

ASET Continuing Professional Development (CPD) Handbook



Table of Contents

Introduction	3
What is CPD?	3
Who does CPD apply to?	3
CPD Categories & Activities	4
CPD Requirements	5
CPD Examples	5
Logging CPD Activities	6
Frequently Asked Questions	11
Helpful Hints	11

Introduction

ASET is a self-regulatory organization under the *Engineering and Geoscience Professions Act* of Alberta. The Act requires ASET's regulated members to comply with a mandatory Continuing Professional Development (CPD) Program. As a self-regulating association, members have an annual Continuing Professional Development (CPD) requirement as part of their membership which allows members to remain current with industry trends.

Along with the ASET Code of Ethics, under which ASET members are responsible for undertaking ongoing professional development, the ASET CPD Program helps to demonstrate that ASET regulated members are committed to serving the public and the profession by maintaining and developing their proficiency and competence.

The ASET CPD Program is intended to be flexible and to allow members to determine and select their own learning needs. There is no expectation that members or their employers will incur any additional costs or that members spend any additional time away from work in order to complete the annual CPD requirements.

What is CPD?

For the purposes of the ASET CPD Program, “continuing professional development” is defined as any learning activity that meets at least one of the following criteria:

- Relates to professional needs;
- Assists with long-term career goals;
- Is of interest to the member's employer;
- Relates to professional ethics or public safety;
- Advances the profession;
- Improves soft skills as a professional; or
- Contributes to being a better practitioner.

If the activity meets any of the criteria listed above, the activity qualifies as CPD. There is no criteria rubric other than what is mentioned above.

Who does CPD apply to?

The CPD program only applies to you if you're a regulated ASET member — specifically a C.Tech., C.E.T., R.E.T., or P.Tech member.

Retired members, Students, T.T.'s and regulated members who are not actively practicing (and have submitted a Membership Status Change request form) are exempt from this requirement.

CPD Categories & Activities

The chart below provides examples of continuing professional development activities. These activities fall under four main categories:

1. Formal Activities;
2. Informal Activities;
3. Peer and Professional Interaction; and
4. Contributions to the Profession.



Examples of CPD activities include the following:

- **Formal Activities** –such as seminars (more than 4 hours), structured courses or any technical training or technical education program.
- **Informal Activities** – such as workshops (less than 4 hours), on-the-job training, reading technical journals or learning a technical application.
- **Peer and Professional Interaction** – such as mentoring or being mentored, demonstrating a technical application to colleagues, learning a technical application from colleagues or involvement with the profession.
- **Contributions to the Profession** – such as presenting research, volunteering in the workplace or community or writing technical articles and papers.

CPD Requirements

While CPD requirements are not specific to your designation, they must relate to your skills as a professional and practitioner. To complete annual CPD requirements, a minimum of two activities must be entered from the four different category types. For example, if you have submitted an activity in the **Informal** category, the second activity would have to be from either the **Formal** category, **Peer and Professional** category or the **Contributions to the Profession** category.

CPD Examples

Please see below for a sampling of activities entered by ASET members:

Formal Activities

- “Attended Active Control Course to monitor subcontractors at TransCanada work sites. Includes Who is Prime Contractor, General Work Permits, Active Control Manual, Safety Handbook., Monitoring, Controlling and Reporting.”
- “Enrolled and completed SAIT course (CADD 210) – REVIT Architecture Fundamentals”

Informal Activities

- “Learn new Aprisa SR+ radio. Read manual and bench test radio to fully understand new RF and Network operation. Solve firmware issue and serial port mapping issue prior to implementation.”
- “GEOSPATIAL Alberta Workshop held at Chateau Louis in Edmonton. It was peer to peer sharing, to help advance GIS knowledge, skills, and awareness across the Alberta government.”

Peer and Professional Interaction

- “Throughout the year at work, I have taught engineers how to design pigtable valve assemblies and ensure that their final design is acceptable. I also have present ‘in-line inspection 101’ to EIT’s in order to introduce them to it.”
- “I mentored a relatively new technologist-in-training (T.T.) throughout 2016 at H2Safety Services. Performed quality control on his work by reviewing and providing feedback.”

