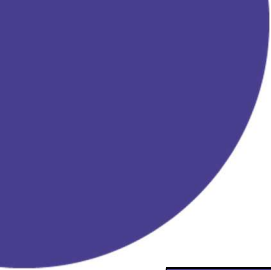


Engineers Yukon

Continuing Professional Development (CPD) Program Guidelines

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I INTRODUCTION

1.1 Continuing Professional Development Overview and Context

As technologies, regulations and social systems evolve, so too do the expectations of our society. Self-regulating professions have a fiduciary responsibility to proactively meet, or exceed, these changing expectations in order to remain valued and credible, and thereby maintain the privilege of self-regulation.

The engineering profession is founded on the tenets of protecting the health, safety, and welfare of the public. In order to achieve these fundamental goals, it is essential for professionals to engage in lifelong learning.

With society's changing expectations, the public is demanding greater accountability from professionals. That is why in 2018, the Council of Engineers Yukon (legally, the Association of Professional Engineers of Yukon) established the Continuing Professional Development (CPD) Program.

The General Regulations under the *Engineering Profession Act* 1995 require that all professional members and licensees comply with the CPD Program. The program is administered by the Practice Review Board as established in the General Regulations.

Mandatory continuing professional development is common in many professions. In most provinces, the engineering regulatory organizations have implemented mandatory requirements.

The Engineers Yukon CPD program establishes an annual process and a minimum benchmark of effort. Individual members may find that the minimum requirements may not be adequate to maintain or increase their competence, so it is up to each professional to assess their own needs and to plan appropriately. Recognizing the diversity of Engineers Yukon members, the Program provides the flexibility for members to undertake activities that provide the greatest benefit to the members in the practice of their profession.

1.2 Application

All members with practice rights (e.g. professional members, licensees and life members) must satisfy the CPD Program requirements. This does not include non-practicing members (e.g. members-in-training, retired members, or some transitory exceptions defined in section 3 and Appendices II & III) however they are encouraged to participate and record activities in anticipation of becoming professional members or a possible return to practice.

Designation	Required to Participate?
Professional Members	Yes
Limited Licensees	Yes
Life Members	Yes
Members-In-Training	No
Retired Members	No

If a member is newly registered as a Professional Engineer or Limited Licensee, the requirement to engage in professional development activities begins on the date of the member's registration.

2 THE RECORDING/REPORTING PROCESS

A successful plan for continuing professional development should consider the member's scope of practice and duties, current level of knowledge and skills, short term needs and objectives, as well as long range plans. Each member must define their scope of practice and select CPD activities that are appropriate and beneficial to current and future needs, and it should be considered that suitable activities may exceed the minimum requirements of this program.

Members are encouraged to develop an individualized CPD plan. Engineers Canada offers a document that assists with how to develop a suitable plan, and it can be found at the Engineers Canada website at <http://www.engineerscanada.ca> and by searching for the Step-by-step guide for the preparation and implementation of an individual continuing professional development plan.

Members should select meaningful CPD activities that will be of benefit to their practice. Members should have a clear purpose and objective that will maintain, improve, or expand the skills or knowledge in pursuit of their chosen field.

2.1 CPD Requirements

To meet the requirements of the Continuing Professional Development (CPD) Program, members are required to:

1. Maintain a written record of CPD activities.
2. Report CPD hours annually.
3. Submit the detailed activity record on request (using the form in Appendix I).

2.2 Recording Activities

Members are required to maintain a detailed record of their professional development activities. The Detailed Activity Record form in Appendix I may be helpful in identifying the information that is expected to be documented. Members must retain their records for at least three years. The Engineers Yukon Central online database will maintain each member's logged hours for three years, but at present does not include the supporting information of the Detailed Activity Report.

Detailed activity records must include the following information for each "membership year" related to membership renewal date:

- the date(s) the activity occurred
- a description/title of the activity
- the organizer/provider of the activity (if applicable)
- the CPD category in which the activity belongs; and
- the number of Professional Development Hours (PDHs) claimed for the activity.

