Engineers Nova Scotia: Continuing Professional Development Policy

PURPOSE

This policy is to outline the requirements of the Continuing Professional Development program, which Members must confirm their compliance annually to remain in good standing with the Association as permitted by the Nova Scotia Engineering Profession Act. The items outlined in the policy are from the Act or by formal motion of Council. Further detail on the program is included in the Continuing Professional Development Guidelines.

POLICY

All Members, unless exempted by a resolution of Council, must complete a minimum of sixty professional development hours in each calendar year, and a minimum of 240 professional development hours in each three-year period starting their first full year of registration.

These requirements apply to Professional Engineers, Engineers-In-Training, and Limited Engineering License holders. Exemptions made by Council:

- Life and Honorary Life members (non-practicing)
- Retired Non-practicing members
- Members who are on parental leave or are unemployed*
- Non-resident members registered at another Constituent Association

Professional Development Hours may be obtained from the seven general categories of Professional Development activities, within their respective limits, as described in the Continuing Professional Development Guideline.

*These members will have a pro-rated CPD requirement based on time actually employed and working.
Continuing Professional Development Guideline

The Association of Professional Engineers of Nova Scotia

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This Guideline is subject to periodical amendment and modification.
<table>
<thead>
<tr>
<th>Date</th>
<th>Version Number</th>
<th>Changes Made</th>
</tr>
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<tr>
<td>November 2010</td>
<td>1.0</td>
<td>Document created</td>
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<tr>
<td>August 2014</td>
<td>1.1</td>
<td>Reflect Council motion to exempt non-resident members who are licensed at another regulator in Canada.</td>
</tr>
<tr>
<td>November 2017</td>
<td>1.2</td>
<td>Reflect Council motions regarding exemptions and the requirement that all practicing members be compliant with the CPD program.</td>
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1.0 Summary

The purpose of this Guideline is to communicate the requirements of Engineers Nova Scotia’s Continuing Professional Development (CPD) program to members. Members include Engineers-In-Training, Professional Engineers and those licensed with the Association.

Engineers Nova Scotia carefully assesses the academic credentials and pre-licensing experience and knowledge of new entrants to the profession of engineering in Nova Scotia. However, engineering education continues for the duration of a career in engineering. It is essential that our members ensure their competence by engaging in Continuing Professional Development (CPD). The requirement to maintain competence evolves from the social contract that is in place between engineers and the Nova Scotia public through the Nova Scotia Engineering Profession Act (Act).

CPD encompasses the planned acquisition of knowledge and skills, continued practice in each member’s areas of competence, and the development of personal qualities necessary for the execution of professional and technical duties throughout a member’s professional life. It encompasses both technical and non-technical skills. CPD is a vital tool for ensuring professional competence, innovation and creativity of a member. CPD is a cyclical process repeated throughout the professional life of the member. The result provides value for the member, the profession and the public.

The Engineers Nova Scotia CPD program requires members engage in activities that maintain and expand their knowledge and skills. Members will be required to declare that they will only practice within their areas of engineering expertise and will comply with the CPD requirements as described in the Nova Scotia Engineering Profession Act. The wording of the declaration is provided in Section 6 of this Guideline. Engineers Nova Scotia expects members to keep records of their CPD activities.

There is no single method for maintaining or enhancing one’s knowledge in a specific area of Practice. The technical skills required are unique to each member’s practice; the member is responsible to determine the required actions to maintain their area of practice. A combination of CPD methods are available to meet the requirements of the CPD program, Engineers Nova Scotia recognizes seven categories of CPD activities that are described in the following section.

A Professional Development Hour (PDH) is the unit used to weigh the different methods of achieving the CPD program requirements. Each category provides a calculation for converting regular hours to PDH. A summary of the breakdown is provided in Appendix A.

2.0 Requirements of CPD Program

The purpose of this Section is to outline the requirements of the CPD Program as described in the Act. The Act outlines the

The Nova Scotia Engineering Profession Act states that:

“(2) Unless exempt by resolution of Council, a member shall complete the following minimum professional development hours by participating in the professional development activities identified in the Association’s Continuing Professional Development Guidelines…”
(i) a minimum of sixty professional development hours in each calendar year, and
(ii) except as provided in subsection (3), a minimum of 240 professional development hours
in each successive three-year period.”

*Note: A member’s three-year period begins the first full calendar year of registration. For example, if
you register in May, January of the following year marks the beginning of your three-year period. At all
times Engineers Nova Scotia requires members to only practice in their areas of competence.