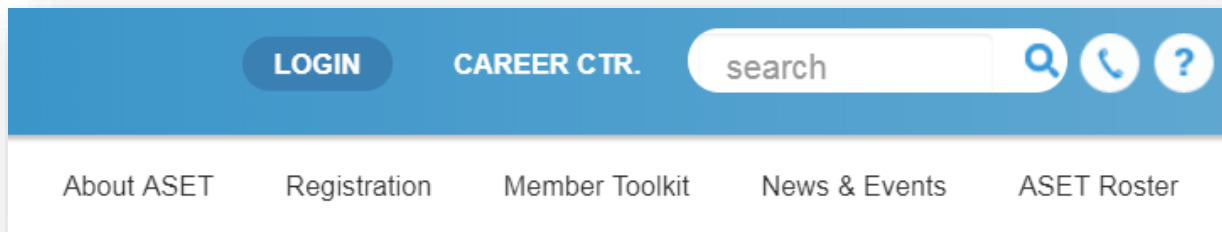
Contributions to the Profession

- “Put together the Safety Presentation and presented to the Engineering Team for monthly safety meeting.”
- “Volunteer committee member on the SAIT Petroleum Engineering Technology Academic Advisory Committee. Including review of curriculum, advise on program changes, provide student mentorship and advice, and industry networking.”

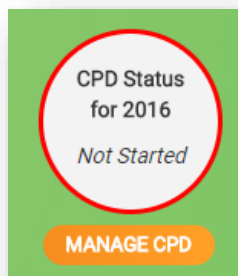
Logging CPD Activities

The online CPD Logbook provides a user friendly platform to enter your activities. In order to enter your CPD activities in your online CPD Log, please follow the step-by-step guidelines:

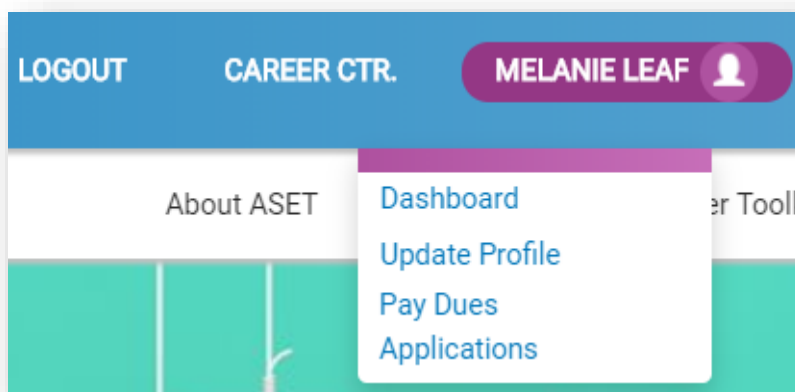
1. Click on the **'Login'** button to access your member dashboard using your ASET ID and password.



2. After logging in, click on **'Manage CPD'** located on the right side of the screen.



3. If the CPD icon does not appear, click on your name at the top of the webpage to bring up the dropdown box and select **'Update Profile'**.



- On the left side of the webpage, click on Click on **'CPD'**.

MEMBER SERVICES
PORTAL

- Dashboard
- My Profile**
- Student and TT Applications
- CTech and CET Applications
- PTech Applications
- Prior Learning Asmt
- Pay Dues
- PLAR Reviews
- Print Dues Receipt
- File Review
- CPD**
- Cart

- Click on the logbook year you are working on **'2019'**. If the logbook is not listed, click on **'Create New CPD Log'**.

CPD Compliance Status: Compliant - 2019 CPD Requirements Met. ×

My CPD Logbooks Create New CPD Log

CPD Year ▲	Status
2017	CPD Log Not Started
2018	CPD Log In Progress
2019	CPD Log Completed

- Once you click into to the specific logbook, click on **'Add New Activity'**.

CPD Log 2019

CPD Compliance Status: Not Started - 2019 CPD Requirements Not Met. x

To submit a CPD activity look under **Activity Status** and click **Edit / Submit** for that activity.
Note: To meet compliance for the year you need to submit at least two separate activity types. x

Add New Activity
Back to Logbooks Page

No CPD logs entered

- Select the **Activity Type** (Formal, Informal, Peer & Professional Interaction, or Contributions to the Profession) from the dropdown menu. Select the **Activity** that relates to the selected category from the dropdown menu. Enter the completed date and write a brief description of the activity.

