

CTTAM
Continuing Professional
Development Program Guide



Certified Technicians & Technologists Association of Manitoba

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About CTTAM

Over the past 55 years, the Certified Technician and Technologists Association of Manitoba (CTTAM), has supported the recognition of engineering technologists and technicians for their important role in engineering technology and applied sciences. Our primary purpose is the certification and regulation of our members.

What is Continuing Professional Development?

Introduction to the Continuing Professional Development (CPD) program

CTTAM is a self-regulatory organization under the Certified Applied Science Technologists ACT of Manitoba. The CTTAM Code of Ethics requires members to “*keep informed to maintain proficiency and competence, to advance the body of knowledge within their discipline and further opportunities for the professional development of their associates*”.

CTTAM regulates members to comply with the bylaws and regulations. These regulations require a mandatory Continuing Professional Development (CPD) Program.

The CTTAM CPD Program helps to demonstrate that CTTAM regulated members are committed to serving the public and the profession by maintaining and developing their proficiency and competence.

The CPD Program is intended to be flexible and to allow you to determine and select your own learning needs. There is no expectation that your or your employer will incur any additional costs or that you spend any additional time away from work.

As a practitioner registered with CTTAM, you are committed to your profession by maintaining and developing your proficiency and competence. Your Continuing Professional Development (CPD) program is the formal documentation of the activities you have completed in order to meet the required annual accomplishments.

Annual requirement

The CPD program is flexible and allows you to determine your own learning needs.

Why CPD?

CTTAM is a self-regulated profession regulated by the Certified Applied Science Technology Act of Manitoba. The Code of Ethics states that members shall keep informed to maintain proficiency and competence, to advance the body of knowledge within their discipline and further opportunities for the professional development of their associates.

Our members are encouraged to continue pursuing their professional development; not only because it is an obligation for continued CTTAM membership, but because it also benefits every member's career. Having an annual CPD program means our members are more relevant, more in demand and may help our members grow their potential earnings.

Additional CPD benefits:

- Provides you with a benchmark and assurance that you are maintaining competency
- Shows the public and employers that you are qualified and up to date
- Helps you visualize your future and plan steps toward your professional goals
- Relates to professional ethics or public safety
- Enhances your ability to work across Canada
- Puts you in a strong position to mentor others

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.)

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

- Associate
- Honourary
- Intern/Graduate
- Life
- Non-Practicing / On Leave
- Provisional
- Retired
- Student

Please note: Regulated members who are self-employed or practicing outside of Manitoba must also comply with the program.

When Do I Begin?

On January 1 of each calendar year you can begin to report your CPD activities. We require CTTAM members to complete a minimum of two activities from the four types of professional development categories over a one-year cycle to maintain membership. CPD Activity Reports must be submitted online on the CTTAM website. Please note that the CPD report must be submitted annually and is due by December 31.

How Does It Work?

CTTAM's CPD reporting is flexible and allows members to determine and select their own learning needs. You must claim at least a minimum of two activities from four different category types to be compliant. Professional development activities that count towards this minimum amount are divided into four categories.

The four main categories are:

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

Two professional development activities, completed over one year = CTTAM CPD compliance

Formal Activities (more than 4 hours)	Informal Activities (less than 4 hours)	Peer and Professional Interaction Participation	Contributions to the Profession
Post-secondary technical education	Learning technical application	Demonstrating a technical application to colleagues	Present research
Structured courses	Learn on the job	Involvement with the Profession	Tutor
Attend seminars	Participate in a workshop	Learn a technical application from colleagues	Volunteer as a subject matter expert
Technical training	Read a technical manual	Mentor or be mentored	Volunteer in the workplace or community

Examples of CPD activities include the following:

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

CPD Requirements

While our CPD requirements are not specific to your designation, the CPD activities you choose must relate to your skills as a professional. To complete annual CPD requirements, a minimum of two activities must be completed and entered from the four different category types.

