

# APPENDICES

## Refining the Continuing Professional Development Program

Fall 2016 Consultations

*The Engineering and Geoscience Professions Act*



## **Appendix 1 – Continuing Professional Development Program Existing Legislation**

The following text is quoted from the legislation and has not been modified to match APEGA's writing style.

### ***Engineering and Geoscience Professions Act***

19(1) The Council may make regulations  
(n) respecting the establishment by the Council of a compulsory continuing education program for professional members and licensees;

#### **General Regulation Education program established**

16(1) The Council establishes the Continuing Professional Development Program of the Association as the compulsory continuing education program for professional members and licensees.

(2) The Practice Review Board shall administer the Continuing Professional Development Program.

#### **Mandatory compliance**

17 A professional member or licensee shall comply with the requirements of the Continuing Professional Development Program as it applies to that person's practice of engineering or geoscience, as the case may be.

AR 150/99 s17;55/2012

#### **Exemption**

18(1) Notwithstanding section 17, a professional member or licensee who files with the Association a declaration in writing stating that that person is not actively engaged in the practice of a profession is exempt from the requirements of this Part.

(2) An exemption under this section is only effective for one year from the date the declaration is received by the Association but may be renewed for additional yearly periods.

(3) A professional member or licensee shall not engage in the practice of a profession while an exemption under this section is in effect.

(4) A professional member or licensee who has filed a declaration under subsection (1) must immediately notify the Association in writing if that person intends to resume the practice of the profession.

(5) The Practice Review Board may require a professional member or licensee who has notified the Association under subsection (4) to comply with any conditions that the Board may set prior to allowing that person to resume the practice of the profession.

### **Written records**

19 A professional member or licensee must

(a) maintain a written record of activities undertaken in accordance with the Continuing Professional Development Program, and

(b) produce the record under clause (a) on the request of the Practice Review Board.

### **Striking from register**

19.1 The Council may direct the Registrar to strike from the register of professional members or licensees the name of a person who fails to comply with a notice that is served on the professional member or licensee and direct the professional member or licensee to comply with section 19 within 30 days after the date of service of the notice.

AR 37/2003 s3

### **Proof of compliance**

20(1) On the request of the Practice Review Board, a professional member or licensee must satisfy the Board that that person is complying with the requirements of the Continuing Professional Development Program.

(2) Where a professional member or licensee fails to satisfy the Practice Review Board under subsection (1), the Board may

(a) conduct a review of the practice of that person in accordance with the Act and this Regulation, and

(b) at any time during a review recommend to the Investigative Committee that the review be conducted by the Investigative Committee under Part 5 of the Act as if the recommendation were a written complaint.

## Appendix 2 – Continuing Professional Development Program Canadian Engineering and Geoscience Associations Summary and Analysis

Few constituent associations have the details of their continuing competency or education programs spelled out in their governing acts. If available, it is usually in the regulations or bylaws in accordance with the act. However, in many cases, the requirements of continuing competency or education are held in program guidelines or policies. There is no consistent approach to continuing competency or education requirements across constituent associations.

This table summarizes the research on continuing professional development (CPD) programs of other Canadian engineering and geoscience associations in Canada. Appendix 2A contains the relevant legislative provisions that form the basis of this summary.

	<b>The Association of Professional Engineers and Geoscientists of British Columbia (APEGBC)</b>	<b>Where is this referenced?</b>	<b>The Association of Professional Engineers and Geoscientists of Alberta (APEGA)</b>	<b>Where is this referenced?</b>
CPD program contained in legislation?	Council may pass bylaws to establish professional development requirements. Members are to maintain their competency.	Act 19(1)(m.1) Bylaws 14(a)(6)	Council establishes the CPD Program.	Regulation 16(1)
Who is responsible for administering the program?	Legislation is silent		Practice Review Board	Regulation 16(2)
CPD mandatory?	No, per guidelines. Legislation is silent.		Mandatory compliance	Regulation 16, 17
Documentation	Legislation is silent.		Written records of activities to be maintained and produced upon request of the Practice Review Board.	Regulation 19(a), 19(b)
Penalties for noncompliance	Legislation is silent.		Members may be struck for failing to comply with CPD requirements within 30 days of receiving notice.	Regulation 19.1

