

GEOSCIENTISTS

NOVA SCOTIA

Association of Professional Geoscientists of Nova Scotia

***CONTINUING PROFESSIONAL DEVELOPMENT AND
COMPETENCY ASSURANCE PROGRAM GUIDE***

August, 2015



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OVERVIEW

- *It is essential that a professional geoscientist engage in lifelong learning.*
- *Mandatory continuing education and professional development reporting has been adopted in most Canadian self-regulating geoscience and engineering associations.*
- *The APGNS CPD program is consistent with the requirements of other self-regulating professional geoscience associations in Canada, including the specific components and credits for Professional Development Hours (PDH's).*
- *The **Geoscience Profession Act**, the **Geoscience Profession Regulations** and the By-Laws of the Association require that members, licensees and members-in-training participate in the continuing professional development and competency assurance program.*
- *Licensees may comply with requirements of the CPD program through reporting to their home association and providing a copy to the APGNS Registrar.*
- *MIT's are expected to demonstrate compliance with the requirements of the program through the preparation and submission of their work experience diaries.*
- *Retired members are encouraged to voluntarily submit CPD reports.*
- *To meet the requirements of the APGNS CPD program, each member is required to:*
 1. *maintain a record of their personal continuing professional development (CPD) activities; and*
 2. *provide a detailed report of their CPD activities to the Association annually.*
- *CPD reporting is compulsory for each member. Each member will receive a CPD Report Form (as appended to this guideline) along with their annual invoice for professional fees. The CPD report should be submitted by December 31st of the calendar year, (along with the payment of annual professional fees).*
- *All members are expected to accumulate and document a minimum of 60 Professional Development Hours (PDH's) per year and a minimum of 240 PDH's per three year period. Additional PDH's, i.e. more than the required 60 PDH's, may be carried forward for two years.*
- *Examples of reportable Professional Development Hours (PDH's) are defined and presented here. Participation activities, such as service on Boards or Committees, in support of the Association are encouraged and recognized. Volunteer participation in community-based activities are also recognized.*

EXECUTIVE SUMMARY

The Association of Professional Geoscientists of Nova Scotia (APGNS or Geoscientists Nova Scotia) has a legislated mandate, under the *Geoscience Profession Act* of 2002, to regulate the practice of geoscience in Nova Scotia and to register geoscientists. This legislation constitutes “right to title” and “license to practice” geoscience in Nova Scotia for registered geoscientists. The mandate for self-regulation of the profession is contingent upon the Association’s ability to provide a mechanism for registrants to demonstrate their individual competence to the public.

The challenge for the Association, and for the professional, is to ensure professional competency in a changing social, economic, and technological environment. It requires that the professional must undertake a life-long commitment to learning and embrace the ability to adapt to change.

Continuing professional development and competency assurance (CPD) keeps professionals up-to-date, provides protection to the public and raises the image and esteem of the profession. The benefit to the practicing professional is maintaining knowledge and skills that would otherwise become out of date if left without renewal. When it is time for promotions, pay raises, new job challenges or new clients, an effective and documented CPD record can aggressively move the individual’s career forward.

Continuing professional development and competency assurance (CPD) is an opportunity for a professional to take control of his/her career by:

- expanding your professional, technical and theoretical skills and capabilities,
- providing increased value to employers and clients,
- improving your professional image,
- increasing your marketability to other employers and clients, and
- facilitating your mobility to other professional jurisdictions (most of which have or are developing CPD requirements).

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The professional geoscience regulatory organizations in Canada and internationally are implementing programs to demonstrate standards of knowledge and the professional and technical capabilities of their members. So, it is in the best interest of the Association, as well as the members, to implement a program that will demonstrate the recognition of this responsibility to the people of Nova Scotia. It must also ensure the mobility and transferability of our member's professional licensure. In response to these challenges, APGNS has established the Continuing Professional Development and Competency Assurance (CPD) program as a compulsory requirement for renewal of professional registration.

The CPD program, outlined in this guide, presents the APGNS mandatory, annual, professional development and reporting program. It is intended to demonstrate that APGNS members and licensees are competent to practice geoscience in a professional manner. The program is also intended to meet the requirements of other professional regulatory associations, so that mobility and transferability of professional geoscience licensure will not be restricted.

