

# Professional Development Requirements

**Bill Donald, Membership Committee Chair**

# Professional Development Requirements - Overview



- Define the requirements for Continuing Professional Development
- Review the 6 categories
- Review phase in approach

# Professional Development Renewal Requirements



1. Term is 3 years
2. 150 Continuing Professional Development hours (PDHs)/3 years, minimum of 30 PDHs/year
3. Earned in at least three of the six professional development categories
4. Minimum 1 submission/3 year period
5. 100 of the 150 PDHs must be in Contaminated Sites assessment, management and/or remediation
6. 50 hours may be indirectly or un-related to contaminated sites but support one's ability to practice competently and professionally

## 1. Formal Activities – structured course or program (1:1 to 30 PDHs/yr)

- Often for credit, occasionally with an evaluation process, traditional classroom settings, and remote techniques :
  - universities, technical institutes and colleges;
  - industry-sponsored courses, programs and seminars;
  - Structured employer training;
  - short courses provided by technical societies, industry or educational institutions; and
  - attendance at conferences, technical sessions, talks, seminars and workshops

## 2. Informal Activities (1:1 to 30 PDHs/yr)

- review and familiarization with new or revised legislation or guidance;
- attendance at industry trade shows, 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.

## 3. Review and Recommendation

(Performance Assessments 1:1 to max 20;  
Complaints/Investigations 15 max, O/A max  
30/yr)

- Submission & recommendation to MOE for legal instrument (CSR CSAP or External) ;
- Performance assessment (being assessed or assessing);
- Investigation of a complaint filed to the Society; and
- Participation in a disciplinary hearing under the Society.

## 4. Participation (1:1 to 30 PDHs/yr)

- mentoring to a less experienced or potential member;
- 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;
- review of applications for CSAP membership (each application reviewed earns 2 PDH).

5. Presentations (1:1 to 30 PDHs/yr)
  - 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.

## 6. Contributions to Knowledge

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

- Each member is responsible for maintaining their records and must provide record to CSAP with remittance of annual membership fees.
- Renewal - complete all submission requirements outlined in Application Guide (except legal name).

# Membership Renewals: Pro-rated Hours

## Phase in of PDH requirements

<b>Renewal Date</b>	<b>PD Hours Required</b>
• May 2009	• 50 PDHs
• Nov 2009	• 50 PDHs
• May 2010	• 100 PDHs
• Nov 2010	• 100 PDHs
• May 2011	• 150 PDHs



CSAP

Contaminated Sites Approved  
Professionals of British Columbia



**Q & A**