For example, if you have submitted an activity in the **Informal** category, the second activity would have to be from either the **Formal** category, **Peer and Professional** category or the **Contributions to the Profession** category.

CPD requirements example

Formal activity (Attend a seminar) + **Informal activity** (Workshop) = **Annual CPD Compliance**

Categories/Activities

Formal Activities

- Professional development programs, courses, and seminars
- Courses offered by universities, technical institutes, colleges, suppliers, employers or technical societies
- Courses offered in traditional classroom settings or by correspondence, video or online

Informal Activities

- Self-directed study
- Attendance at conferences and industry trade shows
- Seminars, technical presentations, talks and workshops (if half day or less)
- Attendance at meetings of technical, professional or managerial associations or societies

Peer and Professional Interaction Participation

- Serve on Council or as a member of a committee
- Mentor an engineering/applied science technology student, intern or technician/ technologist
- Serve on public bodies that require professional expertise (e.g. planning boards, development appeal boards, investigative commissions, review panels or community building committees)
- Serve on standing or ad-hoc committees of a technical or professional nature or managerial associations and societies
- Community activities that require professional and ethical behaviour, but not necessarily your technical knowledge (e.g. active service for charitable, community, religious or service organizations, coaching leagues, sports teams, or elected public service on municipal, provincial or federal levels or school boards)

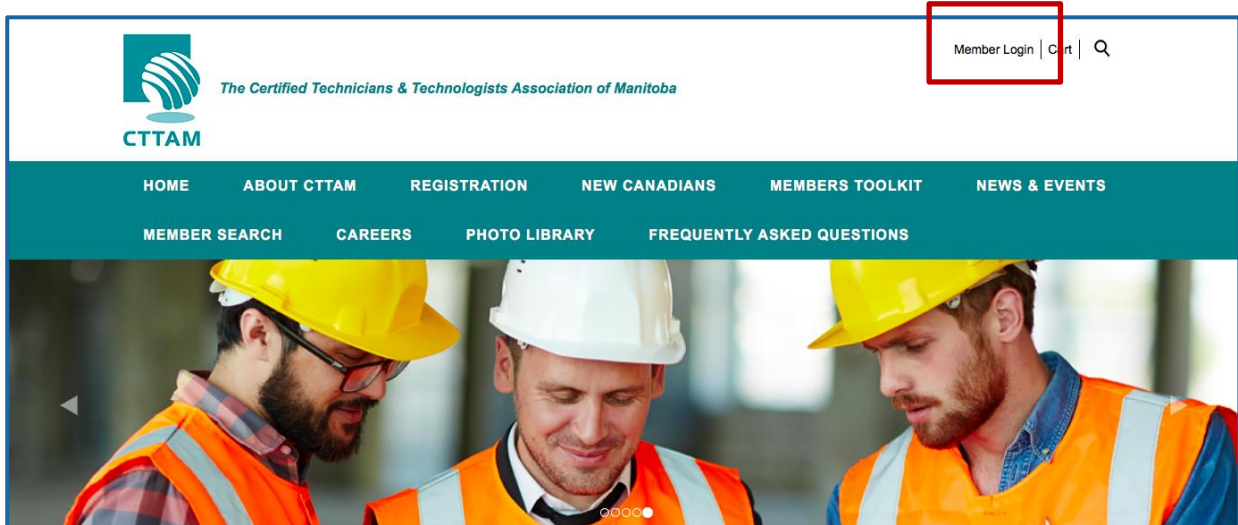
Contributions to the Profession

- Development of published codes and standards
- Patents
- Publication of papers in a peer-reviewed technical journal
- A thesis at a master's or Ph.D. level
- Publication of a book
- Publication of articles in non-reviewed journals or an internal company report
- Review of articles for publication
- Edit papers for publication

