

ASET Continuing Professional Development (CPD) Handbook



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Introduction

ASET is a self-regulatory organization under the *Engineering and Geoscience Professions Act* of Alberta. The Act requires ASET's regulated members to comply with a mandatory Continuing Professional Development (CPD) Program. As a self-regulating association, members have an annual Continuing Professional Development (CPD) requirement as part of their membership which allows members to remain current with industry trends.

Along with the ASET Code of Ethics, under which ASET members are responsible for undertaking ongoing professional development, the ASET CPD Program helps to demonstrate that ASET regulated members are committed to serving the public and the profession by maintaining and developing their proficiency and competence.

The ASET CPD Program is intended to be flexible and to allow members to determine and select their own learning needs. There is no expectation that members or their employers will incur any additional costs or that members spend any additional time away from work in order to complete the annual CPD requirements.

What is CPD?

For the purposes of the ASET CPD Program, “continuing professional development” is defined as any learning activity that meets at least one of the following criteria:

- Relates to professional needs;
- Assists with long-term career goals;
- Is of interest to the member's employer;
- Relates to professional ethics or public safety;
- Advances the profession;
- Improves soft skills as a professional; or
- Contributes to being a better practitioner.

If the activity meets any of the criteria listed above, the activity qualifies as CPD. There is no criteria rubric other than what is mentioned above.

Who does CPD apply to?

The CPD program only applies to you if you're a regulated ASET member — specifically a C.Tech., C.E.T., R.E.T., or P.Tech member.

Retired members, Students, T.T.'s and regulated members who are not actively practicing (and have submitted a Membership Status Change request form) are exempt from this requirement.

CPD Categories & Activities

The chart below provides examples of continuing professional development activities. These activities fall under four main categories:

1. Formal Activities;
2. Informal Activities;
3. Peer and Professional Interaction; and
4. Contributions to the Profession.



Examples of CPD activities include the following:

- **Formal Activities** –such as seminars (more than 4 hours), structured courses or any technical training or technical education program.
- **Informal Activities** – such as workshops (less than 4 hours), on-the-job training, reading technical journals or learning a technical application.
- **Peer and Professional Interaction** – such as mentoring or being mentored, demonstrating a technical application to colleagues, learning a technical application from colleagues or involvement with the profession.
- **Contributions to the Profession** – such as presenting research, volunteering in the workplace or community or writing technical articles and papers.

CPD Requirements

While CPD requirements are not specific to your designation, they must relate to your skills as a professional and practitioner. To complete annual CPD requirements, a minimum of two activities must be entered from the four different category types. For example, if you have submitted an activity in the **Informal** category, the second activity would have to be from either the **Formal** category, **Peer and Professional** category or the **Contributions to the Profession** category.

CPD Examples

Please see below for a sampling of activities entered by ASET members:

Formal Activities

- “Attended Active Control Course to monitor subcontractors at TransCanada work sites. Includes Who is Prime Contractor, General Work Permits, Active Control Manual, Safety Handbook., Monitoring, Controlling and Reporting.”
- “Enrolled and completed SAIT course (CADD 210) – REVIT Architecture Fundamentals”

Informal Activities

- “Learn new Aprisa SR+ radio. Read manual and bench test radio to fully understand new RF and Network operation. Solve firmware issue and serial port mapping issue prior to implementation.”
- “GEOSPATIAL Alberta Workshop held at Chateau Louis in Edmonton. It was peer to peer sharing, to help advance GIS knowledge, skills, and awareness across the Alberta government.”

Peer and Professional Interaction

- “Throughout the year at work, I have taught engineers how to design pigtable valve assemblies and ensure that their final design is acceptable. I also have present ‘in-line inspection 101’ to EIT’s in order to introduce them to it.”
- “I mentored a relatively new technologist-in-training (T.T.) throughout 2016 at H2Safety Services. Performed quality control on his work by reviewing and providing feedback.”

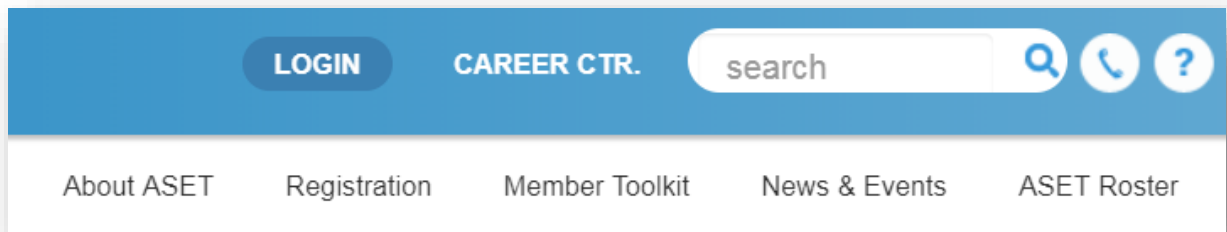
Contributions to the Profession

- “Put together the Safety Presentation and presented to the Engineering Team for monthly safety meeting.”
- “Volunteer committee member on the SAIT Petroleum Engineering Technology Academic Advisory Committee. Including review of curriculum, advise on program changes, provide student mentorship and advice, and industry networking.”

