



Continuing Professional Development (C.P.D.) Frequently Asked Questions

Why is the C.P.D. Program being “softly rolled out” in 2020 during the COVID-19 pandemic?

CTTAM is following suit with the many associations that now require reporting of C.P.D. to maintain membership. There was a delay in completing the software which is why it was rolled out to members in July 2020. Members are asked to check out the C.P.D. Program Guide on the CTTAM website at: <https://bit.ly/2OJm8i3> to see what different activities qualify for C.P.D. credits.

Who must participate?

All regulated CTTAM members must comply with the CPD Program. This includes:

- Certified Technicians (C.Tech.)
- Certified Technologists (C.E.T.)
- Certified Applied Science Technologists (A.Sc.T.)
- Life Members who are actively working in their discipline (C.E.T., C.Tech., A.Sc.T.)

CPD participation and reporting is **not mandatory** for the following membership types:

- Retired
- On Leave
- Provisional
- Intern/Graduate
- Associate
- Student
- Honourary

How long does it take to enter my C.P.D. activities?

It should only take around 5 minutes to enter/report your C.P.D. activities.

How many C.P.D. credits are required each calendar year?

All actively practicing certified members are required to report a minimum of two (2) C.P.D. activities. The minimum of a total of two (2) activities can be reported under the four main categories:

The four main categories are:

1. Formal Activities
2. Informal Activities
3. Participation
4. Contributions to Knowledge

What are some examples of CPD activities?

Formal Activities

- Seminars (more than 4 hours)
- Structured courses
- Technical training
- Technical education program

Informal Activities

- Workshops (less than 4 hours)
- On-the-job training
- Read technical journals
- Learn a technical application

Peer and Professional Interaction Participation

- Mentor or be mentored
- Demonstrate a technical application to colleagues
- Learn a technical application from colleagues
- Be involved with the profession

Contributions to the Profession

- Present research
- Volunteer in the workplace or community
- Write technical articles and papers

Is there a C.P.D. program guide?

The C.P.D. program guide can be found on the CTTAM website at www.cttam.com under the "Members Toolkit" tab and "C.P.D."

Who can I contact if I have questions?

Members are welcome to contact Lauren Gluck at admin@cttam.com or at 204-784-1081. Cathy Penner is also available at adminassistant@cttam.com or 204-784-1082.