



Continuing Professional Development (CPD) Frequently Asked Questions (FAQs)

1. Where can I find information about the Continuing Professional Development (CPD) Program?

The CPD Program is described in the [College Bylaws](#), Part 7, Division 2 – CPD Program. In addition, details are provided in the [Policy 7 – 100 Continuing Professional Development Program](#) and [Continuing Professional Development Standard](#) available on the College's website.

2. Who is required to comply with the CPD Program and requirements?

All in-training and practicing registrants as described in the [College Bylaws Part 5 \(3\)](#) must comply with the CPD Program and earn 100 CPD points over 3 consecutive CPD years. A CPD year annually is from January 1 to December 31st of the same year.

3. How can I meet all the requirements for the CPD program?

The College's CPD Program allows for a lot of flexibility and various learning platforms. The College does not require registrants to complete a certain number of points in one category or any specific category in any of the 3 consecutive years, nor any requirement to attend CPD activities in-person. For example, the Informal Learning category allows for such activities as, webinars, workshops, conferences both online and in-person in addition to self-directed studies such reading literature. The [Continuing Professional Development Standard](#) provides detailed examples of categories and examples of activities.

4. Is it mandatory to enter CPD using the tracking module in the College's registrant portal?

Yes, starting in 2021 it became mandatory to submit annual CPD statements in the CPD tracking module of the registrant portal.

5. Which category should I claim my activity(ies) under?

What activities are eligible to be claimed as Continuing Professional Development (CPD)?

There are seven categories that registrants can claim CPD and associated points under. The categories, definitions and examples of eligible activities can be found in the following Council approved documents:

- [Policy 7 – 100 Continuing Professional Development Program](#)
- [Continuing Professional Development Standard](#)



6. What level of detail should I provide in the description?

Make sure you provide a detailed and concise description of your CPD activity(ies). It should be detailed enough so that an Audit Assessor is able to understand the activity and see that it meets the definition of the CPD category you are claiming the activity(ies) under.

7. What is the difference between Formal and Informal learning?

Formal Learning has academic or technical credit. Informal learning activities generally do not include an examination or evaluation and include self-directed studies or attendance at technical or professional presentations or meetings. Definitions and examples of accepted formal and informal learning activities are provided in the [Continuing Professional Development Standard](#).

8. Would reviewing the College policies count towards one's CPD?

Reviewing College polices, bylaws, and Schedule 1 Code of Ethics and Professional Conduct and standards annually can be claimed as CPD activities. It is mandatory that registrants review the Schedule 1 Code of Ethics and Professional Conduct annually and make a declaration prior to paying dues that they have done so. These activities and points can be claimed under the Informal Learning category under Self directed activity.

9. Do facilitation activities for biology-related projects count as Management, or potentially Presentations?

It really depends on the work that you have done and if it meets the Management or Presentations definitions. You may have activities that fall under Management and activities that fit better with Presentations. Keep in mind that if presentations are part of your normal job function(s) or tasks you may not be able to claim them. Refer to the [Continuing Professional Development Standard](#) for details on CPD categories and examples of activities.



10. Can citizen science activities (e.g., iNaturalist) where you are providing biological data count as CPD?

Citizen science activities such as iNaturalist may count as CPD under Service to the Community and Profession. However, if you are collecting this data and providing it as part of your professional practice (e.g. part of your job, contract etc.) then you need to claim it under professional practice. Refer to the [Continuing Professional Development Standard](#) for details on CPD categories and examples of activities.

11. Can you include time spent on a work-related Committee in your CPD if this participation is outside your normal job description?

If you are spending time on a Committee or working group that is not part of your normal job description you can claim this activity(ies). Please keep in mind that it must meet the definition of the CPD category you are claiming it under.

12. What kind of supporting documents are suggested for logging formal and informal CPD activities?

Any certificates that you may have earned are supporting documents that are good to include with your CPD statement; attach these documents to each activity using the upload tool. As your CPD statements are accessible year-round and backed up having these documents saved here is a good way to ensure you have records of your activities and can provide information to Audit Assessors.

13. Do you have to submit your statement for a prior year before gaining access to entering activities for a subsequent year?
Would it be best to save everything throughout the year, and only submit at the end of the CPD year?

It is a personal choice if you want to enter all your CPD activities at the end of the year. However, the CPD module was designed to allow registrants to input CPD activities at any time of the year to help with record keeping. Many registrants have been asking for the College to have a CPD record keeping system where they could record at any time during the CPD year. At this time, you do not have to submit a CPD statement from one year to access or input CPD activities for the next CPD year. However, the CPD module does automatically carry over both activities and points from one year to the next which makes tracking and recording your activities easier if you add them in chronological order. Please note, you should be sure that the information you enter for a CPD year is full and complete before submitting the CPD statement for the year. Once the statement is submitted, the year's activities can no longer be edited.

Starting in 2021 it became mandatory to submit annual CPD statements in the CPD tracking module of the registrant portal.

14. If I have logged CPD in the past, how do I access it?
Can we still actually access the old online tracking system so that we can retrieve past records



COLLEGE OF APPLIED BIOLOGISTS

Professional Accountability

(to include in new system)?

If you had previously entered CPD for 2019 will it be automatically entered into the new tracking program, or will you need to go in and re-enter it in the new program?

The following answer addresses all three above questions.

In August 2019, the College announced that the old CPD logging system would be going offline and as a result, users needed to download and backup their data. In December of 2020, the College announced on its website and in College Connections that the CPD logging system was being decommissioned imminently, providing detailed directions on how registrants could access this information and a deadline for when this information would no longer be available.

If a registrant previously used the old CPD logging system it will not transfer over to the new CPD module. The old and new systems do not talk to each other. If you entered data into the previous system or have offline data you will have to re-enter it into the new CPD module.

15. Do I have to use the CPD tracking module on the registrant portal or can I continue to log my points offline?

Starting in 2021 it became mandatory to submit annual CPD statements in the CPD tracking module of the registrant portal. For years prior to 2021, it is not mandatory to use the CPD tracking module, however there are benefits to using it. For example:

- 🌐 Registrants have requested an online tool in the past because they feel that it helps to manage their CPD and compliance with the mandatory requirements of the program
- 🌐 It is an easy & accessible record that can back up a user's own records (1 stop shop)
- 🌐 Statements can aid with learning plans and provide information for professional practice self-assessments

In addition, if you are selected for an audit, the process will occur using the College's portal: the auditor will review your CPD activities via the registrant portal which requires the auditee to upload their activities using the CPD tracking module.