

# Continuing Professional Development Program

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GUIDELINES



## **PART 1 - CONTINUING PROFESSIONAL DEVELOPMENT (CPD) PROGRAM**

### **1.1 Introduction**

The CPD Program establishes the benchmark for the professional development of engineers and geoscientists. It is the responsibility of the engineer or geoscientist to assess their own professional development needs, using this document as a guide.

The CPD Program is designed to accommodate such differences by relying on member-directed learning rather than a prescribed curriculum. It is necessary for individual engineers and geoscientists to decide what to learn, and which methods best suit their specific CPD requirements. It is important that professional development activities are relevant to the scope of practice, and attention to this at the planning stage is appropriate.

The level of effort that engineers and geoscientists apply to their CPD programs is measured by Professional Development Hours (PDHs). The conversion between actual time spent in CPD activities and PDHs depends upon the type of activity being pursued and is further detailed in 2.2.

***The Association requires that engineers and geoscientists accumulate a minimum of eighty (80) PDHs of CPD per year.***

The 6 recognized categories of CPD are described briefly in the following sections along with specific examples of activities within the category and the PDH credit allowed. The lists of activities included in the various categories are not comprehensive. The PDH credit information is summarized in Table 1 on page 7 of this document.

### **1.2 Members Affected**

The CPD Program applies to all engineers and geoscientists who are practising engineering and geoscience as defined in the *Engineering and Geoscience Professions Act*. It is understood that individual scopes of practice might range, for example, from detailed technical analysis, through technical sales, to management and direction of engineering and geoscience projects and enterprises. All active engineers and geoscientists must comply with the CPD Program.

Engineers and geoscientists who have not declared themselves as retired and have not been so approved by the Board of Admissions are considered active.

### **1.3 Exemptions**

Exemptions from the CPD reporting process shall be granted upon application for time periods where the member is not actively practicing because of:

- parental leave
- medical leave that has resulted in an absence from employment for an extended period

Exemptions may be granted for:

- Licencees (non-NB residents licensed to practice the professions in NB, registered elsewhere in Canada)

- Retired Members<sup>1</sup> who have no employment income and who have declared themselves as Retired
- Professionals with any other extenuating circumstances deemed appropriate by the Committee (i.e., those working outside of the country)
- Professionals demonstrating compliance with a similar CPD program for another engineering/geoscience regulator
- Professionals in the first year of their professional membership
- Professionals enrolled in full-time post-graduate study
- Members-in-Training

***In all cases where exemptions are granted, engineers and geoscientists shall retain their professional designation and remain bound by the Engineering and Geoscience Professions Act.***

Engineers and geoscientists who have been granted an exemption from reporting CPD must still maintain their professional competence. They may be required to demonstrate that they have maintained their competence before returning to active practice after an extended period of non-practice (that is, after multiple, consecutive exemptions); this is typically shown through a review of their continued professional development records, CV and/or references.

#### **1.4 Reporting Requirements**

On or before January 1<sup>st</sup> of each year, an engineer or geoscientist shall report their Professional Development Hours (PDHs) using the Association's Member Portal at [www.membership.apegnb.com](http://www.membership.apegnb.com). The engineer or geoscientist must indicate the number of PDHs they claimed for CPD activities in the preceding calendar year.

An engineer or geoscientist shall maintain detailed records of their CPD for at least three years.

The records must include the following information:

- the date(s) the activity occurred
- the description/title of the activity
- the organizer/provider (individual or organization) of the activity, if applicable
- the CPD category in which the activity belongs
- the number of Professional Development Hours (PDHs) claimed

#### **1.5 Annual Review**

The Association will review the online CPD reporting of each engineer or geoscientist annually. The purpose of the review is to verify that Association members are fulfilling the CPD requirements by:

- reporting CPD activities
- achieving the minimum number of PDHs across the recognized categories

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<sup>1</sup> Bylaws 2.1.3: "Retired Members shall be persons who were Regular Members and have declared that they are retired, are not practicing, have no employment income and have applied for dues reduction."

The CPD committee shall investigate those members whose records do not indicate compliance with the minimum requirements as submitted in the online reporting. See 1.7 for details relating to Non-Compliance.

### **1.6 Audit**

The CPD Committee shall audit a random sample of members' CPD records annually. This audit would include a request for detailed records and verification of completion of claimed credits.