	<b>The Association of Professional Engineers and Geoscientists of Saskatchewan (APEGS)</b>	<b>Where is this referenced?</b>	<b>The Association of Professional Engineers and Geoscientists of Manitoba (APEGM)</b>	<b>Where is this referenced?</b>
CPD program contained in legislation?	Standards for continuing education and participation are established in bylaws. Members are required to maintain competency.	Act 5, 16(2)(j) Bylaw 20(1, 2d)	Bylaws establish CPD programs and participation by members.	Act 12(1), 12.1(1,2)
Who is responsible for administering the program?	Legislation is silent.		Continuing Competency Committee	Bylaw 4.5.3
CPD mandatory?	Legislation is silent.		Yes	Act 12.1(2)
Documentation	Legislation is silent.		Members must create and maintain records detailing their participation in CPD. Registrar may require a copy of records.	12.1(2)(b),(3)
Penalties for noncompliance	Legislation is silent.		Members have 30 days to comply with CPD requirements or risk suspension. Failure to comply may be considered professional misconduct to be investigated.	Act 12.2 Bylaw 11.3

	<b>Professional Engineers Ontario (PEO)</b>	<b>Where is this referenced?</b>	<b>Association of Professional Geoscientists of Ontario (APGO)</b>	<b>Where is this referenced?</b>
CPD program contained in legislation?	The act allows regulations to provide for continuing education of members. No other details are included.	Act 7(1)(27)	Legislation is silent.	
Who is responsible for administering the program?	Legislation is silent.		Legislation is silent.	
CPD mandatory?	Legislation is silent.		Legislation is silent.	
Documentation	Legislation is silent.		Legislation is silent.	
Penalties for noncompliance	Legislation is silent.		Legislation is silent.	

	<b>Ordre des Ingénieurs du Québec (OIQ)</b>	<b>Where is this referenced?</b>	<b>Ordre des Géologues du Québec (OGQ)</b>	<b>Where is this referenced?</b>
CPD program contained in legislation?	Engineers must take refresher training every five years to maintain competency. Tutors are assigned and terms and objectives of the training are identified.	Regulation respecting refresher training periods of engineers 2.01	Geologists must accumulate a minimum of 60 hours of education in a year.	Regulation respecting mandatory continuing education of geologists 1
Who is responsible for administering the program?	The Board	Regulation respecting refresher training periods of engineers 2.06	The College	Regulation respecting mandatory continuing education of geologists 6
CPD mandatory?	Yes	Regulation respecting refresher training periods of engineers 2.03, 2.07	Yes	Regulation respecting mandatory continuing education of geologists 1
Documentation	The tutor provides a report to the Board on whether the engineer has met the objectives and terms of the training.	Regulation respecting refresher training periods of engineers 2.07, 2.08, 2.10	Declaration of continuing education and supporting documentation	Regulation respecting mandatory continuing education of geologists 5, 6
Penalties for noncompliance	Practice restrictions may be imposed.	Regulation respecting refresher training periods of engineers 3.01, 3.02	Name is struck from register	Regulation respecting mandatory continuing education of geologists 14

	<b>Association of Professional Engineers and Geoscientists of New Brunswick (APGNB)</b>	<b>Where is this referenced?</b>	<b>Engineers Nova Scotia (ENS)</b>	<b>Where is this referenced?</b>
CPD program contained in legislation?	Bylaws establish continuing competency requirements.	Act 7(1)(j) Bylaw 11.4.0	Resolutions establish the compulsory continuing professional development requirements of members.	Act 6(1)(ga), 19A(1)
Who is responsible for administering the program?	Legislation is silent.		Registrar	Act 19A(1)
CPD mandatory?	Yes	Bylaw 11.4.0	Yes	Act 6(1)(ga), 19A(1) Bylaws 13C(2)
Documentation	Legislation is silent.		Certificate of compliance is submitted to the association.	Act 19A(1) Bylaws 13C(1)
Penalties for noncompliance	Failure to comply with continued competency requirements is professional misconduct	Bylaw 11.4.1	Members are struck from the register if they fail to provide certification of compliance within 10 days after receiving notice. Members may be reinstated once compliance is confirmed.	Act 19A(2)



