



THE ASSOCIATION OF SCIENCE
AND ENGINEERING TECHNOLOGY
PROFESSIONALS OF ALBERTA

ASET Continuing Professional Development (CPD) Handbook

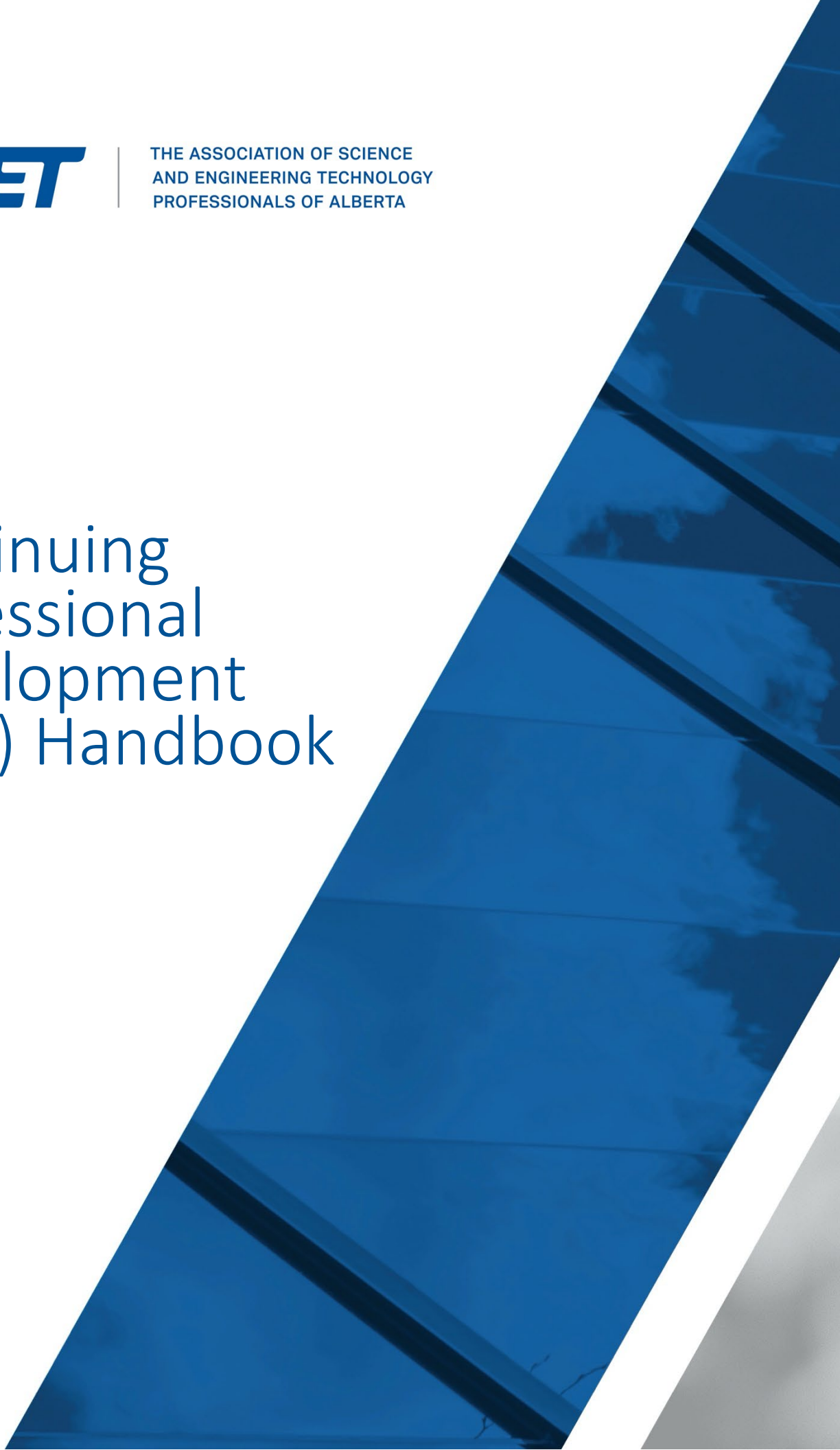


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Introduction

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. This development allows members to stay 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 shows 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 built to be flexible and to allow members to determine and select their own learning needs. Members or their employers are not expected to incur any additional costs. Members will not have to spend time away from work 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, it qualifies as CPD. There is no criteria rubric other than what is mentioned here.