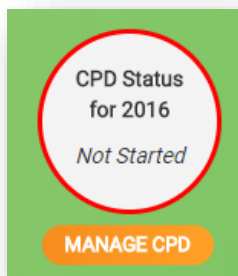
Logging CPD Activities

The online CPD Logbook provides a user friendly platform to enter your activities. In order to enter your CPD activities in your online CPD Log, please follow the step-by-step guidelines:

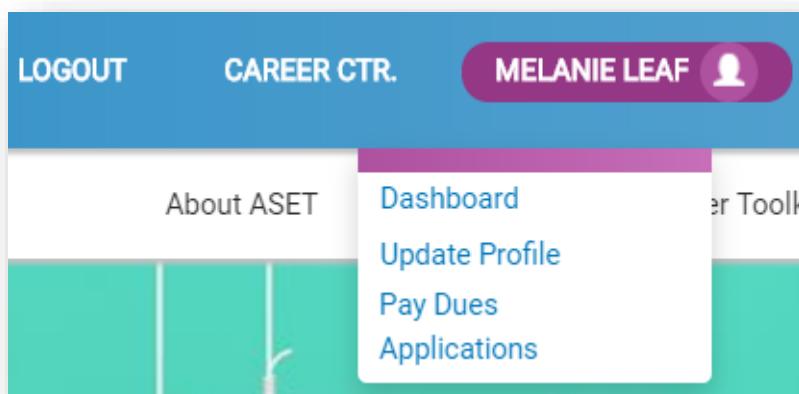
1. Click on the **'Login'** button to access your member dashboard using your ASET ID and password.



2. After logging in, click on **'Manage CPD'** located on the right side of the screen.



3. If the CPD icon does not appear, click on your name at the top of the webpage to bring up the dropdown box and select **'Update Profile'**.



- On the left side of the webpage, click on 'CPD'.

MEMBER SERVICES
PORTAL

- Dashboard
- My Profile**
- Student and TT Applications
- CTech and CET Applications
- PTech Applications
- Prior Learning Asmt
- Pay Dues
- PLAR Reviews
- Print Dues Receipt
- File Review
- CPD**
- Cart

- Click on the 'Add CPD to this Logbook' link in the logbook year you are working on. You can also view the CPD activities you already submitted by clicking 'View CPD Submitted.'

MEMBER SERVICES
PORTAL

Continuing Professional Development (CPD)

ASET is a self-regulatory organization under the *Engineering and Geoscience Professions Act of Alberta*. The Act requires ASET's regulated members to comply with a mandatory Continuing Professional Development (CPD) Program.

Regulated members include **Certified Technicians (C.Tech.)**, **Certified Technologists (C.E.T.)**, **Registered Engineering Technologists (R.E.T.)**, and **Professional Technologists (P.Tech.(Eng.)/(Geo.))**. Regulated members who are self-employed or practicing outside of Alberta must also comply with the program.

Retired members, students, Technicians- or Technologists-in-Training members are not subject to the requirements of the ASET CPD Program.

Your current CPD status and history are shown below. For more information on the program please refer to the [CPD Handbook](#).

Open Logbooks

Year	Status		
2019	CPD Log Not Started	View CPD Submitted	Add CPD to this Logbook
2018	CPD Exemption (New Member)	View CPD Submitted	Add CPD to this Logbook
2017	CPD Exemption (New Member)	View CPD Submitted	Add CPD to this Logbook

Completed Logbooks

Year	Status
▶ 2018	CPD Exemption (New Member)
▶ 2017	CPD Exemption (New Member)

6. Once you click into to the specific logbook, you will enter your first activity record. Check off one activity under one of the activity types from the checklists. If your activity isn't listed, select **“My professional development activity does not fit into the categories outline above”** and specify in the box below.

MEMBER SERVICES
PORTAL

- Dashboard
- My Profile
- CTech and CET Applications
- PTech Applications
- Pay Dues
- Print Dues Receipt
- CPD**
- Cart

New CPD Activity

Please select a single category from the four provided and one item from that selected category that best describes your professional development activity.

Formal Training and Education

- Employee Technical Training Program
- Post secondary technical education
- Structured Course
- Seminar (more than four hours)

Informal Training and Education

- Learning technical application(s)
- On-the-job training
- Reading technical journals or manuals
- Seminar, workshop (four hours or less)

Contributions to the Profession

- Present research
- Volunteer as a subject matter expert
- Volunteer in the workplace or community
- Writing Technical Article and Papers

Peer and Professional Interaction

- Demonstrating a technical application to colleagues
- Involvement with the profession
- Learning a technical application from colleagues
- Mentor or be mentored

My professional development activity does not fit into the categories outlined above.