	<b>Geoscientists Nova Scotia (GNS)</b>	<b>Where is this referenced?</b>	<b>Engineers PEI (EPEI)</b>	<b>Where is this referenced?</b>
CPD program contained in legislation?	Council can establish continuing education requirements. Members are required to maintain competency.	Act 19(2) Code of Ethics "d"	Continuing professional development is a condition of licensure.	Act 5(1.1), Bylaw 2.3.5, 3.5
Who is responsible for administering the program?	Legislation is silent.		Professional Development Committee	Bylaw 9.6.1
CPD mandatory?	Legislation is silent.		Yes	Act 5(1.1)
Documentation	Legislation is silent.		Members are required to maintain, submit, and substantiate records to show compliance with the professional development program.	Bylaw 9.6.3
Penalties for noncompliance	Legislation is silent.		A member ceases to be in good standing after four months of failure to submit documentation. The name is removed from the register after four months of noncompliance.	Bylaw 5.5, 5.6

	<b>Professional Engineers and Geoscientists Newfoundland and Labrador (PEGNL)</b>	<b>Where is this referenced?</b>	<b>Engineers Yukon</b>	<b>Where is this referenced?</b>
CPD program contained in legislation?	The Board may establish both compulsory and optional continuing education programs. Regulations require compliance with the program.	Act 38(1)(h) Regulation 34(1)	The act allows for regulations to establish a mandatory continuing education program. No other details are included.	Act 8(d), 12(1)(j)
Who is responsible for administering the program?	Legislation is silent.		Legislation is silent.	
CPD mandatory?	Participation in continuing education programs is a condition of registration.	Regulation 7(2)(c), 34(1)	Legislation is silent.	
Documentation	Legislation is silent.		Legislation is silent.	
Penalties for noncompliance	Registrar cancels membership.	Regulation 34(2)	Legislation is silent.	

	<b>Northwest Territories and Nunavut Association of Professional Engineers and Geoscientists (NAPEG)</b>	<b>Where is this referenced?</b>
CPD program contained in legislation?	Legislation is silent.	
Who is responsible for administering the program?	Legislation is silent.	
CPD mandatory?	Legislation is silent.	
Documentation	Legislation is silent.	
Penalties for noncompliance	Legislation is silent.	

### Appendix 3 – Continuing Professional Development Program Alberta Self-Regulating Professional Associations Summary and Analysis

As a whole, the Alberta regulators considered include in their Acts the ability to create regulations or bylaws establishing a continuing education or competency program. In all cases reviewed, the program is mandatory. The Law Society of Alberta uses a slightly different model in that it is a self-directed program governed by its Rules. The oversight of the various programs and reporting requirements vary across the associations.

This table summarizes the research on continuing professional development (CPD) programs. Appendix 3A contains the relevant legislative provisions that form the basis of this summary.

	<b>The Association of Professional Engineers and Geoscientists of Alberta (APEGA)</b>	<b>Where is this referenced?</b>	<b>Chartered Professional Accountants of Alberta</b>	<b>Where is this referenced?</b>
CPD program contained in legislation?	Council establishes the CPD Program.	Regulation 16(1)	Regulations establish the continuing education program.	Act 15(1)(d), 62(1), Regulation 16(1,2)
Who is responsible for administering the program?	Practice Review Board	Regulation 16(2)	Registration Committee.	Regulation 16(3)
CPD mandatory?	Mandatory compliance	Regulation 16, 17	Continuing education is a condition of continued registration.	Act 54(1) Regulation 16(2)(a-b)
Documentation	Written records of activities to be maintained and produced upon request of the Practice Review Board.	Regulation 19(a), 19(b)	Annual report submitted to Registration Committee.	Regulation 17(1-2)
Penalties for noncompliance	Members may be struck for failing to comply with CPD requirements within 30 days of receiving notice.	Regulation 19.1	Charges of professional misconduct and fines are possible.	Act 62(1)(e) Bylaws 1302

	<b>Law Society of Alberta</b>	<b>Where is this referenced?</b>	<b>Alberta Association of Architects</b>	<b>Where is this referenced?</b>
CPD program contained in legislation?	Yes	Rules 67.1, 67.2	Regulations establish compulsory continuing competency programs.	Act 9(1)(g), 27(3) Regulation 46
Who is responsible for administering the program?	Self-administered	Rules 67.1(3)	Education Committee	Regulation 47(1)
CPD mandatory?	Members develop annual professional development plans.	Rules 67.2	Yes	Regulation 46(a)
Documentation	Professional development plan	Rules 67.2	Accurate and complete records showing activities in continuing competency programs are required. These records must be submitted to the Registrar when requested.	Act 9(1)(g) Regulation 46(c), 46(d), 46(e)
Penalties for noncompliance	Legislation is silent.		Registrar cancels registration within 30 days if continuing competency requirements are not met.	Act 27(3)

