

**CTTAM**  
**Continuing Professional**  
**Development Program Guide**



*Certified Technicians & Technologists Association of Manitoba*

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## About CTTAM

Over the past 55 years, the Certified Technician and Technologists Association of Manitoba (CTTAM), has supported the recognition of engineering technologists and technicians for their important role in engineering technology and applied sciences. Our primary purpose is the certification and regulation of our members.

## What is Continuing Professional Development?

### Introduction to the Continuing Professional Development (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 to comply with the bylaws and regulations. These regulations 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 CPD Program is intended to be flexible and to allow you to determine and select your own learning needs. There is no expectation that your or your employer will incur any additional costs or that you spend any additional time away from work.

As a practitioner registered with CTTAM, you are committed to your profession by maintaining and developing your proficiency and competence. Your Continuing Professional Development (CPD) program is the formal documentation of the activities you have completed in order to meet the required annual accomplishments.

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### **Annual requirement**

*The CPD program is flexible and allows you to determine your own learning needs.*

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## Why CPD?

CTTAM is a self-regulated profession regulated by the Certified Applied Science Technology Act of Manitoba. The Code of Ethics states that members shall 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.

Our members are encouraged to continue pursuing their professional development; not only because it is an obligation for continued CTTAM membership, but because it also benefits every member's career. Having an annual CPD program means our members are more relevant, more in demand and may help our members grow their potential earnings.

### Additional CPD benefits:

- Provides you with a benchmark and assurance that you are maintaining competency
- Shows the public and employers that you are qualified and up to date
- Helps you visualize your future and plan steps toward your professional goals
- Relates to professional ethics or public safety
- Enhances your ability to work across Canada
- Puts you in a strong position to mentor others

## 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.)

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

- Associate
- Honourary
- Intern/Graduate
- Life\*
- Non-Practicing / On Leave
- Provisional
- Retired
- Student

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\* *Life members can be actively working and are **exempt** from reporting annual C.P.D.*

*Please note: Regulated members who are self-employed or practicing outside of Manitoba must also comply with the program.*

## When Do I Begin?

On January 1 of each calendar year you can begin to report your CPD activities. We require CTTAM members to complete a minimum of two activities from the four types of professional development categories over a one-year cycle to maintain membership. CPD Activity Reports must be submitted online on the CTTAM website. Please note that the CPD report must be submitted annually and is due by December 31.

## How Does It Work?

CTTAM's CPD reporting is flexible and allows members to determine and select their own learning needs. You must claim at least a minimum of two activities from four different category types to be compliant. Professional development activities that count towards this minimum amount are divided into four categories.

The four main categories are:

1. Formal Activities
2. Informal Activities
3. Peer and Professional Interaction/Participation
4. Contributions to the Profession

**Two professional development activities, completed over one year = CTTAM CPD compliance**

Formal Activities (more than 4 hours)	Informal Activities (less than 4 hours)	Peer and Professional Interaction Participation	Contributions to the Profession
Post-secondary technical education	Learning technical application	Demonstrating a technical application to colleagues	Present research
Structured courses	Learn on the job	Involvement with the Profession	Tutor
Attend seminars	Participate in a workshop	Learn a technical application from colleagues	Volunteer as a subject matter expert
Technical training	Read a technical manual	Mentor or be mentored	Volunteer in the workplace or community

### **Note:**

*It is important to note that you cannot enter/submit more than one activity in each category even though there are multiple activities listed. One activity from **two** different categories (see above) is required to comply with the C.P.D. program.*



## Examples of CPD activities include the following:

### 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

## CPD Requirements

While our CPD requirements are not specific to your designation, the CPD activities you choose must relate to your skills as a professional. To complete annual CPD requirements, a minimum of two activities must be completed and entered from the four different category types.

For example, if you have submitted an activity in the **Informal** category, the second activity would have to be from either the **Formal** category, **Peer and Professional** category or the **Contributions to the Profession** category.