Specify:

*** Activity Description**

250 characters left

Please indicate what the activity was, where it occurred and who was involved.
(e.g. "I demonstrated the uses of ABC, new equipment, to the operations team at XYZ, my company".)

*** Date Completed**

Dates of completion cannot be in the future and must have occurred in the CPD Log
Year you are currently in.

Cancel
Save and Add New
Save and Return

7. Enter the Activity Description and the Date Completed. Then click **'Save and Add New'** to add another CPD record or **'Save and Return'** to go to the CPD Logbook overview page.

*** Activity Description**

250 characters left

Please indicate what the activity was, where it occurred and who was involved.
(e.g. 'I demonstrated the uses of ABC, new equipment, to the operations team at XYZ, my company'.)

*** Date Completed**

Dates of completion cannot be in the future and must have occurred in the CPD Log Year you are currently in.

Cancel
Save and Add New
Save and Return

8. Once you have entered all of your activities you will have a final chance to edit any of your entries before submitting your CPD Logbook for review or add additional CPD activities to the Logbook.

CPD Annual Summary

The following CPD activities have been recorded for the calendar year. A minimum of one entry from at least two different categories is required in order to submit your Logbook.

Category	Type	Description	Completed	
Contributions to the Profession	Present research	Presented research to a group of colleagues at the university.	4/3/2019	Edit
Informal Training and Education	Read technical journals or manuals	Read a technical journal for Technology Canada.	9/4/2019	Edit

[Add Additional CPD Activity](#)

Completing your 2019 CPD Logbook Submission

To complete your CPD submission, please ensure that you have at CPD activities spanning at least two categories in the list above. Once you have submitted your logbook, you will not be able to edit your CPD submissions unless you are selected for audit.

I certify that that information that I have provided above is a true and accurate representation of my CPD activities during 2019 and I understand that I may be requested to provide proof of enrollment, completion or participation if my logbook is selected for audit.

[View my CPD Logbooks](#)
[Submit my CPD Logbook](#)

- To submit your CPD Logbook submission, check off the declaration and click “**Submit my CPD Logbook**”. If the requirements have been met, your CPD Logbook will automatically populate with the message “Your CPD Logbook has been completed”.

Completing your 2019 CPD Logbook Submission

To complete your CPD submission, please ensure that you have at CPD activities spanning at least two categories in the list above. Once you have submitted your logbook, you will not be able to edit your CPD submissions unless you are selected for audit.

I certify that that information that I have provided above is a true and accurate representation of my CPD activities during 2019 and I understand that I may be requested to provide proof of enrollment, completion or participation if my logbook is selected for audit.

View my CPD Logbooks
Submit my CPD Logbook

Your CPD Logbook has been completed

- The CPD Logbook will move to “Completed Logbooks” after it has been completed. If you require revisions after it has been submitted, click the blue button with the year you want to re-open.

Open Logbooks

Cpd Year	Status		
2019	CPD Log In Progress	View CPD Submitted	Add CPD to this Logbook

Completed Logbooks

Year (Click to reopen)	Status
▶ 2018	CPD Log Completed

Frequently Asked Questions

How does ASET monitor compliance with the CPD Program?

ASET conducts a random annual audit of regulated members every year. Any members who have not declared compliance with the program will receive notice from ASET and may be required to produce supporting documentation as proof of compliance. Failure to comply may entail a review of the practice of that member and/or the striking of the member from the ASET register.

Each year, 5% of C.Tech., C.E.T. and R.E.T.'s are randomly chosen for the annual audit, and 20% of P.Tech. members are randomly chosen for the audit.

What professional development opportunities does ASET provide?

Members can participate in various volunteer activities to assist in fulfilling their CPD requirement, such as serving as an ASET Mentor, volunteering with their local ASET region, or assisting at ASET events.

What if I am not actively practicing?

Regulated members who are not actively practicing due to illness, unemployment, parental leave, or retirement are exempt from the annual CPD requirement. CPD exemption is processed automatically following approval of a membership status change request.

Helpful Hints

Hint #1: CPD Error - Once an activity has been submitted, it cannot be edited. If a change is needed, please contact ASET.

Hint #2: CPD 'In Progress' - If your CPD logbook indicates 'in progress', please ensure that you:

- 1) have **submitted** the activities rather than just saving them
If 'edit/submit' is listed by each activity, the activity has not yet been submitted.
and
- 2) have **submitted** two activities, each from **different categories**
If you have an activity listed in the Formal category, the second activity would have to be from either the Informal category, Peer and Professional category or the Contributions to the Profession category.

Once you have completed the CPD requirements for the year, your CPD log will update to 'Compliant'.

Hint #3: CPD Logbook - While working in your annual CPD Logbook, the activities must occur within that year (activities in 2019 must be entered into the 2019 CPD Logbook).