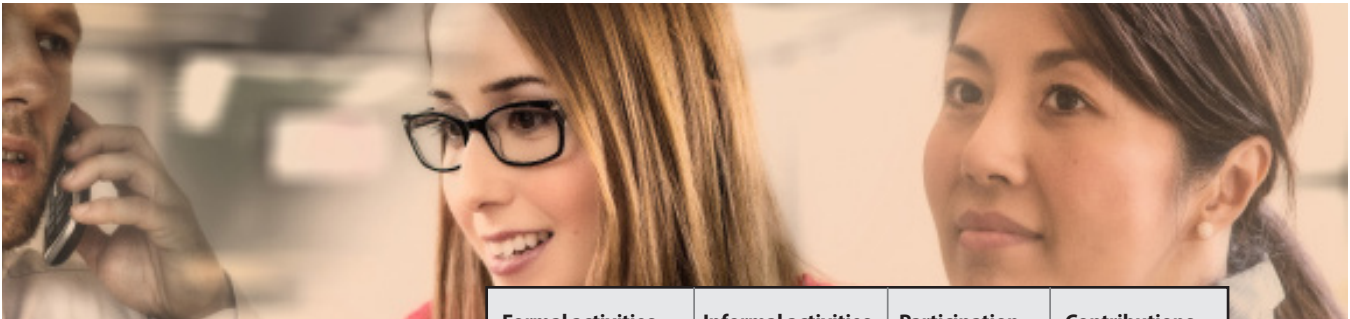


Continuing professional development

Members are required to have a CPD program



CTTAM is a self-regulatory organization under the Certified Applied Science Technologists ACT of Manitoba. The CTTAM Code of Ethics requires members to *“Keep informed to maintain proficiency and competence, to advance the body of knowledge within their discipline and further opportunities for the professional development of their associates”*.

CTTAM regulates members in order to comply with the bylaws and regulations that require a mandatory Continuing Professional Development (CPD) Program.

The CTTAM CPD Program helps to demonstrate that CTTAM regulated members are committed to serving the public and the profession by maintaining and developing their proficiency and competence.

The CTTAM CPD Program is intended to be flexible and to allow members to determine and select their own learning needs. There is no expectation that members or their employers will incur any additional costs or that members spend any additional time away from work.

Activities considered as CPD

The following chart provides examples of continuing professional development activities. These activities fall under four main categories: Formal Activities, Informal Activities, Participation and Contributions of Knowledge.

Formal activities (More than 4 hours)	Informal activities (Less than 4 hours)	Participation	Contributions of knowledge
Structured courses	Learn on the job	Attend the Annual General Business meeting	Present at a seminar
Attend seminars Technical training	Participate in a workshop	Mentor or being mentored	Develop codes and standards for publication
	Read a technical manual	Professional activities in the community	Write technical articles and papers

Additional information

Who does the CPD program apply to?

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.)

Certified Member (CET, CTech, ASCT)	✓
Certified Non-Resident (CET, CTech, ASCT)	✓
Life Member (CET, CTech, ASCT)	✓
Technical Specialist	X
Retired Life	X
Retired	X
On Leave	X
Provisional	X
Intern/Graduate	X
Associate	X
Student	X
Honourary	X

- Regulated members who are self-employed or practicing outside of Manitoba must also comply with the program.
- Retired members, students, graduate Technicians or Technologists and Associate members are not subject to the requirements of the CTTAM CPD Program.

What is continuing professional development?

For the purposes of the CTTAM CPD Program, “continuing professional development” is defined as any learning activity that meets at least one of the following criteria:

- Relates to professional needs;
- Assists with long-term career goals;
- Is of interest to the member/employer and
- Relates to professional ethics or public safety.

How much CPD do I need in one year?

A minimum of two activities that must be selected from at least two of the four categories of professional development activities listed.

How does CTTAM monitor compliance with the CPD Program?

CTTAM conducts a random annual audit of regulated members. Any members who have not declared compliance with the

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program will receive notice from CTTAM and may be required to produce supporting documentation as proof of compliance. Failure to comply may entail a review of the practice of that member and/or the striking of the member from the CTTAM register.

How do I log my CPD?

Login in to the *Members Area* to access the CPD online log.

What professional development opportunities does CTTAM provide?

Members can participate in various volunteer activities to assist in fulfilling their CPD requirement, such as serving as a CTTAM Mentor, volunteering with CTTAM or assisting at CTTAM events.

How do I know if what I am doing qualifies for CPD?

Ask yourself two questions: "Does this activity make me a better practitioner?" and "Does this activity advance the

profession?" If the answer to either of these questions is "Yes" the activity qualifies as CPD.

What if I am not actively practicing?

Regulated members who are not actively practicing due to illness, unemployment, parental leave, or retirement are exempt from the annual CPD requirement. CPD exemption is processed automatically following approval of a membership status change request.