

## CMC-Canada CPD Program – Eligible Activities

As a CMC you are required to declare, on an annual basis, your compliance with the Continuing Professional Development (CPD) program. Please calculate the total CPD points achieved for the year (minimum 35 points).

Eligible Activities	Points and Maximums
<b>Participation in Seminars, Workshops, Courses, Conferences, Presentations</b>	
<p>A1 Facilitated and/or structured learning and development activities that either enhance 1) functional or sectoral competencies, 2) consulting skills and abilities, or 3) understanding of relevant work-related emerging issues. <b>Examples include:</b></p> <ul style="list-style-type: none"> <li>• Accredited and non-accredited in-person, distance learning and e-learning seminars, workshops and courses offered by universities, community colleges, technical institutes, professional and industry organizations and societies.</li> <li>• The learning and development portion of luncheon and dinner meetings organized by professional, technical, managerial, industry or business organizations.</li> </ul> <p>→ Your certificate of completion, registration confirmation, payment receipt, notice of event or other supporting information should be kept as a CPD record.</p>	<p>½ point per half hour of attendance.</p> <p>Maximum of 25 points per year.</p>
<b>Total for category A1:</b>	
<b>Development and/or Delivery of Presentations, Workshops, Seminars, Courses</b>	
<p>B1 Activities outside of or not related to paid research, consultancy, education or training. <b>Examples include:</b></p> <ul style="list-style-type: none"> <li>• A workshop for a CMC-Canada national conference.</li> <li>• A two-hour PD session for a local CMC-Canada chapter.</li> <li>• A presentation to a local university class about consulting.</li> <li>• Facilitate/Teach/Deliver a CMC-Canada seminar or course.</li> <li>• Facilitate/Teach/Deliver a course or seminar on behalf of another technical or professional body, e.g., PMI, APEGA</li> </ul> <p>→ Record the type of activity, subject, date(s) and duration.</p>	<p>½ point per half hour of preparation or delivery.</p> <p>Maximum of 15 points per year.</p>
<b>Total for category B1:</b>	
<b>CMC-Canada and CMC Institute Involvement</b>	
<p>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. <b>Examples include:</b></p> <ul style="list-style-type: none"> <li>• Participation on a professional conduct or discipline committee.</li> <li>• Sponsor of a prospective CMC.</li> <li>• Volunteer maintenance of an Institute web site.</li> <li>• Volunteering for National or Institute sponsored events.</li> <li>• Participating in local chapter events, e.g., CMC awards, AGM</li> <li>• Attendance at the National Annual Conference</li> </ul> <p>→ Record the meeting or event name, date(s), your role and duration.</p>	<p>1 point per hour.</p> <p>Category maximum of 20 points per year.</p> <p>Activity maximum of 5 points per year.</p>
<p>C2 CMC-Canada Oral Assessor Training and Delivery</p> <ul style="list-style-type: none"> <li>• Includes preparation for and delivery of oral assessor training</li> <li>• Includes receipt of oral assessor training</li> <li>• Includes preparation for and participation as an oral assessor</li> </ul> <p>→ Record your role, date(s) and duration.</p>	<p>1 point per hour.</p> <p>Category maximum of 20 points per year.</p> <p>Activity maximum of 10 points per year.</p>

<p>C3 Participation as a mentor in a CMC Institute run mentorship program</p> <ul style="list-style-type: none"> <li>• Mentor to a prospective CMC (mentee)</li> <li>• Includes attendance at a preparation session</li> </ul> <p>→ Record your role, date(s) and duration.</p>	<p>1 point per hour.</p> <p>Category maximum of 20 points per year.</p> <p>Activity maximum of 15 points per year.</p>
<b>Total for category C1-3:</b>	
<b>Involvement With Community and Other Organizations</b>	
<p>D1 Participation in/on a board or committee of a community, not for profit, charitable organization or event or other professional or technical organizations that allows a CMC to apply or develop their competencies in a non-work related environment and to demonstrate professional conduct. <b>Examples include:</b></p> <ul style="list-style-type: none"> <li>• Treasurer of the local Project Management Institute chapter.</li> <li>• Chair of the local United Way campaign.</li> <li>• Volunteer board member of a long-term care home.</li> <li>• Returning officer for a municipal or provincial election.</li> </ul> <p>→ Record the organization or event name, date(s) of involvement, your role and duration.</p>	<p>1 point per hour.</p> <p>Maximum 10 points per year</p>
<b>Total for category D1:</b>	
<b>Other Activities</b>	
<p>E1 Self-structured and/or self-directed study or learning that enhances 1) functional or sectoral competencies, 2) consulting skills and abilities, or 3) understanding of emerging work-related and societal issues. <b>Examples include:</b></p> <ul style="list-style-type: none"> <li>• Identification and study of printed works (e.g., journals, papers, books, manuals, articles)</li> <li>• Search for and study of on-line information</li> <li>• Audio or video materials</li> </ul> <p>→ Record the title, author, subject of the material and duration.</p>	<p>1 point per hour.</p> <p>Maximum 10 points per year.</p>
<p>E2 Writing and Publishing</p> <ul style="list-style-type: none"> <li>• Writing and publication of articles in professional publications (printed journals or e-journals)</li> </ul> <hr/> <ul style="list-style-type: none"> <li>• Author / co-author of published book or original manuscript related to consulting or consulting area of specialty.</li> </ul> <p>→ Record the title, topic, publisher and duration.</p>	<p>5 points per article. Maximum 10 points per year.</p> <p>1 point per hour invested to maximum of 75, claimable in year of publication.</p>
<b>Total for category E1-2:</b>	
<b>Professional Practice</b>	
<p>F1 Active professional practice is considered to be a significant factor contributing to maintaining and improving competencies.</p> <p>→ Record what competencies have been extended or enhanced.</p>	<p>1 point per every 100 hours of professional practice.</p> <p>Maximum of 10 points per year.</p>
<b>Total for category F1:</b>	
<p><b>I HAVE ACHIEVED THE FOLLOWING NUMBER OF CPD POINTS FOR 2009:</b> (Please enter this number on the Declaration Form and return to CMC-Canada)</p>	

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