



MANDATORY CONTINUING PROFESSIONAL DEVELOPMENT PROGRAM


IMPLEMENTED BY COUNCIL SEPTEMBER 28, 2012



INTRODUCTION

Mandatory Continuing Professional Development Program (MCPDP)

PURPOSE

- To encourage attendance to seminars sponsored by the Association and/or other professional associations.
 - To encourage participation in other education and training opportunities with professional development.
 - To require membership to take an active part in the various regular functions of the Association.
 - ANLS will recognize member's professional and personal development by their involvement in activities other than those stated above.
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DEFINITIONS

CPDC shall mean *Continuing Professional Development Committee*.

MCPD shall mean *Mandatory Continuing Professional Development*.

MCPDP (MCPD Period) means the three-year points acquisition period.

Reporting Period is the calendar year for accumulating points.



MCPD PROGRAM CATEGORIES

The MCPD Program comprises of the following categories of participation:

Category 1 – Education and Training

Category 2 – Association Participation

Category 3 – Other Activities



CATEGORY 1 –

Education and Training

- Professional development seminars and similar activities offered by professional organizations i.e. ANLS, PSC, PEGNL, etc.
- Courses at recognized educational institutions (University, Community College, etc.).

CATEGORY 2 –

Association Participation

Participation in association activities include but not limited to:

- attendance at annual general meetings and special general meetings
- attendance at regional meetings
- service on Council and/or association committees

Participation in these types of association related activities will enable members to received points towards their MCPD Program.

No function will qualify for points in more than one activity.

CATEGORY 3 –

Other Activities

Examples of activities that may be considered for MCPD Points are:

- writing of published articles or reports
- attendance at other seminars
- training sessions
- community involvement

PROGRAM

Exemptions

New members are exempt only for the year in which they receive their license to practice.

The following persons are exempt from participating in the MCPD program:

- Life Members
- Retired Members
- Honorary Members
- Associate Members

PROGRAM

MCPD Period –

- 3-year duration
- member must acquire a minimum of **100 points**
- minimum of **20 points** in each year

MCPD Point System –

- “Reporting Period” begins on January 1st and ends on December 31st.
- Each member is responsible for keeping a record of his or her points for the reporting period.
- The MCPD Points accumulated by each member will be kept in a database and upon request ANLS will provide the total points accumulated.

PROGRAM

Reporting Form

| ASSOCIATION OF NEWFOUNDLAND LAND SURVEYORS MANDATORY CONTINUING PROFESSIONAL DEVELOPMENT (MCPD) REPORTING FORM | | | | | |
|--|---|------------------------------|---|-----------------------|----------|
| Member: | | NLS #: | Reporting Period: 01-01-2013 to 12-31-2013 | | |
| Notes: 1) Copy this form for additional activities, if required 2) The required MINIMUM number of MCPDP points is 100 over the MCPDP period, and 20 for any reporting period 3) Sections identified on this form relate those in the Mandatory Continuing Education Program | | | | | |
| CATEGORY 1 (2-1) | | EDUCATION & TRAINING | | # HOURS | # POINTS |
| Section 4.2 ANLS Sponsored Education Seminars (Point value as assigned by Continuing Education Committee) | Name of Seminar: Date: Name of Seminar: Date: Name of Seminar: Date: Name of Seminar: Date: | | | | |
| Section 4.3 Survey Related 1 hour = 1 point | Name of Seminar / Course: Content: Provider: Date: Name of Seminar / Course: Content: Provider: Date: | | | | |
| Section 4.3 Non Survey Related 4 hours = 1 point | Name of Seminar / Course: Content: Provider: Date: Name of Seminar / Course: Content: Provider: Date: | | | | |
| | | | | TOTAL POINTS: | |
| CATEGORY 2 (2-2) | | ASSOCIATION PARTICIPATION | | No. / Hours | # POINTS |
| Section 4.4 PART I Association Related Activities (Minimum 30 per MCPDP) | Annual Gen Mtg (15 pts) Date: Special Gen Mtg (15 pts) Date: Regional Meeting (5 pts) Date: Regional Meeting (5 pts) Date: | | | | |
| Section 4.4 PART II Association Related Activities (Maximum 30 per year) | ANLS Committees: ANLS Committees: Council: (Enter No. of Meetings) Discipline Mediator: Discipline Investigator: Presenter: Presenter: Rep. ANLS on outside committee: Other (As assigned by MCPDP) | | | | |
| TOTAL Part I | TOTAL Part II | Part II Max. 30 Pts per year | Total Category 2 | | |
| | | | | [Max 35 pts. Per yr.] | |
| CATEGORY 3 (2-3) | | OTHER ACTIVITIES | | # HOURS | # POINTS |
| Section 4.7 Other Activities (Points determined as per 4.7) | Activity: Organization: Date: Activity: Organization: Date: | | | | |
| TOTAL POINTS FOR REPORTING PERIOD | | | | TOTAL POINTS: | |
| Signature | | | | Date | |

