

Continuing Professional Development — Frequently Asked Questions

The following questions and responses were compiled to assist CMC certified members plan, undertake and record eligible professional development activities.

As new questions arise, they will be added to this document along with a response. Members are encouraged to submit questions to the National Certification Committee c/o Suzie Fernandes, Director, Membership and Certification, sfernandes@cmc-canada.ca.

Questions are shown in black, regular font. Official responses are shown in blue, italicized font.

1.	<p>I am a member of the Association of Professional Engineers and Geoscientists of Saskatchewan and I am a volunteer member of the Association's Investigation Committee. This committee investigates allegations of professional misconduct and incompetence. The committee meets approximately six times per year; in person and by teleconference.</p> <p>Is this eligible for CPD? Under what category? How many points, can I claim?</p> <p><i>Yes, serving as a board or committee member for other professional organizations counts as professional development under category D1, Involvement With Community and Other Organizations. Claim one point for each hour of meetings and one point for each hour of meeting preparation.</i></p>
2.	<p>I am a member of the local chapter of the Project Management Institute. The chapter organizes monthly luncheon events. During these events a speaker typically delivers a presentation on a project management knowledge area or on their experience implementing a project management practice. Meetings are generally about one hour long, with an opportunity for networking both before and after.</p> <p>Does my attendance at these events qualify for CPD? Under what category? How many points can I claim?</p> <p><i>Yes, attendance at events organized by professional, technical or managerial organizations or societies qualify for CPD under category A1 if the topic is related to your functional or sectoral practice areas or if the topic addresses consulting skills. Claim one-half point for each half hour of the event that involved learning or development.</i></p>



3.	<p>I am a volunteer board member at a local long-term care (nursing) home. The board meets 8-10 times per year, including an annual meeting. Each meeting is about two hours long.</p> <p>Can I count this activity under category D1, Involvement with Community and Other Organizations?</p> <p><i>This activity would qualify under category D1 if you are applying or developing CMC competencies or where your role allows you to demonstrate professional conduct. Claim one point for each of hour, up to a maximum of ten points per year.</i></p>
4.	<p>Our local Chamber of Commerce organizes luncheon meetings. Speakers typically provide information about their organization or sector. For example, the president of the local university gave a "State of the University" address. On another occasion, a member of the provincial legislative assembly spoke about the issues the government faces and their accomplishments since being elected. These luncheons also provide an opportunity for networking. Luncheon events are typically 1 to 1½ hours long.</p> <p>Does attendance at these luncheons count as professional development? How many points can I claim?</p> <p><i>Meetings organized by industry or business associations qualify as CPD under category A1 if they include a legitimate competency development component such as gaining knowledge about an industry or sector, a featured organization's practices or about emerging government policy or regulation. Claim one-half point for each half hour of learning. A strictly networking event such as a wine and cheese would not qualify as CPD.</i></p>
5.	<p>I volunteer as a coach for a local girl's soccer team. I lead practices and coach during league games. Does my volunteer time qualify for CPD? Under what category? How many points can I claim?</p> <p><i>If your volunteer activities allow you to apply or develop your CMC competencies or to demonstrate professional conduct it would be eligible under category D1, Involvement with Community and Other organizations. Refer to the CMC-Canada Certified Management Consultant Competency Framework document for a list of competencies.</i></p>

6.	<p>I participated in a virtual training session for oral examination assessors. The contact time was about one hour. I spent another hour reviewing the materials provided.</p> <p>Is this eligible for CPD? Under what category? How many points can I claim?</p> <p><i>Yes, this activity is eligible for CPD under category C2, CMC-Canada Oral Assessor Training and Delivery. Claim one point for each hour of virtual training and one point for each hour of self-study. In this example, claim two points.</i></p>
7.	<p>I volunteer on the executive of my neighbourhood community association. Does my volunteer time qualify for CPD? Under what category? How many points can I claim?</p> <p><i>If your volunteer activities allow you to apply or develop your CMC competencies or to demonstrate professional conduct it would be eligible under category D1, Involvement with Community and Other organizations. A leadership or governance role would usually be eligible whereas volunteering for the community garage sale would probably not qualify. Refer to the CMC-Canada Certified Management Consultant Competency Framework document for a list of competencies.</i></p>
8.	<p>I volunteered as a scrutineer for a provincial election. I attended a training session one evening for about 1½ hours. On the day of the election, I was at the polling station for about six hours.</p> <p>Does this activity qualify for CPD category D1? How many points can I claim?</p> <p><i>No, this activity does not qualify for CPD because the activity was affiliated with a particular political party.</i></p> <p><i>However, if the volunteer activity had been serving as a returning officer it would qualify as CPD under category D1, Involvement with Community and Other Organizations. In this case you could claim one point for each hour, up to a maximum of ten points per year.</i></p> <p><i>In general, activities directly associated with political, religious, lobby or labour groups are not eligible for CPD.</i></p>

