OACETT's CPD Program Changes: Have Your Say – *Q&A*

November 14, 2024

I joined OACETT in March 2024, and became certified in September 2024. My CPD cycle will start in January 2025. However, I have been participating to CPD approved sessions, therefore I wanted to know if those credits acquired since March will be acknowledged over my upcoming cycle.
The date of the CPD activity must be taken within your 3-year cycle period to be credited to your CPD learning requirements.
I am in the process of taking technical exams as required for reclassification from C.Tech. to C.E.T. (P.Tech). What is the stance on time toward CPD during this process? Are there active hours for exam writing and passive hours for study time?
Studying for technical exams is included as a passive activity. Writing a technical exam is not a CPD eligible activity. A CPD Support Document template will need to be filled in for the study time up to a double the time of the exam or a maximum of 5 hours.
While working in some fields there is already time being spent by professionals on study to understand and implement new technologies as part of the job. Is it possible to consider this kind of effort as CPD hours?
On the job training is included as a CPD activity. Additional information would be required regarding the activity to decide if it was Active or Passive. Please contact cpd@oacett.org for additional information.
Are we going to get this presentation^
We are currently checking the status of the presentation, as soon as possible it will be available on the OACETT website.
Since 2016 I have been recording my CPD on an excel spread sheet and saving all proof of participation (certificates, registration receipts, summaries, etc.) in a folder on my pc and backed up in the cloud. I have not uploaded this information to the OACETT website, just due to the time it would take to transfer it. Is uploading this information to the OACETT site required or can I just carry on as I've been doing knowing I will have to provide this documentation should I be audited.
All CPD information for your 3 year cycle should be uploaded to the OACETT portal for auditing purposes.
When will this new program begin?
New CPD program will start January 2025
where can we see a CPD points balance....and id there a library of e-learning to draw from?

Please review your CPD portal regarding the current CPD information. Please note that each member is required to enter their information into the portal. The CPD Subcommittee will be creating an e-learning library which will be available in the first quarter of 2025.
I'm an Independent Environmental Professional and I'm wondering if operating a consulting firm can be used as CPD credits. As a business owner, I must wear all hats for a successful and operational environmental consulting business.
Additional information is required regarding the activities to be used for CPD learning. Please contact cpd@oacett.org
Some seminars do not issue CPD certificates, is that acceptable?
A CPD Support template will be provided with the guidebook and a section in the FAQs which indicates the other documentation which will be acceptable.
Will it remain a requirement for those maintaining a P.Eng. designation to continue also reporting on CPD for a CET designation with OACETT?
To maintain your OACETT designation you will need to continue to report CPD but you may be able to use the same activities as the P.Eng PEAK requirements.
if not already covered in the presentation... can the cpd program be a sliding time scale? as only one of our members that engage in annual conferences and workshops in my discipline, it would be preferred that the hundreds spent at the end of the 3 year term becomes closed and insignificant to the representation of cpds. most units on these available options are measured by hr. credits.
The Subcommittee discussed a sliding scale but it was decided that it would not be feasible as the time commitment to review is longer.
Any consideration for members with 25+ years with OACETT to not have mandatory continuing education reporting
We want our experienced members to use their knowledge to assist new members through mentoring and presentations in their expertise. The Subcommittee discussed and confirmed that all members are required to complete CPD.
As an OACETT member since 2002, C.Tech rcca since 2019, I would like to know what is required to maintain my certification.
You will be required to complete the CPD as per your cycle.
Do we need a certificate for CPD?
A certificate which is from the activity provider is not required but backup documentation is required. All CPD activities are required to have backup documentation, template is provided with the guidebook.
I am a recent Associate OACETT Member, joined in November 2024, and I am not assigned any CPD yet, will this attendance contribute towards my upcoming cycle?
An associate member is not normally required to complete CPD unless they did not certify within their 3 or 6 year deadline. CPD activities must be completed within the 3 year CPD cycle that you are assigned.
Does a Revit drafting course count for continued professional development if you are an electrical technologist?