The CPD program reporting is directed at professional geoscientist members, (P.Geos) and license holders (LTP's). It is anticipated that license holders will demonstrate compliance with the CPD program in their home Association and that a copy of the CPD documentation will be provided to APGNS. Where required, confirmation of compliance may be requested. Members-in-Training (MIT's) are expected to comply with the requirements of their registration in the APGNS MIT Mentorship Program, including reporting of supervised geoscience work experience and professional development activities through the preparation and submission of work experience diaries.

The requirements of the CPD program provide the maximum degree of flexibility in defining and meeting the requirements of continuing education and they also minimize the reporting requirements of the professional. The CPD program is mandatory. Annual submission of the CPD report is required for all professional geoscientists and licensees as a condition of maintaining status as a "member-in-good standing". It is also intended to be advisory in nature, in that it is intended that the CPD program will assist in self-monitoring of professional development and practical competence by the professional.

Members should note that, other than Nova Scotia, Ontario and Quebec, the practice of geoscience is regulated by joint engineering and geoscience associations who are constituent associations of Geoscientists Canada (GC) as well as Engineers Canada (EC). GC does not have a policy dealing with CPD. EC recommends to its constituent associations that continuing competence programs should be mandatory and that CA's should sanction members who are unwilling or unable to comply.

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EC has identified four fundamental principals or requirements that a continuing professional development and competency assurance program must address (from the Engineers Canada guideline for maintaining competence, as reported in Andrews, G.C., 2014, Canadian Professional Engineering and Geoscience Practice and Ethics, 5th edition).

These fundamental principles are:

- **continuing professional development** – Associations should have a mandatory program of CPD activities, including activities such as professional practice, formal courses, informal study, and service to the profession and community.
- **compliance, reporting and recording** – The Association should make it easy to document one's CPD activities, preferably by online electronic reporting. And/or should ask licensed members to make an annual declaration that they have complied with the CPD requirements.
- **practice review** – To ensure that the program is effective, Associations should audit the compliance declarations by selecting a small random sample of members to undergo a practice review.
- **practice guidelines and standards** – Associations should also help professionals by publishing practice guidelines and standards. Practice guidelines give useful general advice; standards give specific direction for typical procedures or problems.

As noted above, the APGNS CPD program is compulsory for renewal of professional registration and it is offered as a service to our members to provide an opportunity to document their professional development and competence. The APGNS CPD program is consistent with the goals and requirements of the other Canadian self regulating professional associations.

SECTION 1.0 - INTRODUCTION

The *Geoscience Profession Act* assigns APGNS with the role and responsibility to protect the public interest in matters of geoscience.

The maintenance and demonstration of competency and continuing professional development is the responsibility of the professional geoscientist. This is inherent to all self-regulating professions and it is reflected in the current and proposed *Geoscience Profession Act*, the proposed **Geoscience Profession Regulations** and the By-Laws of the Association as well as the Code of Ethics.

Employers also have a role and responsibility in the continuing professional development of geoscientists in their employ. Geoscientists are encouraged to discuss their CPD program and plans with their employers. It is anticipated that through discussion and mutual agreement, the employer and the geoscientist can determine professional development goals and the nature of support from the employer in achieving those goals.

Employers who are also responsible for the supervision of professional geoscientists have an ethical obligation to, “... *keep themselves informed in order to maintain their level of competence, strive to advance the body of knowledge within which they practice, and provide opportunities for the professional development of their subordinates.*”(Section D, *APGNS Code of Ethics, Section 66 of the By-Laws of APGNS*). Therefore, support of the CPD program for geoscientists in their employ is certainly appropriate in this context.

Individual programs for maintaining and demonstrating continued competency are expected to vary significantly. These programs must be directed by the needs which are appropriate to the nature of the professional practice and the individual geoscientist.

There is a common trend toward mandatory professional development in many professions in Canada, as well as the United States, Europe, and other parts of the world. There are indications that if individual professional practitioners do not comply with mandatory continued professional development programs, they may soon find it more difficult to work in other parts of the world. The APGNS CPD program will assist members in addressing these evolving changes in professional practice.

The CPD program establishes a minimum benchmark for professional development. The majority of geoscientists already undertake a greater level of effort than the minimum requirements which are set out in this program. It is the responsibility of the professional geoscientist to assess his or her professional development needs, using this guide as a reference in determining the minimum requirement.