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 and 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 or Community.

Formal Activities (more than four hours)	Informal Activities (less than four hours)	Peer and Professional Interaction	Contributions to the Profession or Community
Structured courses	On-the-job training	Mentoring or being mentored	Presenting research
Seminars	Workshops	Demonstrating a technical application	Writing technical articles and papers
Technical training	Reading technical journals	Professional activities in the community	Volunteering

Examples of CPD activities include the following:

- **Formal Activities** – These include seminars (more than four hours), structured courses or any technical training or technical education program.
- **Informal Activities** – These could be workshops (less than four hours), on-the-job training, reading technical journals or learning a technical application.
- **Peer and Professional Interaction** – These include 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 or Community** – Examples include 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

See below for examples of activities ASET members have submitted:

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

- “Learned 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 piggable valve assemblies and ensured that their final design is acceptable. I also presented ‘in-line inspection 101’ to EITs 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.”

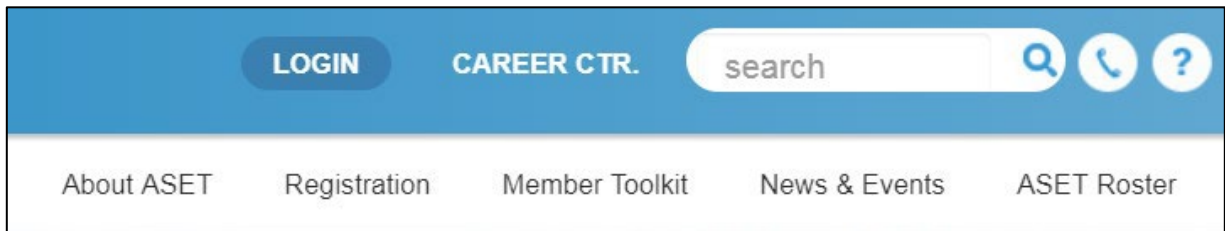
Contributions to the Profession or Community

- “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, advisement on program changes, student mentorship and advice and industry networking.”

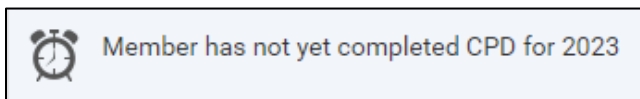
Logging CPD activities

The online CPD logbook provides a user-friendly platform to enter your activities. To enter your CPD activities in your online CPD log, please follow the step-by-step guidelines:

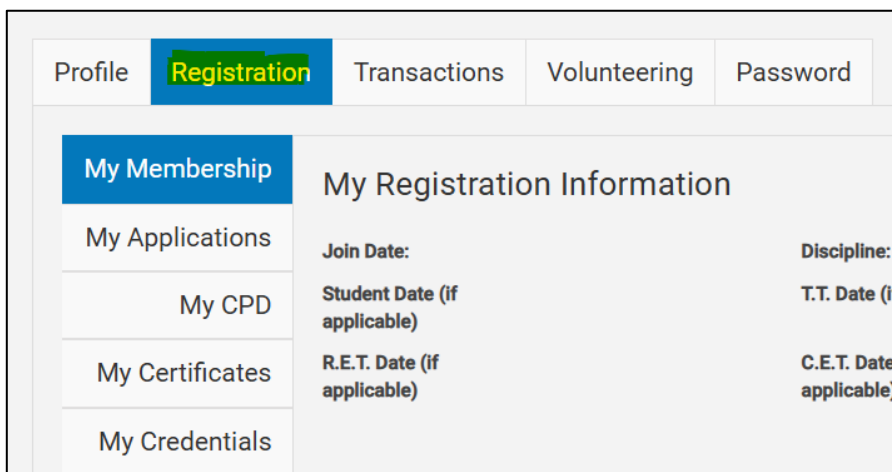
1. Click on the **'Login'** button to access your member dashboard using your ASET ID and password.



