



Proposed Continuing Professional Development Bylaw

Continuing Professional Development

- 19 (a) For the purposes of this Bylaw, a “**Three Year Rolling Total**” means every three year period, with a new period starting at the beginning of each calendar year. For greater clarity, years 1, 2 and 3 is one period, years 2, 3 and 4 is one period, and years 3, 4 and 5 is one period, with the pattern continuing.
- (b) Members and licensees with practice rights shall complete a minimum of 240 professional development hours (“PDHs”) on a Three Year Rolling Total commencing the later of:
- (i) January 1, 2017; or
 - (ii) January 1 of the first year following their registration or licensure in the association.
- (c) The professional development categories to earn PDHs are limited to the following six categories:
- (i) “**Professional Practice**” means practising as defined in the *Act* or having some effect on how the professions are practiced without necessarily performing technical work;
 - (ii) “**Formal**” means participating in a structured education program that includes an evaluation, or attending seminars either in-person or online, without an evaluation, provided that the seminars are at least 4 hours in length;
 - (iii) “**Informal**” means self-directed study or attendance at seminars less than 4 hours in length, conferences, educational field trips, industry trade shows, or technical or professional association meetings;
 - (iv) “**Participation**” means mentoring or service on public bodies or on committees of a technical or professional nature;
 - (v) “**Presentations**” means presentations at conferences, meetings, courses, workshops or seminars that are of a technical or professional nature that are discretionary, and are outside one’s normal job functions; and
 - (vi) “**Contributions to Knowledge**” means activities that expand or develop the technical knowledge base in the disciplines of engineering

or geoscience and include writing papers, developing codes and standards, and developing patents.

(the “**Categories**”)

- (d) Members and licensees are required to earn PDHs from at least 3 of the 6 Categories. The maximum PDHs that can be claimed per year in each of the Categories are:
 - (i) Professional Practice: 50, where 15 hours of work earns 1 PDH
 - (ii) Formal and Informal: 30, where 1 hour of activity earns 1 PDH
 - (iii) Participation and Presentations: 20, where 1 hour of participation activity earns 1 PDH
 - (iv) Contributions to Knowledge: 30, where:
 - (1) 1 hour of committee work on the development of published codes and standards earns 1 PDH;
 - (2) each registered patent earns 15 PDHs;
 - (3) each publication of a paper in a peer-reviewed technical journal earns 15 PDHs;
 - (4) each successful defense and approval of a Masters or Ph.D. level thesis earns 30 PDHs;
 - (5) each publication of a book earns 60 PDHs, which can be claimed over two years;
 - (6) each article published in a non-reviewed journal or an internal company educational report earns 10 PDHs with a maximum of 10 PDHs claimed per year;
 - (7) 1 hour of reviewing articles for publication earns 1 PDH with a maximum of 10 PDHs claimed per year; and
 - (8) 1 hour of editing articles for publication earns 1 PDH.
- (e) Members and licensees who have completed PDHs in excess of the annual maximum may carry forward their surplus PDHs for a maximum of two years from the date of completing the activity.
- (f) Members and licensees may be exempted from complying with subsection (b) if they have complied with the continuing professional development requirements of another professional regulatory body approved in advance by council.
- (g) Members and licensees shall report their PDHs for each calendar year on or before January 1 of the following year in a manner established by council.
- (h) Members and licensees shall retain records of all of their PDHs completed each year for a minimum of five subsequent years and must produce those records to the association upon request.
- (i) Members and licensees may apply to council for a full or partial exemption from the requirements of this bylaw due to illness, parental leave or other legitimate reason as determined by council in its sole discretion.