

Continuing Professional Development Policy

Reporting Method

The GeoEd (www.geoed.ca) website will be used to track each members' Continuing Professional Development.

Each Member who is required to report will be given a username and password for this site.

Categories

There will be 5 categories under which the member can enter credit hours:

- ***Courses and Seminars (1 hour of time spent = 1 credit hour)***
 - Includes:
 - Successful Completion of any course sponsored or presented by a recognized post secondary education facility.
 - Attendance at Association sponsored or recognized seminars or presentations
 - Attendance at seminars or presentations sponsored or recognized by any other Land Survey Association

- ***Participation (2 hours of time spent = 1 credit hour)***
 - Includes:
 - Serving as a member of Council for the Association
 - Serving as an active member of a Committee of the Association
 - Serving as a member of Council or as an active member of a Committee for any other Land Survey Association

- ***Presentations and Papers (1 hours of time spent = 1 credit hour)***
 - Includes:
 - Teaching or Presenting (and related preparation) at any of the above Courses and Seminars.
 - Presentation of SLSA sponsored recruitment seminar and/or career fair.
 - Writing and publishing papers, articles or books relating to surveying.

- ***Meeting Attendance (1 hour of time spent = 1 credit hour)***
 - Includes:
 - Attendance at the Annual General Meeting or a Special General Meeting of the Association.
 - Attendance at Regional Meetings
 - Attendance at the Annual General Meeting or a Special General Meeting of any other Land Survey Association

- ***Self Study and Professional Practice Research (2 hours of time spent = 1 credit hour)***
 - Includes:

- Successful completion of exam for membership in any other provincial Land Survey Association or Association of Canada Land Surveyors.
- Attendance and successful completion of activities contributing to the member's Professional Development.*
- Participation in activities contributing to the member's Personal Development.**

Timing

This policy will come into effect on January 1, 2018 and start the first Continuing Professional Development Cycle (CPDC).

Below is an example of what the CPDC will look like for the upcoming years:

Reporting Year	2021	2022	2023
Cycle Year 1	2018	2019	2020
Cycle Year 2	2019	2020	2021
Cycle Year 3	2020	2021	2022

Required Credits

Members are required to obtain a minimum number of credit hours during a CPDC. The number of credits will be based on how many consecutive years a member has been licensed at the end of the CPDC. The table below illustrates:

Consecutive Years Licensed on Dec. 31 of Reporting Year	Required Credit Hours
Less than 1	0
More than 1, Less than 2	15
More than 2, Less than 3	30
3 +	45

The number of credit hours will be determined from the member's reports to the online tracking system as at December 31 of the reporting year.

Cut off date for entering members' credits will be January 15 of the following year of the reporting period.

The total hours for the '**Courses and Seminars**' and '**Meeting Attendance**' categories, must be at least 50% of the minimum credit hours required during a CPDC.

CPD Review

The intent is for there to be 2 parts to CPD review:

- The yearly monitoring of credit hour entry.

- An annual review, of a portion of the membership reporting, to confirm that the PDCs conform to the types of approved activities.

The exact makeup of any Education Committee or Administrative review is not detailed at this date. The Committee anticipates the specific types of reporting and nuances of the system will be gained through the 3 year transition period in utilizing the GeoEd platform before the first rolling 3 year report period.

****Professional Development*** refers to courses, seminars, conferences, workshops or any structured training activity directly contributing to enhancing the member's ability to carry on the profession of land surveying or professional surveying. These activities may include but are not limited to topics such as: Business, Accounting, Administration, Management, Technical Writing, Public Speaking, Software Applications, Programming, Safety, Advanced Surveying or Geomatics Applications.*

*****Personal Development*** refers to activities that may not require technical or professional expertise but do contribute to development at a personal level and/or enhance the member's status in the community or overall status of the survey profession within the community. These activities may include but are not limited to: committee or executive positions with church or service groups, coaching sports, fund raising, personal interest courses, part time military participation.*