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This guide provides flexibility for geoscientists to undertake activities that provide the greatest benefit to them in their professional practice. It is also intended to recognize that professional geoscience practice may evolve over time and in response to a number of factors or requirements. There are several formal and informal activities or categories that are suggested as applicable and appropriate toward professional development.

The current and proposed ***Geoscience Profession Act***, the proposed **Geoscience Profession Regulations** and the By-Laws of the Association as well as the Code of Ethics require that professional geoscientists practice only in areas in which they are competent. A professional geoscientist is also called on to maintain and enhance their own competence, to contribute to the advancement of knowledge of the profession and to encourage other geoscientists and employees to improve their knowledge and skills.

The Association is required to have a mechanism to monitor the competency of the members on a proactive basis, i.e. competency assurance.

The CPD Program and this guide will assist members who strive to maintain their competency and it will also define the mechanism that APGNS has available to ensure continued competency assurance.

SECTION 2.0 - EXEMPTIONS

An exemptions from the APGNS CPD program requirements may be granted by the Registrar on written application from the member. For example:

- members on maternity /paternity leave;
- members who are retired from active practice, (i.e. they have no involvement with or in a geoscience project and they have no employment income from geoscience practice);
- or cases of special consideration.

In all cases where an exemption may be granted, the member shall retain their registration status as a ‘member-in-good-standing’ and retain their professional designation. They continue to be bound by the ***Geoscience Profession Act*** and the Code of Ethics. Members who are taking a temporary break from their practice will be encouraged to continue their professional development program during that time.

SECTION 3.0 - REPORTING REQUIREMENTS AND LEVELS OF EFFORT

It is expected that each geoscientist will tailor a program, which is specific to their purpose and requirements.

3.1 Reporting Requirements

Requirements imposed by the Association are:

- All members and licensees are required to report CPD activities annually; it should be noted that an effective and appropriate CPD program may be multi-year in scope; therefore, it is acceptable to demonstrate that the CPD program requirements have been met, as outlined in section 7.0, over a span of up to 3 years.
- The CPD reports must be submitted in the approved format and on the approved form to the APGNS Registrar (see Appendix A).
- The CPD report can be filed or added to at any time during the calendar year, e.g., in response to a significant change of practice or employment status. Otherwise, the CPD report should be submitted in conjunction with the annual payment of professional fees (i.e. due on or before December 31st of the calendar year). New members are not required to report CPD activities in the year in which they first become registered.
- Records of CPD program activities will be maintained by the Association in the member's confidential file. These CPD program records, and any supporting information, may be subject to review by the Association to evaluate the skills and knowledge required to support the scope of professional practice. Therefore, it is recommended that the member maintain copies of the CPD program submissions as well as any supporting documentation. The member should also maintain and update as required a written description of their individual scope of professional practice. It is also recommended that the member have a plan in place to maintain and improve their professional and technical skills.

3.2 Levels of Effort

A credible continuing professional development and competency assurance program must define the minimum level of effort required. The unit of measure for this effort is time, expressed as a **Professional Development Hour (PDH)**. The Association has determined that all members will be expected to accumulate at least **240 PDH's** over a three year period, with a minimum of **60 PDH's** per year.

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APGNS recognizes six general activity categories or components as contributing to continuing professional development, as detailed in Section 7 and summarized in Table 1. There are a maximum number of PDHs that can be accumulated each year in each category. The APGNS CPD program report of activities will be assessed based on the practical application of those activities to professional development and professional practice.

It is the responsibility and professional obligation of the member to submit accurate and complete CPD program reports.

In specific situations where the member may be required to do so, the member must be able to satisfactorily demonstrate that the scope of their professional practice is within the range of their professional competence. This demonstration or confirmation of professional competence may, in part, be based on the documentation which has been filed under the APGNS CPD program.

SECTION 4.0 - REVIEW AND ACCEPTANCE OF CPD REPORTS

The Association recognizes that the practice of geoscience is diverse and that the scope of practice will vary widely between disciplines and sub-disciplines. The CPD program accommodates these differences by relying on 'member-directed learning' rather than a prescribed curriculum. This allows the individual to determine what to learn and which method is best suited to their specific requirements.

