



COLLEGE OF
APPLIED BIOLOGISTS

Policy 7 – 100 CONTINUING PROFESSIONAL DEVELOPMENT PROGRAM

Revised 2024



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1.0 Purpose

The Continuing Professional Development (CPD) Program is a professional development tool for College registrants to maintain and/or enhance the 7 Professional Practice Competencies and their associated competence level, to improve as a professional and enhance their professional practice. The CPD Program aids the College in fulfilling its mandate to protect the public interest by ensuring registrants continue to remain up to date as a professional and in their area of practice, maintain or enhance their professional competencies and competence and complete mandatory training requirements.

2.0 Scope and Eligibility

Within scope:

- All practicing registrants.
- All in Training registrants.

3.0 The Policy

The CPD program aims to aid College registrants' in:

- Maintaining and enhancing their Ethical and Professional Conduct;
- Maintaining and enhancing their professional practice competencies and level competence;
- Fulfilling mandatory training requirements;
- Gaining a new skill or knowledge area;
- Maintaining and expanding their area of practice; and
- Becoming a better professional.

3.1 Roles and Responsibilities

3.1.1 College Staff

College staff responsibilities include the following:

- Managing the CPD Program and process;
- Review, grant or deny a registrant's extension or exemption request to the CPD program requirements;
- Monitor registrants' compliance with the CPD Program;
- Inform the College Board of non-compliance with the CPD Program, and
- If necessary, suspending and cancelling the registration of individuals who do not comply with requirements of the CPD Program.



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3.1.2 College Board

The Board is responsible for setting and reviewing the requirements for the CPD Program.

3.1.3 Registrants

It is a requirement as a registrant of the College to participate in the College's CPD Program as per the College Bylaws Part 7, Division 2.

A practicing or in training registrant is required to:

- Annually complete and submit their CPD record in the College's format;
- Earn 100 qualifying CPD points over three consecutive CPD years (reduced requirement if registered as on leave as outlined in section 3.3 below);
- Fulfill any mandatory training or CPD activities;
- During the audit submit their CPD records for the last three consecutive years to the College. College staff or an Audit Assessor may request additional information or proof to substantiate the CPD claims and verify that the Program requirements have been met;
- During a practice review a registrant may be required to submit their CPD records to the College. College staff or a Practice Review Assessor may request additional information or proof to substantiate the CPD claims and verify that the Program requirements have been met; and
- Fulfill a condition(s) required to resolve a non-compliance with the CPD program within the deadline as identified by the College.

3.2 Methodology

3.2.1 CPD Program

The CPD program is designed to:

- Ensure registrants complete mandatory training requirements;
- Align with the College's Professional Practice Competencies and Competence Standard;
- Provide mechanisms for registrants to remain up to date in their knowledge of any and all approved government and/or regulatory guidance and guidance documents applicable to their practice;
- Be inclusive and flexible regarding the variety of professional development (PD) activities and options that are representative of the profession (e.g., technical and non-technical skills, career development) and being a professional to:
 - Empower registrants to identify and undertake their PD activities within a structured program (i.e., the College's CPD Program);
 - Aid a registrant's maintenance and/or enhancement of their Standards of Ethical and Professional Conduct;
 - Resolve any skill or knowledge deficiency(ies);
 - Enhance an existing skill or knowledge area;



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- Gain new skill(s) and/or knowledge;
- Keep up to date in their area of practice; and
- Become a better professional;
- Encompass the diverse learning platforms (e.g. courses, conferences, webinars, podcasts etc.) for professional development activities;
- Remove and/or mitigate barriers (e.g. financial, accessibility, availability) for registrants to PD opportunities;
- Communicate and provide information to registrants and the public regarding the importance of CPD; and
- Collect quantifiable data to continue to make improvement to the CPD Program.

3.3 CPD Program Requirements

A practicing or in training registrant is required to earn 100 qualifying CPD points over three consecutive CPD years and undertake any required mandatory training.

A registrant who has registered with the College as on leave is required after one year's leave to meet 50% of the CPD requirements for each of the subsequent years they are registered as on leave. On leave registrants are also required to complete any mandatory training courses once they are re-instated within a year, if the training was not completed prior to them registering as on leave or if any new mandatory training became a requirement while they were on leave.

Mandatory training includes the following:

- Code of Ethics and Professional Conduct; and
- Indigenous Awareness.

Registrants must complete continuing learning activities that meet the learning objectives of the following topics. A minimum of 5 CPD points (hours) over 3 consecutive years must be completed for each topic.

- **Indigenous Peoples:** Includes learning activities that build understanding and competence about the history and rights of Indigenous Peoples, treaty process, rights and title, the UN Declaration, the B.C. Declaration Act, the dynamics of proper respectful relations, Indigenous-specific racism, and meaningful reconciliation.
- **Equity, Diversity and Inclusion:** Includes learning activities that build understanding of equity (fairness and justice), diversity (variety of people and groups), and inclusion (sense of belonging and integration) and the competence to recognize and address challenges such as discrimination, harassment, bullying, bias, micro-aggression, lateral violence, gender-based analysis plus.



3.4 CPD Eligibility, and Carryover

3.4.1 Professional Development Eligibility

A professional development (PD) activity and associated CPD points should only be claimed if an activity is not a routine responsibility of a registrant's job duties and/or functions with the exception being the Professional Practice category. A PD activity and associated CPD points can be claimed for non-routine job responsibilities, duties or functions and it meets the definition of a CPD category.

3.4.2 Associated Point Allocation

Each CPD category has a maximum number of CPD points and in some cases specific professional development (PD) activities have also been assigned a maximum number of points that are allowed to be claimed for the PD activity. This information is provided in the CPD Standard.

3.4.3 Carryover

There is no carryover of points from one CPD year to the next CPD year for the Professional Practice category. This is the only category that a registrant cannot carryover points.

For all other CPD categories points can be carried over for up to two consecutive years after the year in which they were earned.

3.5 CPD Program Categories and Associated Point Allocation

The CPD program includes 5 categories of professional development in which a registrant may earn CPD points. These are as follows:

1. Professional Practice
2. Learning
3. Presentations
4. Contributions to Knowledge
5. Service to the Community and the Profession

Definitions, maximum claimable points, and carry forward for each CPD category is set out in the CPD Standard.

3.6 Reporting

CPD program results including compliance and non-compliance results will be reported annually in compliance with the *Freedom of Information and Protection of Privacy Act*, the *Professional Governance Act*, the *Applied Biologist Regulation and Bylaws*, and all pertinent approved policies.



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4.0 Definitions

Practicing registrants include Registered Professional Biologist (RPBio), Registered Biology Technologist (RBTech), Applied Biology Technician (ABT), and Applied Biologist – Limited Licensee (AB-LL).

In-training registrants include Biologist in-training (BIT), Registered Biology Technologist in-training RBTech, and Applied Biology Technician in-training (ABT In-training).

Published means produced or released for distribution and is not limited to peer-review publications.

Supervise means to observe and direct the work of someone