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 members of a self-regulating association, certified individuals have an annual Continuing Professional Development (CPD) requirement as part of their membership. This development allows members to stay 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 built to be flexible and to allow members to determine and select their own learning needs. Members or their employers are not expected to incur any additional costs. Members will not have to spend any additional time away from work 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 or Community.

Formal Activities (more than 4 hours)	Informal Activities (less than 4 hours)	Peer and Professional Interaction	Contributions to the Profession
Structured courses	On-the-job training	Mentoring or being mentored	Presenting research
Seminars	Workshops	Demonstrating a technical application	Writing technical articles and papers
Technical training	Reading technical journals	Professional activities in the community	Volunteering

Examples of CPD activities include the following:

- **Formal Activities** – These include seminars (more than 4 hours), structured courses or any technical training or technical education program.
- **Informal Activities** – These could be workshops (less than 4 hours), on-the-job training, reading technical journals or learning a technical application.
- **Peer and Professional Interaction** – These include 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 or Community** – Examples could be 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

See below for examples of activities ASET members have submitted:

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 in and completed SAIT course (CADD 210) – REVIT architecture fundamentals".

Informal Activities
- "Learned new Aprisa SR+ radio. Read manual and bench tested radio to fully understand new RF and network operation. Solved 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 piggable valve assemblies and ensure that their final design is acceptable. I also have presented 'in-line inspection 101' to EITs 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 or Community
- "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. Included review of curriculum, advisement on program changes, student mentorship and advice and industry networking."

Logging CPD activities

The online CPD Logbook provides a user-friendly platform to enter your activities. To enter your CPD activities in your online CPD log, please follow the step-by-step guidelines:
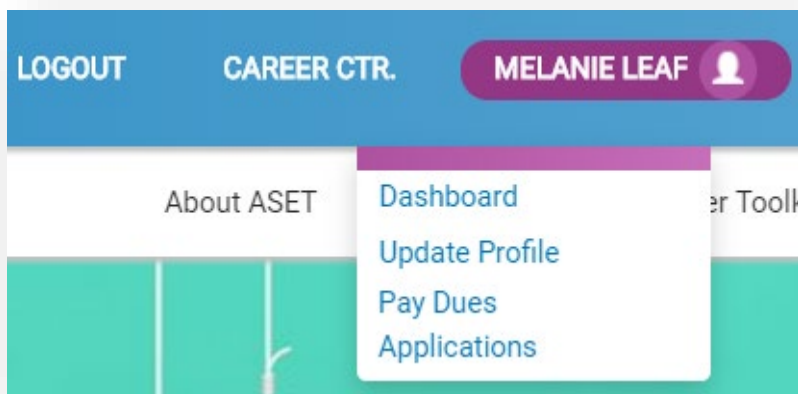
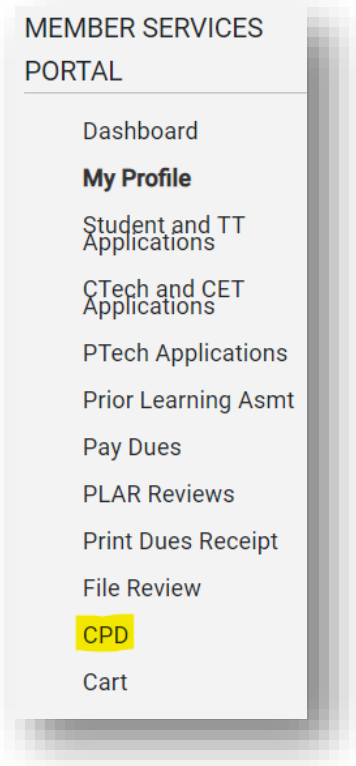1. Click on the **'Login'** button to access your member dashboard using your ASET ID and password.
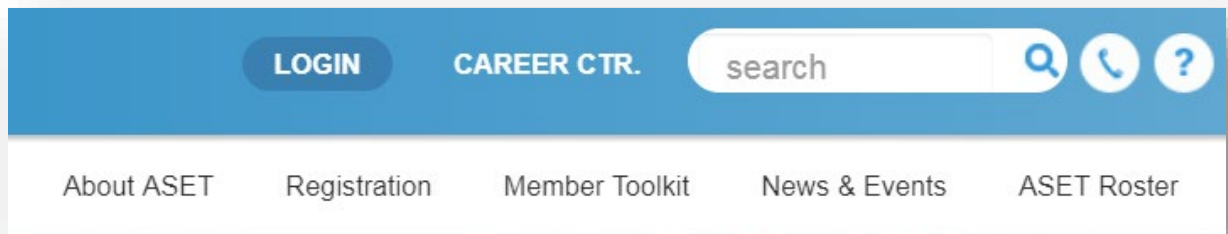
2. After logging in, click on **'Manage CPD'** located on the right side of the screen.
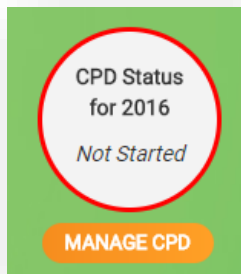
3. If the CPD icon does not appear, click on your name at the top of the webpage to bring up the dropdown box and select **'Update Profile'**.

