

Continuing Professional Development Report

Version: June 15, 2015

Designation: Articling Agrologist (AAg) Articling Agricultural Technologist (AAT)
 Professional Agrologist (PAg) Agricultural Technologist (AT)

Year: _____ **Name:** _____
Last Name *First Name*

Continuing professional development (CPD) ensures members acquire the knowledge and skills to maintain their competence as a practicing professional in their declared scope of practice.

As a regulatory body, the Institute is expected to be able to assure the public that members are maintaining competency. Both Full Members and Articling Members are to report a minimum of **150 hours of CPD over 3 years or 50 hours per year**. Annual CPD hours must be submitted no later than **December 31** of each year.

CPD Includes: Conferences, workshops, courses, reading journals, seminars, scientific meetings, and relevant volunteer activities.
CPD Does Not Include: Reading farm papers, trade shows, fairs and exhibitions.

Professional Development Activity	Organization Offering CPD	Date	Hour(s)
Total # of Hours			

I certify this information to be true:

Signature *Date*

Please submit this record to #29, 1501 8 Street East, Saskatoon, SK S7H 5J6 or info@sia.sk.ca on or before **December 31** annually. If the online CPD Tracker is used, it is not required to complete this form.

#29, 1501 8th Street East
 Saskatoon, SK S7H 5J6
 306-242-2606 www.sia.sk.ca

EXAMPLES AND CATEGORIES OF HOW TO REPORT CPD

The following categories are examples that can help identify relevant CPD activities.

1. Formal continuing education such as attending structured courses, formal training provided through Universities, Colleges, Technical Institutions, industry, employers including correspondence courses. For example:
 - Those in the agronomy or related scopes of practice can report CCA training hours
 - Those in project management can report Project Management Professional (PMP) hours
2. Informal continuing education such as: workshops, seminars, webinars, field days, tours and clinics. This includes reading professional journals relevant to members declared scope of practice. This can include generic or transferable skills training for professionals such as:
 - Technical writing seminars
 - HR seminars, i.e. "How to manage difficult people"
 - Basic photography workshop
 - "How to run a successful business meeting" workshop

Maximum 30 hours per year for attending workshops, seminars, webinars, field days, etc.
Maximum 10 hours per year for reading professional scientific articles and reports

3. In-house technical, scientific, agribusiness and economic updates offered by employers that focus on keeping current on science industry trends and issues.
 - Maximum 30 hours CPD per year in this category
4. Academic contributions such as instructing courses, workshops, seminars, webinars or similar events. Also producing articles, refereed papers, training materials, and presenting technical, scientific, economic and business information. This applies to those in academic teaching and research, for example:
 - Teaching or developing a University class = maximum 20 hours CPD per class
 - Supervising graduate students = maximum 10 hours CPD per student
 - Preparing scientific articles/papers = maximum 10 hours CPD per paper

Members can report and claim CPD in categories #5 and #6 below as long as 50% of reported activities directly support the member's scope of practice, which is in categories #1 to #4 above.

5. Professional service such as a board of directors in a professional scientific or business organization at the local, provincial or national level with a scientific, technical or business focus relating to agrology
 - Maximum of 15 hours CPD per year in this category
6. SIA networking such as attending SIA branch activities, presentations and networking events or serving on branch executive committees or provincial council.
 - Maximum 15 hours of CPD per year in this category.

The Friday Agrology Update email includes a selection of reports, seminars, webinars, conferences, etc. that may assist in identifying CPD opportunities appropriate to members' scope of practice.

WAYS TO REPORT CPD

- Logging in to your account and using the CPD Tracker
- Submitting a hard copy to the Provincial Office by mail or email to: info@sia.sk.ca

QUESTIONS:

Al Scholz, PAg | Executive Director & Registrar or **Patricia Anderson** | Membership Coordinator
306-242-2606 or al.scholz@sia.sk.ca 306-242-2606 or patricia.anderson@sia.sk.ca

See more at: www.sia.sk.ca/html/cpd/overview