



Continuing Professional Development Program Guide

Introduction

CAHP|ACECP represents a diverse, multi-disciplinary membership professionally and actively engaged in the identification, conservation, preservation, interpretation and sustainable use of cultural and natural heritage.

Members are encouraged to pursue professional development on a continuing basis to maintain and enhance professional competency, remain current with heritage conservation theory and methods of practice, and foster cross-disciplinary understanding.

The CAHP|ACECP Continuing Professional Development (CPD) program is based on the following premises:

- CAHP|ACECP encourages its members to pursue professional development on a continuing basis to maintain and enhance professional competency;
- CAHP|ACECP members regularly engage in continuing learning activities as part of their normal professional activities;
- CPD activities may vary depending on a member's professional specialty and/or interests;
- the recording of CPD activities is a benefit to CAHP|ACECP members as it confirms they are active, engaged members of a professional community;
- as a multi-disciplinary association, CAHP|ACECP has a unique ability to make its members aware of, and provide access to a wide range of learning opportunities and activities;
- given the multidisciplinary nature of the CAHP|ACECP membership, the Association's primary role in CPD is to provide awareness of learning opportunities and a format for recording learning activities;
- it is not the responsibility of CAHP|ACECP to fund the continuing learning activities of individual members;
- promoting diverse learning opportunities and activities may foster further discussion and cross-disciplinary understanding amongst CAHP|ACECP members; and,
- any future development of CAHP|ACECP-sponsored learning activities should focus on topics of common interest and value to the entire membership, as well as topics related to individual areas of practice.



Objectives

The key objectives of the CPD program are to:

- promote awareness among the membership of diverse learning opportunities and activities;
- build upon CAHP|ACECP 's strengths as a multi-disciplinary association by promoting cross-disciplinary knowledge, skills and discourse amongst members; and
- sponsor the development of learning activities concerning heritage conservation principles, practices and theories relevant to all heritage practitioners, as resources allow.

Participation

The CPD program applies to Professional members. Intern members are welcome to participate, however, the CPD program is not considered a replacement for the Membership Committee's educational requirement directives for Interns.

Participation in the CPD program is voluntary until such time as the CAHP|ACECP Board of Directors determines otherwise. Further consultation with the membership will be undertaken prior to consideration of the program being made mandatory.

CPD Learning Opportunities and Activities

CAHP|ACECP represents a multi-disciplinary membership with a wide variety of heritage-related interests. To achieve the objectives of the CPD program, members are encouraged to participate in activities that fall within two broad categories of learning:

Calendared Events

Events organized by professional or academic organizations in fields related to heritage conservation or the business of heritage practitioners will be shared with members through an online calendar, email and the quarterly *e-forum*. Examples include:

- Local, regional, national or international conferences, workshops, seminars, presentations and webinars
- Academic courses
- Tours
- Future CAHP|ACECP-sponsored learning modules: presentations, webinars, videos and other similar content to be developed by CAHP|ACECP members or others, focusing on topics of common interest to heritage practitioners as well as individual areas of practice.

Members are encouraged to share information regarding upcoming events with their Chapter executive and/or the CAHP|ACECP administrator for posting on the Association's website.



Self-directed Learning

Members are encouraged to broaden their knowledge and skills within and across areas of practice by seeking out, as individuals, Self-directed Learning opportunities and activities outside of their day-to-day employment responsibilities. Examples include:

- Participation on professional or community committees/boards
- Preparation and delivery of presentations, demonstrations and other forms of teaching
- Professional/scholarly research and writing
- Student mentoring
- Self-directed technical or academic reading or use of other media learning materials/tools
- Technical skills development

Members may share professional resource information, such as articles, books and other print media, on the Association's website through development of an online Professional Resources List.

Recommended CPD Hours

Members are encouraged to accumulate a total of 25 hours of CDP annually, with a recommended minimum of 10 hours in each learning category based on availability.

Cross-accounting is permitted, where heritage-related activities that have been claimed for credits under another professional continuing education program may also be reported under the CAHP|ACECP CPD program.

Reporting

Participating members will report learning activities annually, within the calendar year in which the activities are undertaken.

Members will record learning activities on the CPD Reporting Form, identifying the activity as either Calendared Event or Self-directed Learning and providing such information as the date, title, provider, duration and a brief description of content.

Until such time as an online CPD reporting system is established, members shall submit their annual CPD Reporting Form together with their membership renewal. Submission of CPD reporting forms will begin with membership renewal for 2017.

Program Management

The CAHP|ACECP Board of Directors has delegated administration of the CPD program to the Education Committee. The Education Committee will work with other committees and the CAHP|ACECP Administrator to implement the CPD program.

The Education Committee will post events of national appeal on the CAHP|ACECP website, and solicit input from members and Chapters regarding local and regional



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calendared events for similar posting. Chapters will also solicit input from members for the Professional Resources List and the development of Learning Modules.

Implementation

The delegated committee will analyze reported CPD information to determine areas in which CAHP|ACECP can provide meaningful CPD opportunities and to recommend any suitable refinements to the program.

As the range of CPD activities may vary between disciplines and across the country, feedback from the membership will be key to developing an effective and appropriate CPD program for all.