

CAHP|ACECP

Continuing Professional Development Program Framework

Preamble

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.

Premises

The Continuing Professional Development Program (CPD) program is based on the following premises:

- That CAHP|ACECP encourages its members to pursue professional development on a continuing basis to maintain and enhance professional competency
- That CAHP|ACECP members regularly engage in continuing learning activities as part of their normal professional activities
- That these activities may vary depending on a member's professional specialty and/or interests
- That the recording of CPD activities is a benefit to CAHP|ACECP members as it confirms they are active, engaged members of a professional community
- That, 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
- That 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
- That it is not the responsibility of CAHP|ACECP to fund the continuing learning activities of its members
- That promoting diverse learning opportunities and activities may foster further discussion and cross-disciplinary understanding amongst CAHP|ACECP members

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

Participation

In light of the difficulties inherent in administering a Continuing Professional Development (CPD) program for a multi-disciplinary membership, participation in the program will be voluntary until such time as the CAHP|ACECP Board of Directors determines otherwise.

The CPD program will apply 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.

CPD Learning Opportunities and Activities

CAHP|ACECP represents a multi-disciplinary membership with a wide variety of heritage-related interests. Members can achieve the objectives of the CPD Program by participating in many activities that fall within two broad categories of learning activities:

Calendared Events

The CPD program will promote member awareness of events organized by professional or academic organizations in fields related to heritage conservation or the business of heritage practitioners through an online calendar, e-blasts and the 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 will be encouraged to share information regarding upcoming events within their areas of practice on the Association's website through development of an online Calendar of Events.

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 will be encouraged to 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.

Program Management

The National Association's Board of Directors shall have ultimate approval authority for the CPD program, and may delegate administration of the CPD program to a committee. The delegated committee will work with other committees and the National Association's Administrator to implement the CPD program.

The National Association and the Chapters shall share responsibility for the identification of Calendared Events and the development of CAHP|ACECP – sponsored Learning Modules.

The Chapters shall provide the delegated committee with information on local and regional calendared events for posting to the CAHP|ACECP website. Chapters shall also solicit input from members for Events, the Professional Resources List and the development of Learning Modules.

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.

Members shall submit their annual CPD Reporting Form together with their membership renewal.

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.

Implementation

Following review of membership comments on this CPD program framework, the CPD program guidelines will be finalized for circulation to the membership concurrent with 2016 membership renewal information.

Annual submission of recorded learning activities will be concurrent with membership renewal, beginning with membership renewal for 2017.