3.0 CPD Activity Categories

3.1 Professional Practice

Every 20 hours of professional work activity qualify as one (1) PDH. The member may claim a
maximum of 50 total PDHs per year for this activity.

Professional work in one’s area of practice is a significant factor in demonstrating competence. Most
members directly practice engineering or manage the direct practice of engineering. Some members
may be working in management positions in organizations where engineering is a factor, but they may
not be directly managing engineering.

3.2 Formal Education

Every one (1) hour of activity qualifies as one (1) PDH. For courses offering recognized
Continuing Education Units (CEUs), one (1) CEU equals ten (10) PDHs. The member may claim
a maximum of 40 PDHs per year for this activity.

Formal education activities include structured courses or programs that may be for credit and should
have an evaluation process. Formal education activities may include but are not limited to:

- Professional development programs, courses and seminars.
- Courses offered by universities, technical institutes, colleges, suppliers, employers and technical
  societies.
- Courses offered in traditional classroom settings, by correspondence, video or online.
- Courses that expand one’s technical skills (ex. software) or workplace certifications (ex. safety).
  Refresher courses or certification renewals are not eligible activities.

3.3 Informal Education

Every two (2) hours of activity qualify as one (1) PDH. The member may claim a maximum of 30
total PDHs per year for this activity.

Informal education includes learning activities that are not normally offered by an educational
institution or other formalized organization, but do indeed expand knowledge, skills or judgment.
Informal education activities may include but are not limited to:

- Self-directed study (ex. learning new software).
- Attendance at conferences, technical sessions, talks, web-based presentations, seminars, workshops, and industry trade shows
- Attendance at meetings of technical, professional or managerial associations or societies
- Structured or informal discussion of technical or professional issues with one’s peers.
- Participation in Lunch and Learns offered by Vendors or Suppliers
- Researching and applying new parts of codes in daily activities.

3.4 Participation

Every one (1) hour of activity qualifies as one (1) PDH. The member may claim a maximum of 20 total PDHs per year for this activity.

Participation in professional, technical or managerial associations or societies enable interaction with peers and expose one to new ideas and technologies. Participation in community endeavors allows the member to engage the engineering profession in the wider community and allow the member to develop personal skills, such as leadership, organization, teamwork, and delegation. These activities enhance societal awareness of engineering’s contributions to their communities. Participation activities may include but are not limited to:

- Acting as a mentor or an academic supervisor to an engineer-in-training or a less experienced professional member.
- Serving on a public body that draws on professional expertise.
- Serving on boards or committees of professional, charitable or community based organizations.
- Service on ad-hoc committees of a technical or professional nature or managerial associations or societies.
- Presenting to schools, career days, judging science fairs, national engineering week, etc.
- Activities that contribute to the community which require professional and ethical behavior, but not necessarily the application of technical knowledge. These activities include active service for charitable, community, religious or service organizations, coaching league sports teams, or elected public service at municipal, provincial or federal levels or on school boards. (There is a limit of 10 PDHs per year for these community activities.)

3.5 Presentations

Each unique presentation qualifies as 5 PDHs (this recognizes preparation and presentation time). The member may claim a maximum of 20 PDHs per year for this activity.

These activities include both technical and professional presentations made outside a member’s normal job function that are not a primary part of their role. Presentations may occur:

- At a conference, meeting, course, workshop or seminar
- Within a company or at an event sponsored by a technical or professional organization
3.6 Contributions to Knowledge

The member may claim a maximum of 30 PDHs per year for this activity.

Preparation, publication and/or presentation of papers, journals, codes, standards or patents authored by the member which expand or develop the technical knowledge base in a discipline. Contributions may include but are not limited to:

- Publication of a paper in a peer reviewed journal (30 PDHs per paper)
- Publication of a paper in a non-reviewed journal or an internal company report (10 PDHs per paper)
- Development of published codes and standards (1 PDH per hour of committee work)
- Patent application (15 PDHs per patent registered)
- Reviewing or editing of articles for publication (1 PDH per hour, max of 10 PDHs per year)
- Research done as part of a program of study (1 PDH per hour)
- Successful defense and approval of a Masters or PhD thesis (30 PDHs per thesis)
- Publication of a book (60 PDHs per book, claimed over 2 years)

3.7 Professional Development Plan

Preparation of a CPD plan qualifies for 5 PDHs annually for this activity.

Council feels that an effective CPD program requires thought and planning. Creating a CPD plan helps members plan their CPD activities for the upcoming year, and serves as a reminder throughout the year. For that reason, members who document their CPD plan can claim those PDHs.