9.	<p>I recently served as an oral examination assessor for two candidates on behalf of our provincial Institute. I spent about 1½ hours with each candidate. I also spent about ½ hour after each examination completing the Candidate Competency Rating Form with the other assessor.</p> <p>Should I count this activity under category C2, CMC-Canada Oral Assessor Training and Delivery? How many points can I claim?</p> <p><i>Yes, this activity can be claimed under category C2, CMC-Canada Oral Assessor Training and Delivery. Claim one point for each assessment hour and one point for each hour completing the Candidate Competency Rating Form. In this example, claim four points.</i></p>
10.	<p>I am a volunteer board member of the local Project Management Institute (PMI) chapter. We meet once per month September through June. Each meeting lasts about one hour.</p> <p>Can I count these meetings as professional development? How many points can I claim?</p> <p><i>Yes, serving as a board or committee member for a technical or managerial organization such as PMI counts as professional development under category D1. Claim one point for each hour of meetings and one point for each hour of meeting preparation.</i></p>
11.	<p>Our professional liability insurer offers a series of structured self-study courses. Each course requires an open book examination that is submitted for marking. Successful completion of a course earns a reduction in the insurance premium.</p> <p>Is this eligible for CPD under category A1? How many points can I claim?</p> <p><i>Yes, this activity can be claimed under category A1, Participation in Seminars, Workshops, Courses, Conferences, Presentations. The organization that offers a course may suggest what professional development hours should be claimed. Otherwise, claim ½ point per half hour of participation.</i></p>

12.	<p>Do we have to use a particular form or format for recording information about CPD activities?</p> <p><i>No, you can use or create a form or format that works best for you. Some people have created their own format using a word processing or spreadsheet application.</i></p>
13.	<p>Can active professional practice be counted as professional development?</p> <p><i>Generally, yes. There is often a learning component to engagements in the form of acquiring new knowledge and skills or in applying existing knowledge in a different way, for example. Work activities that do not extend your knowledge should not be claimed as professional development.</i></p> <p><i>Refer to category F1, Professional Practise in Table 1 of "A Guide to the CMC-Canada Continuing Professional Development (CPD) Program."</i></p>
14.	<p>I attained my CMC status in June 2008. Am I required to achieve 35 points in this calendar year?</p> <p><i>Members certified within a calendar year will not be required to start professional development point accumulation until the year following the year of certification, so in this example point accumulation should begin January 1, 2009. However, as noted in "A Guide to the CMC-Canada Canada Continuing Professional Development (CPD) Program" document, you are encouraged to develop and annually review a professional development plan. You could undertake this planning activity during 2008.</i></p>
15.	<p>I'm expected to be away from work for six months on paternity/maternity leave. How should this be handled?</p> <p><i>In general, if you anticipate being away from work for an extended period and you expect this will prevent you from achieving the required number of points, communicate this to your Institute. The Institute and you should establish a revised point target based on your professional development plan.</i></p>
16.	<p>I was off work unexpectedly for two months due to an illness. Should I prorate the required number of CPD points for the year?</p> <p><i>It is recommended that after returning to work you review your professional development plan to see what has been achieved to date and what activities are still available. If you conclude that you are unable to meet the 35 point target, contact your Institute to establish an amended plan.</i></p>

17.	<p>I receive a printed journal related to my functional area of practise and read articles of interest to me. Does this count as CPD?</p> <p><i>This type of activity falls under category E1, Other Activities. As with other categories of activities, this type of activity should be linked to and support achievement of your professional development plan. Your plan may focus on, for example, “increasing your knowledge in a particular functional area”, or “stay abreast of issues and developments in an area of current practise”.</i></p> <p><i>Selecting and counting articles on an ad hoc or random basis is discouraged.</i></p>
18.	<p>I act as a sponsor for another CMC-Canada member who is pursuing their CMC designation. I spend about one hour per month speaking with the candidate.</p> <p>Should I count this activity under category C1, Participation in/on 1) the National Board or a National Committee, 2) the Council, a Committee or a Sub-Committee of a CMC Institute, 3) National and Institute programs and events? How many points can I claim?</p> <p><i>Yes, sponsorship of a prospective CMC can be claimed under category C1. Claim one point for each hour spent with the candidate, up to a maximum of five points per year.</i></p>
19.	<p>If I exceed the 35-point annual requirement, can I carry over my excess points to next year?</p> <p><i>Members who exceed the 35-point annual requirement will be able to carry over the excess points to the next reporting period (maximum one year).</i></p>
20.	<p>I am a Life Member and have all but retired from active practice. Am I still required to submit CPD points?</p> <p><i>No, members who have been approved by their Institute for Life Membership or Non-practicing Membership Status are not required to submit CPD points.</i></p>