



Continuing Professional Development (C.P.D.)

Frequently Asked Questions

Who must participate?

All regulated CTTAM members must comply with the CPD Program. This includes:

- Certified Technicians (C.Tech.)
- Certified Technologists (C.E.T.)
- Certified Applied Science Technologists (A.Sc.T.)
- Life Members who are actively working in their discipline (C.E.T., C.Tech., A.Sc.T.)

CPD participation and reporting is **not mandatory** for the following membership types:

- Retired
- On Leave
- Provisional
- Intern/Graduate
- Associate
- Student
- Honourary

How long does it take to enter my C.P.D. activities?

It should only take around 5 minutes to enter/report your C.P.D. activities.

How many C.P.D. credits are required each calendar year?

All actively practicing certified members are required to report a minimum of two (2) C.P.D. activities. The minimum of a total of two (2) activities can be reported under the four main categories:

The four main categories are:

1. Formal Activities
2. Informal Activities
3. Participation
4. Contributions to Knowledge

What are some examples of CPD activities?

Formal Activities

- Seminars (more than 4 hours)
- Structured courses
- Technical training
- Technical education program

Informal Activities

- Workshops (less than 4 hours)
- On-the-job training
- Read technical journals
- Learn a technical application

Peer and Professional Interaction Participation

- Mentor or be mentored
- Demonstrate a technical application to colleagues
- Learn a technical application from colleagues
- Be involved with the profession

Contributions to the Profession

- Present research
- Volunteer in the workplace or community
- Write technical articles and papers

It is important to note that CTTAM is not requiring members to complete prescribed courses and that members are able to report C.P.D. activities obtained routinely throughout their course of employment. If you are unsure if an activity qualifies for C.P.D., please contact Lauren Gluck at admin@cttam.com or at 204-784-1081.

Is there a C.P.D. program guide?

The C.P.D. program guide can be found on the CTTAM website at www.cttam.com under the "Members Toolkit" tab and "C.P.D. The C.P.D. program guide lists the different activities qualify for C.P.D. credits.

Who can I contact if I have questions?

Members are welcome to contact Lauren Gluck at admin@cttam.com or at 204-784-1081. Cathy Penner is also available at adminassistant@cttam.com or 204-784-1082.