

CPD Requirements & Reporting

Under the [Professional Governance Act](#), all practising registrants must meet continuing professional development requirements relevant to their respective professional fields and mandatory reconciliation, cultural awareness, and inclusiveness training. These requirements are reflected in ASTTBC's Bylaws.

All continuing education activity must be recorded in the online ASTTBC Registrant Portal within timelines specified by the ASTTBC Bylaws and will be subject to annual audits by the Registrar. These requirements are designed to ensure that all practising registrants maintain high standards of professional competence in their respective fields for the benefit of public safety.

Important Dates & Links:

- » *CPD Cycle & Reporting: December 1- November 30*
- » [ASTTBC Indigenous Awareness Training](#)
- » [ASTTBC Registrant Portal](#)

Summary of Eligible CPD Activities

Category/Activity	Hours/Points
<p>Formal or structured learning:</p> <ol style="list-style-type: none"> 1. Completing structured discipline or practice-related courses or training provided at or by a post-secondary education institution 2. Indigenous cultural awareness and reconciliation education programs 3. Teaching a course or training program related to your discipline or professional practice but not as part of your full-time job or practice 4. Presenting at conferences, workshops or seminars related to your discipline or professional practice but not as part of your full-time job or practice 	<p>1 CPD hour/point per hour of activity.*</p>
<p>Informal or self-directed learning:</p> <ol style="list-style-type: none"> 1. Creating instructional materials, exercises, case studies, surveys or exams for a course, training program, workshop, seminar, or webinar that you will be teaching or presenting but not as part of your full-time job or practice 2. Researching and writing technical papers, articles, chapters or reviews that may be published in journals, books or submitted for professional or commercial purposes 3. Attending seminars, workshops, webinars, technical field trips, or on-the-job training provided by your employer or a supplier of equipment or services 4. Reading books, journals or technical publications including online web searches related to the work you do or plan to do 5. Contributing to the development of codes, standards, innovative processes, applications of technology and patents 6. Attending ASTTBC AGM, member meetings and networking events 	<p>1 CPD hour/point for every 2 hours of activity*</p>
<p>Community or volunteer engagement:</p> <ol style="list-style-type: none"> 1. Participating on education boards, industry advisory committees or similar profession-related organization or association activities 2. Volunteering as a practice advisor for ASTTBC registrants 3. Volunteering as a member of a statutory committee 	<p>1 CPD hour/point for every 3 hours of activity*</p>
<p>Employment or practice:</p> <ol style="list-style-type: none"> 1. Employed or self-employed in a technology-related business or practice 2. Eligible activities include management, supervising or teaching in a technology-related environment 	<p>1 CPD hour/point for every month (150 hrs.)*</p>

* Maximum 8 hours per CPD cycle

General CPD

Q: How many CPD Hours am I required to complete annually?

A: Practising registrants are required to complete a total of 20 CPD hours.

Q: What's the deadline to acquire my CPD hours?

A: CPD hours are calculated annually from December 1 to November 30. The 2022 CPD cycle and reporting ends on November 30, and practising registrants have until then to accumulate the required hours.

Q: Am I required to record my annual CPD activity?

A: All practising registrants are required to log their CPD activity in the online [ASTTBC Registrant Portal](#).

Q: How are my CPD records maintained?

A: Individual CPD entries are recorded and maintained in our database at ASTTBC.

Q: What kind of records do I need to keep for my CPD claims?

A: Registrants must be prepared to provide any additional information on CPD claimed for that year. For example, registrants should keep records of completion, content, dates, and information on the institution or training provider where the CPD was acquired.

Q: What are the consequences for practising registrants who do not complete the required CPD by the annual deadline?

A: Practising registrants who do not complete their CPD within the required timeframe may be subject to warnings, monetary fines of up to \$500, registration renewal suspensions, and/or having their registration cancelled.

Q: How many CPD hours is the 2022 AGM & Conference worth?

A: Attending the full in-person conference and Annual General Meeting is worth up to 10 CPD hours.