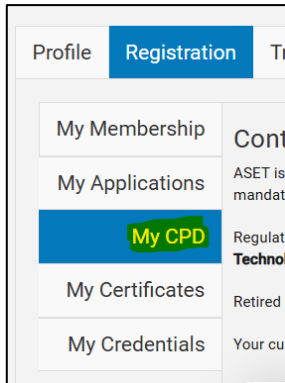
2. After logging in, this alert will show any outstanding CPD requirements.



3. Click on the **Registration** tab to the left of your page:



4. Then click on **My CPD**.



5. Click on the arrow on the right side in the logbook year on which you are working. You can also view and edit the CPD activities you already submitted by clicking the arrow.

Continuing Professional Development (CPD)

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.

Regulated members include **Certified Technicians (C.Tech.)**, **Certified Technologists (C.E.T.)**, **Registered Engineering Technologists (R.E.T.)**, and **Professional Technologists (P.Tech.(Eng.)/(Geo.))**. Regulated members who are self-employed or practicing outside of Alberta must also comply with the program.

Retired members, students, Technicians- or Technologists-in-Training members are not subject to the requirements of the ASET CPD Program.

Your current CPD status and history are shown below. For more information on the program please refer to the [CPD Handbook](#).

CPD Logbooks for ▼

Year	CPD Status	Submitted	CPD Records	Audit
2025	CPD Log Not Started			>
2024	CPD Log Completed	2024-01-18	3	>
2023	CPD Log Completed	2024-01-18	4	>

6. Select the 'Add new CPD' button to create a new record.

Year	CPD Status	Submitted	CPD Records	Audit
2025	CPD Log Not Started			>
2024	CPD Log Completed	2024-04-29	2	∨
Category	Type	Completed	Add new CPD	
Peer & Professional Interaction	Involvement with the profession	2024-03-15		
Contributions to the Profession or Community	Volunteer as a Subject Matter Expert	2024-04-28		
2023	CPD Log Completed	2023-11-20	4	>

7. Once you click into the specific logbook, you can enter your activity record. Check off one activity under one of the activity types from the checklists. If your activity isn't listed, select 'My professional development activity does not fit into the categories outline above' and specify in the box below. Please note that very few activities do not fit into one of the pre-existing categories.

Add Record
🔄 □ ✕

Edit CPD Activity

Please select the category and item that best describes your professional development activity (please choose one item ONLY).

Formal Training and Education

Employee Technical Training Program

Post secondary technical education

Structured Course

Seminar (more than 4 hours)

Informal Training and Education

Learning technical application(s)

On-the-job training

Reading technical journals or manuals

Seminar, workshop four hours or less

Contributions to the Profession or Community

Present research

Volunteer as a subject matter expert

Volunteer in the workplace or community

Writing Technical Article and Papers

Peer and Professional Interaction

Demonstrating a technical application to colleagues

Involvement with the profession

Learning a technical application from colleagues

Mentor or be mentored

My professional development activity does not fit into the categories outlined above.

Specify:

*** Activity Description**

*** Date Completed**

Update

8. Enter the activity description and the date completed. Then click **'Update.'**

*** Activity Description**

500 characters left

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'.)

*** Date Completed**

Update

To add another CPD record after hitting update click **'Add new CPD.'**

Category	Type	Completed	
			Add new CPD

9. Once you have entered all of your activities you will be able to edit or delete any of your entries by clicking on the **pencil icon** or the **red X** beside the activity.

Category	Type	Completed	
Peer & Professional Interaction	Involvement with the profession	2024-03-15	

10. The CPD logbook will update automatically to 'Completed' if you have met the CPD requirements. You can click on the arrow on the right side in the logbook year to look at the activities.

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2024	CPD Log Completed	2024-01-18	3			>
2023	CPD Log Completed	2024-01-18	4			>

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. If a member fails to comply, they may receive a review of their practice and/or have their membership terminated.

Each year, five per cent of C.Tech.s, C.E.T.s and R.E.T.s are randomly chosen for the annual audit, and 20 per cent 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. These include serving as an ASET mentor, or assisting at ASET events. ASET also offers free webinars which are listed on our website as they become available.

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 'In Progress' – If your CPD logbook indicates '**In Progress**,' please ensure that you 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 #2: CPD logbook – While working in your annual CPD logbook, the activities must occur within that year (e.g., activities in 2023 must be entered into the 2023 CPD logbook).