	<b>Alberta Dental Association and College</b>	<b>Where is this referenced?</b>	<b>College of Physicians and Surgeons of Alberta</b>	<b>Where is this referenced?</b>
CPD program contained in legislation?	The college must establish, maintain, and enforce continuing competence standards.	Act 3(1), 50(1) Regulation 16(1)	The college must establish, maintain, and enforce continuing competence standards.	Act 3(1), 50(1) Regulation 23(1-2)
Who is responsible for administering the program?	Competence Committee or Registration Committee	Act 10(1) Regulation 19(1-2)	Competence Committee or Registration Committee	Act 10(1) Regulation 23(2)
CPD mandatory?	Yes	Act 50(1) Regulation 16(1)	Yes	Act 50(1) Regulation 23(1)
Documentation	Legislation is silent.		Records must be maintained and provided at the request of the registrar.	Regulation 23(1)(b, c)
Penalties for noncompliance	Failure to comply with the continuing competence program is considered unprofessional conduct. Members may have to repeat the program, complete examinations, be supervised by another member, have practice limitations imposed, no longer supervise other dentists, or report to the Registrar or Competence Committee.	Act 1(1)(pp)(vi)(A) Regulation 20(a-g)	Failure to comply with the continuing competence program is considered unprofessional conduct. Members may have to repeat the program, complete examinations, be supervised by another member, have practice limitations imposed, or report to the Registrar or Competence Committee.	Act 1(1)(pp)(vi)(A) Regulation 27(a-g)

	<b>Alberta Veterinary Medical Association</b>	<b>Where is this referenced?</b>
CPD program contained in legislation?	Regulations establish a compulsory continuing education program.	Act 13(1)(g) Bylaw 8.3
Who is responsible for administering the program?	Practice Review Board	Regulation 50.1(1-3)
CPD mandatory?	Yes	Act 13(1)(g) Bylaw 8.3
Documentation	Members must record, report, and audit, or perform any other requirements per the guideline.	Bylaw 8.7
Penalties for noncompliance	Legislation is silent.	

**Appendix 3A – Continuing Professional Development Program  
Alberta Self-Regulating Professional Associations Summary and Analysis**

The tables below reference legislation from the other self-regulating professional associations in Alberta regarding continuing professional development (CPD) programs. The following text is quoted from the legislation and has not been modified to match APEGA’s style.

	<b>The Association of Professional Engineers and Geoscientists of Alberta</b>	<b>Chartered Professional Accountants of Alberta (CPAA)</b>	<b>Law Society of Alberta</b>
CPD program contained in legislation?	<p>Act</p> <p>19(1) The Council may make regulations (n) respecting the establishment by the Council of a compulsory continuing education program for professional members and licensees;</p> <p>Regulation</p> <p>Education program established</p> <p>16(1) The Council establishes the Continuing Professional Development Program of the Association as the compulsory continuing education program for professional members and licensees.</p>	<p>Act</p> <p>15(1) The board may make regulations (d) respecting and establishing continuing competence programs;</p> <p>28(1) The CPAA must submit annually to the Minister a report of its activities in a form acceptable to the Minister that contains the information requested by the Minister, including but not restricted to</p> <p>(c) a description of and information about the CPAA’s continuing competence program and practice reviews;</p> <p>54(1) A registrant’s registration continues in effect if the registrant</p> <p>(a) completes any applicable continuing competence or education requirements in accordance with the regulations or bylaws,</p>	<p>Rules (Bylaws)</p> <p>Continuing Professional Development</p> <p>67.1 (1) “Continuing professional development” is any learning activity that is:</p> <p>(a) relevant to the professional needs of a lawyer;</p> <p>(b) pertinent to long-term career interests as a lawyer;</p> <p>(c) in the interests of the employer of a lawyer or</p> <p>(d) related to the professional ethics and responsibilities of lawyers.</p> <p>(2) Continuing professional development must contain significant substantive, technical, practical or intellectual content.</p> <p>(3) It is each lawyer’s responsibility to determine whether a learning activity meets these criteria and therefore qualifies as continuing professional development.</p> <p>67.2 Every active member shall, in a form acceptable to the Executive Director:</p> <p>(a) prepare and make a record of a plan for his or her continuing professional development during the twelve month period commencing March 16 of each</p>