Yes Revit Courses would count towards CPD. Depending on the activity they may count towards Active or Passive. Additional information is required please feel free to contact CPD@OACETT.org to provide additional details regarding the course.
Can we count programs in which we're the presenter/tester that includes testing as Active Learning?
If you are the presenter/tester the time spent both preparing and presenting will count towards your CPD. Additional detailed information is required to ensure that it would be considered Active learning. Please contact cpd@OACETT.org
What kind of supporting documentation would be required/accepted for volunteerism? (i.e.: acting as a board member for a technical association or volunteering at a association's event like the Canadian Foundry Association)
This item is currently being discussed with MES and a response will be published shortly.
I'm at 100% of my CPD hours. Since the requirements will change, will I have to modify my submissions?
After the information session it was discussed, and our decision was revised regarding the transition period. It has been decided that all members are to follow the new program. Every effort will be made to ensure that future audited members who are part way through their CPD period will not be disadvantaged during the transition period to the new program, for those who are currently in their CPD cycle please continue to input your CPD hours and follow the new program.
I thought I saw on the Slides that PEO/PMI CPDs/PDUs are acceptable as OACETT CPDs, is that accurate?
PEO/PMI/CPDs/PDUs are likely acceptable activities for CPD learning. Back up documentation will be required for all activities.
I am a certified water treatment plant operator and I am required to have 120 hours of training per 3 year cycle of my valid certification.
Additional information is required regarding the training to ensure how it can be allocated to CPD learning. Please contact cpd@oacett.org
what evidence is required to demonstrate learning from a podcast?
All CPD activities including podcasts are required to have backup documentation, template is provided with the guidebook
When CPD courses/events are offered, is it possible to advertise the category the CPD will cover (i.e.. Active or Passive) to ensure the member knows which category it fails under?
CPD Courses advertised by OACETT will include the Active or Passive category. If you are unsure if a course/event is Active or Passive please contact cpd@oacett.org.
I find that a lot of CPD credits are from paid online courses that cost a lot of money, is there or can there be easier paths to get CPD credits from work related tasks or workplace training and advancement without taking those specific courses?
The CPD subcommittee discussed creating an e-learning document for the OACETT website which will include CPD activities. The e-learning library will be available in the first quarter of 2025.
What if you read a book on say management at home, how could this be counted?

Yes, reading a book is included as a passive CPD activity to a maximum of 3 hours. All CPD activities are required to have backup documentation, template is provided with the guidebook.
I'm heavily involved in Health and Safety in the workplace and regularly take quite of few training courses - where would these be covered in the new CPD categories?
Additional information is required regarding the Health and Safety activities to be used for CPD learning. Please contact cpd@oacett.org to confirm where they will be covered.
My question is can I use my water certification hours for CPD?
Additional information is required regarding the Water certification activities to be used for CPD learning. Please contact cpd@oacett.org to confirm where they will be covered.
my CPD cycle of 2023-2025 **so which format should I follow?**
Please see response above.
Can you provide examples of Active Learning   CPD
Examples of Active learning are included in the guidebook which will be available by the end of 2024 or early 2025.
how would multi-day training session factor into the 30 hours? would a two-day course count for 16 hours?
All CPD activities are required to have backup documentation, template is provided with the guidebook. For a multi-day training session the certificate or documentation received from attending should indicate the hours which can be used for your CPD activity.
If my current cycle does not end till Dec 2027, when does the new CPD program apply?
Please see response above.
I attended some CPD and mine started January 2025, will these CPD hours be accounted for me or it should be from January 2025 ?
The date of the CPD activity must be taken within your 3-year cycle period to be credited to your CPD learning requirements.
Regarding the no repeat in a 3-year cycle, what about annual association conferences (i.e.. OWWA, AWWA)?
Subcommittee discussed and confirmed if an annual conference has a different theme and activities, it will be considered for CPD learning event. Summary to be provided of the topics which were discussed.
If I complete a CPD eligible activity through my work and am issued a certificate of completion, but that certificate does not indicate how many hours I spent in the training course, how will we be able to prove how many hours we spent in the training course?
All CPD activities are required to have backup documentation, template is provided with the guidebook. For an at work session if the certificate or documentation received from does not include the hours please have your manager or team lead sign off on the hours.
Will the guideline provide example of activities
The Guidebook will include examples of Active and Passive activities
For conducting design reviews, can this be considered as a CPD?
Design reviews, if part of the member's employment role, are not applicable as a CPD activity.
does first cycle start for everyone 2025, second cycle for everyone start 2028, etc.?

