

# Policy for Continuing Professional Development

## **Preamble**

The CAA's 2014 Code of Ethics call on all members to maintain continued competency:

*Continued competency*

*4. A member must cultivate, develop and maintain the currency of professional knowledge through education, training and practical experience as well as through knowledge gained while practicing alongside mentors and peers.*

## **Intent of The CPD Program**

The CAA's CPD program is intended to encourage, support and assist Professional and Active members to continuously upgrade their knowledge, training, qualifications and credentials and thereby maintain a high level of competence throughout their careers. This policy serves as guidance for documenting and administering CPD program compliance.

## **Authority**

This document contains all current terms and conditions of the CAA's CPD program in the attached Appendix 1, and serves as standing guidance for CAA Professional and Active Members, Directors and staff.

The CAA's Board of Directors (Board) authorizes and requires the Membership Committee Chair to randomly select a prescribed number of Professional and Active members annually, and audit their documentation for CPD program compliance.

Under the CAA's bylaws a Professional or Active member unable to demonstrate compliance with the terms and conditions for CPD as contained in this document, and upon written notification from the Membership Committee Chair shall have their CAA membership changed to a type of membership that is commensurate with their CPD activities, as determined by the Membership Committee audit process findings.

## **CPD Audit Process**

Members deemed by the Membership Committee to be in compliance with the terms and conditions of the CPD program will receive a letter from the Director, Membership Committee confirming CPD compliance.

Members deemed by the Membership Committee to be not in compliance with the terms and conditions of the CPD program will have all documentation kept on file with the Membership Committee Chair for a period of three years. Those members will receive a letter from the

Membership Committee Chair stating the reasons that they are not in compliance with the terms and conditions of the CPD program.

All documentation or other information collected by the CAA for a member's CPD compliance audit is confidential, and will not be released to any third party without the member's written consent.

### **Appeal Process**

A member may appeal the Membership Committee's determination that they are not in compliance with the terms and conditions of the CPD program to the Board. An appeal must be in writing, sent to the Executive Director at the CAA's office, and be received within 90 days from the date of the Member's written notification from the Membership Committee Chair.

The Board may request or collect additional information, consult, deliberate or do any other thing deemed necessary, and will deliver a binding decision regarding the Member's CPD compliance within 90 days from the date that the appeal was received at the CAA's head office.

Approved by: CAA Board of Directors

Reviewed: September, 2016

Attachments: Appendix 1. Terms and Conditions for Continuing Professional Development (CPD).

## Appendix 1 Terms and Conditions for Continuing Professional Development (CPD)

These terms and conditions apply to all Practicing Professional, Non-practicing Professional and Active members of the Canadian Avalanche Association. Members will maintain records of their CPD activities for the past three calendar years, or since their acceptance as a member, whichever period of time is the lesser. **For all CPD forms please see the Members Only section of the CAA website.**

### Required CPD Points

Members must earn CPD points from at least three out of the six CPD point categories during any three-year period.

- Practicing Professional members are required to earn at least 80 points per year and must accumulate at least 240 CPD points over three years.
- Non-practicing Professional members are required to earn at least 50 points per year and must accumulate at least 150 CPD points over three years.
- Active members are required to earn at least 60 points per year and must accumulate at least 180 CPD points over three years.

Members in the third or subsequent years of their CPD program must maintain a three-year rolling average of at least the minimum number of CPD points required for their type of membership. CPD points earned above the maximum allowed per category per year may be carried forward for a maximum of two years from the date those points were earned.

### Eligible CPD Activities & Points

The CAA has defined six general categories for earning CPD points (listed below), showing annual maximum eligible points per category per year, by membership type.

#### CPD point categories by membership type Maximum eligible CPD points per year

	<i>Practicing Professional Member</i>	<i>Non-practicing Professional Member</i>	<i>Active Member</i>
1. Professional practice	<b>50</b>	<b>30</b>	<b>30</b>
2. Formal learning activities	<b>30</b>	<b>30</b>	<b>30</b>
3. Informal learning activities	<b>20</b>	<b>20</b>	<b>20</b>
4. Participation	<b>20</b>	<b>20</b>	<b>20</b>
▪ Committee service	20	20	20
▪ Other activities (specify)	10	10	10
5. Presentations	<b>20</b>	<b>20</b>	<b>20</b>
6. Contributions to knowledge	<b>30</b>	<b>30</b>	<b>30</b>
▪ Develop published codes, standards	10	10	10
▪ Peer-reviewed publications	15	15	15
▪ Non-reviewed articles	10	10	10
▪ Reviewing articles for publication	10	10	10
<b>Total CPD points recommended / year</b>	<b>80</b>	<b>50</b>	<b>60</b>
<b>Total CPD points required over 3 years</b>	<b>240</b>	<b>150</b>	<b>180</b>

## **Definitions for Determining CPD Points**

### **1. Professional Practice**

A CAA Member's professional practice is deemed to be all "avalanche-related activities" as defined in the CAA's Bylaws, and may be amended from time to time. The professional practice year is January 1 to December 31.