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

5. Click on the '**Add CPD to this Logbook**' link in the logbook year you are working on. You can also view and edit the CPD activities you already submitted by clicking the status of the logbook (ex: '**CPD Log Completed**.')
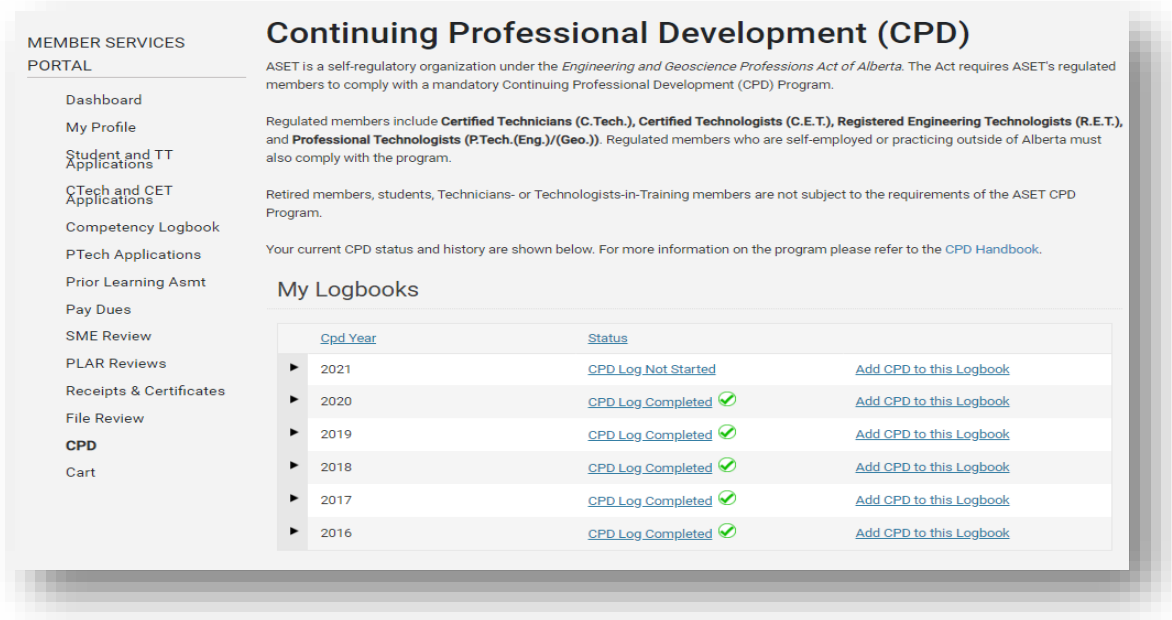
6. Once you click into to the specific logbook, you will enter your first activity record. Check off one activity under one of the activity types from the checklists. If your activity isn't listed, select **"My professional development activity does not fit into the categories outline above"** and specify in the box below.