The number of hours in the Detailed Activity Report must support the hours submitted on the member's CPD annual report to Engineers Yukon Central online database.

2.3 Reporting Annually

As part of annual membership renewal, members will be required to report their CPD activities using the Engineers Yukon Central online database accessible via the EY home page at www.engineersyukon.ca. Members are required to indicate only the number of professional development hours claimed for professional development activities in the 12 months prior to the membership renewal date.

2.4 Program Monitoring

All Continuing Professional Development activity reporting submitted online is reviewed for general compliance by either Engineers Yukon staff or the CPD Committee. More in-depth reviews of selected individual members may be undertaken based on this review or:

- By random selection as part of an annual audit
- When an exempted member resumes practice
- In response to specific complaints from stakeholders; or
- As part of a Practice Review or Discipline-related investigation.

When reviews are initiated, Professional Members may be requested to submit additional information.

Accordingly, it is very important that complete and accurate records of professional development activities are maintained (refer to section 2.2 of this guideline). Staff and/or volunteer Professional Members or other experts may participate in the review process.

2.5 Annual Audit

Engineers Yukon's CPD Committee is responsible for administering the Continuing Professional Development program. A random sample of reporting members will be selected each year for review of the reported CPD activities. The Practice Review Board or its designate may ask to review a member's professional development activities in detail. In that regard, all members should retain documents to verify attendance at courses, seminars, or any other activities in case they are asked to produce those.

In the event of a review, the member will be asked to submit their Detailed Activity Records for the previous three years. The detailed information should match the categories and hours claimed in the CPD Annual Reports that were submitted previously. The member subjected to an audit will be advised as to the outcome of the review, whether all activities comply with the requirements of the program, if any modification is necessary, or if the Board requires a practice review. Failure to produce the detailed record of activities demonstrating CPD compliance within 30 days' notice can result in a range of measures from an administrative suspension to a member being struck from the membership register.

2.6 Reporting to Another Regulator

A member is not required to report CPD activities to Engineers Yukon if that member is also a registered member in good standing with another Canadian engineering regulator on the following conditions:

- the other regulator has a mandatory CPD program with mandatory reporting; and

- the member is reporting through the other regulator.

Under these conditions, a member may select the appropriate option on the Engineers Yukon Central online database identifying the reporting regulator. This does not restrict a member from also reporting through the Engineers Yukon CPD program should they choose to. It also does not exempt the member from the requirement to submit a Detailed Activity Report upon request for review or audit.

3 CPD EXCEPTIONS

3.1 Exemptions from the program (members approved for reduced dues)

If a member has been approved for a dues deferment by Engineers Yukon, and has filed a written declaration stating that they are not actively engaged in the practice of engineering (using the form at Appendix II), they are exempt from the requirements of the Program.

An exemption created by a non-practicing declaration is effective for the term as indicated up to a maximum of one year from the date the declaration is received by Engineers Yukon but may be renewed for additional yearly periods. To continue the exemption, a member must submit a new declaration annually. When the member returns to active practice (return from a reduction in dues status), the member will have to complete a prorated number of PHDs for the CPD period in progress.

3.2 Requests for special consideration

If a licensed professional is unable to meet the CPD requirements after using all carry-over hours and wishes to retain their right to practice, they may apply to have their CPD requirements reduced by submitting a special consideration form (found in Appendix III) to the Practice Review Board (PRB). This may occur due to circumstances such as underemployment, unemployment, part-time employment, semi-retirement, maternity or parental leave, enrolment in a full-time educational program, health, or disability. Individual circumstances will influence the modified CPD requirements.

3.3 Resuming Active Practice (Going Back to Practicing)

When a member resumes practice after a period of exemption from the CPD Program, they are required to engage in professional development activities beginning on their resumption date.

Currently, if a member has been exempted from the CPD program for more than two years, the Practice Review Board may set specific conditions for returning to practice. If a member has been exempted from the CPD program for two years or less, there are no additional conditions to be met.