## CPD requirements example

**Formal activity** (Attend a seminar) + **Informal activity** (Workshop) = **Annual CPD Compliance**

## Categories/Activities

### Formal Activities

- Professional development programs, courses, and seminars
- Courses offered by universities, technical institutes, colleges, suppliers, employers or technical societies
- Courses offered in traditional classroom settings or by correspondence, video or online





## Informal Activities

- Self-directed study
- Attendance at conferences and industry trade shows
- Seminars, technical presentations, talks and workshops (if half day or less)
- Attendance at meetings of technical, professional or managerial associations or societies

## Peer and Professional Interaction Participation

- Serve on Council or as a member of a committee
- Mentor an engineering/applied science technology student, intern or technician/ technologist
- Serve on public bodies that require professional expertise (e.g. planning boards, development appeal boards, investigative commissions, review panels or community building committees)
- Serve on standing or ad-hoc committees of a technical or professional nature or managerial associations and societies
- Community activities that require professional and ethical behaviour, but not necessarily your technical knowledge (e.g. active service for charitable, community, religious or service organizations, coaching leagues, sports teams, or elected public service on municipal, provincial or federal levels or school boards)

## Contributions to the Profession

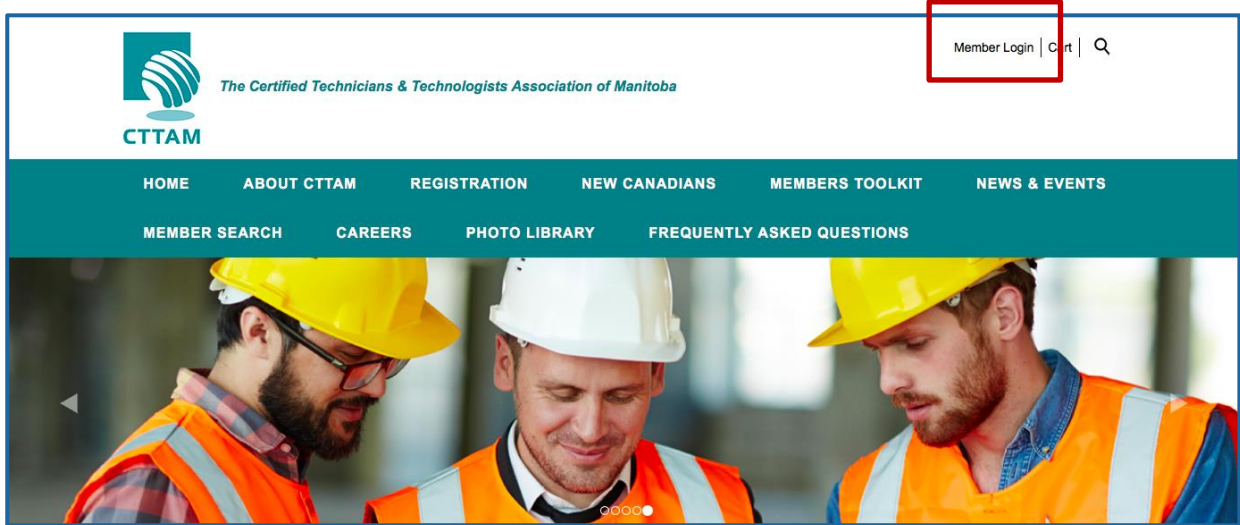
- Development of published codes and standards
- Patents
- Publication of papers in a peer-reviewed technical journal
- A thesis at a master's or Ph.D. level
- Publication of a book
- Publication of articles in non-reviewed journals or an internal company report
- Review of articles for publication
- Edit papers for publication

***Important Note:*** You must use an up-to-date browser such as Google Chrome or Firefox as some data fields may not function properly with an older browser.

