# Continuing Professional Development Plan

Summary: Each CPD activity listed in this plan carries equal weight, and the Professional Member must complete 10 activities over a five-year period.

## Background and Context

The Membership Designation Working Group (MDWG) formed the Continuing Professional Development (CPD) subgroup in the fall of 2019. This subgroup was tasked with proposing the details of a plan for maintaining and tracking CPD activities for AIC Professional Members (PM).

The MDWG-CPD subgroup is composed of a selection of AIC members coming from the following: respondents to an open call for volunteers, members of the AIC Education and Training Committee (ETC), and members of the larger MDWG. All sub-group members were approved by the AIC Board of Directors. Two AIC/FAIC staff members provided logistical knowledge for how CPD will be tracked by AIC.

This proposal is also the result of periodic reviews and feedback from the AIC membership, as well as AIC committees, networks, and groups including ETC, Equity and Inclusion Committee (EIC), Emerging Conservation Professionals Network (ECPN), Membership Committee, the AIC Board, and the participants in the Internal Advisory Group (IAG) meeting.

## About this Plan

The primary product of this subgroup is a list of categories of activities that can be used to demonstrate CPD. These activities promote knowledge and demonstrate engagement with the profession through learning and skill development, teaching and disseminating information, and service and outreach. (Members at listed at the end of this document.) The CPD subgroup has:

**Developed a list of examples of CPD activities that fall under three broad categories:**
- Learning and skill development
- Teaching and disseminating information
- Service and outreach

**Provided a proposal of a simple way to track these activities:**
- Professional Members log CPD credits in an electronic system, uploading a brief description to illustrate how this activity contributes to their professional development.
- Members will be updated yearly on their CPD progress.

# Continuing Professional Development (CPD) Plan

Based on the 2021 MDWG member designation proposal, which is designed to revise and strengthen AIC's peer-reviewed membership designations, the current AIC Professional Associate designation would be replaced by the AIC Professional Member (PM) designation. The MDWG proposal requires PMs to undertake CPD to maintain this membership designation. Together, the proposal and supporting documents will help reflect the expertise and professional experience of AIC's membership and support AIC's ability to promote its members and the conservation profession.

## Requirements to Maintain PM Designation

### PMs must complete a minimum of ten CPD activities (with at least one activity in each of the three categories) within a five-year cycle.

If a PM participates in an activity that is not listed on this document, they can add their own activity to their log.

The rationale for three categories of CPD (learning, teaching, and service) is that individuals grow as professionals when they learn, provide knowledge, and are engaged with promoting and supporting the field. For the purpose of tracking and counting, activities are listed in only one of the three categories based on their primary function. The three CPD categories are synergistic, as a single activity could be considered to fulfill all three categories; one teaches and learns when one is serving the profession and is engaged in outreach; one learns while teaching; teaching is a form of service and outreach; etc. Under this proposal, a single activity cannot be counted in more than one category; therefore, the member should select the category most appropriate for their activity.

The list of CPD activities is *not* exhaustive; it is meant as a guide for the types of activities that qualify for CPD. For this reason, an "Add your own" activity has been included in each of the three categories.

### Learning and Skill Development

This category includes activities such as attending (in-person or virtually) a conference, workshop or webinar participation, enrolling in a longer course, or undertaking an extended period of self-directed study.

- ➔ Read a book, article, etc. that relates to, informs, or enhances your professional practice
- ➔ Design a study, experiment, mock-up, etc. that relates to, informs, or enhances your professional practice
- ➔ Attend a DEAI, Health & Safety, Sustainability, etc. training
- ➔ Attend a professional lecture or webinar (live or recorded)
- ➔ Attend a professional workshop (virtual or in person)
- ➔ Attend a professional conference (virtual or in person)
- ➔ Complete relevant coursework

- ➔ Develop a policy to establish standards and/or best practices
- ➔ Consult with a colleague or community of interest to better inform preservation/conservation/analysis approach
- ➔ Add your own

## Teaching and Disseminating Information

This category includes activities such as teaching a course, class, workshop, or webinar; supervising emerging professionals; presenting at and/or participating in a professional conference; publishing or serving as a peer reviewer.

