

# **Continuing Professional Development Program (CPDP) for Members of ASTTBC**

**February 15, 2007**

---

In the interests of protecting public health and safety, the environment and economy it is essential that technology professionals engage in lifelong learning. The public expects that technology professionals operate at the current level of knowledge and expertise and that level is constantly changing with innovation and development. Professional technologists, technicians and technical specialists are accountable to the public and their profession. To support all ASTTBC registrants in their efforts to maintain and enhance their professional skills and knowledge and to provide assurance to the public, ASTTBC has established a voluntary and self managed Continuing Professional Development Program (CPDP).

## **Purpose:**

- To strengthen professional reliance and the importance of ASTTBC professional designations
- To provide opportunity for peer recognition
- To provide opportunity to transfer knowledge to others
- To provide a focus for individual registrants' continuing professional development and to serve as a resource for updating resume

## **The Program:**

- Provides a standard web-based format for documenting continuing professional development
- Defines the categories of continuing professional development
- Establishes a rating for each category of continuing professional development
- Provides a minimum credit for each category
- Encourages each member to record Continuing Professional Development activities on a secure e-address on ASTTBC's website.

## **Professional Development Activities & Applicable Credits Guideline**

### **Activities**

practicing in a technical capacity either full or part time  
or  
practicing in a leadership, management or supervisory  
capacity either full or part time employment

completing technical courses at an accredited institution  
(courses to be progressive i.e. more than 50% overlap  
to previous courses and related to the registered  
discipline)

completing informal activities (e.g. self-directed study,  
seminars, technical field trips, employer training programs  
and structured on-the-job training)

completing leadership, management, teamwork,  
supervision, financial or other ‘soft’ skill courses

receiving an award for technical excellence

teaching a formal course

developing a training program or course of study

preparing and/or publishing technical papers or articles

reviewing technical papers or articles

presenting at conferences, workshops and seminars

leading an “on the job” training session

chairing a workshop or seminar

attending conferences, workshops and seminars

participating on technical committees

participating in “on the job” training

mentoring and being mentored

completing ASTTBC’s volunteer Leadership program

serving on ASTTBC Council, Board or Committee

serving on an ASTTBC Institute board or committee

attending ASTTBC or Institute AGM

serving on BCIT/College boards, industry advisory  
committees or other professionally related organization

participating as a member of a Canadian Technology  
Accreditation team

maintaining membership in a relevant “learned society”

### **Credits**

1 credit per month of  
employment to a maximum  
of 12 credits per year or  
Prorated for part time.

Formal:

10 credits for 40 hrs or more  
5 credits for courses less than  
40 hours

Informal:

2 credits for 8 hours or more  
1 credit for less than 8 hours

As above per formal and  
informal

2 credits per award

5 credits

5 credits

3 credits

2 credits

3 credits

3 credits

2 credits

1 credit

1 credit per meeting

1 credit per half day

1 credit per month

3 credits

1 credit per meeting

1 credit per meeting

3 credits

1 credit per meeting

10 credits

3 credits

Annual recommendation: 20 credits per year (Credits could carry over to next year)

Five year recommendation: 100 credits

(It is recognized that any list such as this cannot be exhaustive, therefore it remains a “guideline”.  
As this is a voluntary and self managed program, members are asked to record all of their  
professional development activities using the list above as a guideline for activities and applicable  
credits.)

### **CPDP Development Timeline:**

2007

- Implement CPDP as a voluntary self managed program for ASTTBC members
- Develop a complementary Mentoring program

2008

- Implement Mentoring program

2009 – 2012

- Monitor CPDP and Mentorship programs
- Formulate Professional Development Assurance program in which ASTTBC assesses effectiveness of CPDP
- Conduct full member survey and audits of randomly selected members to determine the level of participation in the self managed Continuing Professional Development Program. This review will evaluate the success of the CPDP and establish the Professional Development Assurance (PDA) status for ASTTBC membership. Deficiencies assessed on reviewed member files will be identified to the member with suggestions to support the member's efforts.

### **Mentorship Program**

A Mentorship Program will be developed in 2007 - 2008 to assist members to achieve their full career potential and meet the requirements of the Continuing Professional Development Program. It is anticipated that the program will be launched in 2008.

**Purpose:** The transfer of skills from the more experienced members to the less experienced members. It is proposed that protégés pay a modest fee to cover basic administration costs for a year of mentoring and that the program would be free to mentors. Participants may register as a mentor and a protégé if they wish. Mentoring matching software will be developed to facilitate registrations, matching, development of mentoring agreements and plans, progress reports and evaluations.

Two streams of Mentoring Programs are anticipated:

1. Workplace Soft Skills to focus on skills required to work with fellow employees, clients, or the general public.
2. Employment & Career Skills to focus on skills related to particular disciplines as well as career advice.