Please see response above.
Can active learning be clarified in terms of courses. Are only accredited college, university courses with some sort of pass/fail exam certificate or would something like an online course for software count?
Active learning is interactive activities. Examples of recognized courses are provided in the guidebook
If this new CPD is rolled out in Jan 2025, what happens for people that are in the middle of a CPD cycle (ex. started in 2024)? Does the old criteria apply until that cycle has completed or do the existing activities and hours have to get converted over?
Please see response above.
Hi...it's mentioned that CPD courses cannot be duplicated within the 3 year cycle...just confirming that all of the Fireside chats etc. are considered different since they have different topics and are all good for CPD credit. Unless of course it's the exact same.
Subcommittee discussed and confirmed annual conference has a different theme and activities, it will be considered for CPD learning event. Summary to be provided of the topics which were discussed.
What happens if you don't complete the required hours within the 3yr time frame?
If you do not meet your CPD requirements in the 3 year cycle you may lose your certification and be removed from the association. Each member included in the audit has their submissions reviewed by the Registrar.
Will OACETT offer more passive CPD activities that are free? A lot of the activities OACETT offers through emails are priced very high
MES is currently working to provide both Active and Passive courses.
How many audits do you do annually?
One audit per year is completed. All members with an active CPD cycle are eligible to be included in the audit.
Is the process of submitting the CPD credential on line be the same?
The process for submitting the credentials will be the same as the previous CPD through the portal. A template is included as part of the CPD Guidebook which includes information needed for back up documentation.
Is applying for an LET with the PEO considered CPD?
The application process for any designation is not considered CPD.
As a cad manager I am often having to help out fellow co-workers with cad issues. My company has Phase and task for this to track time. Can the time be used for CPD?
Helping co-workers at your job is not considered CPD. If you are mentoring fellow co-workers and meet the mentoring criteria in the Guidebook then it may be considered CPD.
Are our membership fees sufficient for OACETT to provide at no (or nominal) charge to us, an active online learning portal - ideally one that will automatically associate our learning and apply the hours to us?
MES is currently working to provide both Active and Passive courses.
I understand this is Q&A only. Where do we provide our suggestions to improve the program? Or did I already miss that opportunity?
We want your thoughts and suggestions, please let us know, please email cpd@oacett.org

The ITE / TAC conference typically lasts for 3-4 days and features numerous learning sessions. This conference is distinctive in character, so it's important to understand how the hours spent there can be counted towards our Continuing Professional Development (CPD) requirements. There are many similar conferences that take place, all of which usually offer a wealth of presentation, learning, and networking opportunities.	
Additional information is required regarding the conference activity to be used for CPD learning. Please contact cpd@oacett.org	
why is it a 3 year cycle, rather than 1 year?	
We want to provide our members with the flexibility to complete the courses over a 3 year time period instead of 10 hours per year	
I am a new C. Tech since Nov 06. My CPD cycle do not start until Jan 01, 2025. I am already attending fireside chats and attended anaerobic webinar. Will these hours be counted when my CPD cycle starts?	
The date of the CPD activity must be taken within your 3-year cycle period to be credited to your CPD learning requirements.	
alison.com is the one I use for lot of learning **will that be still approved under new program?**	
Courses from Alison.com may be approved as CPD learning, please confirm with cpd@oacett.org	
How will volunteer hours be measured?	
A form will be provided with information for review	
What should be minimum contribution of the hours for technical, management and leadership hours ? Is other professional associations such as PMI etc. for the project management considered for the CPD ?	
The previous CPD categories are being replaced with active and passive CPD learning. PMI courses may be considered for CPD but additional information is required.	
Trades shows can be used for CPD and how many hours can be applied	
Trade shows are not included as a CPD activity.	
Being an active executive in the chapter is this considered as a Active activity.	
Volunteering is included as a passive CPD activity. Additional information regarding the activity is required if the activity is to be considered Active.	
what qualifies as active training? what about safety training?	
Guidebook provides examples of passive and active CPD activities.	
I was attending the CPD activity but I didn't get the CPD certificate. I asked for but no one answered. How to deal with this kind of things	
We have been working with MES regarding the certificates if participants do not attend a minimum of 1 hour they will not receive a certificate. Please contact cpd@oacett.org.	
will volunteering with chapter and other committee count under which?	
Volunteering is included as a passive CPD activity.	
If we do any training on job but don't get any certification then how it would be considered as a part of CPD	
Additional information is required regarding the activities to be used for CPD learning. Please contact cpd@oacett.org	