PORTAL

Dashboard

My Profile

Student and TT Applications

CTech and CET Applications

Competency Logbook

PTech Applications

Prior Learning Asmt

Pay Dues

SME Review

PLAR Reviews

Receipts & Certificates

File Review

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 or Community
☐ 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.

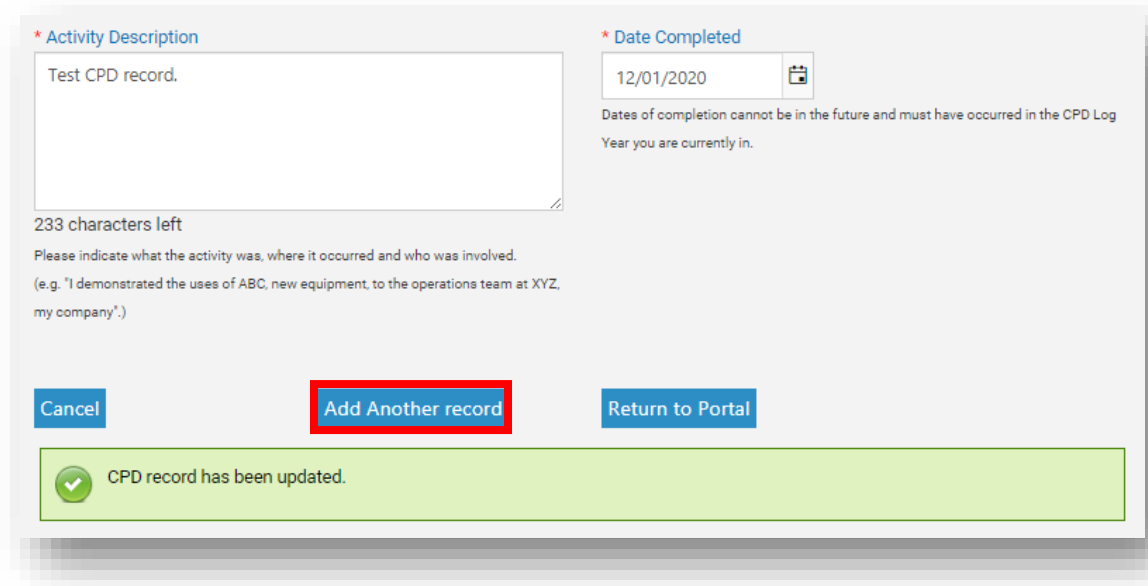Specify: [   ]
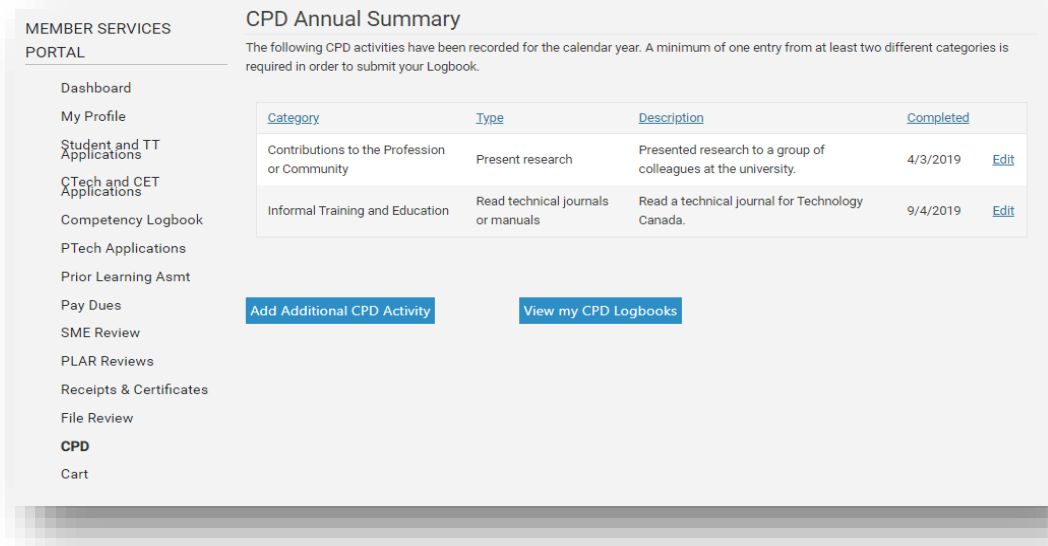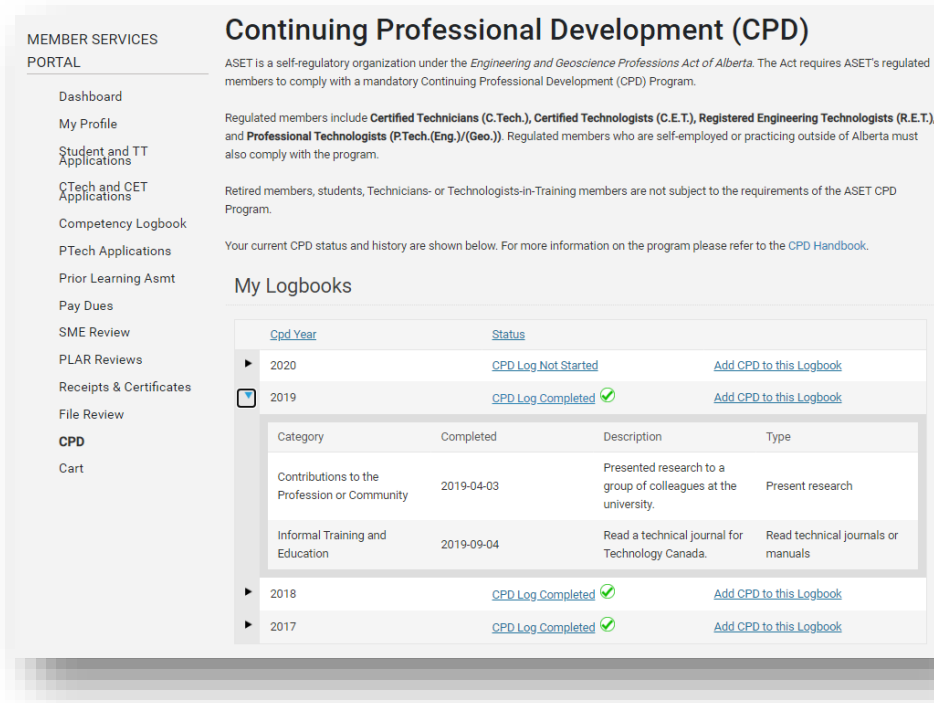
* Activity Description

[   ]

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]   [Return to Portal]

7. Enter the activity description and the date completed, then click **'Save'.**

To add another CPD record after hitting save click **'Add Another Record'** or go back to the CPD Logbook overview page by clicking **'Return to Portal'**.

8. Once you have entered all of your activities you will have the ability to edit or delete any of your entries by clicking "**Edit**" beside the activity. You can also add additional CPD activities to the logbook. To return to your Logbook summary click **"View my CPD Logbooks."**

9. The CPD Logbook will update automatically to complete if you have met the CPD requirements. Your CPD Logbook Status will be updated in the Logbook Summary page if completed. You can also click the dropdown to view your activities at a glance for a certain year. To edit your logbook click the status.

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. If a member fails to comply, they may receive a review of their practice and/or have their membership terminated.

Each year, five per cent of C.Tech.s, C.E.T.s and R.E.T.s are randomly chosen for the annual audit, and 20 per cent 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. These include 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. Please contact ASET if a change is required.

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, you have not yet submitted the activity.
   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).