- ➔ Supervise a student, intern, apprentice, etc.
- ➔ Author a newsletter, blog post, etc. for a professional platform
- ➔ Contribute to a professional social media feed
- ➔ Contribute original wiki content or review and edit content for a professional wiki
- ➔ Write/translate abstracts for AATA, AIC, APOYO, etc.
- ➔ Submit an abstract to a professional conference
- ➔ Present, author, or co-author a professional lecture, webinar, poster, etc.
- ➔ Participate as a speaker in a panel
- ➔ Chair a session in a professional context
- ➔ Author or co-author a professional publication for a journal, pre- or post-print, book, etc.
- ➔ Serve as an editorial board member
- ➔ Review pre-publication submission(s) for a professional journal
- ➔ Develop and/or teach an academic or professional course or workshop
- ➔ Add your own

## Service and Outreach

This category includes activities such as service within AIC or other professional organizations, oral presentations and written forms of public outreach, grant review, mentoring, and volunteering of services.

- ➔ Make a presentation or provide information that promotes or educates the general public about conservation
- ➔ Present for K-12 and other student audiences to promote the conservation profession
- ➔ Author newsletter, blog post, op-ed, social media stream, business website, etc. that promotes conservation
- ➔ Review professional grant applications (post-submission)
- ➔ Participate (as mentor or mentee) in a formal mentoring program (for example: ECPN-HBCU), or its equivalent
- ➔ Write a letter of recommendation to support educational and professional growth of colleagues or mentees
- ➔ Sponsor a PM or Fellow application
- ➔ Participate in, develop, or coordinate a conservation clinic, community preservation project or cultural heritage recovery effort
- ➔ Serve in a volunteer position (leadership, liaison, etc.) in F/AIC or any related professional organization

- ➔ Organize a conference, symposium, workshop, or other professional gathering
- ➔ Assist a local institution in writing grants
- ➔ Conduct and disseminate (online, via INCAA, FAIC) an artist interview or oral history interview, etc.
- ➔ Add your own

# Frequently Asked Questions

## What is CPD?

Continuing Professional Development (CPD) is the process of acquiring and maintaining the skills, knowledge, and experience of a professional.

The range of activities in the list of Examples of CPD Activities is intended to provide guidance to maintaining Professional Member designation in AIC, without imposing undue financial burden or unreasonable time demands on Professional Members.

## I invested in my education and have years of experience in conservation. Why do I need CPD now?

The reason for CPD as a requirement for maintaining Professional Member designation is to encourage and ensure active participation and continued learning in the field. CPD provides opportunities to actively engage in the advancement of our profession through the exchange of knowledge, ideas, and experiences.

Membership surveys carried out during MDWG's research and in previous certification discussions showed a strong desire among AIC members for CPD, a common feature of many professional membership organizations in our allied fields. Requiring CPD is a way to recognize the work PMs already do, plus it strengthens AIC's ability to promote the designation.

## How many CPD activities do I need to complete?

In order to maintain Professional Member designation within AIC, individuals must report a minimum of ten CPD activities within a five-year cycle (with at least one activity in each of the three categories). In addition, once per CPD cycle, Professional Members will be required to complete an online refresher on professional ethics.

## How do I record/submit my CPD activities?

Members will use AIC's Learning platform to submit information on activities they have completed. CPD activities can be submitted as they are completed. Members will be able to track their own activities throughout the five-year cycle/period.

## Can I count a single activity in multiple categories?

No, credit for a single CPD activity can only be counted in one category per CPD cycle.

## Can I complete an activity more than once in a CPD cycle?

Yes, you may complete an activity more than once, as long as you meet the distribution requirements across the categories per cycle.

## What if an activity I completed is not included in the list of examples of CPD activities?

If a Professional Member participates in an activity that does not correspond to a listed activity, they will select "Add your own".

## Where can I get ideas for CPD activities?

A new Member Community group could be created for AIC members to share suggestions for, and resources about, CPD activities. This forum would be moderated by member volunteers.

## Can I count activities for which I receive an honorarium or stipend?

Yes, if you receive an honorarium or stipend for your activity, you may still count it as a CPD activity.

## Can I count activities I do on "work" time?

The CPD plan does not require PMs to track when the CPD activity takes place.

## If I have requirements for another professional organization, can I count the same activities towards both plans?

Yes, as long as the CPD activities in question are relevant to your professional development they can be counted towards AIC's CPD requirement.

## What happens if I don't complete my CPD by the deadline?

There is a sixty-day grace period for completing CPD. If a member has not met the requirements sixty days after the five-year cycle deadline, their name will be removed from the Find a Professional listing until they have completed their requirements. An extension may be requested if extenuating circumstances prevent completion of CPD by the end of the grace period.

## Do Fellows need to complete CPD?

Fellows wishing to maintain their Professional Membership designation must complete CPD (see Member Designation Proposal Section 3.5).

# Continuing Professional Development Subgroup Members

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