

REQUIREMENTS TO MAINTAIN A CSAP MEMBERSHIP

Continuing Professional Development (CPD)

Continuing professional development requires that:

- CSAP members must accumulate at least 150 Professional Development Hours (PDHs) over each three-year period, and a minimum of 30 PDHs per year. PDH hours greater than that required to meet the annual requirement can be carried forward for a maximum of 2 years from the date of the activity;
- CSAP members must be active in at least three (3) of the six (6) professional development categories, including a minimum of one (1) submission over each three-year period, of advice and recommendations to the Ministry of Environment respecting issuance of a legal instrument defined under the Contaminated Sites Regulation;
- At anytime, the Society may require members to fulfill a specific requirement (e.g. complete or attend a specific course or seminar) within a defined time period;
- A minimum of 100 hours of the required 150 PDHs must be earned in an area of Contaminated Sites assessment, management and/or remediation; the remaining 50 hours may be in an area indirectly or unrelated to contaminated sites but that supports the member's ability to practice competently and professionally (e.g. project management);
- For members who have been on approved leave from the Society, the PDH requirements will be prorated (one (1) year leave will qualify for a reduction of the three (3) year PDHs requirement by 50 PDH); and
- Members are responsible for maintaining records of PDHs and must provide the hours to the CSAP Society along with remittance of annual membership fees.

CPD Category 1: Formal Activities

Formal Activities are those activities provided as a structured course or program, often for credit, occasionally with an evaluation process. Delivery methods may include traditional classroom settings, and remote techniques such as written correspondence, video, or interactive electronic exchange. Formal activities could include:

- courses provided through universities, technical institutes and colleges;
- industry-sponsored courses, programs and seminars;
- employer training programs and structured on-the-job training;
- short courses provided by technical societies, industry or educational institutions; and
- attendance at conferences, technical sessions, talks, seminars and workshops.

Every hour spent in attendance at a course (contact hour) earns one (1) PDH. A maximum of 30 PDHs per year may be claimed from CPD Category 1. Once a member has earned PDHs for a given course, the member may earn no further credit by attending the same course.

CPD Category 2: Informal Activity

These are activities not normally captured by a course such as those described in CPD Category 1, but which nevertheless expand your knowledge, skills or judgment. Activities include:

- review of and familiarization with new or revised legislation or guidance issued by the Ministry of Environment, the Society or a like body;
- attendance at industry trade shows;
- attendance at meetings of technical, professional or managerial associations or societies;
- structured discussion of technical or professional issues with one's peers; and
- informal discussions with one's peers.

Each hour of informal activity earns one (1) PDH. A maximum of 30 PDHs per year may be claimed from CPD Category 2.

CPD Category 3: Review and Recommendation

- Submission of advice and recommendations to the Ministry of Environment respecting issuance of a legal instrument defined under the Contaminated Sites Regulation; this is not limited to CSAP submissions but includes, for example, work completed under direct Ministry contract or submissions made through the Ministry review process;
- Participation in a performance assessment whether as the member whose submission is being assessed or as a member of a performance assessment panel;
- Investigation of a complaint filed to the Society; and
- Participation in a disciplinary hearing under the Society.

Submission of advice and recommendations, and participation in a performance assessment earns a maximum of 20 PDHs. Complaint investigations, and participation in a disciplinary hearing earn 15 PDHs each. A maximum of 30 PDHs per year may be claimed from CPD Category 3.

CPD Category 4: Participation

Activities that promote peer interaction and provide exposure to new ideas and technologies that both enhance the profession and serve the public interest. These activities include:

- acting as a mentor to a less experienced or potential member of the Society;
- service on public bodies or volunteer organizations that draw on your professional expertise;
- service on standing or ad-hoc committees of technical, professional or managerial associations, or societies (e.g. Science Advisory Board for Contaminated Sites); and
- review of applications for Society membership (each application reviewed earns 2 PDHs).

Each contact hour earns one PDH. A maximum of 30 PDHs per year may be claimed from CPD Category 4.

CPD Category 5: Presentations

These are technical or professional presentations that you make outside your normal job functions. Both preparation and presentation of material would be expected. Presentations might occur at:

- a conference or meeting;

- a course, workshop or seminar;
- either within your company, or at an event sponsored by a technical or professional organization; and
- teaching courses.

Each hour of preparation or delivery earns one PDH. A maximum of 30 PDHs per year may be claimed from CPD Category 5.

CPD Category 6: Contributions to Knowledge

The Society acknowledges that activities that expand or develop the technical knowledge base of either Numerical Standard or Risk-based Standard Contaminated Sites practice should be recognized. Contributions could include:

- development of published Codes and Standards (1 PDH per hour of committee work);
- publication of papers in a peer-reviewed technical journal (15 PDHs per paper published);
- publication of articles in non-reviewed journals (10 PDHs per article, maximum of 10 PDHs per year may be claimed);
- reviewing articles for publication (1 PDH per hour of review, a maximum of 10 PDHs per year may be claimed); and
- editing papers for publication (1 PDH per hour of editing).

A maximum of 30 PDHs per year may be claimed from CPD Category 6.