4.0 Exemptions

Several exemptions from the CPD program have been made for members who are practicing, they are outlined below. All non-practicing members are exempt from the CPD program.

4.1 Life and Honorary Life members

These members have received special recognition based on a number of criteria outlined in our Act and Bylaws. These members continue to enjoy all the rights and privileges of the Association, including the right to practice engineering. Only Life and Honorary Life members who no longer practice engineering are exempt from the CPD requirements.

4.2 Retired Non-practicing members

These members by definition are retired from the practice of engineering. As they no longer practice engineering, they are not required to sign the annual certification. If a Retired Non-practicing member decides to practice engineering once again, that member will need to apply to the Association for Full Membership in order to be able to practice.
4.3 Parental leave and unemployed members

These members that are registered as such with Engineers Nova Scotia and are not practicing engineering, will be exempt from the requirements of the CPD program. The 240-hour CPD requirements will be prorated for the period during which the member is not practicing. It is the responsibility of the member to make Engineers Nova Scotia aware of changes to their status.

4.4 Non-resident members registered at another Constituent Association

All non-resident members registered at another Constituent Association, engineering regulatory body in Canada, are exempt from the CPD requirements. This category was added to the list of exempted members at a meeting of Council on July 24, 2014. The purpose of this exemption is to align with Engineers Nova Scotia’s practice of national mobility.

5.0 Declaration of Compliance

Members will, unless specifically exempted by Council, make an annual declaration of compliance with the continuing professional development program. The declaration affirms a member:

Is in compliance with Engineers Nova Scotia’s Continuing Professional Development program and will practice professional engineering only in areas of competence.

6.0 National Guidelines

The Engineers Canada guidelines define the practice of professional engineering as: any act of planning, designing, composing, evaluating, advising, reporting, directing or supervising, or managing any of the foregoing that requires the application of engineering principles; and, that concerns the safeguarding of life, health, property, economic interests, the public welfare or the environment.

Engineers Nova Scotia subscribes to the Engineers Canada Guideline on Continuing Professional Development.

7.0 Further Information

For further information on the Engineers Nova Scotia Continuing Professional Development Program, please contact Beth Sollows, Professional Development Coordinator, at (902) 446-3010 or by e-mail at beth@engineersnovascotia.ca.
Appendix A: Summary of Applicable CPD Activities

The following table shows a summary of the activities that Engineers Nova Scotia members could perform to earn Professional Development Hours (PDHs), as well as the maximums for each category.

<table>
<thead>
<tr>
<th>Professional Practice</th>
<th>1 PDH/20 Hours</th>
<th>50 PDHs Maximum per year</th>
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<tbody>
<tr>
<td>Formal Education</td>
<td>1 PDH/Hour</td>
<td>40 PDHs Maximum per year</td>
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<tr>
<td>(10 PDHs/CEU*)</td>
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<tr>
<td>Informal Education</td>
<td>1 PDH/2 Hours</td>
<td>30 PDHs Maximum per year</td>
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<tr>
<td>Participation</td>
<td>1 PDH/Hour</td>
<td>20 PDHs Maximum per year</td>
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<tr>
<td>(10 PDH Maximum for Service Activities)</td>
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<tr>
<td>Presentations</td>
<td>5 PDHs/Unique Presentation</td>
<td>20 PDHs Maximum per year</td>
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<td>Contributions to Knowledge</td>
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<tr>
<td>- 30 PDHs/Peer Reviewed Paper Published</td>
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<td>- 10 PDHs/Publication in Non-Reviewed Journal of Company Report</td>
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<tr>
<td>- 1 PDH/hour of committee work for development of published codes and standards.</td>
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<tr>
<td>- 15 PDHs/patent registered.</td>
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<td>- 1 PDH/hour reviewing or editing articles for publication</td>
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<tr>
<td>- 1 PDH/hour for research as part of study program.</td>
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<tr>
<td>- 30 PDHs/ successful thesis defense.</td>
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<tr>
<td>- 60 PDHs/book published, claimed over 2 years.</td>
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<td></td>
</tr>
<tr>
<td>Professional Development Plan</td>
<td>5 PDHs for creating a plan</td>
<td>5 PDHs Maximum per year</td>
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*Note: CEU stands for Continuing Education Unit. A CEU is a unit of credit equal to ten hours of participation in an accredited program designed for professionals with certificates or licenses to practice various professions. (Source: [https://www.orau.gov/tdd/ceus.pdf](https://www.orau.gov/tdd/ceus.pdf))