*One CPD point is earned for each day of professional practice, to a maximum of 50 points per year for Practicing Professional members and 30 points per year for Non-Practicing Professional and Active members.*

### **2. Formal Learning Activities**

Formal learning activities are avalanche-related educational or training programs such as:

- University, technical institute and college courses
- Industry-sponsored courses, programs and seminars
- Structured employer-sponsored training programs
- Short courses sponsored by technical societies, industry or educational institutions
- CAA Industry Training Program courses

*One CPD point is earned for every hour in attendance at the course or program. For courses offering Continuing Education Units (CEUs), each CEU will be worth 10 CPD points. A maximum of 30 CPD points per year may be earned for formal learning activities.*

### **3. Informal Learning Activities**

These are learning activities which expand avalanche knowledge, skills or judgment, but which are not normally offered as structured educational or training programs. Examples include:

- Attendance at conferences, technical sessions, seminars, workshops and industry trade shows
- Attendance at meetings of technical, professional or managerial associations or societies
- Self-directed study

*One CPD point is earned for each hour of informal learning activity, to a maximum of 20 CPD points per year.*

### **4. Participation**

These activities enhance professional development by promoting peer interaction and providing exposure to new ideas and technologies. Examples include:

- Acting as a mentor to a less experienced member or to a member-in-training
- Service on public bodies that draw on a member's professional expertise (e.g., planning boards, review panels, investigative commissions, coroners' inquiries.)

- Service or standing on ad hoc committees of technical, professional or managerial associations or societies

*One CPD point is earned for each hour of participation, to a maximum of 10 CPD points per year, except for committee service, where a maximum of 20 CPD points per year may be earned.*

## **5. Presentations**

Activities in this category include formal avalanche-related presentations which members make, requiring preparation and presentation of original material. They may occur:

- At a conference or meeting
- At a course, workshop or seminar
- Within an organization/company
- At an event sponsored by a technical or professional organization

*One CPD point is earned for each hour for preparation and delivery of presentations, to a maximum of 20 CPD points per year.*

## **6. Contributions to Knowledge**

Activities in this category include expanding the knowledge base of science, technical knowledge or best practice relating to avalanche safety. Activities may include:

- Development of published codes and standards

*One CPD point is earned for each hour of committee work developing published codes and standards to a maximum of 10 points per year.*

- Publication of papers in a peer-reviewed scientific or technical journal

*Fifteen CPD points are earned for each peer-reviewed paper published.*

- Publication of articles in a non-reviewed journal

*Ten CPD points are earned for each non-reviewed article published.*

- Reviewing articles for publication

*One CPD point is earned for each hour spent reviewing articles for publication. A maximum of 10 CPD points may be claimed for this activity per year.*

- Editing papers for publication

*One CPD point is earned for each hour spent editing papers for publication. A maximum of 10 CPD points may be claimed for this activity per year.*

*\* A maximum of 30 CPD points per year may be claimed for contributions to knowledge.*

### **Practicing and Non-Practicing Professional Members**

A member that has been a Practicing Professional member in good standing for at least five years shall be eligible to be a Non-practicing Professional member if the member's occupation has altered so that they are no longer directly engaged in avalanche-related activities, or is not sufficiently engaged to be able to comply with the terms and conditions for Continuing Professional Development for Practicing Professional membership, provided that the member is able to comply with the terms and conditions for Continuing Professional Development for Non-practicing Professional members as stated in this policy document.

### **“Career Recess” Status**

A Professional or Active member who is currently not engaged in avalanche-related activities as defined in the bylaws, is registered as a full-time student, on extended jury duty, or on medical or parental leave may declare themselves to be in *career recess*.

A member who has declared themselves to be in *career recess* is not required to comply with the terms and conditions for CPD, is exempt from Membership Committee audit for CPD compliance, and remains a member in good standing of the Canadian Avalanche Association as long as he or she maintains all other requirements of membership.

When a member declares to have resumed avalanche-related activities, the member will be required to comply fully with the CPD program, and the time that they declared themselves to be in *career recess* will be exempted from consideration in any subsequent audit for CPD program compliance.

A member who has declared *career recess* status for a consecutive period of time greater than two years or has been in *career recess* status for more than two of the past six years is deemed to have failed to comply with the CAA's CPD program, and may become a member in good standing of the CAA at a reduced level of membership as defined in the bylaws.

### **Late in Career or Retired Member**

An Active or Professional member of the CAA who has been a member in good standing for no less than 15 years and is late in his/her career or retiring is eligible to apply have his/her membership administered as Late in Career or Retired. Please see [the Late in Career and Retired Member Policy on the CAA website](#).

Relief from CPD obligations is defined in the Late in Career and Retired Member Policy.

End Appendix 1.