



RECORD OF CONTINUING PROFESSIONAL DEVELOPMENT **(CPD)**

Member's Name: _____ Membership #: _____

The following Professional Development has been completed as part of my obligation under the CPD program.

Summary Sheet (Month Day, Year): _____ to _____

Date	Activity Description	CPD Hours	Activity Code
Total CPD Hours Submitted on This Form:			

Note: The Continuing Professional Development Committee reserves the right to review any and all information submitted towards your CPD undertaking and may request verification of activities from AATO members.

Signed: _____ Date: _____

Please keep a copy for your records and send a copy to officeadministration@aato.ca to update your file.



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CPD Activity Codes:

- EDU** Educational Course or Seminar (A course directly related to Architectural Technology)
- PA** Participation (Participation in Association activities such as Chapter Meetings, Annual General Meeting (AGM) or on a committee)
- HSW** Health, Safety & Welfare (Minimum of 75% of CPD content covers knowledge and practice of Architectural Technology that focuses on protection of the public and the environment)

Note:

Scan and send backup documents, along with this form, for verification such as:

- Certificates
- Program or seminar description
- Copy of confirmation receipt or sign in sheet
- Copy of article or research paper
- Committee involvement, general topic, volunteer hours

By-law Excerpt:

D.6 Continuing Professional Development

D.6.1 Failure to provide written proof of compliance with the associations Continuing Professional Development policy upon request from the Chair, Continuing Professional Development, Certification Committee or Council may result in further action.

D.6.2 In the event a member fails to comply with the requirements of the Continuing Professional Development program, the Association shall take the following steps:

- i. The Chair, Continuing Professional Development shall give written notice requiring a member to make up any credits shortfall in previous year along with the credits from the current;
- ii. If the member has not complied with item i., the Chair, Continuing Professional Development shall give second written notice requiring the member to move towards compliance within 90 days;
- iii. If the member has not complied with item ii., the Chair, Continuing Professional Development shall forward the members' name to the Registrar, who shall give written notice that their membership shall be effected to not in good standing, unless the member moves towards compliance within a further 90 days.
- iv. If member fails to comply with item iii., the Registrar shall refer the member's file to the Complaints committee for further action.
- v. Notwithstanding the above, in the event of a member's failure to complete the CPD requirements arises from circumstances beyond the control of the member, the Registrar may extend the time for compliance.
- vi. Written notices shall remain in member's file for not less than 3 years.

D.6.3 A member may apply in writing to the Registrar or Chair, Continuing Professional Development to appear before the Continuing Professional Development Committee for review of their CPD credit status and to present a program to achieve full compliance with the bylaws.

E.8 Continuing Professional Development

E.8.1 An accredited member shall maintain a record of their Continuing Professional Development (CPD), as outlined in the CPD policy.

E.8.2 Proof of attendance in courses, seminars and other relevant CPD activities shall be kept by an accredited member for a period of three years.

E.8.3 Upon request of the Chair of CPD, an accredited member shall provide record of CPD and supporting documentation for audit of said records.