Q: I just got my ASCT/CTech/RTS designation. Will I be required to complete pro-rated annual CPD requirements for this year?

A: No. You are not required to complete any CPD for your first renewal. Instead, you will be required to complete the CPD requirements for your second renewal and onwards (i.e., for each annual CPD cycle after your first renewal).

Q: Will a course taken via online learning platforms count towards formal learning?

A: If the course is taken via an online educational platform such as Coursera, edX, skillshare, Udemy etc., then it would count as informal or self-directed learning. If the course available on an online platform is being provided by a formal educational institute but won't credit towards a certification or a structured program, then it would also be considered informal learning.

Q: Will I only be able to claim CPD points for volunteer activities with ASTTBC?

A: You can claim volunteer hours for activities that were not completed with ASTTBC as long as you can clearly show that the volunteer work was in relation to your discipline or area of practice and/or supports your industry.

Remember, all volunteer activities must be documented and you must be able to provide verifiable information (such as date, times, description of the volunteer work, contact information of the recipient, etc.) to support your CPD claim.

Q: What is meant by volunteering as a member of a statutory committee?

A: ASTTBC has five statutory committees namely, Nominations Committee, Credentials Committee, Audit and Practice Review Committee, Investigation Committee, and Discipline Committee. Practising registrants may be appointed as a committee member based on their demonstrated merit and experience and can thereby claim CPD points for their volunteer work with the organization.

Q: What type of on-the-job training will be eligible for CPD?

A: In general, most on-the-job training will fall under the list of eligible CPD activities for 'Informal or self-directed learning' category, unless it has been provided by a post-secondary educational institution.

Q: There is a limit of 8 CPD hours per category, can I claim more during this CPD cycle?

A: We encourage you to log as many CPD hours as you have earned through the year. For example, if you have completed 15 hours of post-secondary course work during the year then enter all the hours.

Be aware though, that for any category (and the activities that fall under these categories) there is a maximum of 8 CPD hours that we will apply to your final total of 20 hours. So, if you enter in that you have completed 12 CPD hours' worth of employment related CPD, then we will only apply the maximum of 8 CPD towards your 20 CPD hour requirement for the year.

Q: Can I carry over my excess CPD hours that I earned from this year to the next?

A: At this time, the only CPD hours that can be carried over is for the additional hour earned through the Indigenous Awareness training module completed through the IAC 201 course. This credit can be carried forward for up to 2 years. Otherwise, there is no ability to carry forward your previously earned CPD hours to a subsequent year.

Q: There are no available courses that I can take in my area of practice through post-secondary institutions. How else can I earn enough CPD hours for the year?

A: If you have completed the maximum CPD hours claimable under the Informal and self-directed learning category as well as the Employment or practice category then you have completed 80% of CPD requirements for the year.

Your mandatory Indigenous Awareness training portion is worth at minimum 2 CPD hours (which is 10% of your annual requirements).

Some registrants have applied their carry forward CPD credits from their Indigenous Awareness training to the current year to complete their annual CPD requirements, while others have also elected to take additional Indigenous Awareness training courses.

Likewise, during the year, ASTTBC also makes volunteering opportunities available that allow registrants to earn CPD hours. This includes working with us on committees, as a subject matter expert, or providing feedback on technical areas of practice. We encourage you to participate in volunteer opportunities as they arise.

Q: What are my chances that I will be audited for my CPD claims?

A: Each registrant has an equal chance that they will be selected to complete a CPD verification audit. Each year, registrants are randomly picked through a computer-generated selection process to undergo either a standard CPD audit or a more detailed CPD audit. Registrants who are selected are notified of the audit and the need to submit any documentation to verify their CPD claims.

Q: I work part time through the year, how many CPD hours can I claim for employment?

A: If you are working part-time then we equate roughly 150 work hours to 1 CPD hour credit. For those working full-time, 1 CPD hour is equivalent to 1 month of work.

Indigenous Awareness CPD

Q: Are practising registrants required to take Indigenous Awareness CPD?

A: Yes, practising registrants are all required to take Indigenous Awareness training as a part of their annual CPD requirement under the Professional Governance Act (PGA).