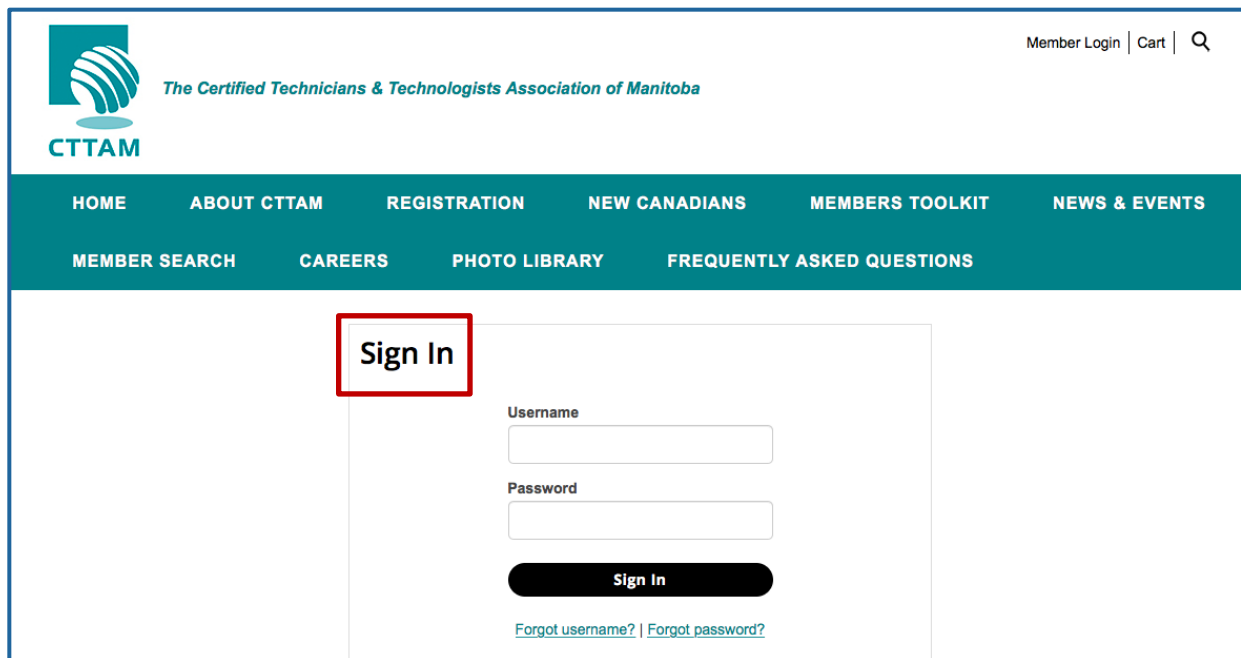
Logging your CPD Activities

The online CPD Logbook provides a user-friendly platform to track and record your annual CPD program activities. To enter your CPD activities in your online CPD Log, please follow the step-by-step guidelines shown below.