4 MINIMUM REQUIREMENTS

4.1 Numerical & Diversity Requirements

CPD activities are credited with Professional Development Hours (PDHs). The requirements are as follows:

- Members must maintain a total of at least 240 PDHs over three years

- Members must include activities in at least three of the seven categories with a minimum of 10 PDH coming from either formal activity (as defined in section 4.2.2) or informal activity (limited to conferences, workshops, presentations, or seminars from the list in section 4.2.3); and
- Members cannot claim more than the maximum PDHs allowed annually in each category

4.2 Categories

The following are the seven categories in which a member may earn credit for professional development:

- Professional Practice
- Formal Activity
- Informal Activity
- Participation
- Presentations
- Contributions to Knowledge
- Caregiving

4.2.1 Professional Practice

Active professional practice is a significant factor in maintaining and improving one's skills, either where a member is actually practicing according to the legal definition (see Appendix II) or "influencing" the practice of the professions. "Influencing" means having a leadership effect on how the profession is practiced without necessarily performing technical work.

Fifteen hours of work equals one Professional Development Hour (PDH). A maximum of 50 PDHs per year may be claimed in this category.

4.2.2 Formal Activity

Members must strive to include some formal activities in their continuing professional development program. Formal activities are often for academic credit and may include an evaluation process. Where there is no evaluation, credit may be claimed in this category for activities that are over half a day in length. For example, formal activities include:

- professional development programs, courses and seminars
- courses offered by universities, technical institutes, colleges, suppliers, employers or technical societies; and
- courses offered in traditional classroom settings, by correspondence, by video or online.

One hour of course attendance equals one PDH.

One Continuing Education Unit (CEU) (for courses offering CEUs) equals 10 PDHs. A maximum of 30 PDHs per year may be claimed in this category. A minimum of 10 PDHs of formal activity or "accepted" informal activity identified with an asterisk (*) in section 4.3.2 must be completed for each three year CPD reporting period.

4.2.3 Informal Activity

Informal activities are usually shorter in duration and do not involve any evaluation, but nevertheless expand a member's knowledge, skills and judgment. They include:

- self-directed study
- attendance at conferences and industry trade shows*
- seminars, technical presentations, talks and workshops (if half a day or less)*
- attendance at meetings of technical, professional or managerial associations or societies*; and
- structured discussion of technical or professional issues with one's peers.

One hour of informal activity equals one PDH.

A maximum of 30 PDHs per year may be claimed in this category.

Only informal activities with an asterisk () are eligible for the 10 PDH minimum identified in section 4.1

4.2.4 Participation

Activities that promote peer interaction and provide exposure to new ideas and technologies both enhance the profession and serve the public interest. These activities include:

- appointment as a mentor to a Member-in-Training, a less experienced professional member or technologist
- service on public bodies that draw on professional expertise (i.e., planning boards, development appeal boards, investigative commissions, review panels or community building committees)
- service on standing or ad-hoc committees of a technical or professional nature or managerial associations and societies; and
- activities that contribute to the community which require professional and ethical behaviour, but not necessarily the application of technical knowledge - including active service for charitable, community, religious or service organizations, coaching league sports teams, or elected public service on municipal, provincial or federal levels or school boards.

One hour of participation activity equals one PDH.

A maximum of 20 PDHs per year may be claimed in this category with no more than 10 of those PDHs coming from the last bullet above (community service).

4.2.5 Presentations

Eligible presentations are those given by a member of a technical or professional nature that are discretionary, that is, outside a member's normal job functions. Presentations might occur:

- at a conference, meeting, course, workshop or seminar
- either within a company or at an event sponsored by a technical or professional organization.

Multiple deliveries of the same presentation count for only one presentation. One hour of preparation and/or delivery earns one PDH.

A maximum of 20 PDHs per year may be claimed in this category.

