

Guidelines for use of the College's Continuing Professional Development (CPD) Tracking Form



COLLEGE OF
APPLIED BIOLOGY
Professional Accountability

Intended Use of the CPD Form

The Microsoft Excel spreadsheet-based CPD tracking form has been designed to assist members in tracking continuing professional development activities, and can be downloaded and saved on your personal computer. Please note that while use of this particular tracking form is optional for most members and is provided to assist members in understanding and meeting the requirements of [Schedule 4](#) of the College of Applied Biology Rules (the Continuing Professional Development Program), this form **MUST** be used to demonstrate compliance with CPD requirements when a member is selected for an audit by the Audit and Practice Review Committee, and forms part of the member's required file submissions during the audit.

General Instructions

Note: insert information in the white cells of the CPD form only; many of the grey cells contain formulas and will populate automatically to generate tallies of activities.

1. Identify the most appropriate category for the CPD activity you are tracking (use the examples in [Schedule 4](#) for guidance), and insert details to describe the activity in a corresponding column B cell. The comment fields for most categories contain tips to guide you in inserting an appropriate level of detail to describe the activities.
2. In the corresponding column C and D cells, insert the number of hours spent engaged in the activity and the number of points claimed for the activity, respectively. Since most categories of CPD activities are subject to annual or activity-based point limits, some cells in column D are formatted to prevent you from exceeding the maximum points that may be claimed. These point limits are also indicated in the comment fields for each category, and when annual limits apply, in the comment field in the sub-total cell of column D.
3. To incorporate carried-over points from previous years, insert the "carry-over" points in the "points claimed" column, noting in the category description line (column B) that they are carried over from a previous year, and indicate which year.

Carrying points over

If CPD points accumulated in a particular category exceed the annual point limits, in most cases they can be carried forward and used in future years. The single exception is that no points can be carried forward for category 1 – Professional Practice (points awarded for paid work in the field of applied biology). For those activities which have annual point limits, the surplus of points claimed in column D will be automatically populated in the corresponding carry-over cell (column E). For those categories with no annual point limits, you may manually

insert points you wish to carry over to a future year in the appropriate column E cell. If you wish to carry over points from a particular activity, insert the number of points to be brought forward to a future year in the appropriate row of column E. The sum of all CPD points to be carried over from all activities in a particular category will be populated automatically in the sub-total fields for each category, and the total number of points to be carried forward from the entire year of CPD activities will be automatically populated in the last cell of column E.

Additional considerations

- In most, but not all cases, one hour of CPD translates to 1 CPD point. Some types of activities have a standard point value that is not dependent on the number of hours devoted to the activity (e.g. most categories under S.4 - Service to the College of Applied Biology). In these cases, the basis for determining point eligibility for an activity is indicated in the comment field, and they are also outlined in [Schedule 4](#).
- Members should refer to [Schedule 4](#) for a list of activities that are suitable for each category of CPD. The lists are not intended to be an exclusive listing of 'approved activities', but are simply included to provide guidance. Members should exercise reasonable discretion in determining whether activities are eligible for CPD points, and in determining the appropriate category of activity and point valuation.
- It is important to note that with the exception of the professional practice category, which recognizes the ongoing learning that takes place in the work environment, activities that form part of the expectations and routine work duties associated with one's position of employment are not eligible under this program.
- Members may be asked to provide information to support their CPD records during random audits, practice reviews, or discipline investigations.

Tips for printing the CPD tracking form

To print your CPD record from the Excel spreadsheet, use the following steps:

- Highlight the cells of interest
- Click file<print
- Under settings, select 'print selection' from the drop-down menu
- The dimensions of the printed version may be adjusted by then selecting 'page setup', clicking 'fit to' and choosing the appropriate dimensions in terms of pages (e.g. 1 page wide by 2 pages tall)