PD Learning Activities

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.