The CPD Committee will advise the engineer or geoscientist as to the outcome of the review: whether the activities comply with the requirements of the program or whether some modification is necessary. The CPD Committee may also provide coaching on opportunities for improvement, collaborate on a remediation plan, or require that a Practice Review of the member's work be conducted. (See Part 3).

### **1.7 Non-Compliance**

Failure to comply with any CPD program requirement is considered professional misconduct. Non-compliance is defined as:

- failure to report PDHs through the online portal on or before January 1<sup>st</sup> of each year
- failure to provide detailed records, if requested
- failure to develop and submit a detailed remediation plan, if requested

Failure to comply with the program within 30 days shall result in notification to the Registrar that the name of the person be struck from the Register, that is, this person will not be able to practice engineering or geoscience nor use the titles 'Professional Engineer' and/or 'Professional Geoscientist.'

A former engineer or geoscientist will be eligible for reinstatement after satisfactory completion of the requirements of the CPD program and any other administrative requirements. A member is not in good standing and unable to practice while any component of the CPD Program is incomplete.

### **1.8 Roles of Engineers and Geoscientists, the Association, and Employers in CPD**

The primary responsibility for CPD and maintaining competence rests with the individual professional engineer or geoscientist. This is inherent to all self-regulated professions and is reflected in the Association's By-Laws, Code of Ethics, and past practice.

The Association's primary role is to establish standards of practice for those that are authorized by the Association to do engineering and geoscience.

Engineers and geoscientists are encouraged to discuss their CPD programs and plans with their employers. Through discussion and mutual agreement, the employer and the engineer or geoscientist can decide on CPD goals and the nature of employer support of those goals.

Employers who are also professional engineers or geoscientists have an ethical obligation to "encourage employees to improve their knowledge and education."<sup>2</sup>

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<sup>2</sup> APEGNB Code of Ethics 2.3.

## **PART 2 - PROGRAM CRITERIA**

### **2.1 Categories of CPD Activities**

#### **(a) Professional Practice**

Active professional practice contributes to maintenance and improvement of skills. This can include the practice of, the management of, or the influencing of engineering or geoscience practice.

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*One PDH can be claimed for each 20 hours of professional practice to a maximum of 40 PDHs per year.*

*Engineers and geoscientists who have practiced for 30 or more years can claim a credit of 20 PDH towards the maximum of 40 PDH.*

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#### **(b) Formal Activity**

Formal activities are a structured course or program, often with an evaluation process and/or 'certificate of completion'. A seminar/presentation is formal if there are set learning outcomes that can be demonstrated to have been covered, for example an evaluation at the end, certificate, copy of the syllabus, etc. Any seminars over ½ day in length may be formal as well.

*Examples: courses provided through universities, technical institutes, and colleges; industry-sponsored courses, programs, and seminars; employee training programs and structured on-the-job training*

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*One hour of formal activity (1 contact hour) earns 1 PDH.*

*Courses offering Continued Education Units (CEUs), however, will provide 10 PDHs for each CEU. University and college courses will provide 10 PDHs for each credit hour the course carries in the Institution's academic calendar to a maximum of 30 PDHs.*

*A maximum of 30 PDH can be claimed for formal activities.*

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#### **(c) Informal Activity**

Informal activities are those activities that expand knowledge, skills, or judgement, but they are without a 'certificate of completion' or evaluation.

*Examples include self-directed study (books, publications directed at professionals and online resources; attendance at conferences, technical sessions, seminars, workshops, and industry trade shows; learning new*

*software; and structured discussion of technical or professional issues with one's peers, including webinars and the creation of a personal CPD plan, etc.*

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*Two hours of informal activity earns 1 PDH to a maximum of 30 PDHs per year.*

*Up to 5 PDH per year can be claimed for a creating a CPD plan.*

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**(d) Participation**

Participation is volunteering, mentoring, and service to the professions/the public at large. All these activities contribute to engineers and geoscientists being more well-rounded individuals and professionals.

*Examples include acting as a mentor to a member-in-training; service on committees of technical, professional, or managerial associations or societies; service on public bodies that draw on professional expertise (planning and regulatory boards and service commissions, investigative commissions, etc.); activities that contribute to the community or religious organizations; or, elected public service at the municipal, provincial or federal level.*

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*One hour of participatory activity earns 1 PDH to a maximum of 20 hours of PDH.*

*Note: No more than 10 PDHs per year may be claimed for contributions to community or religious organizations and/or for elected public service at the municipal, provincial, or federal level.*

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**(e) Presentations**

Technical or professional presentations that are made outside the normal job function are considered part of this category. Both preparation and presentation of material would normally be expected to be done by the engineer or geoscientist, as the PDH credit is calculated to include some preparation time. Note: Multiple deliveries of the same presentation count for only one presentation.