	<b>The Association of Professional Engineers and Geoscientists of Alberta</b>	<b>Chartered Professional Accountants of Alberta (CPAA)</b>	<b>Law Society of Alberta</b>
		<p>Regulation</p> <p>Continuing education requirements</p> <p>(2) Each chartered professional accountant must complete continuing professional development that provides for the development of new or existing competencies that are relevant and appropriate to the chartered professional accountant's overall professional responsibilities and growth, and the board must prescribe</p> <p>(a) the total number of continuing professional development hours on both an annual basis and in a 3-year cycle, and</p> <p>(b) the number of the total continuing professional development hours that must consist of verifiable learning activities.</p>	<p>year;</p> <p>(b) make a declaration, no later than March 15 of each year, confirming compliance with (a) above;</p> <p>(c) maintain a record of the plan for five years from the date of declaration; and</p> <p>(d) produce a copy of the record of the plan to the Executive Director on request.</p>
Who is responsible for administering the program?	<p>Regulation</p> <p>Education program established</p> <p>16(2) The Practice Review Board shall administer the Continuing Professional Development Program.</p>	<p>Regulation</p> <p>Continuing education requirements</p> <p>16(3) The registration committee may grant an exemption from some or all of the requirements prescribed under subsection (2).</p>	<p>Rules (Bylaws)</p> <p>Continuing Professional Development</p> <p>67.1 (3) It is each lawyer's responsibility to determine whether a learning activity meets these criteria and therefore qualifies as continuing professional development.</p>
CPD mandatory?	<p>Regulation</p> <p>Mandatory compliance</p> <p>17 A professional member or licensee shall comply with the requirements of the Continuing Professional Development Program as it applies to that person's</p>	<p>Act</p> <p>54(1) A registrant's registration continues in effect if the registrant</p> <p>(a) completes any applicable continuing competence or education requirements in accordance with the regulations or</p>	<p>Rules (Bylaws)</p> <p>Continuing Professional Development</p> <p>67.2 Every active member shall, in a form acceptable to the Executive Director:</p> <p>(a) prepare and make a record of a plan for his or her continuing professional</p>

	<b>The Association of Professional Engineers and Geoscientists of Alberta</b>	<b>Chartered Professional Accountants of Alberta (CPAA)</b>	<b>Law Society of Alberta</b>
	practice of engineering or geoscience, as the case may be.	bylaws,	development during the twelve month period commencing March 16 of each year; (b) make a declaration, no later than March 15 of each year, confirming compliance with (a) above; (c) maintain a record of the plan for five years from the date of declaration; and (d) produce a copy of the record of the plan to the Executive Director on request
Documentation	Regulation Written records 19 A professional member or licensee must (a) maintain a written record of activities undertaken in accordance with the Continuing Professional Development Program, and (b) produce the record under clause (a) on the request of the Practice Review Board.	Regulation Continuing education reports 17(1) Each chartered professional accountant must (a) submit annually, on or before the date prescribed by the registrar and in the form prescribed by the registrar, a report containing (i) a declaration that the chartered professional accountant has complied or has not complied with section 16, or (ii) a declaration that the member has been granted an exemption under section 16(3), and (b) keep, for 5 years, a record of continuing education completed annually and, on request, provide to the registrar the record and supporting documentation for reported hours. (2) The registration committee may grant an exemption from some or all of the requirements prescribed under	Legislation is silent.

	<b>The Association of Professional Engineers and Geoscientists of Alberta</b>	<b>Chartered Professional Accountants of Alberta (CPAA)</b>	<b>Law Society of Alberta</b>
		subsection (1).	
Penalties for noncompliance	<p>Regulation</p> <p>Striking from register</p> <p>19.1 The Council may direct the Registrar to strike from the register of professional members or licensees the name of a person who fails to comply with a notice that is served on the professional member or licensee and direct the professional member or licensee to comply with section 19 within 30 days after the date of service of the notice.</p>	<p>Act</p> <p>Practice review committee mandate</p> <p>62(1) After each practice review, the practice review committee may determine whether the professional accounting practice or the public accounting practice that is the subject of the practice review complies in whole or in part with the rules of professional conduct and practice standards and may do one or more of the following:</p> <p>(e) make a complaint under section 66.</p> <p>Bylaws</p> <p>1302 For the purposes of section 54(2)(b) of the Act, if a registrant fails, within the prescribed timelines, to:</p> <p>(a) complete any applicable continuing competence or education requirements in the form and by the date prescribed by the Registrar;</p> <p>the registrant is liable to pay as a penalty the fee prescribed in the Resolutions and in the case of Bylaw 1302(a), must submit a plan for the rectification of shortfalls relating to continuing competence and education requirements.</p>	Legislation is silent.