POINTS SYSTEM

Any professional development course, seminar, function etc., whether survey related or not, will be considered by the CPDC towards a member's MCPD Points.

Any professional development seminar organized by the Continuing Education Committee or sponsored by another professional organization and endorsed by the Continuing Professional Committee will be eligible for MCPD Points for the members who attend.

The point value for these seminars will be included with the seminar notice or registration details for the seminar. The point value for these seminars shall be generally between **5** and **15** points for a one-half to a full day seminar.



POINTS SYSTEM

Other seminars or courses for which a member applies, as credit towards his or her MCPD Program, will be converted into points depending on the number of hours of participation. This conversion shall generally be:

- Survey related: 1 hour = 1 point
- Non survey related: 4 hours = 1 point

POINTS SYSTEM

Points for Association Related Activities

(Note: Does not include attendance at seminars sponsored by the ANLS.)

PART I


- Annual General Meeting 15 points
- Special General Meeting 15 points
- Industry Meeting 5 points

(Note: A maximum of three Industry Meetings per year is permissible)



POINTS SYSTEM

PART II

- Committees 2 hours = 1 point
 - Council per Council meeting = 8 points
 - Monitor 2 hours = 1 point
 - Presenters 1 hour = 4 points
 - Other as determined by Continuing Education Committee
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POINTS SYSTEM

A member must accumulate a **minimum** of **30** points under PART I during his or her 3-year MCPD Period.

A member may accumulate a **maximum** of **35** points per year for Association Related Activities.

A member may accumulate a **maximum** of **30** points per year under PART II.

(Note: PART II does not include attendance at seminars sponsored by the Association of Newfoundland Land Surveyors. See Section 4.2)

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POINTS SYSTEM

Points for successful completion of full or part time courses offered by recognized educational institutions such as Universities or Community Colleges, or formal “in-house training” offered by an employer will be awarded by applying the point conversion.

A member may accumulate a **maximum of 20** points per year for courses, including “in-house training”.

Points that exceed the maximums may not be carried over into subsequent reporting periods or MCPD Periods.



POINTS SYSTEM

A member may accumulate a **maximum** of **10** points per year for community involvement.

For other activities,

- Members should request in writing, prior to partaking in the activity for an assessment of the activity as its relative to the MCPD Program.
- Members must provide adequate information to the CPDC for their assessment.
- CPDC will advise the requesting member, in writing, as to the findings of their assessment within 30 calendar days of receipt of the request.
- Information must be received by the Committee for evaluation, prior to the end of the reporting period.
- The CPDC will determine if such activity is valid towards the MCPD Program, and if so, will assign a point value for such activity.

POINTS SYSTEM

The Council of the ANLS and the CPDC have an obligation to make opportunities for professional development readily and equally available, as they deem reasonable, to all members.



NON-COMPLIANCE & EXEMPTIONS

- ✓ Failure to comply with the requirements of the Mandatory Continuing Professional Development Program will result in the member being notified that the right to practice professional land surveying may be suspended if he is deemed non-compliant through ANLS Discipline (Act, Section 53).
- ✓ A participating member who may not be able to comply with the requirements of the MCPD Program because of health or other legitimate reasons may apply to the CPDC for an exemption from the program for a specific time. The CPDC shall review the request and make a recommendation to council for their decision.