

Continuing Professional Development Committee

Terms of Reference

Mandate

The mandate of the Continuing Professional Development (CPD) committee is to oversee compliance with the CPD guidelines and to support engineers & geoscientists in maintaining their professional competence. CPD is a professional obligation of registrants under the Act and By-laws.

Duties

The Continuing Professional Development Committee and its working groups will, on behalf of Council:

- Annually audit the professional development records of 5% of registrants;
- Manage the Continuing Professional Development Review process to assess registrants' continuing professional development in the practice of engineering or geoscience;
- In the case of registrants who are not in compliance, provide direction and prescribe actions that are necessary to achieve such compliance, including (but not limited to) Practice Reviews;
- Review and revise the Continuing Professional Development Program Guidelines as necessary;
- Report the aggregated results of the CPD Review process to Council;
- Review and recommend relevant courses and activities for continuing professional development that may be offered to registrants by the Association.

Committee Composition

- There shall be a Continuing Professional Development Committee appointed by Council and consisting of not fewer than five registrants.
- Members of the committee should reflect the diversity of the association's registrants:
 - Both professions (P.Eng. and P.Geo.) and both of New Brunswick's official languages (English and French) must be represented;
 - Members should be drawn from across the province with representation from each District;
 - Diversity with regards to ethnicity, gender, age, type of practice, and educational background are also to be encouraged.
- The Committee shall elect one member to be Chair and one member to serve as Vice-Chair.
- No member of the Continuing Professional Development Committee shall be a member of the Complaints Committee, Discipline Committee, or Council.
- Quorum shall be three voting committee members, which may include the Chair.
- The CPD committee may be assisted in its work by subject matter experts and ad-hoc working groups as required.
- APEGNB staff will serve as secretariat.

Accountability

- The Committee reports to Council regularly and to the Association on an annual basis.

Term of Office

Members are appointed to serve for a three-year term, renewable for two additional terms (to a maximum of nine years) upon approval by Council. Members may re-offer at a later date.

Frequency of Meetings

Meetings will be held a minimum of once per year or as required by the Chair. Meetings can be held in person or via electronic means.