*Examples include presentations at conferences, meetings or, seminars either within a company or at an event sponsored by a technical or professional organization.*

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*One hour of presentation activity earns 2 PDHs to a maximum of 20 PDH per year.*

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**(f) Contributions to Knowledge**

Contribution to knowledge are activities that expand or develop the knowledge base in the disciplines of engineering and geoscience. In this case, the extent of PDH credit depends upon the detailed nature of the activity.

*Examples include:*

- *Development of published codes and standards, where 1 hour of committee work earns 1 PDH.*
- *Patents, where each patent earns 15 PDHs.*
- *Publication of papers in peer-reviewed technical journals, where each paper earns 15 PDHs.*
- *Publication of articles in non-peer reviewed journals, where each article earns 10 PDHs.*
- *Reviewing or editing articles or manuals for publication where each hour spent in the review or editing process earns 1 PDH.*
- *Publication of geoscientific maps and papers.*
- *Development of new field equipment, techniques, technologies, or methodologies.*

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*A maximum of 30 PDHs may be accumulated for contribution to knowledge each year.*

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## **2.2 Professionalism and Ethics**

Activities that promote professionalism and ethical behaviour are encouraged. These may be structured courses, refresher courses, or programs. The protection of the public is best served by members who are well versed in ethical practice. Examples may include diversity training which leads to the consideration of the viewpoints of people with diverse backgrounds, sustainable development training that leads to the minimization of the potential environmental, respectful workplace training that leads to the ensuring of a safe and respectful work environment.

Members can claim credit in the appropriate category (i.e., Formal Study, Participation, etc.).

## Summary of PDH credits by category

Category	Examples	PDHs/Activity Hour	Max./Year
<b>Professional Practice</b>	Active professional practice	1 PDH/20 hours	40
		Practice of 30+ years earns a credit of 20 PDH	
<b>Formal Activity</b>	Courses at/from universities, industry, or employer	1 PDH/hour <i>or</i> 10 PDHs/CEU <i>or</i> 10 PDHs/credit hour	30
<b>Informal Activity</b>	Self-directed study, field trips, conferences, seminars, creating a CPD plan	1 PDH/2 hours	30
		No more than 5 PDH/year for CPD plan creation	
<b>Participation</b>	Mentoring an MIT, standing on technical committees, service on public bodies	1 PDH/hour	20
		No more than 10 PDHs from community/religious/elected public service	
<b>Presentation to Others</b>	Conferences, field trips	2 PDH/hour	20
<b>Contributions to Knowledge</b>	Codes and standards, patents, publications	1 PDH/hour <i>or</i> 15 PDH/patent <i>or</i> 15 PDH/peer-reviewed article <i>or</i> 10 PDH/non-peer reviewed article	30
<b>Professionalism &amp; Ethics</b>	Structured courses, refresher courses, or programs	See relevant category (Formal Study, Participation, etc.)	--

*PDH = Professional Development Hour*

*CEU = Continuing Education Unit*

*CPD: Continuing Professional Development*

### **PART 3 - PRACTICE REVIEW**

#### **3.1 The Practice Review Process**

Practice Reviews, when required, are an important component in the Professional Development Program of the Association. The process is confidential and applies to individual engineers and geoscientists. The Practice Review will be conducted at the request of the CPD Committee.

The Practice Review is intended to confirm that an engineer or geoscientist who practices in a given field will perform in a manner consistent with the performance of reputable professionals practising in the same field. The reviewer (a peer) will review the engineer's or geoscientist's scope of practice and evaluate their qualifications, experience, and processes, with respect to that practice. The reviewer must be or become familiar with the work of the engineer or geoscientist. This may be achieved through discussion and an examination of their work. The practice review can be achieved by a visit to the workplace and an interview with the engineer or geoscientist, as well as their employer/coworkers.

**For further information regarding the CPD Program, contact us:**

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**Additional information can be found on our website:**

<https://www.apegnb.com/member-resources/professional-development>