

## **Task Force - Terms of Reference**

### **Continuing Professional Development Point Enumeration Task Force**

#### **Purpose:**

This Task Force will review and refine the College of Applied Biologists (the College's) Continuing Professional Development (CPD) points enumeration specifications as detailed in the Continuing Professional Development Standard and College Bylaws. Task Force recommendations will focus on the number of points required over a given period of time ensuring that all of the Principles of Continuing Professional Development, as defined by the Board in 2025, are realized in a balanced manner: Consistent; Clear/simple; Flexible/achievable; Administrable; Continuous; and Equitable.

#### **In Scope:**

The Task Force is responsible for:

- Examining and refining the current CPD enumeration approach used by the College consistent with the Principles of CPD.
- Examining and refining, as necessary, the maximum carry-over points per year stipulated in the CPD Standard.
- Examining and refining, as necessary, the maximum and minimum claimable points per year stipulated in the CPD Standard.
- Examining and refining, as necessary, the annual on-leave CPD requirements stipulated in the CPD Standard.
- Identifying corrections or other updates to the CPD Standard and/or the College Bylaws stemming from the proposed refinements to the current CPD enumeration approach.
- Consulting with others (e.g., registrants, subject matter experts) as necessary.

#### **Out of Scope:**

The following topics are outside of the scope of the Task Force:

- Examining or refining the 7 Professional Practice Competencies.
- Examining or refining the CPD year timeframe, or CPD deadline.
- Examining or refining the CPD Categories or Definitions associated with these categories as stipulated in the CPD Standard.

#### **Membership:**

- Task Force members are appointed by the Board.
- The Task Force Chair will be a Board member, and there will be at least four additional members, including one lay member of the Board.
- Members will serve for the duration that the Task Force, anticipated to be for one year.

#### **Meetings:**

- Meetings occur at the request of the Chair and/or College staff.
- Meetings are attended by the Task Force members, College staff, and others upon request.
- The quorum for meetings is three members (including the Chair).
- Meeting minutes will be made available to any member of the Audit and Practice Review Committee or Board, upon request.
- Updates will be submitted to the Audit and Practice Review Committee, and to the Executive Committee or the Board, upon request.

**Duties and Responsibilities:**

Task Force members will make every effort to attend meetings and prepare appropriately for meetings in advance.

All information and materials developed by the Task Force are confidential and will not be shared with parties outside the College unless a formal decision has been made to communicate with external parties or organizations.

**Resources and Budget:**

The Task Force will operate within the budget allocated by the Board. Should unforeseen expenses occur, the Chair and/or College staff will seek authority from the Board to overspend the budget.

**Deliverables:**

- Proposed in-scope updates to the CPD Standard.
- Proposed in-scope updates to the College Bylaws, where warranted.
- Progress reports for the Audit and Practice Review Committee and the Board.