

Joint Policy on Continuous Professional Learning

1.0 CONTINUOUS PROFESSIONAL LEARNING

1.1 The Provincial Associations may, by resolution, establish a program of Continuous Professional Learning (CPL) which:

- a) may be permissive for any or all classes of membership or mandatory for any or all classes of membership;
- b) may be carried out in collaboration with CIP, API or any other PTIA;
- c) may require a member to record or verify his or her actions taken to comply with the program;
- d) shall establish standards for compliance with the program; and
- e) shall be administered by Executive Director of API.

1.2 By January 31st each year the Executive Director of API shall review the records of any or all members who are required to comply with the CPL program and determine whether the Members are in compliance with the program for the previous year.

1.3 Where a Member is in non-compliance with the CPL program the Executive Director of API shall provide a notice to the Member that he or she is not in compliance with the program, the particulars relative to the non-compliance and order that the Member comply within a period 30 days of the date of the notice. The Provincial Association of which the individual is a member and the Standing Committee on CPL shall be notified of non-compliant members.

1.4 A Member who is in non-compliance with the CPL program following the date by which he or she was ordered to comply as outlined in 1.3 above shall be suspended from membership in their Provincial Association. They shall no longer appear on the Register of Members in good standing and will not be eligible to use MCIP, RPP or LPP designations. The Member shall receive from the Executive Director of API written notification of suspension and notice of referral to the relevant Provincial Association for disciplinary action. The Provincial Association of which the individual is a member and the Standing Committee on CPL shall be notified of the suspension of the Member.

1.5 A Member suspended as per the provisions of 1.4 may be reinstated to membership in good standing upon compliance with the Continuous Professional Learning requirements, payment of an administrative fee set by API and subject to any additional conditions and/or fees as set out in provincial legislation, regulations, by-laws or policies of Provincial Associations.

1.5 A Member who has been suspended for non-compliance with the CPL program as per 1.4 above and who remains in non-compliance following the notice period set out in 1.4 shall, be referred by the API Executive Director to the member's Provincial Association for disciplinary action in accordance with the Code of Conduct, Code of Ethics, provincial legislation, provincial by-laws and/or Discipline Policy of their province. The Provincial Association governing body may seek advice on disciplinary action from the

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Standing Committee on CPL. Final determination of any disciplinary action rests with the Provincial Association.

1.6 The imposition of a disciplinary action under subsections 1.5 shall not relieve the Member of compliance with an order under subsection 1.3.

CPL Committee Terms of Reference

1.0 STATUS

- 1.1 The Continuous Professional Learning (CPL) Committee is a standing committee of API. The purpose of the committee is to provide a harmonized and consistent CPL system across the Provincial Associations (PAs).

2.0 MEMBERSHIP

- 2.1 The Committee shall consist of at least one Full Member from each Provincial Association, who are members of the Provincial Association in good standing, one of whom shall be from each PA. One member shall be elected by the Committee as the Chair and one member shall be elected as the Vice Chair. One member shall be designated by the Committee as the API member on the National Continuous Professional Learning (CPL) Committee.

3.0 TERM OF OFFICE

- 3.1 The members and officers shall hold office for a two-year term and until their successors are named or a resignation is received.

4.0 MEETINGS

- 4.1 The Committee shall meet at the call of the Chair or when so directed by one of the PAs.

5.0 QUORUM

- 5.1 A quorum shall consist of a majority of the Members holding office at the time of the meeting.

6.0 DUTIES

- 6.1 The duties of the Committee are:

- a) to provide information to the membership on the CPL program;
- b) to explore methods of delivering CPL programs, including approaches which are multi-Branch in nature;
- c) to determine whether proposals for undertakings qualify for CPL Learning Units (LUs) and, if so, assign the LUs to be applied and published on the API website;
- d) To conduct a yearly review of all members to ensure required CPL LUs are recorded;
- e) to carry out random audits on self-reports from members to determine whether they are in compliance with the CPL program;
- f) to create and maintain a CPL manual for publication on the Provincial Association and API websites;
- g) to make recommendations to the PAs respecting the CPL program, including recommendations around non-compliance of members;
- h) to prepare and submit activities reports to PAs, API Board and the members;
- i) to undertake any other duties with respect to CPL which may be assigned by or agreed to by the Board of API.