As noted in Section 3.1, CPD reports must be submitted to the Registrar for review and approval. If the Registrar determines, based on the review of the CPD program reports, that the CPD activities and/or the reports do not meet the requirements of the CPD program, or that the member may not be practicing in a manner that is consistent with the principles embodied in the CPD program and the Code of Ethics, the Registrar may issue a written request for clarification, or additional supporting information, or require improvement in either the CPD activities or the CPD reporting. In that case, the Registrar shall allow and indicate a reasonable amount of time to respond and provide the information or demonstrate the improvement.

In the case where the response to the written request from the Registrar is ignored or is deemed to be insufficient or unacceptable, the Registrar, at his/her sole discretion, may require a practice review.

SECTION 5.0 - PRACTICE REVIEW

The Registrar, at his/her sole discretion, may request or assign one or more member(s) of the Association to undertake a review of the member's scope of professional practice. The review will be provided to the Registrar and, based on the conclusions and recommendations of the review, the matter may be referred for further action including investigation and discipline as provided for in the *Geoscience Profession Act*, **Geoscience Practice Regulations** and the By-Laws of the Association.

The practice review process is confidential and is intended to confirm that the member is undertaking assignments and completing them in a manner that is consistent with industry standards of professional practice and the performance of reputable professionals practicing in the same field.

The practice review will be conducted by a peer geoscientist(s) with a scope of practice, knowledge and background, appropriate to evaluate the manner in which the geoscientist practices. The reviewer(s) will be appointed by the Registrar. One reviewer is usually sufficient, although a second reviewer or supplementary review may be appointed, for example, if the first reviewer does not consider his/her expertise to be sufficient.

The reviewer(s) must become familiar with the work of the geoscientist. This may be achieved through a discussion with the geoscientist being reviewed and an explanation of his/her work. Normally the practice review can be achieved by a site visit to the workplace of the geoscientist and/or an personal interview.

The reviewer(s) will prepare a written report and submit it to the Registrar as soon as possible after completion of the site visit and interview. The Registrar will undertake further action as warranted and based on the recommendation(s) of the reviewer(s).

SECTION 6.0 - RECORDS, REPORTING AND FILES

The Continuing Professional Development program files will be retained by the Association. They are considered **PRIVILEGED AND CONFIDENTIAL** and will not be divulged for reasons other than as provided for in the *Geoscience Profession Act*, **Geoscience Practice Regulations** and the By-Laws of the Association.

The CPD program files and/or any supporting documents shall not be used for the purpose of advertisement or promotion or for any other reason that would breach the confidentiality of the CPD program.

Any reports generated from the CPD program shall not be used or interpreted as an endorsement of practice by the Association.

SECTION 7.0 - ACCEPTABLE CPD COMPONENTS / ACTIVITIES

The Association, through the CPD program, requires each professional geoscientist member to address the following component principles;

- the acquisition of, and contributions to, the member's geoscience knowledge; (education, presentation, participation, etc.); and
- the maintaining and development of competency in professional geoscience practice; (maintenance and improvement of skills).

The CPD program component principles may be demonstrated through the undertaking, completion, documentation and reporting of, but not limited to, the following activities as shown in Table 1.

7.1 Formal Educational Activities

The CPD program should include some formal educational activity. Formal educational activities are those provided by structured courses or programs, often taken or offered for credit, academically, occupationally or otherwise, particularly if permanent records which show the participants grade or performance are generated. Specifically, courses offered with an evaluation process are considered formal while audited courses are considered informal.

Formal courses may be provided through universities, technical institutes, and colleges; they may be industry sponsored courses, programs and seminars; employee training programs; structured on-the-job training; short courses provided by technical or learned societies, industry or educational institutions (including video or interactive web-based courses).

One (1) Professional Development Hour (PDH) may be earned for every contact hour (each course attendance hour). For courses offering Continuing Education Credits (CEU's) each CEU equates to 10 PDH's. A maximum of 40 PDH's per year may be claimed.

Excess PDH's may be carried over to the following two years.

7.2 Informal Educational Activities

Informal educational activities may qualify for the CPD program. Informal activities are those activities that the professional may pursue to expand knowledge, skills or professional judgement. Examples include, self directed study of books or technical journals or other publications; attendance at field trips, conferences, seminars, technical sessions, workshops or industry trade shows. The member must keep records of such study, attendance or events (date, location, organizer, participants, etc.).

One (1) Professional Development Hour (PDH) may be earned for every two (2) hours of informal activity. A maximum of 30 PDH's per year may be claimed.

Excess PDH's may be carried over to the following two years.

