

CONTINUING PROFESSIONAL DEVELOPMENT PROGRAM
[CPD]

NORTHWEST TERRITORIES AND NUNAVUT
ASSOCIATION OF PROFESSIONAL
ENGINEERS AND GEOSCIENTISTS

NAPEG

December 2016



Overview

It is essential, in the interests of the public, that Professionals engage in lifelong learning to maintain competence.

Mandatory Continuing Professional Development (CPD) is common in many professions, including other engineering and geoscience associations in Canada. NAPEG has had a CPD program for many years, the program became mandatory in the Northwest Territories and Nunavut (NT/NU) in May 2016.

To meet the requirements for NAPEG's CPD Program, you are required to:

1. Obtain sufficient professional development each year to maintain your competency and currency;
2. Maintain a written record of your CPD activities; and
3. Report your detailed activity record annually (reporting to another Canadian jurisdiction where CPD is mandatory is considered to be equivalent to reporting to NAPEG).

You may be audited and will need to provide details on your CPD activities, when requested.

There are exemptions for reporting for certain situations upon application. An example would be extended leave for various reasons, such as a serious illness.

Failure to submit the required activity report is a violation of the Code of Ethics and may result in a reprimand with your name appearing on the website directory and newsletter as not in-good-standing for non-compliance.

Note: "Member" within this document refers to all registrants of NAPEG.

TABLE OF CONTENTS

	Page
1.0 INTRODUCTION	4
1.1 Background.....	4
1.2 The NAPEG Continuing Professional Development Program.....	5
1.3 Application	6
1.4 Exemptions	7
2.0 ESTABLISHING A CONTINUING PROFESSIONAL DEVELOPMENT PROGRAM.....	7
2.1 The Individual CDP Program	7
2.2 Reporting Results	8
2.3 Developing a Plan.....	8
3.0 THE PROGRAM.....	8
3.1 Diversity and Flexibility	8
3.2 CPD Program Plan and Content.....	9
3.3 Activity Categories and Levels of Effort	9
3.4 Professional Practice	9
3.5 Formal Activity	9
3.6 Informal Activity	10
3.7 Participation	10
3.8 Presentations.....	11
3.9 Contributions to Knowledge	11
3.10 Minimum Requirements and Carry Over.....	13
4.0 RECORDS AND REPORTING.....	13
4.1 Records	13
4.2 Reporting	13
4.3 Monitoring of Programs.....	13
4.4 Confidentiality	13
5.0 ROLE OF THE EMPLOYER.....	14
5.1 Employer's Role.....	14
5.2 Employer Support	14

1.0 INTRODUCTION

1.1 Background

The issue of Continuing Professional Development is not new to self-regulated professions. Continuing Professional Development for Engineers and Geoscience Professionals is an important factor of the “public protection equation” and is one of the mainstays of our Code of Ethics. Today the Engineering and Geoscience professions are affected by a competitive and changing environment, an environment where technology, regulations, research developments, increased public expectations and other emerging issues affect the professions on a daily basis. It is vitally important, given this dynamic environment, that today’s professionals engage in lifelong learning strategies, because it may not be possible to entirely rely on their initial engineering, geologists and geophysicist’s degree and work experience to provide the professional service required. In the interests of protecting health, safety and welfare of the public and the environment, it is essential for professionals to engage in continuing professional development.

Mandatory reporting of Continuing Professional Development was approved by the membership by a bylaw vote in the spring of 2016. This was effective at the Annual General Meeting on May 11, 2016. Under Section 31 of the Bylaws, Members, Licensees, Permit Holders and Members-in-Training shall conform to the Code of Ethics.

The new article under the Code of Ethics states that ***Professional Engineers and Professional Geoscientists shall keep themselves informed in order to maintain their competence***, and further that ***Professional Engineers and Professional Geoscientists shall advise the Executive Director of their Professional Development Activities with their annual membership renewal***.

Another tenet of the Code of Ethics states that *Professional Engineers and Professional Geoscientists shall undertake only such work as they are competent to perform by virtue of training and expertise, and shall express opinions on engineering and geoscience matters only on the basis of adequate knowledge and honest conviction*. To do this throughout one’s career requires continual learning and skill development. Education does not end after graduation nor does it stop with obtaining a license to practice.