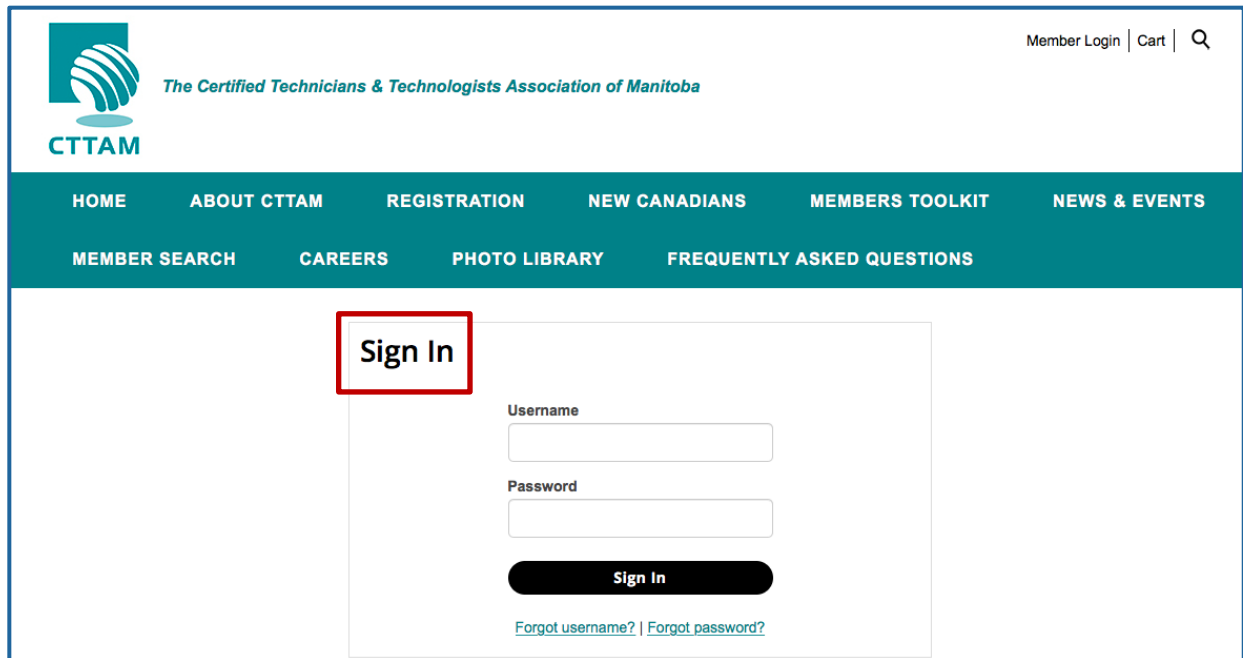
## Logging your CPD Activities

The online CPD Logbook provides a user-friendly platform to track and record your annual CPD program activities. To enter your CPD activities in your online CPD Log, please follow the step-by-step guidelines shown below.