1. Go to the CTTAM website at www.cttam.com.



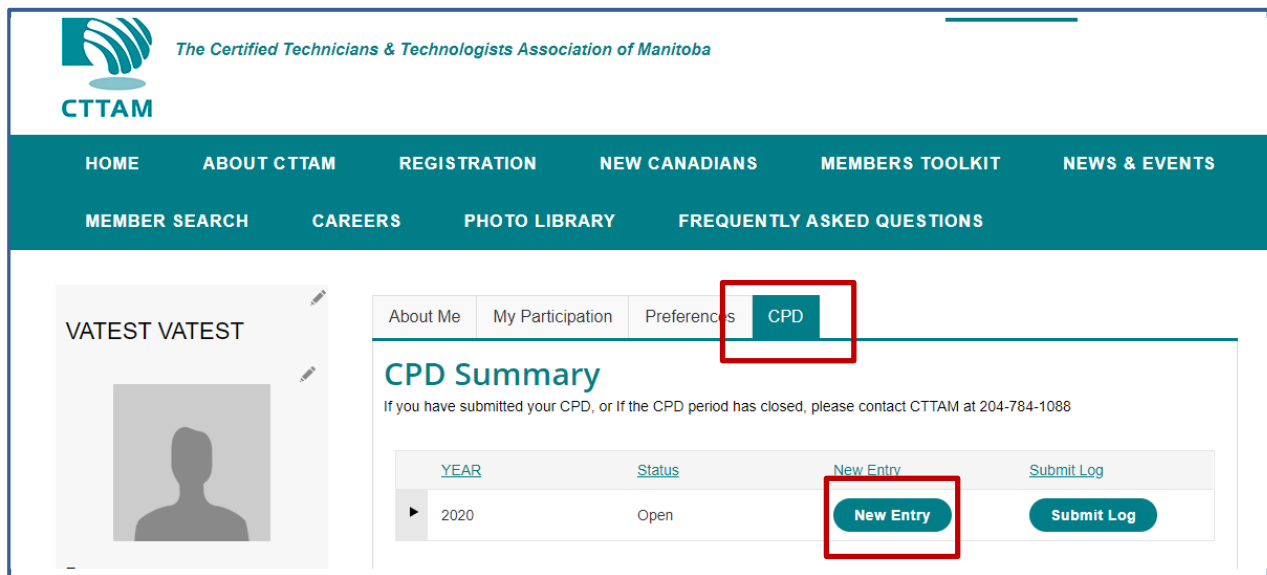
2. Click on the '**Sign In**' button to access your member dashboard using your CTTAM username and password.



3. After logging in, click on **'My Account'** located on the right side of the screen which will take you to your member account/profile.



4. Next click on the **'CPD'** tab and then click on **'New Entry'** to add a new CPD to your account/profile.



5. Enter your first activity record. Check off an activity under one of the activity types from the checklists. If your activity is not listed, select '**Other**' and specify the activity in the box below. Once an activity has been submitted, it cannot be edited. If a change is needed, please contact CTTAM at 204-784-1081.

Please note: You must enter two or more CPD activities in order to correctly submit/save your CPD.

2020 CPD Activity Record

• Choose the activity category which best describes your CPD:

<h4>Contributions to the Profession</h4> <ul style="list-style-type: none"><input type="radio"/> Present research<input checked="" type="radio"/> Volunteer as a subject matter expert<input type="radio"/> Volunteer in the workplace or community<input type="radio"/> Writing Technical Article and Papers	<h4>Peer & Professional Interaction</h4> <ul style="list-style-type: none"><input type="radio"/> Demonstrating a technical application to colleagues<input type="radio"/> Involvement with the profession<input type="radio"/> Learning a technical application from colleagues<input type="radio"/> Mentor or be mentored
<h4>Formal Learning Activities</h4> <ul style="list-style-type: none"><input type="radio"/> Employee technical training program<input type="radio"/> Post secondary technical education<input type="radio"/> Structured course<input type="radio"/> Seminar	<h4>InFormal Learning Activities</h4> <ul style="list-style-type: none"><input type="radio"/> On-the-job training<input type="radio"/> Read technical journals or manuals<input type="radio"/> Seminar, workshop

Other

- My Professional development activity does not fit into the categories outlined above

Specify:

• Activity Description

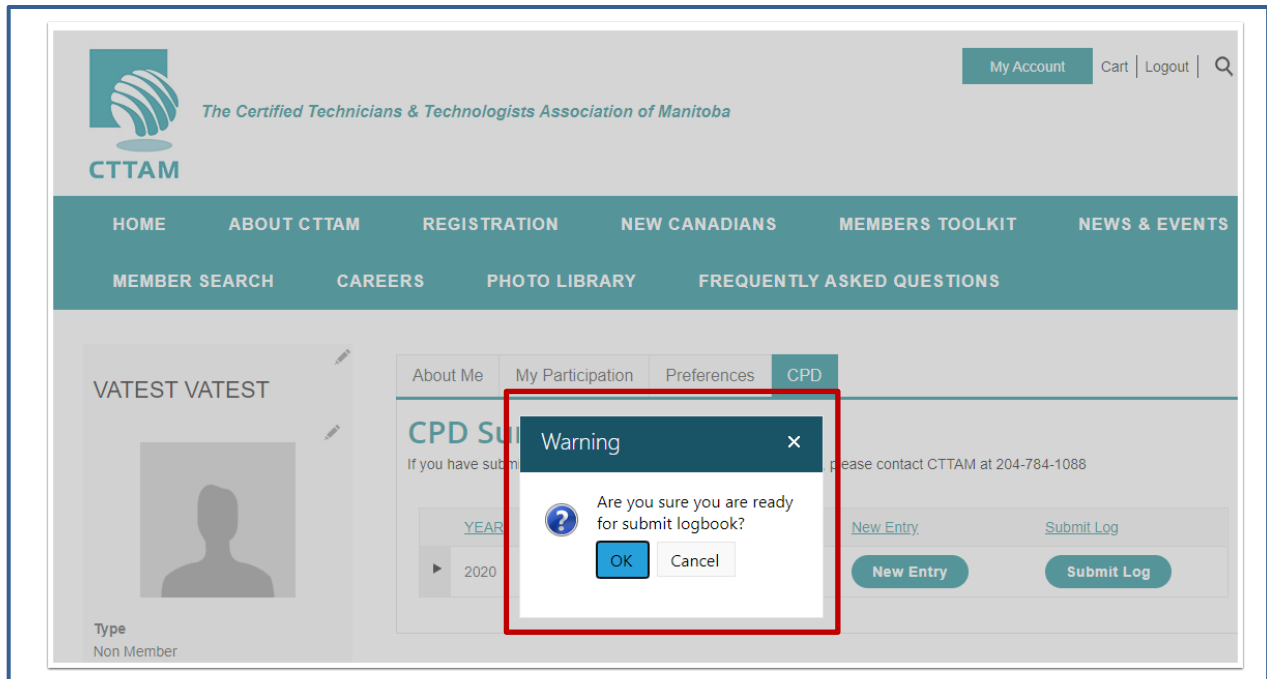
6. Click on the **'Submit'** button to submit/save your CPD activities.

The screenshot shows a web form for submitting CPD activities. On the left, there is a field labeled '* Date Completed' with the value '6/16/2020' and a calendar icon. Below this field are two buttons: 'Submit' (highlighted with a red box) and 'Return'. On the right, under the heading 'Category Summary', there is a list of categories and their counts: 'Contribution to Profesesion - 1', 'Peer & Professional Interaction - 0', 'Formal Learning Activities - 0', 'InFormal Learning Activities - 0', and 'Other - 0'.

7. If you try to submit your CPD and have only entered only one CPD activity, you will receive the **'Error Message'** as shown below. Click on **'New Entry'** and enter a second activity.

The screenshot shows the CTTAM website interface. At the top, there is a navigation bar with the CTTAM logo and the text 'The Certified Technicians & Technologists Association of Manitoba'. Below this is a menu with items: HOME, ABOUT CTTAM, REGISTRATION, NEW CANADIANS, MEMBERS TOOLKIT, NEWS & EVENTS, MEMBER SEARCH, CAREERS, PHOTO LIBRARY, and FREQUENTLY ASKED QUESTIONS. The main content area shows a 'CPD Summary' page with tabs for 'About Me', 'My Participation', 'Preferences', and 'CPD'. A dialog box with a yellow warning icon and a red border is overlaid on the page, containing the text: 'One CPD record from two different categories are required in order to submit your log.' and an 'OK' button. In the background, there are buttons for 'New Entry' and 'Submit Log'.

- When you have entered a second activity, click on **'Submit Log'**. You will get a **'Warning'** message (see below). Click on **'OK'** if you are ready to submit your CPD activities/logbook.