7.3 Presentations

Technical or professional presentations that are made outside or in addition to the member's normal job function, including the preparation of presentation materials as well as the actual presentation. Examples include presentations at conferences or meetings, short courses, workshops, seminars, or field trips. Presentations that are given several times may only be credited once.

Five (5) Professional Development Hours (PDH's) may be earned for each hour of presentation (this recognizes both the preparation and presentation time). A maximum of 20 PDH's per year may be claimed.

Excess PDH's may be carried over to the following two years.

7.4 Participation in the Association or other organization

Activities that promote peer interaction and provide discussion of and exposure to new ideas and technologies both enhance the profession and serve the public interest. Volunteer activities in support of the Association are of particular significance and are encouraged.

Examples of participatory activities including services to the Association, for example:

- acting as a Mentor to a Member-in-Training (MIT); providing advice or guidance to a junior professional; service on Association Council, Boards, Committees or Task Groups, etc., either standing or ad-hoc;
- services to other geoscience related technical, professional, managerial associations or learned societies;

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- service on public bodies that draw on your professional expertise (e.g. planning and regulatory boards and service commissions, investigative commissions, review panels, etc.), provided that the expertise provided is within the scope of competent professional practice; or
- activities that contribute to the community organizations; service as an elected official on municipal, provincial or federal levels.

Participation or service to the Association through Mentoring, participation on Council, Boards, Committees or Task Groups or representing the Association at the provincial or federal level, will be recognized as one (1) PDH for every one (1) hour of participation or service. A maximum of 30 PDH's per year may be claimed.

One (1) Professional Development Hour (PDH) may be earned for every one (1) hour of participation or service to a community service organization or learned society and a maximum of 20 PDH's per year may be claimed.

Excess PDH's may be carried over to the following two years.

7.5 Contributions to Knowledge;

Activities that expend or develop the knowledge base of geoscience, for example:

- development of codes and/or standards and/or guidelines of professional practice;
(1 PDH per hour of individual or committee work);
- publication in a peer reviewed technical journal;
(30 PDH per paper published);
- publication in non-peer reviewed journal or other publication;
(10 PDH per paper published);
- review and/or editing of articles for publication;
(1 PDH per hour of review to a maximum of 10 PDH's per year);
- research as part of a designated program of study;
(1 PDH for each 2 hours of research); and
- development and filing of patents;
(15 PDH per patent registration).

A maximum of 30 Professional Development Hours (PDH's) per year may be claimed. Excess PDH's may be carried over to the following two years.

7.6 Professional Practice;

Active practice as a professional geoscientist contributes to the demonstration, maintenance and improvement of skills. Professional practice experience must be demonstrated through undertaking and completion of progressively more challenging tasks. As such, it is only acceptable for the CPD program reporting when the work falls within the scope of competent professional practice of the geoscientist.

Competency in professional practice requires the geoscientist uses processes and procedures that are consistent with the requirements of the *Geoscience Profession Act, Geoscience Practice Regulations* and the By-Laws of the Association as well as the Code of Ethics. The professional must also respect their duty to fulfil their professional obligations to their clients and to the public. In some cases, additional supporting information may be required and/or a practice review may be required for confirmation of competency in professional practice.

One (1) Professional Development Hour (PDH) may be earned for each twenty (20) hours of professional work within the member's designated scope of practice. A maximum of 50 PDH's per year may be claimed.

Excess PDH's MAY NOT be carried over to subsequent years.

TABLE 1.
APGNS CONTINUING PROFESSIONAL DEVELOPMENT ACTIVITIES AND
ACCEPTABLE LEVEL OF EFFORT

Category	Example	PDH's Available	Max. PDH's Per Year*
1. Formal Educational Activity**	structured courses or programs, including those provided by universities, colleges, industry and technical societies, etc.	1 PDH/ contact hr	40
2. Informal Educational Activity	unstructured courses, self-directed study; conferences; technical sessions; seminars; technical, professional and management association meetings; structured technical or professional discussions, etc.	1 PDH/2 hrs	30
3. Presentations	technical and professional presentations at conferences, meetings, workshops, seminars, courses, field trips, etc. which are not the primary element of the member's professional practice.	5 PDH's/each hr of presentation	20
4A. Participation	service on public bodies; service on professional, charitable or other community-based organizations or learned societies; the service should have a focus on leadership and communication skills.	1 PDH/hr	20
4B. Participation on behalf of the Association	mentoring; service on the Association Council, Boards, Committees, Task Groups, etc; representing the Association at the Provincial or Federal level (e.g. Geoscientists Canada).	1PDH/hr	30
5. Contributions to Knowledge	activities that expand or develop technical knowledge such as the development of codes, guidelines and/or standards of practice; development and registration of patents; publication of papers and articles relevant to the member's scope of professional practice; editing papers for publication; research, etc.	see section 7.5	30
6. Professional Practice	active professional geoscience practice and/or management of professional geoscience practice within the designated stream of expertise and competence	1 PDH hr/20 hrs of work	50