NAPEG members must participate in the program for the following reasons:

-
- It is a mandatory requirement within the Code of Ethics;
 - Our membership is extremely transient in nature. Active participation will assist each member's ability to become registered and to work in other jurisdictions within Canada;
 - Participation in the CPD Program will assist members to develop meaningful and measurable goals and objectives for their professional development and demonstrate the value of continuing professional development and gain support for development activities from their employers;
 - Demonstration/documentation of Continuing Professional Development will raise NAPEG members' status within and outside of the territories;
 - Developing and being active in a personal Professional Development Program will assist members in keeping current with technology and standards. This in turn will ensure the Association is doing the utmost in its role to protect the public; and
 - We are ethically bound to ensure the knowledge base of our profession is the most current.

1.2 The NAPEG Continuing Professional Development Program

This Guideline provides guidance and sets out the recommendations of the NAPEG Continuing Professional Development Program for its members. The program is flexible and diverse and provides each member with a personalized, organized and consistent approach to development and documentation of a personal professional development program.

The Guideline also outlines how to develop a program that is consistent with your individual Scope of Practice. Your program should be designed to address any required knowledge and skills maintenance, or improvement, as well as acquisition of new abilities that contribute to your personal and professional growth in accordance with your career goals.

The program defines six (6) activity categories and indicates the minimum levels of effort required to meet the program recommendations in each category. These required levels of effort are defined by units referred to as Professional Development Hours (PDH's). Accumulation of a total of 240 PDH's is recommended over a three-year period; however, NAPEG requires that you endeavor to report at least 80 PHD's annually. The professional development activity categories are defined as follows:

-
- Professional practice;
 - Formal activity;
 - Informal activity;
 - Participation in technical societies or other organizations;
 - Presentations of a technical or professional nature; and,
 - Contributions to knowledge through technical or professional publications, development of codes and standards, or registration of patents.

1.3 Application

To participate in the program each participating member is required to keep records of his or her activities and report the results to the Association annually. A fillable form for tracking and reporting professional development activities is found within Members Only on the NAPEG Website. You are required to either submit a report showing 80 PHD's annually or indicate another Canadian jurisdiction where you already submit a completed CPD report. If you prefer, you may transfer the information that you report to another jurisdiction directly onto the NAPEG activity form. Reports submitted to other jurisdictions may be audited and the member will be required to submit their reports to NAPEG, when requested. The other jurisdiction must have a comparable mandatory CPD Program and you must be in good standing in that jurisdiction.

Note: There will be random audits of member activity reporting each year. You will be contacted if NAPEG reviewers require additional information to complete the audit.

Employer support is important to the success of this program. Suggestions are provided for demonstrating how the employer can benefit from, and contribute to, the program of an employee member. NAPEG staff will monitor the annual submission of records of activities and will assist members, when necessary, in understanding the program requirements. This program establishes a minimum benchmark for member's investment in their professional development. The majority of members already practice their profession in accordance with the requirements established in this Continuing Professional Development Program. Adherence to the program involves tracking and reporting professional development activities.

*“Education would be much more effective
if its purpose was to ensure that by the time they leave school
every boy and girl should know how much they do not know,
and be imbued with a lifelong desire to know it.”
-Sir William Haley*

1.4 Exemptions

NAPEG members exempted from reporting CPD activities for annual renewal are:

- Non-practicing members;
- Members on Maternity, Paternity or Parental Leave;
- Members on Extended Sick Leave and/or Leave of Absence;
- Other special circumstances as requested by a member, and recommended by the Membership and Enforcement Committee and/or the Registrar, and approved by Council; and
- Members who are complying with a mandatory CPD program for another Canadian engineering and/or geoscience association where their membership is in-good-standing and the program is comparable.

2.0 ESTABLISHING A CONTINUING PROFESSIONAL DEVELOPMENT PROGRAM

2.1 The Individual CDP Program

Each member must first define his or her individual scope of practice. It may be determined that the most appropriate program for the member will exceed the minimum requirements of this guideline.

To establish the most appropriate program for you and meet your objectives you will need to:

- Describe your individual scope of practice;
- Determine what additional continuing education and training are required to help meet your present responsibilities and career goals; and
- Prepare a professional development plan to ensure that you acquire the skills and knowledge to maintain competence and meet your objectives.

Implement your plan by engaging in each of the following CPD areas:

- Professional Practice;
- Formal Education;
- Informal Education;
- Participation in technical societies or other organizations;
- Public, Community, Professional Service; and
- Contributions to Knowledge.

2.2 Reporting the CPD Results

You are to submit your record of activities annually along with your membership renewal.

2.3 Developing a CPD Plan

The professional designation conferred on our members ensures the public that they are dealing with competent professionals.