Q: Why is it important to learn about Indigenous Peoples?

A: By learning about Indigenous Peoples, registrants will create greater understanding and enhance communications between Indigenous and non-Indigenous people in the carrying out of their professional services.

Q: How much of my annual CDP hours need to be based in Indigenous Awareness training?

A: Under the ASTTBC Bylaws, practising registrants are required to complete a minimum of two (2) hours per CPD cycle i.e., 2 hours out of the 20 required CPD hours.

Q: Does ASTTBC provide recognized Indigenous Awareness training I can take?

A: ASTTBC is making available to its practising registrants at no cost a one-hour training course (IAC 101) and a six-hour training course (IAC 201). Cultural awareness and reconciliation with Indigenous Peoples in BC are required among regulatory bodies and is part of the mandatory continuing education programs. To meet this requirement, ASTTBC purchased 6,000 licenses from Indigenous Awareness Canada (IAC) to offer specialized online training to practising registrants.

Q: Where can I register for either IAC 101 or IAC 201?

A: Practising registrants can [register here](#). Upon entering their information in the registration form, an email notification will be sent out letting them know that an ASTTBC staff member will process their request within 10 business days.

Q: Can practising registrants carry forward Indigenous training hours from one year to the next?

A: Yes, if for example, a practising registrant completes the IAC 201 six-hour training course provided by ASTTBC, they can claim two hours of training for year-one, year-two, and year-three, but not beyond year-three. ASTTBC encourages registrants to pursue more than the minimum required.

Q: If a registrant has completed training on Indigenous Peoples in the past, can they be exempt from taking the ASTTBC course(s)?

A: ASTTBC recognizes practising registrants may have taken course(s) from another training provider. Please see recognized training providers in ASTTBC Bylaws under Schedule F, section B.

If a provider is not listed, send an email to professional practice at cpd@asttbc.org with the information. If the BC Government has required that you use a particular vendor, please include this information.

IAC CPD

Q: What is Indigenous Awareness Canada (IAC)?

A: [IAC](#) is an established Canadian organization offering specialized online and in-person Indigenous Awareness training.

With over 30 years of experience, IAC assists Canadians in learning about Canada's

Indigenous People and helps non-Indigenous Canadians and Indigenous Peoples move toward reconciliation.

Q: Which IAC course(s) is ASTTBC offering?

A: ASTTBC is offering access to both the IAC 101 Introduction course, as well as the 201 Certification course. Courses are available to all practising registrants.

Q: What will I gain/learn from taking this course(s)?

A: IAC 101 and 201 will provide you with the information needed to build effective and positive relationships with Indigenous People in Canada.

You will learn about history, terminology, treaties, land claims, geography, populations, demographics, political structures, decision-making, cost of the status quo, landmark court cases and so much more.

Q: Do I need to take both courses?

A: Practising registrants do not need to take both courses – course materials in IAC 101 are covered in IAC 201.

Registrants are reminded that they need to complete a minimum of 2 CPD hours of Indigenous Awareness training per cycle. IAC 101 is worth 1 CPD hour while IAC 201 is worth CPD hours upon completion.

Q: Are there quizzes or exams? Will I receive a certificate?

A: For IAC 101, you are not required to take any quizzes/exams; this course does not offer a certificate of completion.

For IAC 201, there are short quizzes at the end of every module and a final exam at the end of the course. The final exam consists of 20 questions and a score of 80% is required to pass.

Q: Do I have to complete the entire course in one day?

A: The entire course is delivered online. Registrants can choose to complete the course in one session or stop and save your progress and continue another time. Registrants have 6 months to complete the course once it has started. After 6 months, any progress to date will expire and you will need to start over again.

Q: I logged all CPD hours for IAC 101 and 201 course last year. In what other ways can I complete the Indigenous Awareness Training requirement for this year?

A: If you have completed both IAC courses offered for free through Indigenous Awareness Canada, you have the option to either repeat the training through IAC as a refresher for the current year or select training provided by another authorized provider from the list in Schedule F of our Bylaws.