CPD Log 2019

CPD Compliance Status: No Items Entered for 2019 CPD Logbook. x

Choose an Activity and then enter the Activity Description as you would like it to appear in your CPD Log.
Note: Activities cannot be submitted to ASET until the expected completion date has occurred

Add CPD Activity

Activity Type

Activity Description

Please indicate what the activity was, where it occurred and who was involved. E.g. "I demonstrated the uses of ABC, new equipment, to the operations team at XYZ, my company".

250 characters left

Activity

Completed Date

Activities dates cannot be in the future and must have occurred in the CPD Log Year you are currently working in.

Add New Activity
Cancel

- Once all of the information has been entered, click on **'Add New Activity'**. You will be taken back to the activity page wherein the activities you have entered are listed and **'Edit/Submit'** will be listed by your activity.

CPD Log 2019

CPD Compliance Status: Not Started - 2019 CPD Requirements Not Met. ✕

To submit a CPD activity look under **Activity Status** and click **Edit / Submit** for that activity.
Note: To meet compliance for the year you need to submit at least two separate activity types. ✕

Add New Activity
Back to Logbooks Page

Type	Activity	Description	Expected/Completed	Actions
Contributions to the Profession	Volunteer in the workplace or community	Volunteer as a SME for ASET.	02/09/2019	Edit / Submit ✕

- Once an activity has been 'submitted', you can no longer edit the activity. So, if the details are correct, click on **'Edit/Submit'** to finalize the activity.

10. Click on **'Submit Activity and Lock'** to complete the activity.

CPD Log 2018

CPD Compliance Status: In Progress - 2018 CPD Requirements Not Met.

Choose an Activity and then enter the Activity Description as you would like it to appear in your CPD Log.
Note: Activities cannot be submitted to ASET until the expected completion date has occurred

Edit CPD Activity

<p>Activity Type</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Contributions to the Profession ▾</div> <p>Activity</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Volunteer as a subject matter expert ▾</div> <p>Completed Date</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">10/01/2018 </div> <p style="font-size: small;">Activities dates cannot be in the future and must have occurred in the CPD Log Year you are currently working in.</p>	<p>Activity Description</p> <p style="font-size: small;">Please indicate what the activity was, where it occurred and who was involved. E.g. "I demonstrated the uses of ABC, new equipment, to the operations team at XYZ, my company".</p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 40px; margin-bottom: 5px;">Volunteered with Practice Review Board</div> <p style="text-align: right; font-size: small;">212 characters left</p>
--	---

Save Activity
Submit Activity and Lock
Cancel

11. Enter another activity from a different category from the one previously entered and repeat steps 4 through 8.

12. Once two activities (from different categories) have been entered, your CPD Log will automatically populate with 'compliance'.

CPD Compliance Status: Compliant - 2019 CPD Requirements Met.

Frequently Asked Questions

How does ASET monitor compliance with the CPD Program?

ASET conducts a random annual audit of regulated members every year. Any members who have not declared compliance with the program will receive notice from ASET and may be required to produce supporting documentation as proof of compliance. Failure to comply may entail a review of the practice of that member and/or the striking of the member from the ASET register.

Each year, 5% of C.Tech., C.E.T. and R.E.T.'s are randomly chosen for the annual audit, and 20% of P.Tech. members are randomly chosen for the audit.

What professional development opportunities does ASET provide?

Members can participate in various volunteer activities to assist in fulfilling their CPD requirement, such as serving as an ASET Mentor, volunteering with their local ASET region, or assisting at ASET events.

What if I am not actively practicing?

Regulated members who are not actively practicing due to illness, unemployment, parental leave, or retirement are exempt from the annual CPD requirement. CPD exemption is processed automatically following approval of a membership status change request.

Helpful Hints

Hint #1: CPD Error - Once an activity has been submitted, it cannot be edited. If a change is needed, please contact ASET.

Hint #2: CPD 'In Progress' - If your CPD logbook indicates 'in progress', please ensure that you:

- 1) have **submitted** the activities rather than just saving them
If 'edit/submit' is listed by each activity, the activity has not yet been submitted.
- and
- 2) have **submitted** two activities, each from **different categories**
If you have an activity listed in the Formal category, the second activity would have to be from either the Informal category, Peer and Professional category or the Contributions to the Profession category.

Once you have completed the CPD requirements for the year, your CPD log will update to 'Compliant'.

Hint #3: CPD Logbook - While working in your annual CPD Logbook, the activities must occur within that year (activities in 2019 must be entered into the 2019 CPD Logbook).