Engineers Canada has developed a detailed document on how to develop an individualized plan. Go to the Engineers Canada website at www.engineerscanada.ca and search for *National Guideline on Continuing Professional Development and Continuing Competence for Professional Engineers*. This document provides helpful information for both engineers and geoscientists.

*“Human history becomes more and more a race
between education and catastrophe.”
- Aristotle*

3.0 THE NAPEG PROGRAM

3.1 Diversity and Flexibility

NAPEG recognizes the vast diversity of activities and responsibilities that our members have in the North. NAPEG's Continuing Professional Development Program is intended to be flexible and unrestrictive in order that members are able to choose from a wide variety of Professional Development activities to meet their program requirements. For example, many members do not have access to formal structured courses but will still be able to meet the requirements of the Professional Development Program through a variety of other acceptable activities. The ability to obtain or attend high quality training could be an issue in the North and NAPEG does understand this dilemma.

We recommend you allow for some flexibility with your individual scope of professional development. A narrowly defined or restrictive scope may hamper an effective continuing professional development program. In the event you assume a new position, or take on significant new responsibilities within your existing role, you may need to review and modify your program.

3.2 CPD Program Plan and Content

This section provides the main categories of activity and the level of effort for each activity suitable for a continuing professional development program. The activities listed are not all-inclusive; rather they are intended to give general guidance for the selection of activities. Given the diversity of member practice, some activities may be more appropriate than others for you. Use your own judgment in selecting activities that relate to your individual scope of practice and that work best for your continued learning.

Continuing professional development activities will relate to your individual scope of practice. As an example, it may embody some or all of the following concepts:

- Application or development of technical theory;
- Learning of new concepts;
- Practical experience;
- Management of engineering or geosciences;
- Communication and business skills;
- Public, community, and professional service;
- Environmental implications of engineering and geosciences; and
- Computer technology.

3.3 Activity Categories and Levels of Effort

- You are to accumulate at least 240 Professional Development Hours (PDH's) over a three-year period and you are encouraged to accumulate at least 80 PDH's per year;
- You must be active in at least three of the six categories;
- You are allowed to "carry-over" PDH's.

3.4 Professional Practice (1)

Active professional practice is known to be a significant factor contributing to maintaining and improving skills. One PDH is earned for each 15 hours of professional work within your scope of practice. A maximum of 50 PDH's per year may be claimed.

3.5 Formal Activity (2)

Formal activities are those provided as a structured course or program, often for credit, occasionally with an evaluation process. Although formal activity is not specifically required, all members should try to include some formal activities within their continuing professional development program. Delivery methods might include traditional

classroom settings, and remote techniques such as written correspondence, video, or interactive electronic exchange. Formal activities include, but are not limited to:

- Courses provided through universities, technical institutes, and colleges;
- Industry sponsored courses, programs, and seminars;
- Employer training programs and structured on-the-job training; and
- Short courses provided by technical societies, industry, or educational institutions.

Every hour spent in attendance at the course (contact hour) earns one PDH. At the member's option for courses offering Continuing Education Units (CEU's), each CEU may be used as 10 PDH's. A maximum of 30 PDH's per year may be claimed.

*"Your own mind is a sacred enclosure into which nothing harmful can enter except by your permission."
-Arnold Bennett*

3.6 Informal Activity (3)

These are activities not normally offered by an educational institution or other non-structured course, but do expand your knowledge, skills, or judgment. They include, but are not limited to:

- Self-directed study – i.e. reading technical papers;
- Attendance at conferences, technical sessions, talks, seminars, workshops, and industry trade shows;
- Attendance at meetings of technical, professional or managerial associations or societies; and
- Structured discussion of technical or professional issues with peers.

Each two hours of informal activity earns one PDH. A maximum of 30 PDH's per year may be claimed.

3.7 Participation (4)

Engineering related activities that promote peer interaction and provide exposure to new ideas and technologies and/or enhance the profession. These activities include, but are not limited to:

- Acting as a mentor to a Member-in-Training or other less experienced professional member or to a technician/technologist;

-
- Service on public bodies that draw on your professional expertise, service on standing or ad-hoc committees of technical, professional or managerial associations or societies; and
 - Participation in educational activities such as science fair judging or career days.

Non-engineering related activities that serve the public interest and/or enhance the profession which include, but are not limited to:

- Active service for professional, service, charitable, community or church organizations, coaching league sports teams, etc.; and
- Elected public service on municipal, provincial, or federal levels, or school boards.

One PDH per hour of service. A maximum of 20 PDH's per year may be claimed for the participation category with a maximum of 10 PDH's per year from non-engineering related activities.