I have certifications with both OACETT and PEO. Have there been any discussions or thought around trying to better align both organization's CPD requirements?
CPD courses may be used for both OACETT and PEO CPD requirements
can you please list out example documentations required for passive learning?
Guidebook includes the information regarding back up documentation required for all CPD activities
Where can the guide book be found? When will it be available?
Guidebook to be on OACETT website by the end of this year. The subcommittee wanted to include all the current questions from this webinar prior to posting.
Will OACETT be pursuing/offering a more diverse range of topics/training for other engineering technology disciplines such as fire + life safety engineering ?
Yes MES has been finding a varied range of courses. If you have any suggestions please let us know at CPD@oacett.org
How do you prove time spent say mentoring
Mentoring information is found on the website which provides the guidelines.
I heard you both mention a guide book is this coming out or is it on the website?
Guidebook to be on OACETT website by the end of this year. The subcommittee wanted to include all the current questions from this webinar prior to posting.
Would creating technical reports like compensation request review reports count as active learning
Additional information is required regarding the activities to be used for CPD learning. Please contact cpd@oacett.org
Please...Some program training as training (software)can be recognized as CPD
Additional information is required regarding the activities to be used for CPD learning. Please contact cpd@oacett.org
Can studying for a technical exam be used as a CPD activity? If so, what kind of supporting documents would I need to provide?
Studying for technical courses is included as a passive activity but not writing the exam or applying for the exam. A template document has been created to assist with the back up document required.
So If I do training through my work place or online with ESRI, does that count for my CPD. Some of the ESRI courses are paid courses, and some are free.
Additional information is required regarding the activities to be used for CPD learning. Please contact cpd@oacett.org
Can OACETT look into the cost of approve CPD as they are high in cost.
MES has been reviewing new courses for 2025
Is participation on a regulator webinar passive learning?
Yes, a regular webinar would be passive CPD
Not repeating the same activities in a 3 year cycle was mentioned. Does that mean that only one Fireside chat will be allowed to the CPD hours total since there typically are at least 2 per year right now?

Subcommittee discussed and confirmed annual conference has a different theme and activities, it will be considered for CPD learning event. Summary to be provided of the topics which were discussed.
please confirm PEO and OAA credits are recognized with OACETT
PEO/PMI/CPDs/PDUs/OAAs may be acceptable activities for CPD learning. Back up documentation will be requried for all activities.
Here is my observation/questions about CPD: **-II wonder why we don't have more training on software on various fields? As an active job seeker (with little luck so far) I've seen many different requirements for software knowledge like all sorts of administrative, project management and CAD.** **-Mechanical Engineering seems to abandon and there are barely anything relevant to collect CPD. There is absolutely no training programs for AutoCAD and SolidWorks as two most popular software in industry. Some people, like myself, finished schools when there was no CAD yet. I do use some of them but these two are only available if somebody works in larger firm. Besides, there are lot of changes as technologies move forward.** **-ME, as a almost abandon discipline in the universe of the OACETT, would courses from other discipline like electrical, chemical and civil engineering count toward CPD? I believe all these disciplines are relevant to ME, since there is not much for ME.**
MES has been reviewing new courses for 2025. Please contact CPD@oacett.org regarding your concerns.
where can I find the cpd approved courses list?
The CPD Subcommittee will be creating an e-learning library which will be available in the first quarter of 2025.
1)How many audits does OACETT do annually? 2)Has anyone lost their credentials from not completing CPD requirements?
One audit per year is completed. The total number of audits increases each year as the OACETT portal has assisted with organization and auditing. All members with an active CPD cycle are eligible to be included in the audit. Members who have found to be non-CPD compliant have been removed from membership.
Can OACETT give more free CPD to help does of us that can not afford the cost of CPD.
MES has been reviewing new courses for 2025
I'm sorry if this question is a duplicate.   I am in a Technical Sales Role and was curious if continuous onsite new Product/Application/Technical Trainings are considered active or passive learning?
Additional information is required regarding the activities to be used for CPD learning. Please contact cpd@oacett.org
At work, my organization offers in-house CPD hours eligible courses; I am hoping they count in this regard?
Additional information is required regarding the activities to be used for CPD learning. Please contact cpd@oacett.org
certificates or licenses? like getting a worksite safety cert