1. Go to the CTTAM website at [www.cttam.com](http://www.cttam.com).



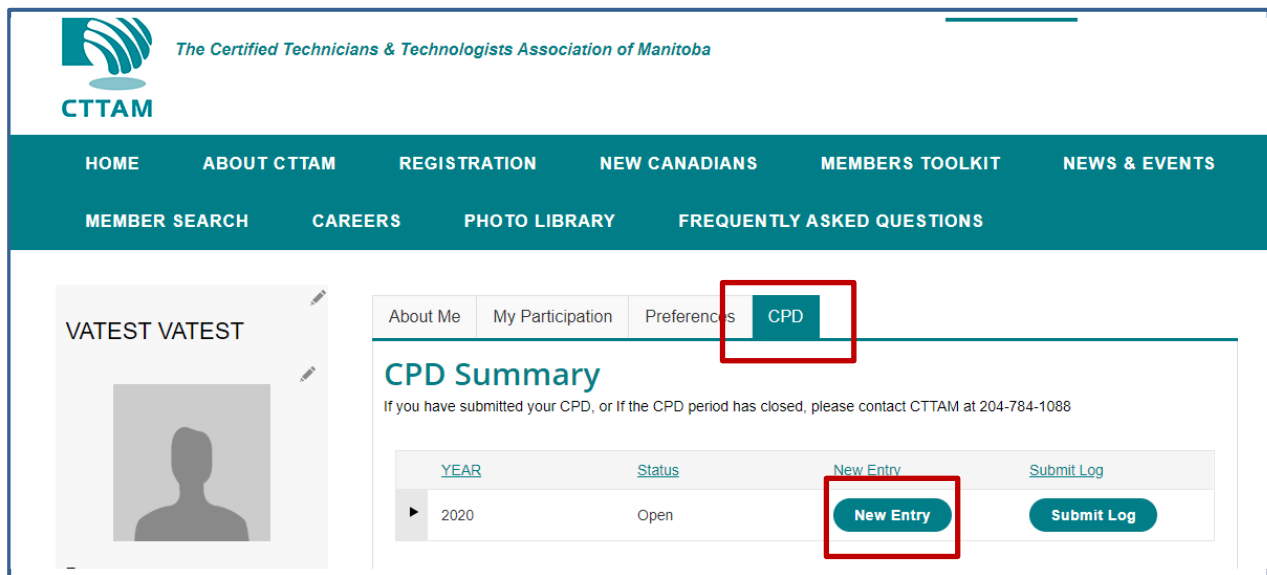
2. Click on the **'Sign In'** button to access your member dashboard using your CTTAM username and password.



3. After logging in, click on **'My Account'** located on the right side of the screen which will take you to your member account/profile.



4. Next click on the **'CPD'** tab and then click on **'New Entry'** to add a new CPD to your account/profile.



5. Enter your first activity record. Check off an activity under one of the activity types from the checklists. If your activity is not listed, select '**Other**' and specify the activity in the box below. Once an activity has been submitted, it cannot be edited. If a change is needed, please contact CTTAM at 204-784-1081.

*Please note: You must enter two or more CPD activities in order to correctly submit/save your CPD.*

### 2020 CPD Activity Record

• Choose the activity category which best describes your CPD:

<h4>Contributions to the Profession</h4> <ul style="list-style-type: none"><li><input type="radio"/> Present research</li><li><input checked="" type="radio"/> Volunteer as a subject matter expert</li><li><input type="radio"/> Volunteer in the workplace or community</li><li><input type="radio"/> Writing Technical Article and Papers</li></ul>	<h4>Peer &amp; Professional Interaction</h4> <ul style="list-style-type: none"><li><input type="radio"/> Demonstrating a technical application to colleagues</li><li><input type="radio"/> Involvement with the profession</li><li><input type="radio"/> Learning a technical application from colleagues</li><li><input type="radio"/> Mentor or be mentored</li></ul>
<h4>Formal Learning Activities</h4> <ul style="list-style-type: none"><li><input type="radio"/> Employee technical training program</li><li><input type="radio"/> Post secondary technical education</li><li><input type="radio"/> Structured course</li><li><input type="radio"/> Seminar</li></ul>	<h4>InFormal Learning Activities</h4> <ul style="list-style-type: none"><li><input type="radio"/> On-the-job training</li><li><input type="radio"/> Read technical journals or manuals</li><li><input type="radio"/> Seminar, workshop</li></ul>

**Other**

My Professional development activity does not fit into the categories outlined above

Specify:

• Activity Description

6. Click on the **'Submit'** button to submit/save your CPD activities.

\* **Date Completed**

6/16/2020

**Category Summary**

Contribution to Profession	- 1
Peer & Professional Interaction	- 0
Formal Learning Activities	- 0
InFormal Learning Activities	- 0
Other	- 0

**Submit** **Return**

7. If you try to submit your CPD and have only entered only one CPD activity, you will receive the **'Error Message'** as shown below. Click on **'New Entry'** and enter a second activity.