3.8 Presentations (5)

These are technical or professional presentations that require both preparation and presentation of material including presentations occurring at:

- A conference or meeting;
- A course, workshop, or seminar; and
- Your company, or at an event sponsored by a technical or professional organization, schools and youth organizations.

Each hour of presentation earns four PDH's but the same presentation may only be counted once. A maximum of 20 PDH's per year may be claimed.

3.9 Contributions to Knowledge (6)

Activities, which expand or develop the technical knowledge base in engineering and geosciences, must be recognized. Contributions may include:

- Development of published technical codes and standards (one PDH per hour of committee work);
- Patents (15 PDH's per patent application filed);

- Publication of papers in a peer-reviewed technical journal (30 PDH's per paper published);
- Production dissemination of technical information through various media such as journals, books, webinars, or electronic media. (10 PDH's per occurrence, maximum of 10 PDH's per year may be claimed); and
- Reviewing/editing technical information before dissemination/publication (1 PDH per hour of review, a maximum of 10 PDH's per year may be claimed).

A maximum of 30 PDH's per year may be claimed.

SUMMARY

Serial	Category	Hours	Maximum PDH per year
1	Professional Practice	15 hours =1 PDH	50
2	Formal Activity	1 hour= 1 PDH 1 CEU = 10 PDH	30
3	Informal Activity	2 hours = 1 PDH	30
4	Participation	1 hour = 1 PDH	20
5	Presentation	1 hour = 4 PDH	20
6	Contributions to Knowledge	Publish codes/standards: 1 hour = 1 PDH Patents: 1 patent = 15 PDH Publish paper in peer reviewed journal: 1 paper = 30 PDH Publish book = 60 PDH over 2 years Publish other technical information, various means = 10 PDH Review articles for publication: 1 article=10 PDH	30

3.10 Minimum Requirements and Carry Over

PDH credits accumulated in excess of the annual maximum in any category may be carried forward for a maximum of two years from the date of completing the activity.

4.0 RECORDS AND REPORTING

4.1 Records

Members are required to maintain a complete record of their continuing professional development program.

4.2 Reporting

A record of your professional development activities must be recorded to track the activities you have completed. With renewal each year, you are required to submit 80 PDH's or declare the name of the other Canadian jurisdiction where you are in compliance with mandatory CPD Annual Reporting. The activity record form is available through "Members Only" on NAPEG Web Site at www.napeg.nt.ca. Forms that you complete for other Associations are also acceptable to show compliance with the CPD Program.

4.3 Monitoring of Programs

Records submitted will be reviewed to summarize the tendency of the membership's activities and track trends. This information will allow the PD Committee to review and track the needs of Professionals living in the North and allow the re-evaluation of the weighting and maximum yearly limits in the six categories. New categories or adjustments to the overall plan could then be made using the data available.

4.4 Confidentiality

Submitted records will be held in confidence, but will be available to the Registrar and administrative staff of NAPEG, the Professional Development Committee, and the Discipline Committee. The Professional Development Committee will further review grouped results that are tabulated by the administrative staff to improve the quality and focus of the continuing professional development program.

5.0 ROLE OF THE EMPLOYER

5.1 Employer's Role

Every employer has a role to play in Continuing Professional Development, and Permit Holders have an obligation to ensure that professionals in their employ maintain and improve their skills. All employers of professionals are encouraged to support the continuing professional development efforts of members. Members are encouraged to discuss their programs and plans with their employers and mentors. Through discussion and mutual agreement, the employer and professional can decide on professional development requirements and the type and level of employer support. Employer support will result in an employee with an interest in lifelong learning who provides increased value and commitment to the company.

5.2 Employer Support

Employers support CPD through:

- Consultation with the employee during development of the employees program;
- Provision of learning opportunities;
- Assistance in developing job expectations and responsibilities;
- Periodic review of employee performance and progress;
- Assistance in documenting activities and levels of effort through company;
- Performance management systems;
- Financial support of activities;
- Allowing time to participate in activities;
- Encouragement of professional development of employees; and
- Encouragement of employee lifelong learning.

While the employer contributes in defining CPD requirements, the primary responsibility for a continuing professional development program and maintaining competence rests with the individual professional. Members of the Association should be aware that NAPEG can only encourage employers to support the continuing professional development program.

“A man's work is in danger of deteriorating when he thinks he has found the one best formula for doing it. If he thinks that, he is likely to feel that all he needs is merely to go on repeating himself.....So long as a person is searching for better ways of doing his work, he is fairly safe.”
- Eugene O'Neill