



Continuous Learning

— a life long commitment

INFORMATION BULLETIN #3

March 2002

This is the third in a series of periodic updates on the mandatory continuing education requirement.

WAIVERS AND REDUCED ANNUAL REQUIREMENTS

Bylaw 70 provides the PD Committee with the authority to grant waivers and exemptions to certain individual or classes of members.

The Committee met recently and approved the following:

1. **Special Considerations**

Members who feel that there are specific circumstances that should be taken into account in determining their need for continuing education may continue to make such requests to the Committee. The Committee will consider each request on an individual basis. For the 2002 reporting year, consideration will be given to amending the reporting form to allow members to easily provide explanations for shortfalls, or request special consideration.

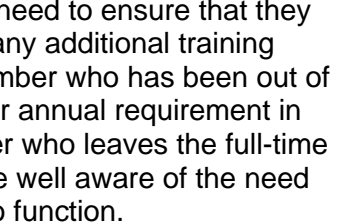
2. **Members on Full-Time Family Leave**

The 25 hour minimum annual requirement is reduced to 12.5 hours for members who meet the qualifications for a reduced members fee. Members on family leave for more than 6 months of a year who do not qualify for a fee reduction, or members who feel that the 12.5 hours cannot be met are entitled to apply for special consideration based on the merits of their individual situations.

3. **Semi-Retired Members**

The minimum annual 25 hour requirement is reduced to 12.5 hours for members who meet the qualifications for semi-retired status.

The decision to reduce the minimum annual requirement for certain classes of members was made only after considerable discussion. While the final decision was that a reduced requirement was appropriate, the Committee continues to emphasize that members who are not employed full-time must continue to be competent and keep current with developments affecting the CA profession. It is expected that a professional returning to the work force on a full-time basis or changing their career path will be well aware of the need to ensure that they have maintained their competence, and will take the steps to obtain any additional training which may be required. Accordingly, the Committee expects any member who has been out of the work force for an extended time to complete the minimum 25 hour annual requirement in the year of their return to full-time employment. Similarly, any member who leaves the full-time work force but continues to function on a semi-retired basis should be well aware of the need to continue to be competent in whatever areas he or she continues to function.



STATUS OF 2001 REPORTING

The 2001 reporting process is currently underway. Based on the forms and queries received to date, it would appear that members understand the Bylaw 70 requirements and are complying. The next bulletin will deal with specific issues which have arisen during the completion and filing of the 2001 Reports.

THE SPRING 2002 ICANS PD CATALOGUE

The 2002 Spring PD catalogue is included with this bulletin. Spring is an ideal time to attend one or more professional development sessions, allowing you to complete a substantial portion of the annual requirement early in the year.

The catalogue includes a number of half and full-day seminars, selected to appeal to a broad cross-section of the membership. The catalogue also details alternative methods of PD education, including internet delivery, audio tapes, etc., allowing you maximum flexibility in obtaining your requirement. Remember, however, that ICANS is only one provider of PD education and should not be considered as the sole source of your continuous learning.

KEEPING TRACK OF YOUR 2002 PD ACTIVITIES

Included in the Spring PD catalogue is a worksheet to assist you in keeping track of your 2002 activities. Maintaining this worksheet through the year will make filling in your 2002 Report next March a much easier task.

Please remember that the worksheet is your personal record, and should not be submitted to the Institute. The worksheet, or a similar log of activities, should be retained in case you are later required to further substantiate your report.

