



## CPD Bulletin # 2

<b>PD Learning Activities</b>
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**Effective: January 1, 2008**

**(Note: This Policy has been approved by the Professional Development Committee (the “Committee”) and is subject to review and possible change from time to time.)**

**General**

Bylaw 70 requires Members to complete a minimum number of professional development hours. For these purposes, “professional development” is viewed as a learning activity that provides for the development of new or existing competencies that are relevant to the overall professional responsibilities and growth of a Member.

Each Member should determine whether the content of a learning activity contributes to his or her development. In making this determination, the activity must:

- be identifiable and quantifiable (i.e. you can specifically describe the activity and be able to express the activity in terms of time spent); and
- contain significant intellectual and or practical content.

**Verifiable Study**

The Bylaw requires that a minimum amount of the professional development hours be **verifiable study**. **Verifiable study** can be defined as professional development for which there is some way to verify attendance at or completion of the learning activity.

The following are examples of **verifiable study**:

- participation in courses, conferences and seminars;
- organized employer-based in-house training sessions;
- research or study projects in areas that expand the professional knowledge of the Member and that result in presentations, reports or similar documentation;
- participation and work on technical committees;
- published professional writing or academic writing;
- writing technical articles, papers or books;
- teaching a course or PD session in an area that is relevant to a professional role;
- participation as a speaker in conferences, briefing sessions or discussion groups;
- formal study (leading to a degree or diploma)
- professional re-examination or formal testing;
- self-study involving successful completion of an examination or leading to a designation.

The following are examples of learning activities that would **not** qualify as “verifiable study”:

- on-the-job training;
- self-study (such as conference reference material or self-study CDs) that does not involve an examination or other objective certification of completion;
- casual reading of professional journals or magazines.

**Please Note:** While you may have participated in an activity described above as one that qualifies as **verifiable study**, you are still required to retain sufficient documentation of the activity so that ICANS can verify your reported hours.