* PDH's earned in excess of the yearly reportable maximum may be carried forward for two (2) years, in all categories except Professional Practice.

** 1 Continuing Education Unit (CEU) = 10 PDH's

Appendix A.
Declaration of Continuing Professional Development

1. The annual CPD Program report should include the attached report forms:
 - Declaration of Continuing Professional Development,
 - Annual Summary Report and
 - Description of Activities.
2. On the ***Declaration of Professional Development*** form, indicate your full name, your APGNS member number and the year for which you are reporting CPD activities.
3. Indicate your area of professional practice (*i.e.* Geology, Environmental Geoscience, or Geophysics). Note: you may list all areas of professional practice that apply and that you are required to report CPD activities in support of all of your professional activities.
4. Indicate your current job title and employer. Indicate any changes in employment status or employer and the date the change occurred.
5. Describe your current job duties and responsibilities in sufficient detail to confirm your area of professional practice.
6. Complete the ***Continuing Professional Development and Competency Assurance Program Annual Summary Report***.
 - a. For each CPD category, indicate the number of PDH's you have earned and are claiming during the current year.
 - b. For each CPD category, indicate the number of PDHs permitted for the current year. The number of PDHs permitted within each PD category must be equal to or less than the maximum identified in the form. PDHs earned in excess of the maximum can be carried forward for up to two years. Note: PDHs cannot be carried over for Professional Practice.
 - c. For each CPD category, indicate the number of PDH's carried over from the previous two years, if applicable, *i.e.* the hours in excess of the maximum available as calculated from the previous report(s).
 - d. For each CPD category, determine the number of PDHs applied to the current year, by adding the PDHs available for the current year to the PDHs carried over from the previous two years, up to the maximum specified. PDHs earned in the current year or the previous year that are not applied to the current year, *i.e.*, that are in excess of the maximum, can be carried forward.

- e. For each CPD category, indicate the number of PDHs to be carried forward to the following year, if applicable.
 - f. Indicate the combined annual total PDHs permitted for the current year from all categories (PDHs earned less the maximum allowable). Members must demonstrate a minimum of 240 PDHs over a three year period with a minimum of 60 PDHs per year.
 - g. Indicate the total PDHs carried over from the previous two years, the total PDHs applied to the current year, and the total PDHs carried forward to the following year.
7. Complete the ***Continuing Professional Development and Competency Assurance Program - Description of PD Activities***. Describe your CPD activities for the current year. Indicate the month and year or range of the activity. Describe the activity providing an appropriate level of detail for review and approval. Indicate the applicable category of PDH (1 through 6), referring to the categories listed in the Annual Summary Report table. Indicate the number of PDH's earned. Attach additional pages as necessary.
8. Review the attached ***Code of Ethics***, print your name, sign, and date the forms and apply your professional stamp.

Note that the Continuing Professional Development and Competency Assurance report is an annual report. It should be submitted, along with payment of annual professional fees, on or before December 31st of each calendar year.

Please submit CPD reports

by email to: registrar@geoscientistsns.ca

or regular mail to:

APGNS

P.O. Box 91, Enfield, Nova Scotia B2T 1C6

Attention: Registrar

Declaration of Continuing Professional Development - ANNUAL SUMMARY REPORT

Professional Development Category	Professional Development Hours (PDHs) Available	Maximum PDHs per Year ⁹	PDHs Earned in _____ (current year)	PDHs Permitted for _____ (current year)	PDHs Brought Forward from _____ (1 year prior)	PDHs Brought Forward from _____ (2 years prior)	PDHs Applied to _____ (current year)	PDHs Carried Forward to _____ (following year)
1.) Formal Educational Activity ¹	1 PDH/hour	40						
2.) Informal Educational Activity ²	1 PDH/2hour	30						
3.) Technical and Professional Presentations ³	5 PDH/presentation	20						
4 A.) Participation on Behalf of the Association ⁴	1 PDH/hour	30						
4 B.) Participation - Other ⁵	1 PDH/hour	20						
5.) Contribution to Knowledge ⁶								
• dev't codes, standards, or guidelines	1 PDH/hour	-						
• publication in peer-reviewed journal or other	30 PDH/paper	-						
• publication in non-peer-reviewed journal or other	10 PDH/paper	-						
• review and/or editing of articles for publication	1 PDH/hour	10						
• research as part of a designated program of study	1 PDH/2hour	-						
• dev't and filing of patents	15 PDH/patent	-						
Total Contribution to Knowledge		30						
6.) Professional Practice ⁷	1 PDH/20hour	50						
ANNUAL TOTAL⁸								

Notes:

- structured course or program, including those provided by universities, colleges, industry, technical societies, etc.
 - unstructured courses, self-directed study, conferences, technical sessions, seminars, technical, professional and management association meetings, and structured technical or professional discussions.
 - technical and professional presentations at conferences, meetings, workshops, seminars, courses, field trips, etc. which are not the primary element of the member's professional practice. Presentations that are given several times may only be credited once.
 - mentoring, service on the Association Council, Boards, Task Groups, Committees, etc., and representing the Association at the Provincial or Federal level, e.g., Geoscience Canada.
 - service on public bodies; service on professional, charitable, or other community-based organizations or learned societies; the services should have a focus on leadership and communication skills.
 - activities that expand or develop technical knowledge, such as the development of codes, guidelines and/or standards of practice, development and registration of patents, publication of papers and articles relevant to the member's scope of professional practice, editing papers for publication, research, etc.
 - active professional geoscience practice and/or management of professional geoscience practice within the designated stream of expertise and competence.
 - Professional Development Hours (PDHs) Required: 240 hours over a period of 3 years; minimum of 60 PDHs per year. The annual total must take into account the maximum allowable limits
 - PDHs earned in excess of the yearly maximum may be carried forward for two (2) years in all categories except Professional Practice.
- * 1 CEU = 10 PDHs

NAME _____

YEAR _____

SIGNATURE _____

MEMBER NO./STAMP _____

DATE	DESCRIPTION	CATEGORY (1-6)	PDH'S EARNED
		TOTAL	

NAME: _____

MEMBER NO. _____

SIGNATURE: _____

YEAR _____

Appendix B.
APGNS Code of Ethics

Professional Geoscientists shall conduct themselves in an honourable and ethical manner. They shall uphold the values of truth, honesty and trustworthiness and safeguard human life and welfare and the environment. In keeping with these basic tenets, Professional Geoscientists shall:

- a. hold paramount the safety, health and welfare of the public and the protection of the environment and promote health and safety within the workplace;
- b. offer services, advise on, or undertake assignments only in areas of their competence and practice in a careful and diligent manner;
- c. act as faithful agents of their clients or employers, maintain confidentiality and avoid conflicts of interest;
- d. keep themselves informed in order to maintain their level of competence, strive to advance the body of knowledge within which they practice, and provide opportunities for the professional development of their subordinates;
- e. conduct themselves with fairness, courtesy and good faith toward clients, colleagues and others, give credit where it is due, and accept, as well as give, honest and fair professional criticism;
- f. present clearly to employers and clients the possible consequences if geoscience decisions or judgements are overruled or disregarded;
- g. report to their Association or other appropriate agencies any illegal or unethical geoscience decisions or practices by geoscientists or others;
- h. be aware of, and ensure that clients and employers are made aware of, societal and environmental consequences of actions or projects, and endeavour to interpret geoscience issues to the public in an objective and truthful manner.
- i. shall sign and seal only such plans, documents or work as he/she has prepared or carried out or as have been prepared or carried out under his/her direct professional supervision;
- j. shall not accept compensation, financial or otherwise, from more than one interested party for the same service or for service pertaining to the same work, without the consent of all interested parties;
- k. shall co-operate in extending the effectiveness of the geoscience profession by interchanging information and experience with other professionals and students and by contributing to the work of geoscience societies, schools and the scientific geoscience press; and
- l. shall not use the advantages of a salaried position to compete unfairly with another practitioner.

Signature / Date / Professional Stamp