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Schedule 4: Continuing Professional Development

Introduction

Registered and In Training members have an obligation to maintain currency in their field of expertise, to engage in lifelong learning and to be duly diligent when undertaking professional duties. In addition, professionals have an obligation to their professional body and the public 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 and In Training members (as defined by the College Rules) to comply with the requirements of the Continuing Professional Development Program as set out this Schedule (the Program).

The Program requires Registered and In Training Members to:

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

College Rule 16 delegates the administration of the Program to the Audit Committee. When a member of the College is selected to undergo an audit, the member is required to submit their CPD information on the on the College CPD Tracking Form 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. Note: the Audit Committee may require additional detailed documentation from a member to indicate how the Program requirements have been met.

Evaluative Criteria for CPD Activities:

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 and/or Association

As a general guideline, one hour of activity will qualify for one CPD point. Please note that for some activities, the maximum point value is capped on an activity

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and/or category basis. The following sections set out valuation criteria for CPD points.

1. Professional Practice

A member of the College who is involved **full time** 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 such as management, supervision, administration, etc.) can claim **10 CPD points** annually in recognition of the ongoing learning and updating of skills that occurs in the workplace. For this Program, **23 hours of work per week constitutes full time**. Members not working on a full-time basis are to pro-rate their hours on a percentage basis. Note: 10 CPD points is the maximum annual claim; there is no carry forward to future years for this category.

2. Continuing Education

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

2.1 General Professional Category: this category includes activities that assist a member in practicing due diligence with regards to clients and to the College. **One hour of lecture, seminar, etc. can be claimed as one professional development point. A maximum of 10 points per year can be claimed from activities such as:**

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, and courses that aid the member in practicing as a professional and/or undertaking professional practice such as first aid, equipment management/operations, WHMIS, etc.;

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

2.2 Applied Biology Category: this category includes activities that a member undertakes to maintain practice competence. **One hour of lecture, seminar, etc. can be claimed as one professional development point.** Included in this category are:

2.2.1 formal courses offered by accredited post-secondary institutions, employers, government and professional associations. **There is no limit to the number of professional development points that can be claimed in this category (i.e. no maximum number).**

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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. A **maximum of 15 points per year** can be claimed under informal learning **unless** the member has completed and filed with the College 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:

- 3.1 acting as an instructor for a course, seminar, workshop, or field trip: a maximum of **10 professional development points** for each course, seminar, etc.
- 3.2 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: a maximum of **10 professional development points** per activity.
- 3.3 conducting formal (i.e. 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) original research: a maximum of **10 professional development points** per project.
- 3.4 reviewing work of other professionals, acting as an expert witness, preparing and administering evaluations of other professionals, and other activities of a similar nature: a maximum of **5 professional development points** per project.
- 3.5 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, mentoring aspiring or practicing biologists, or serving on the board of an applied biology based organization: a maximum of **5 professional development points** per activity (note: this is per group and not per meeting).
- 3.6 serving as a judge at Science fairs, giving presentations for school children: a maximum of **2 professional development points** per activity.

4. Service to the College of Applied Biology

Activities that qualify in this category include:

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- 4.1 holding elected office in the College of Applied Biology: **10 professional development points per year.**
- 4.2 serving on College committees (i.e. volunteer as opposed to elected Council member): 5 professional development points per year per committee.
- 4.3 organizing meetings and seminars for College members: a maximum of **5 professional development points per meeting/seminar.**
- 4.4 attending professional meetings of the College: **2 professional development points per meeting.** (Note: any CPD activities that are presented at these meetings are also eligible for separate CPD credit on point per hour basis.)
- 4.5 mentoring of College members: 1 professional development point per hour to a maximum of **10 professional development points per member.**