

**Approved Interim Policy
Continuing Professional Development Guidelines for CAA
Professional and Active Members**

Preamble

Amendments to the Canadian Avalanche Association (CAA) bylaws in 2006 created a new type of membership, the Active Member. The 2006 bylaws state that CAA Professional and Active Members will undertake a program for Continuing Professional Development (CPD) as requirement of membership.

The CAA's Code of Ethics is amended to contain the following statement:

Professional and Active Members accept responsibility to undertake continuing professional development to ensure the currency of their knowledge, skills and technical competencies within their areas of practice, to meet society and industry expectations.

Intent Of The CPD Program

The CAA's CPD program is intended to encourage, support and assist Professional and Active Members to continuously upgrade their knowledge, training, qualifications and credentials and thereby maintain a high level of competence throughout their careers. This policy serves as guidance for documenting and administering CPD program compliance.

Authority

This document contains all current terms and conditions of the CAA's CPD program in the attached Appendix 1, and serves as standing guidance for CAA Professional and Active Members, Directors and staff.

The CAA's Board of Directors (Board) authorizes and requires the Director, Membership Committee to randomly select a prescribed number of Professional and Active Members annually, and audit their documentation for CPD program compliance.

Under the CAA's bylaws a Professional or Active Member unable to demonstrate compliance with the terms and conditions for CPD as contained in this document, and upon written notification from the Director, Membership Committee, shall have their CAA membership changed to a type of membership that is commensurate with their CPD activities, as determined by the Membership Committee audit process findings.

CPD Audit Process

Members deemed by the Membership Committee to be in compliance with the terms and conditions of the CPD program will have all documentation returned, accompanied by a letter from the Director, Membership Committee confirming CPD compliance.

Members deemed by the Membership Committee to be not in compliance with the terms and conditions of the CPD program will have all documentation copied and kept on file with the Director, Membership Committee for a period of three (3) years. All original documentation will be returned to the Member, accompanied by a letter from the Director, Membership Committee stating the reasons for the determination that they are not in compliance with the terms and conditions of the CPD program.

All documentation or other information collected by the CAA for a Member's CPD compliance audit is confidential, and will not be released to any third party without the Member's written consent.

Appeal Process

A Member may appeal the Membership Committee's determination that they are not in compliance with the terms and conditions of the CPD program, to the Board. An appeal must be in writing, sent by registered mail to the Executive Director at the CAA's head office, and be received within 90 days from the date of the Member's written notification from the Director, Membership Committee.

The Board may request or collect additional information, consult, deliberate or do any other thing they deem necessary, and will deliver a binding decision regarding the Member's CPD compliance within 90 days from the date that the appeal was received at the CAA's head office.

Approved: ***June 10, 2006***

Reviewed: *insert date*

Attachments: Appendix 1. Terms and Conditions for Continuing Professional Development (CPD).

Appendix 2. CAA Members Annual CPD Record of Activity.

Appendix 3. CAA Members Annual Membership Declaration.

Appendix 1
Terms and Conditions for Continuing Professional Development (CPD)

These terms and conditions apply to all Practicing Professional, Non-practicing Professional and Active Members (Members) of the Canadian Avalanche Association. Members will maintain records of their CPD activities for the past three (3) calendar years, or since their acceptance as a Member, whichever period of time is the lesser.

Required CPD Points

Members must earn CPD points from at least three out of the six CPD point categories during any three year period.

- Practicing Professional Members are encouraged to earn at least 80 points per year and must accumulate at least 240 CPD points over three years.
- Non-practicing Professional Members are encouraged to earn at least 50 points per year and must accumulate at least 150 CPD points over three years.
- Active Members are encouraged to earn at least 60 points per year and must accumulate at least 180 CPD points over three years.

Members in the third or subsequent years of their CPD program must maintain a three year rolling average of at least the minimum number of CPD points required for their type of membership. CPD points earned above the maximum allowed per category per year may be carried forward for a maximum of two years from the date those points were earned.

Eligible CPD Activities & Points

The CAA has defined six general categories for earning CPD points (listed below) showing annual maximum eligible points per category per year, by membership type.

CPD point categories by membership type Maximum eligible CPD points per year

	<i>Practicing Professional Member</i>	<i>Non-practicing Profession Member</i>	<i>Active Member</i>
1. Professional practice	50	30	30
2. Formal learning activities	30	30	30
3. Informal learning activities	20	20	20
4. Participation	20	20	20
▪ Committee service	20	20	20
▪ Other activities (specify)	10	10	10
5. Presentations	20	20	20
6. Contributions to knowledge	30	30	30
▪ Develop published codes, standards	10	10	10
▪ Peer reviewed publications	15	15	15
▪ Non-reviewed articles	10	10	10
▪ Reviewing articles for publication	10	10	10
Total CPD points recommended / year	80	50	60
Total CPD points required over 3 years	240	150	180

Definitions For Determining CPD Points

1. Professional Practice

A CAA Member's professional practice is deemed to be all "avalanche related activities" as defined in the CAA's Bylaws, as may be amended from time to time. The professional practice year is January 1 to December 31

One CPD point is earned for each day of professional practice, to a maximum of 50 points per year for Practicing Professional Members and 30 points per year for Non-practicing Professional and Active Members.