The Certified Technicians & Technologists Association of Manitoba  
CTTAM

HOME ABOUT CTTAM REGISTRATION NEW CANADIANS MEMBERS TOOLKIT NEWS & EVENTS  
MEMBER SEARCH CAREERS PHOTO LIBRARY FREQUENTLY ASKED QUESTIONS

About Me My Participation Preferences **CPD**

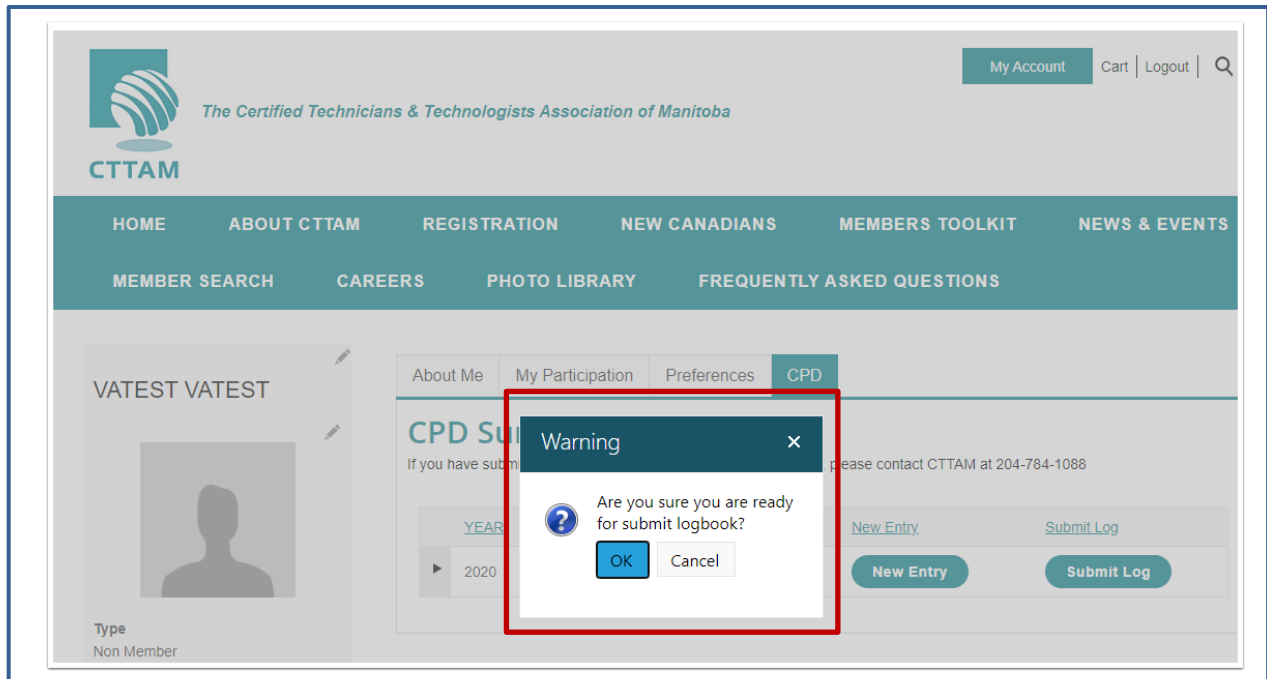
**CPD Summary**  
If you have submitted...

YEAR  
▶ 2020

One CPD record from two different categories are required in order to submit your log.

**New Entry** **Submit Log**

- When you have entered a second activity, click on **'Submit Log'**. You will get a **'Warning'** message (see below). Click on **'OK'** if you are ready to submit your CPD activities/logbook.



- To view your CPD entries, click on the arrow beside the current year, for example, '2020'.