9. To view your CPD entries, click on the arrow beside the current year, for example, '2020'.

The screenshot displays the CTTAM website's CPD Summary page. The navigation bar includes links for HOME, ABOUT CTTAM, REGISTRATION, NEW CANADIANS, MEMBERS TOOLKIT, NEWS & EVENTS, MEMBER SEARCH, CAREERS, PHOTO LIBRARY, and FREQUENTLY ASKED QUESTIONS. The user profile on the left shows the name 'VATEST VATEST' and a 'Join Now' button. The main content area is titled 'CPD Summary' and includes a note: 'If you have submitted your CPD, or if the CPD period has closed, please contact CTTAM at 204-784-1088'. Below this is a table with a 'YEAR' column where '2020' is selected and highlighted with a red box. The table lists several CPD entries with columns for Category, Other Category, Description, Date Completed, and Details.

YEAR	Status	New Entry	Submit Log	
2020	Submitted	-	-	
Category	Other Category	Description	Date Completed	Details
Employee technical training program	-	Lorem Ipsum is simply dummy dhdh text of the printing and typesetting industry	6/16/2020 10:34 AM	-
Post secondary technical education	-	an vitae tristique ut, tincidunt eu ante. Nunc tincidunt sit amet turpis sed viv	6/16/2020 10:34 AM	-
Post secondary technical education	-	sdfgsdfg	6/16/2020 10:34 AM	-
Seminar	-	Completed Basics of Supervising	6/16/2020 10:34	-

Frequently Asked Questions

How does CTTAM monitor compliance with the CPD Program?

Each year C.Tech. and C.E.T. members will be randomly chosen for the annual audit. Any members who have not declared compliance with the program will receive notice from CTTAM and may be required to produce supporting documentation as proof of compliance. Failure to comply may entail a review of the practice of that member and/or the striking of the member from the CTTAM register.

What professional development opportunities does CTTAM provide?

Members can participate in various volunteer activities to assist in fulfilling their CPD requirement, such as serving as an CTTAM Mentor or assisting at CTTAM events.

What if I am not actively practicing?

Regulated members who are not actively practicing due to illness, unemployment, parental leave or retirement are exempt from the annual CPD requirement. CPD exemption is processed automatically following approval of a membership status change request.

For more information, please contact the Member Services Coordinator at 204-784-1081.

Helpful Hints

Hint #1

CPD Error - Once an activity has been submitted, it cannot be edited. If a change is needed, please contact CTTAM at 204-784-1081.

Hint #2

CPD 'In Progress' - If your CPD logbook indicates 'in progress', please ensure that you have **submitted two** activities, each from **different categories**. Example: *If you have an activity listed in the Formal category, the second activity would have to be from either the Informal category, Peer and Professional category or the Contributions to the Profession category.*

Once you have completed the CPD requirements for the year, your CPD log will update to 'Compliant'.

Hint #3

CPD Logbook - While working in your annual CPD Logbook, the activities must occur within that year (activities in 2020 must be entered into the 2020 CPD Logbook).

CTTAM Information

CTTAM Office

c/o Launch Coworking Space
#200–1460 Chevrier Blvd.
Winnipeg, MB R3T 1Y6
Phone 204-784-1088
Email: admin@cttam.com

Office Hours (By appointment only)

Office staff available:
Monday to Friday, 8 am to 4 pm

CTTAM Staff

Robert Okabe
CEO and Registrar
C.E.T., FEC (Hon), IntET (Canada)

Cathy Penner
Registration Services Coordinator

Lauren Gluck
Member Services Coordinator

CTTAM Board of Directors

CTTAM is governed by a Board of Directors. The Board consists of members who are invested in the industry and have a strong base of certification, experience and expertise.

President

Andrew Procca, C.E.T.

Past President

Kellie Orr, C.E.T.

President Elect

Ted Protosavage, C.E.T., P.Eng.

Directors

Chad Erickson, C.E.T.

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Josée Rémillard, C.E.T.

Elaine Vegh, C.E.T.

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