4.2.6 Contributions to Knowledge

Activities which expand or develop the technical knowledge base in the profession are recognized. Contributions may include:

- Development of published codes and standards. One hour of committee work equals one PDH.
- Patents (credit can be claimed only one time per patent). Each patent registered equals 15 PDHs.
- Publication of papers in a peer-reviewed technical journal. Each paper published equals 15 PDHs.
- A thesis at the Masters or Ph.D. level, on a one time basis, upon successful defense and approval. Each thesis equals 30 PDHs.
- Publication of a book. Each book equals 60 PDHs, claimed over two years.
- Publication of articles in non-reviewed journals. Each article equals 10 PDHs.

Maximum of 10 PDHs per year

- Reviewing articles for publication. One hour of review equals one PDH; Maximum of 10 PDHs per year.
- Editing papers for publication.

One hour of editing equals one PDH.

A maximum of 30 PDHs per year may be claimed in the Contributions to Knowledge category, bearing in mind the limits indicated above.

4.2.7 Caregiving

Well-rounded professionals need a variety of technical and non-technical skills in order to excel in their profession. The act of caregiving develops skills that assist a professional to better serve society and these can include putting oneself at the service of others, developing empathy and a broader understanding of the needs of others, time management, conflict resolution, negotiating and compromising, communicating with authorities, and managing difficult conversations.

The recognized activities include being directly responsible for the care and upbringing of a child under 18 years of age or providing help or care to an adult person with a long-term health problem, a physical or mental disability or aging-related problems. These activities include:

- Efforts directly responsible for the care and upbringing of a child under 18 years of age
- Acting on behalf of an adult person within the medical, education, financial or other system

- Providing physical care for an adult person including transportation to go shopping, meal preparation, housework, or assistance with outdoor work
- Providing personal or medical care for an adult person including help with taking a bath, getting dressed, using the toilet, changing dressings or taking medications; and
- Managing an adult person's care or finances.

Fifteen hours of caregiving activity equals one PDH.

A maximum of 20 PDHs per year may be claimed in this category.

4.2.8 Summary

Category	Hours	Maximum Per Year
Professional Practice	15 hours = 1 PDH	50 PDHs
Formal Activity	1 hour = 1 PDH 1 CEU = 10 PDHs 10 PDH minimum per period – including informal activities with an asterisk*	30 PDHs
Informal Activity	1 hour = 1 PDH	30 PDHs
Participation	1 hour = 1 PDH (maximum 10 PDHs/year for community service)	20 PDHs
Presentations	1 hour = 1 PDH	20 PDHs
Contributions to Knowledge	<ul style="list-style-type: none"> • develop published codes and standards: 1 hour = 1 PDH • patents: 1 patent = 15 PDHs • publish paper in peer-reviewed technical journal: 1 paper = 15PDHs • thesis: successfully defended and approved = 30 PDHs/year • publish book = 60 PDHs, claimable over 2 years • publish article in non-reviewed journal: 1 article = 10 PDHs (maximum 10 PDHs/year) • review articles for publication: 1 hour of review = 1 PDH (maximum 10 PDHs/year) • edit papers for publication (1 hour of editing = 1 PDH) 	30 PDHs
Caregiving	15 hours = 1 PDH	20 PDHs

4.3 Annual Ethics Requirement

Engineers Yukon considers that ethical issues are an important element of engineering practice. The majority of complaints received by professional regulators relate to professional misconduct rather than professional incompetence.

On an annual basis, members are required to complete verifiable ethics training. Acceptable activities that satisfy this requirement include:

- Engineers Yukon or other engineering regulator's Ethics Seminar
- Employer-provided ethics programs
- Teaching of an ethics class or seminar

- Continuing education offerings directly related to ethics; and
- Attendance or participation in ethics conferences or workshops.

Members must complete one hour of ethics CPD every reporting year. Members can then document the mandatory hour (and any extra hours) spent on ethics training in the appropriate category. The details of the ethics training are to be logged in the Detailed Activity Record maintained by the member.

4.4 Carryover of PDHs

If a member has earned PDHs in excess of the annual maximums that they can claim in any category, they may carry those forward for a maximum of two years from the date of completing the activity and claim those on a subsequent annual report. It is the member's responsibility to track carryovers and claim them appropriately.

