

APPENDIX 'B' - May 22, 2008

Continuing Professional Development (CPD) For CHI(P), CHI & CPI Members of ASTTBC

In the interests of protecting public health and safety, the environment and economy, it is essential that technology professionals engage in lifelong learning. The public expects that technology professionals operate at the current level of knowledge and expertise and that level is constantly changing with innovation and development. A Certified House Inspector Provisional (CHI(P)), Certified House Inspector (CHI) and Certified Property Inspector (CPI), as technical specialists, are accountable to the public and their profession. To support all CHI(P)s, CHIs and CPIs in their efforts to maintain and enhance their professional skills and knowledge and to provide assurance to the public, ASTTBC has established a Continuing Professional Development (CPD) Requirement. The applicable ASTTBC CPD Guideline is attached as Appendix B.2.

The Program:

- Provides a standard web-based format for documenting continuing professional development
- Defines the categories of continuing professional development
- Establishes a rating for each category of continuing professional development
- Provides a minimum credit for each category
- Encourages each member to record Continuing Professional Development activities.

CHI(P)s, CHIs and CPIs are required to voluntarily record their CPD activities for the year 2008. In 2009, members may be required to provide their Log of CPD activities to the Board of the British Columbia Institute of Property Inspectors for review. By 2010, CPD activities will be mandatory, according to the guidelines set out in Appendix B.2.

APPENDIX B.2 - ASTTBC Professional Development Activities & Applicable Credits Guideline

Activities	Credits
practicing in a technical capacity either full or part time or practicing in a leadership, management or supervisory capacity either full or part time employment	1 credit per month of employment to a maximum of 12 credits per year or prorated for part time.
completing technical courses at an accredited institution (courses to be progressive i.e. more than 50% overlap to previous courses and related to the registered discipline)	Formal: 10 credits for 40 hrs or more 5 credits for courses less than 40 hours
completing informal activities (e.g. self-directed study, seminars, technical field trips, employer training programs and structured on-the-job training)	Informal: 2 credits for 8 hours or more 1 credit for less than 8 hours
completing leadership, management, teamwork, supervision, financial or other 'soft' skill courses	As above per formal and informal
receiving an award for technical excellence	2 credits per award
teaching a formal course	5 credits
developing a training program or course of study	5 credits
preparing and/or publishing technical papers or articles	3 credits
reviewing technical papers or articles	2 credits
presenting at conferences, workshops and seminars	3 credits
leading an on-the-job training session	3 credits
chairing a workshop or seminar	2 credits
attending conferences, workshops and seminars	1 credit
participating on technical committees	1 credit per meeting
participating in on-the-job training	1 credit per half day
mentoring and being mentored	1 credit per month
completing ASTTBC's volunteer Leadership program	3 credits
serving on ASTTBC Council, Board or Committee	1 credit per meeting
serving on an ASTTBC Institute board or committee	1 credit per meeting
attending ASTTBC or Institute AGM	3 credits
serving on BCIT/College boards, industry advisory committees or other professionally related organization	1 credit per meeting
participating as a member of a Canadian Technology Accreditation team	10 credits
maintaining membership in a relevant <i>learned society</i>	3 credits

Annual recommendation: 20 credits per year (Credits could carry over to next year) Five year requirement: 100 credits

*It is recognized that any list such as this cannot be exhaustive, therefore it remains a **guideline**.*