2. Formal Learning Activities

Formal learning activities are avalanche related educational or training programs such as:

- University, technical institute and college courses
- Industry sponsored courses, programs and seminars
- Structured employer-sponsored training programs
- Short courses sponsored by technical societies, industry or educational institutions
- CAATS courses and other CAA sponsored programs

One CPD point is earned for every hour in attendance at the course or program. For courses offering Continuing Education Units (CEUs), each CEU will be worth 10 CPD points. A maximum of 30 CPD points per year may be earned for formal learning activities.

3. Informal Learning Activities

These are learning activities which expand avalanche knowledge, skills or judgment, but which are not normally offered as structured educational or training programs. Examples include:

- Attendance at conferences, technical sessions, seminars, workshops and industry trade shows.
- Attendance at meetings of technical, professional or managerial associations or societies.
- Self directed study.

One CPD point is earned for each hour of informal learning activity, to a maximum of 20 CPD points per year.

4. Participation

These activities enhance professional development by promoting peer interaction and providing exposure to new ideas and technologies. Examples include:

- Acting as a mentor to a less experienced member or to a member-in-training
- Service on public bodies that draw on a member's professional expertise (for example, planning boards, review panels, investigative commissions, coroners' inquiries, etc.)

- Service on standing or ad hoc committees of technical, professional or managerial associations or societies

One CPD point is earned for each hour of participation, to a maximum of 10 CPD points per year, except for committee service, where a maximum of 20 CPD points per year may be earned.

5. Presentations

Activities in this category include formal avalanche related presentations that members make, requiring preparation and presentation of original material. They may occur:

- At a conference or meeting
- At a course, workshop or seminar
- Within an organization/company
- At an event sponsored by a technical or professional organization

One CPD point is earned for each hour for preparation and delivery of presentations, to a maximum of 20 CPD points per year.

6. Contributions to Knowledge

Activities in this category include expanding the knowledge base of science, technical knowledge or best practice relating to avalanche safety. Activities may include:

- Development of published codes and standards.

One CPD point is earned for each hour of committee work developing published codes and standards to a maximum of 10 points per year.

- Publication of papers in a peer-reviewed scientific or technical journal.

Fifteen CPD points are earned for each peer reviewed paper published.

- Publication of articles in a non-reviewed journal

Ten CPD points are earned for each non-reviewed article published.

- Reviewing articles for publication

One CPD point is earned for each hour spent reviewing articles for publication. A maximum of 10 CPD points may be claimed for this activity per year.

- Editing papers for publication

One CPD point is earned for each hour spent editing papers for publication. A maximum of 10 CPD points may be claimed for this activity per year.

** A maximum of 30 CPD points per year may be claimed for contributions to knowledge.*

Practicing and Non-practicing Professional Members

A Member that has been a Practising Professional Member in good standing for at least five (5) years, shall be eligible to be a Non-practising Professional Member if the Member's occupation has altered so that he is no longer directly engaged in avalanche-related activities, or is not sufficiently engaged to be able to comply with the terms and conditions for Continuing Professional Development for Practising Professional Membership, provided that the Member is able to comply with the terms and conditions for Continuing Professional Development for Non-practising Professional Members as stated in this policy document.

Members Declaration of CPD Category

As part of their annual membership renewal, Practicing Professional, Non-practicing Professional and Active members will declare the membership category for which they are earning CPD points at the start of each calendar (membership) year.

“Career Recess” Status

A Professional or Active Member who is currently not engaged in avalanche related activities as defined in the bylaws, is registered as a full-time student, on extended jury duty, or on medical or parental leave may declare themselves to be in *career recess*.

A Member who has declared themselves to be in *career recess* is not be required to comply with the terms and conditions for CPD, is exempt from Membership Committee audit for CPD compliance, and remains a Member in good standing of the Canadian Avalanche Association as long as they maintain all other requirements of membership.

When a Member declares to have resumed avalanche related activities the Member will be required to comply fully with the CPD program, and the time that they declared themselves to be in *career recess* will be exempted from consideration in any subsequent audit for CPD program compliance.

A Member who has declared *career recess* status for a consecutive period of time greater than two years or has been in *career recess* status for more than two of the past six years is deemed to have failed to comply with the CAA's CPD program, and may become a Member in good standing of the CAA at a reduced level of membership as defined in the bylaws.

End Appendix 1.

Appendix 3

CAA Professional and Active Members Annual Declaration

Surname _____ First Name _____ Initial _____

Mailing address _____

City/Town _____ Prov. _____ Postal Code _____

Telephone _____ Email _____

<i>For calendar year _____ I declare myself to be a:</i>	
Practicing Professional Member _____	Career recess status? Y/N _____
Non-practicing Professional Member _____	Career recess status? Y/N _____
Active Member _____	Career recess status? Y/N _____
As a practicing Professional Member of the CAA, I agree that the CAA may provide my name and personal contact information to a Coroner or other authority to assist in avalanche accident investigations. Yes _____ No _____	
Date _____	Signature _____

CAA annual membership fees for calendar year 2006

- Practicing or Non-practicing Professional Member \$200.00
- Active Member \$125.00
- Affiliate Member \$100.00

I wish to pay by cheque _____, Visa _____, or Mastercard _____ If paying by credit card, please complete the section below:

Credit Card Number _____ Expiry _____
Print Card Holders Name _____
Authorized Signature _____

CAA annual membership fees for the upcoming calendar year are payable January 1st. Annual membership fees not received within 180 days from date of invoice are overdue and subject to a late payment charge of \$50.00. Any member with annual membership fees overdue for a period of 12 months from the date of invoice becomes a member not in good standing.

Mail to: Canadian Avalanche Association, PO Box 2759, Revelstoke, BC. V0E 2S0