Carryovers may allow a member to continue to meet the program requirements in the event of unemployment, for example.

5 ROLE OF THE EMPLOYER

Engineers Yukon encourages employers to support the continuing professional development efforts of their member employees. It is recommended that members discuss their professional development objectives with their employer or mentor.

Employers can support an individual member's CPD objectives in various ways, including:

- consultation during development of the member's program
- provision of learning opportunities
- assistance in developing job expectations and responsibilities
- periodic review of a member's performance and progress
- assistance in documenting activities and levels of effort through company performance management systems
- financial support of activities; and
- release time to participate in activities.

Irrespective of employer support, the responsibility for satisfying the CPD program requirements rests with the member.

6 CONSEQUENCES OF NON-COMPLIANCE

If a member does not meet the minimum numerical and diversity requirements of the CPD program at the end of each three-year period, as outlined in section 4.1, they must agree to recover their deficit hours in the following year, while also obtaining the PDH requirement for that year. In addition, the Practice Review Board may request that the member submit a detailed activity record for the period in question. Failure to

demonstrate to the Practice Review Board that the member is complying with the program requirements, or with the recommendations of the Practice Review Board if applicable, can result in a range of measures from an administrative suspension to being struck from the register.

The Regulations provide that if a member does not satisfy the Practice Review Board that they are complying with the program requirements, the Board may conduct a review of the member's practice and determine the consequences of non-compliance.

7 FURTHER INFORMATION

If you have questions regarding the Engineers Yukon Continuing Professional Development Program, please email Engineers Yukon staff (staff@engineersyukon.ca). Depending on the nature of your question, your query will be forwarded to the appropriate person to respond.

APPENDIX I – Engineers Yukon CPD DETAILED ACTIVITY RECORD

(BLANK FORM) One sheet per year; Insert extra rows as required)

From (mth/yr)	To (mth/yr)
Name	Member #

Professional Practice - 1 PDH per 15 hours of professional practice

Date (dd/mm/yy)	Description / Title of Completed Activities	Organizer / Provider	Value		
			PDHs Earned	PDHs Claimed	Carry over to next period
**PDH/year that may be claimed 50 max			Period Sub-total		

Formal Activity - courses through universities, colleges, employers, industry, technical societies > 1/2 day - 1 PDH per hour in course

Date (dd/mm/yy)	Description / Title of Completed Activities	Organizer / Provider	Value		
			PDHs Earned	PDHs Claimed	Carry over to next period
**PDH/year that may be claimed 30 max			Period Sub-total		

Informal Activity - self-directed study, attendance at conferences/meetings, discussion with peers, courses < 1/2 day - 1 PDH per hour

Date (dd/mm/yy)	Description / Title of Completed Activities	Organizer / Provider	Value		
			PDHs Earned	PDHs Claimed	Carry over to next period
**PDH/year that may be claimed 30 max			Period Sub-total		

Participation - mentoring, public boards, technical/professional committees or societies, community involvement - 1 PDH per hour

Date (dd/mm/yy)	Description / Title of Completed Activities	Organizer / Provider	Value		
			PDHs Earned	PDHs Claimed	Carry over to next period
** PDH/year that may be claimed (max 10 PDH for community service)20 max			Period Sub-total		

Presentations - technical/professional presentations at conference/meeting, course/workshop - 1 PDH per hour prep & delivery

Date (dd/mm/yy)	Description / Title of Completed Activities	Organizer / Provider	Value		
			PDHs Earned	PDHs Claimed	Carry over to next period
** PDH/year that may be claimed 20 max			Period Sub-total		

Contributions to Knowledge - development of published Codes or Standards - 1 PDH per hour committee work; 15 PDH per patent; 15 PDH per article published in peer reviewed journal; 30 PDH per thesis dissertation, 60 PDH per published book, 10 PDH per article published in non-reviewed journal; 1 PDH per hour of review articles for publication; 1 PDH per hour of editing articles for publication

Date (dd/mm/yy)	Description / Title of Completed Activities	Organizer / Provider	Value		
			PDHs Earned	PDHs Claimed	Carry over to next period
** PDH/year that may be claimed 20 max			Period Sub-total		

Caregiving - The activities include those of someone who is directly responsible for the care and upbringing of a child under 18 years of age or provides help or care to an adult person with a long-term health problem, a physical or mental disability or aging-related problems. 1 PDH per 15 hours.

