



## **6.03 Continuing Professional Development Program**

Approved: 2018-03-08

Latest Revision Date: yyyy-mm-dd

Review required: 2022

### **Intent**

To describe SBOA's Continuing Professional Development Program (CPDP), the process of tracking and documenting the learning activities completed to improve the skills, knowledge and experience that a member gains beyond any initial training.

### **Policy and Procedures**

All members are expected to "Participate in professional development and keep informed about codes, construction practices and materials, to maintain competence and advance knowledge." ([1.02 Code of Ethics.](#)) CPDP offers a systematic method of recording compliance with this obligation.

Members who have obtained BCQ and CBO designations are required to comply with CPDP requirements to maintain their designations. (See [6.02 Certification Program.](#))

Compliance with CPDP requires that a member:

- Obtain at least 10 CPD credits per calendar year, with at least 6 CPD credits coming from Structured Learning Activities. Credits are accumulated over a rolling 3-year period, such that for any 3-year period the average meets the annual requirement. Credits earned cannot be sold or transferred.
  - An individual on parental leave will normally be required to fulfill their CPD requirements.
  - Applications for exemptions for medical or extraordinary circumstances will be reviewed by the Certification Committee on an individual basis.
- Track and document activities to support obtaining CPD credits. Members are responsible for maintaining their own activity records.
- Submit once per calendar year to SBOA a record of CPD credits using the prescribed form ([form 10.14](#)). It is recommended that CPD credits are reported at the same time as annual membership fees are paid.
  - Members are responsible for self-reporting and for gathering supporting documents and retaining those documents for at least 5 years. Supporting documents provide evidence of completion of study, attendance at an event, etc. Supporting documents will typically show or include: title of activity, description of activity, time and day of activity, length of activity, registration, agenda, attendance, certificate of completion, and other relevant information. Records of CPD credits may be subject to random audits by SBOA to verify credits claimed and to monitor the authenticity of the CPDP.
- Complete a code change course approved by SBOA, when required by SBOA. Code change courses will be scheduled to coincide with Saskatchewan's adoption of a new version of the National Building Code of Canada.

Decisions by the Certification Committee regarding the CPDP may be appealed by applicants in accordance with [6.05 Certification and CPDP Appeals](#).

If a member who holds a BCQ or CBO designation does not comply with the CPDP to meet maintenance requirements, the Certification Committee may recommend that matter be referred to a Discipline Committee under [3.08 Discipline](#).

**Allocation of CPD Credits**

| <b>Structured Learning Activities* (at least 6 per calendar year)</b>   | <b>Number of Credits</b> |
|---|--------------------------|
| Technical or Occupational skills or Information sessions at SBOA conferences  | 2 per day                |
| Technical or Occupational skills courses offered by SBOA or educational organization (i.e. Dalhousie University Continuing Technical Education) or topic specialists (i.e., NRC Codes Canada, ICC, NFPA, CSC) | 2 per day                |
| Technical or Occupational skills courses offered by others (i.e., CASA, materials company, product supplier, industry association)  | 1 per day                |
| Information courses offered by others   | 0.5 per day              |
| Code Change course  | 2 per course             |
| Member of Code development committee (Standing Committee, Task Group, Standards Committee, etc.)  | 1 per meeting            |
| <b>Independent Learning Activities</b>  | <b>Number of Credits</b> |
| Member of SBOA Board of Directors   | 4 per year               |
| Member of SBOA committee  | 2 per year               |
| Member of provincial or national committee on behalf of SBOA  | 2 per year               |
| Presenter at SBOA conference or on behalf of SBOA at other venues   | 2 per presentation       |
| Facilitator of SBOA course  | 2 per course             |
| Reading articles - building industry related  | 1 per 8 hours            |
| Research - building industry related  | 1 per 8 hours            |
| Professional writing - articles written to educate and inform Building Officials  | 1 per 8 hours            |
| Mentoring of Building Official  | 1 per 8 hours            |

- \* Technical Courses - relate to understanding and applying requirements of the building code, construction, design, materials and systems
- Occupational Skills Courses - relate to improving skills such as report writing, presenting, understanding and applying legal requirements, communications, technical writing
- Information Courses - relate to improving industry-related knowledge in areas such as human resources, information technology, media training, managing people, mediation

**Application**

SBOA members with BCQ or CBO designations are required to comply with the CPDP. All other members, except retired, honorary and life members, are encouraged to fully participate in the CPDP to demonstrate compliance with their ethical obligations.

**Notes**

Based on information from BOABC and OBOA Continuing Professional Development Programs, MBOA Certification Maintenance Program, and NSBOA Continuing Education. Required for compliance with ISO/IEC 17024:2012 "Conformity Assessment - General requirements for bodies operating certification of persons, 9.7.2."