The screenshot shows the CTTAM website interface. At the top is a navigation menu with links: HOME, ABOUT CTTAM, REGISTRATION, NEW CANADIANS, MEMBERS TOOLKIT, NEWS & EVENTS, MEMBER SEARCH, CAREERS, PHOTO LIBRARY, and FREQUENTLY ASKED QUESTIONS. Below the menu is a user profile section for 'VATEST VATEST' with a placeholder image and a 'Join Now' button. The main content area is titled 'CPD Summary' and includes a sub-menu with 'About Me', 'My Participation', 'Preferences', and 'CPD'. A message states: 'If you have submitted your CPD, or If the CPD period has closed, please contact CTTAM at 204-784-1088'. Below this is a table with a 'YEAR' column containing a dropdown arrow and '2020' (highlighted with a red box), and columns for 'Status', 'New Entry', and 'Submit Log'. The table body has columns: 'Category', 'Other Category', 'Description', 'Date Completed', and 'Details'. The entries are as follows:

YEAR	Status	New Entry	Submit Log	
2020	Submitted	-	-	
Category	Other Category	Description	Date Completed	Details
Employee technical training program	-	Lorem Ipsum is simply dummy dfrdfr text of the printing and typesetting industry	6/16/2020 10:34 AM	-
Post secondary technical education	-	an vitae tristique ut, tincidunt eu ante. Nunc tincidunt sit amet turpis sed viv	6/16/2020 10:34 AM	-
Post secondary technical education	-	sdfgsdfg	6/16/2020 10:34 AM	-
Seminar	-	Completed Basics of Supervising	6/16/2020 10:34	-

## Frequently Asked Questions

### **How does CTTAM monitor compliance with the CPD Program?**

Each year C.Tech. and C.E.T. members will be randomly chosen for the annual audit. Any members who have not declared compliance with the 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.

### **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 an CTTAM Mentor or assisting at CTTAM events.

### **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.

***For more information, please contact the Member Services Coordinator at 204-784-1081.***

## Helpful Hints

### **Hint #1**

It is important to use an up-to-date browser such as Google Chrome or Firefox as using an older browser may cause data fields to be cut off or shortened.

### **Hint #2**

**CPD Error** - Once an activity has been submitted, it cannot be edited. If a change is needed, please contact CTTAM at 204-784-1081.

### **Hint #3**

**CPD Error Message:** *“One CPD record from two different categories are required in order to submit your log”.* Example: If you have an activity listed in the Formal category, the second activity would have to be from either the Informal category, Peer and Professional category or the Contributions to the Profession category.

### **Hint #4**

**CPD Logbook** - While working in your annual CPD Logbook, the activities must occur within that year (activities in 2021 must be entered into the 2021 CPD Logbook).



## CTTAM Information

### CTTAM Office

c/o Launch Coworking Space  
#200–1460 Chevrier Blvd.  
Winnipeg, MB R3T 1Y6  
Phone 204-784-1088  
Email: admin@cttam.com

### Office Hours (By appointment only)

Office staff available:  
Monday to Friday, 8 am to 4 pm

### CTTAM Staff

Robert Okabe  
CEO and Registrar  
C.E.T., FEC (Hon), IntET (Canada)

Cathy Penner  
Registration Services Coordinator

Lauren Gluck  
Member Services Coordinator

### CTTAM Board of Directors

CTTAM is governed by a Board of Directors. The Board consists of members who are invested in the industry and have a strong base of certification, experience and expertise.

#### President

Ted Protosavage, C.E.T., MiM, P.Eng.

#### Past President

Andrew Procca, C.E.T.

#### President Elect

Josée Rémillard,, C.E.T.

#### Directors

Chad Erickson, C.E.T.  
Mariclaire Monton, C.E.T.  
Grant Nicol, C.E.T.  
Dana Shewchuk, C.E.T.  
Shannon Nordal, C.E.T.  
Elaine Vegh, C.E.T.  
Harvey Kaita, Member-at-Large