	<b>Alberta Association of Architects</b>	<b>Alberta Dental Association and College</b>
<p>CPD program contained in legislation?</p>	<p>Act 9(1) The Council may make regulations (q) respecting the establishment by the Council of compulsory continuing competence programs for registered architects, licensed interior designers and restricted practitioners.</p> <p>Regulation Compulsory continuing competence program 46 Registered architects, licensed interior designers and restricted practitioners must (a) comply with the continuing competence program rules approved by the Council.</p>	<p>Act 3(1) A college (c) must establish, maintain and enforce standards for registration and of continuing competence and standards of practice of the regulated profession.</p> <p>4(1) A college must submit to the Minister an annual report of its activities in a form acceptable to the Minister that contains the information requested by the Minister, including but not restricted to (c) a description of and information about the college's continuing competence program.</p> <p>Continuing competence program 50(1) A council must establish, by regulation, a continuing competence program within 5 years from the date that the schedule to this Act with respect to the profession comes into force. (2) A continuing competence program (a) must provide for regulated members or categories of regulated members to maintain competence and to enhance the provision of professional services, and (b) may, if authorized by the regulations, provide for practice visits of the regulated members or categories of regulated members.</p> <p>Regulation Program credits 16(1) On and after the January 1 immediately following the coming into force of this Regulation, regulated members must obtain 60 continuing competence program credits in a 2-year period.</p>

	<b>Alberta Association of Architects</b>	<b>Alberta Dental Association and College</b>
Who is responsible for administering the program?	<p>Regulation Program rules 47(1) An education committee established by the Council by bylaw may recommend to the Council rules governing the operation of the continuing competence program, which include the following:</p> <ul style="list-style-type: none"> <li>(a) rules governing the continuing competence hours that may be earned for each continuing competence activity;</li> <li>(b) rules governing the type and category of continuing competence activities that an authorized entity must undertake in a calendar year;</li> <li>(c) rules limiting the number of continuing competence activities within a specific category for which a member may earn continuing competence hours;</li> <li>(d) rules governing additional continuing competence activities for which continuing competence hours may be earned;</li> <li>(e) other rules, as required, governing the continuing competence program.</li> </ul>	<p>Act 10(1) A council (a) may establish a competence committee, and (b) must establish the competence committee if the college is authorized by regulation to undertake practice visits. (3) A council may, by bylaw, direct the registration committee to carry out the powers and duties of a competence committee except those described in subsection (6)(b). (6) A competence committee (a) may make recommendations to the council on continuing competence requirements and the assessment of those requirements, (b) may, if authorized by the regulations, provide for practice visits as part of the continuing competence program and conduct a practice visit of regulated members.</p> <p>Act Schedule 7 Profession of Dentists 13(1) The council must establish a dental facilities accreditation committee. (3) Subject to section 51(4) of this Act, a member of the accreditation committee has the powers and duties of a member of a competence committee under section 51(3) of this Act to carry out a review under subsection (2)(a) and section 15 of this Schedule.</p> <p>Regulation Practice visits 19(1) The Competence Committee is authorized to carry out practice visits and may, for the purpose of assessing continuing competence, select individual regulated members or groups of regulated members for a practice visit.</p>

	<b>Alberta Association of Architects</b>	<b>Alberta Dental Association and College</b>
		(2) The criteria for selecting members for review must be developed by the Competence Committee and approved by the Council.
CPD mandatory?	<p>Act 9(1) The Council may make regulations (q) respecting the establishment by the Council of compulsory continuing competence programs for registered architects, licensed interior designers and restricted practitioners.</p> <p>Regulation Compulsory continuing competence program 46 Registered architects, licensed interior designers and restricted practitioners must (a) comply with the continuing competence program rules approved by the Council.</p>	<p>Act Continuing competence program 50(1) A council must establish, by regulation, a continuing competence program within 5 years from the date that the schedule to this Act with respect to the profession comes into force.</p> <p>Regulation Program credits 16(1) On and after the January 1 immediately following the coming into force of this Regulation, regulated members must obtain 60 continuing competence program credits in a 2-year period.</p>
Documentation	<p>Compulsory continuing competence program 46 Registered architects, licensed interior designers and restricted practitioners must c) maintain accurate and complete records of activities in the continuing competence program, (d) report on the completion of continuing competence activities in a manner approved by the Council, and (e) on the request of the Registrar, submit documentation in a form approved by the Council that demonstrates compliance with the continuing competence program rules.</p>	Legislation is silent.
Penalties for noncompliance	<p>Act Cancellation of registration 27(3) If the Registrar decides that the registration of a registered architect, restricted practitioner or licensed interior designer should be cancelled because that authorized entity has failed or refused to comply with the requirements of the continuing competence program, the Registrar may serve that authorized entity with a written notice that the Registrar intends to cancel the registration.</p>	<p>Act 1(1) In this Act, (pp) “unprofessional conduct” means one or more of the following, whether or not it is disgraceful or dishonourable: (vi) failure or refusal (A) to comply with the requirements of the continuing competence program, or</p>

