review of manuscripts for a scientific journal (1 Point per hour max. 10 points per article).</li> </ul> | <p>Max. 30 points in the Category.</p> <ul style="list-style-type: none"> <li>•10 Points per standard, practice, code</li> <li>•10 Points per standard, practice, guideline</li> <li>•1 Point per hour max. 15 points per article</li> <li>•5 Points per article. max. 10 points per CPD year</li> <li>•10 Points per book or 10 points per book chapter</li> <li>•10 Points per manuscript re-viewed</li> </ul> | Points can be carried over but only for a maximum of 2 years after the year in which they were earned. |