Date (dd/mm/yy)	Description / Title of Completed Activities	Organizer / Provider	Value		
			PDHs Earned	PDHs Claimed	Carry over to next period
** PDH/year that may be claimed 20 max			Period Sub-total		

TOTAL FOR ALL ACTIVITIES DURING ANNUAL PERIOD

PREVIOUS THREE-YEAR TOTAL

APPENDIX II – REQUEST FOR REDUCED ANNUAL FEES & NON-PRACTICING DECLARATION

I, _____, member number _____, hereby declare
(Print Name)

that I am not actively engaged in the practice of engineering as regulated under the *Engineering Profession Act* in the Yukon Territory.

By filing this declaration with the Association, I understand that I am exempt from the requirements of the Continuing Professional Development Program.

I understand that this exemption is only effective for one year from the date my declaration is received by the Association. I also understand that I may renew the exemption by filing a new declaration when this exemption expires.

Although I may use the professional title to which my registration with the Association entitles me, with the addition of (non-Practicing) at the end, I understand that I am not allowed to engage in the practice of engineering or serve as a Responsible Member for an Engineers Yukon Permit, while this exemption is in effect.

I undertake to immediately notify the Association in writing if I intend, at any time, to resume the practice of engineering I understand that the Continuing Professional Development Committee can require me to comply with any conditions that the Board may set prior to allowing me to resume the practice of engineering.

N.B. - DO NOT sign here if you are practicing

(Signed)

(Dated)

Definition of “practice” as per the *Engineering Profession Act*

1 “practice of engineering” means

- (a) reporting on, advising on, evaluating, designing, preparing plans and specifications for or directing the construction, technical inspection, maintenance or operation of any structure, work or process
 - i. that is aimed at the discovery, development, utilization, storage or disposal of matter, materials or energy, or is in any other way designed for, the use and convenience of persons; and
 - ii. (ii) that, for the protection of persons, requires in the reporting, advising, evaluating, designing, preparation or direction, the professional application of the principles of engineering or any related applied subject.
- (b) teaching engineering at a university or college.

**Please submit this signed declaration to the current office location or mailing address or email address of
Engineers Yukon**

APPENDIX III - REQUEST FOR SPECIAL CONSIDERATION

Continuing Professional Development Committee

REQUEST FOR SPECIAL CONSIDERATION

TO REDUCE CONTINUING PROFESSIONAL DEVELOPMENT (CPD) REQUIREMENTS

If the 3-year total of your Professional Development Hours (PDHs) does not meet the required minimum of 240 because you have suspended practicing for a period of time, you may submit this request to the CPD Committee to have your PDH requirements reduced as per the CPD Guideline.

CIRCUMSTANCES

☐
☐

Maternity/Parental Leave

Health Disability

☐
☐

Enrolled in Full-Time Educational Program

Other:

PERSONAL INFORMATION

Member number: _____

Enrolled in Full-Time Educational Program Other (specify) _____

Legal Name

(Surname)

Given Names in Full (NO Initials)

Preferred Name

(Surname)

Common Names and/or Initials

Preferred Address

Street

City

Province

Postal Code

()

Telephone

Fax

E-Mail

COMMENTS

Description of my circumstances – why I wish to apply for special consideration. (Please give details and dates, attaching additional sheets as necessary).

Date _____ Signature _____

Please mail or email this completed form to: Engineers Yukon; Suite #205 – 104 Elliott Street, Whitehorse, YT Y1A 0M2