	<b>Alberta Association of Architects</b>	<b>Alberta Dental Association and College</b>
	<p>(4) The notice under subsection (3) shall state</p> <p>(a) the reasons for the Registrar’s decision,</p> <p>(b) that the authorized entity must complete the requirements of the continuing competence program within a specified time, which may not be less than 30 days from the date the notice is served on the authorized entity,</p> <p>(c) that the Registrar may cancel the authorized entity’s registration unless the authorized entity completes the requirements of the continuing competence program within the time specified in the notice, and</p> <p>(d) that the authorized entity is entitled to request a review of the Registrar’s decision under section 27.1.</p>	<p>Regulation</p> <p>Actions to be taken</p> <p>20 If the results of a practice visit are unsatisfactory, the Competence Committee may direct a regulated member or a group of regulated members to undertake one or more of the following actions:</p> <p>(a) completion of specific continuing competence requirements or professional development activities within a specified time;</p> <p>(b) completion of any examinations, testing, assessment, training, education or counselling;</p> <p>(c) a requirement to practice under the supervision of another regulated member for a specified period of time;</p> <p>(d) a requirement that the regulated member or group of regulated members limit their practice to specified procedures or practice settings;</p> <p>(e) a requirement for the regulated member or group of regulated members to report to the committee on specified matters on specified dates;</p> <p>(f) that the regulated member or group of regulated members be prohibited from supervising other dentists or dental students;</p> <p>(g) that the regulated member or group of regulated members correct any problems identified in the practice visit.</p>

	<b>College of Physicians and Surgeons of Alberta (Health Professions Act)</b>	<b>Alberta Veterinary Medical Association</b>
CPD program contained in legislation?	<p>Act 3(1) A college (c) must establish, maintain and enforce standards for registration and of continuing competence and standards of practice of the regulated profession.</p> <p>Continuing competence program 50(1) A council must establish, by regulation, a continuing competence program within 5 years from the date that the schedule to this Act with respect to the profession comes into force. (2) A continuing competence program (a) must provide for regulated members or categories of regulated members to maintain competence and to enhance the provision of professional services, and (b) may, if authorized by the regulations, provide for practice visits of the regulated members or categories of regulated members.</p> <p>Regulation Continuing professional development 23(1) Every regulated member registered on the general register must undertake continuing professional development by (a) participating in a professional development program approved by the Council in accordance with the rules established under section 25, (b) keeping records, in a form satisfactory to the Registrar, of any activities undertaken for the purpose of continuing professional development, and (c) on the request of, and in accordance with the directions of, the Registrar, providing copies of the records referred to in clause (b).</p>	<p>Act 13(1) The Council may make regulations (q) respecting the establishment by the Council of a compulsory continuing education program for registered veterinarians and specialists.</p> <p>Bylaw 8.1 Council may establish, manage, arrange for or approve courses of instruction in the science and practice of veterinary medicine. 8.3 Each Registered Veterinarian is required to accumulate a minimum average of 15 credit hours of mandatory continuing education per year. Such hours can be averaged over a two-year period. Each Registered Veterinarian, upon his or her annual renewal of registration, shall certify that he or she has completed not less than 30 credit hours of continuing education within the 24 month period prior to renewal of his or her registration.</p>



	<b>College of Physicians and Surgeons of Alberta (Health Professions Act)</b>	<b>Alberta Veterinary Medical Association</b>
	(2) Regulated members registered on the provisional register, limited practice register or telemedicine register may be required by the Registrar or Competence Committee to fulfill the requirements of subsection (1) and when so required, must comply with all the requirements of subsection (1).	
Who is responsible for administering the program?	<p>Act</p> <p>10(1) A council</p> <p>(a) may establish a competence committee, and (b) must establish the competence committee if the college is authorized by regulation to undertake practice visits.</p> <p>(3) A council may, by bylaw, direct the registration committee to carry out the powers and duties of a competence committee except those described in subsection (6)(b).</p> <p>(6) A competence committee</p> <p>(a) may make recommendations to the council on continuing competence requirements and the assessment of those requirements,</p> <p>(b) may, if authorized by the regulations, provide for practice visits as part of the continuing competence program and conduct a practice visit of regulated members.</p> <p>Regulation</p> <p>Continuing professional development</p> <p>23(2) Regulated members registered on the provisional register, limited practice register or telemedicine register may be required by the Registrar or Competence Committee to fulfill the requirements of subsection (1) and when so required, must comply with all the requirements of subsection (1).</p>	<p>Act</p> <p>11(1) The Practice Review Board</p> <p>(a) shall, on its own initiative or at the request of the Council, inquire into</p> <p>(i) the assessment of existing and the development of new educational standards and experience requirements that are conditions precedent to obtaining and continuing registration under this Act.</p> <p>Regulation</p> <p>Continuing education program</p> <p>50.1(1) The Practice Review Board is responsible for making recommendations to the Council about standards of continuing education for registered veterinarians and specialists and any other matter related to continuing education that is referred to it by Council.</p> <p>(2) The Council may, after considering the recommendations of the Practice Review Board or on its own initiative, establish a continuing education program for registered veterinarians and specialists.</p> <p>(3) The program may include minimum standards of continuing education for registered veterinarians and specialists.</p> <p>(4) The program and any amendment of it does not come into force unless it has been approved by a majority of the registered veterinarians voting in a vote conducted in accordance with the bylaws.</p> <p>(5) Every registered veterinarian and specialist shall comply</p>

	<b>College of Physicians and Surgeons of Alberta (Health Professions Act)</b>	<b>Alberta Veterinary Medical Association</b>
		with the applicable minimum standards of continuing education approved under subsection (4).
CPD mandatory?	<p>Act Continuing competence program 50(1) A council must establish, by regulation, a continuing competence program within 5 years from the date that the schedule to this Act with respect to the profession comes into force.</p> <p>Regulation Continuing professional development 23(1) Every regulated member registered on the general register must undertake continuing professional development by (a) participating in a professional development program approved by the Council in accordance with the rules established under section 25.</p>	<p>Act 13(1) The Council may make regulations (q) respecting the establishment by the Council of a compulsory continuing education program for registered veterinarians and specialists.</p> <p>Regulation 50.1(5) Every registered veterinarian and specialist shall comply with the applicable minimum standards of continuing education approved under subsection (4).</p>
Documentation	<p>Regulation Continuing professional development 23(1) Every regulated member registered on the general register must undertake continuing professional development by (b) keeping records, in a form satisfactory to the Registrar, of any activities undertaken for the purpose of continuing professional development, and (c) on the request of, and in accordance with the directions of, the Registrar, providing copies of the records referred to in clause (b).</p>	<p>Bylaw 8.7 All members including veterinarians and animal health technologists must comply with all conditions including recording, reporting, auditing and any other requirements as described in the Council Guideline Continuing Education.</p>
Penalties for noncompliance	<p>ACT 1(1) In this Act, (pp) “unprofessional conduct” means one or more of the following, whether or not it is disgraceful or dishonourable: (vi) failure or refusal</p>	Legislation is silent.

	<b>College of Physicians and Surgeons of Alberta (Health Professions Act)</b>	<b>Alberta Veterinary Medical Association</b>
	<p>(A) to comply with the requirements of the continuing competence program, or</p> <p>Regulation  Actions to be taken  27 If the results of a general assessment under section 22 or of a competence assessment under section 24 are unsatisfactory, the Competence Committee or Registrar may require a regulated member to undertake remedial action, including, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>(a) successful completion of continuing competence program requirements or professional development activities;</li> <li>(b) successful completion of any examinations, testing, assessment, training, education or treatment to enhance competence in specified areas;</li> <li>(c) to practise under the supervision of another regulated member;</li> <li>(d) limitation of practice to specified procedures or practice settings;</li> <li>(e) to report to the Competence Committee or Registrar on specified matters on specified dates;</li> <li>(f) correction of any problems identified in the practice visit;</li> <li>(g) demonstration of competence gained in a specific area.</li> </ul>	