Additional information is required regarding the activities to be used for CPD learning. Please contact cpd@oacett.org
If a laid-off professional takes online courses to upskill or reskill, would they qualify for CPD credits?
Additional information is required regarding the activities to be used for CPD learning. Please contact cpd@oacett.org
If OACETT is trying to make it easier for us to complete our CPD requirements, why don't you reduce the number of hours required to, say, 20 or 15?
As noted in the webinar, we want our members to keep their skills up to date, requiring our members to complete 10 hours a year or 30 hours over a 3 year period.
I am assuming this session is an Passive?
After discussions with the subcommittee it has been decided to revise the CPD webinar session to qualify as an active CPD.
thank you Barry. **a previous question referred to active learning in the person's discipline and the answer was that it would be accepted as passive.. please clarify the difference**
Please refer to the definition of Active and Passive learning in the Guidebook.
Is giving a technical presentation to the customers considered toward a CPD requirements?
Additional information is required regarding the activities to be used for CPD learning. Please contact cpd@oacett.org
If I'm giving the WHMIS portion of the training to our staff, does this count then?
Additional information is required regarding the activities to be used for CPD learning. Please contact cpd@oacett.org
Are the HCRA courses acceptable?
Additional information is required regarding the activities to be used for CPD learning. Please contact cpd@oacett.org
can we clarify Barry's comment regarding OACETT price opportunities, does this mean we need to have 50% of our Active CPD must come from OACETT priced CPD offerings?
No, Active courses do not need to be taken through OACETT. A minimum of 15 hours of Active CPD activity is required over a 3 year cycle.
How will you're minutes participating in a chapter meeting be logged if you're on the executive committee and how will it count towards your CPD?
Participating in chapter meeting will be passive learning and allows for up to 15 hours of passive activity.
would a safety interaction qualify?
Additional information is required regarding the activities to be used for CPD learning. Please contact cpd@oacett.org
Producing OAA certificate should be a must
CPD Certificates to be provided when issued by the provider when possible.
Is studying for and taking the NPPE considered CPD?
Studying for technical courses is included as a passive activity but not writing the exam or applying for the exam. A template document has been created to assist with the back up document required.

I'm starting my CPD cycle in 2025 as a new certified member, by when should I start uploading my CPD certificates earned in the current program ? Right at the beginning of the new year ?
The date of the CPD activity must be taken within your 3-year cycle period to be credited to your CPD learning requirements.
my very earlier question related to developing a sliding 3 year scale.   **I spend $100s on courses i.e.. dec 2024 that will not be recognized in Jan 2025**
The date of the CPD activity must be taken within your 3-year cycle period to be credited to your CPD learning requirements. If you sign up and pay for a course in December but the course is in January the activity would count towards your 2025-2027 cycle.
Will CPD certificates continue to be emailed to us when we have completed our training?
Yes, certificates will be emailed by MES.
Can OACETT evaluate a pre-aging member if he/she would be benefited to invested (for CPD program)? Thank you
Please contact cpd@oacett.org.
Will volunteer time/giving back, particularly at Chapter level be recognized in the new scheme? It was seen as 1 potential way of encouraging member involvement at local level
Volunteering is included as a passive CPD activity. Additional information regarding the activity is required if the activity is to be considered Active.
Cybersecurity training is ok
Cyber training will be acceptable, additional information is required to confirm if active or passive CPD.
What if a certificate of completion from a training course does not indicate the amount of hours spent in the training/course - how can we prove how much time was spent?
A template will be required, the guidebook will indicate the other documentation which will be acceptable as confirmation
Any upcoming Free CPD's opportunities for mechanical discipline?
MES is currently reviewing courses for 2025
Learning of software on LinkedIn is acceptable for CPD
Additional information is required regarding the activities to be used for CPD learning. Please contact cpd@oacett.org
Are webinars provided by OACETT active or passive
Webinars which do not have interaction are passive CPD learning
Did I hear correctly that, if you haven't completed 30 hours in the 2022-2024 cycle, you needn't worry about into
Please see response above.
Please clarify: if a member is mid CPD cycle and has already satisfied the current requirements, will they also now need to meet a partial cycle of the new requirements?
Please see response above.
Software learning is active training hours ...does this include advanced Excel training?
Additional information is required regarding the activities to be used for CPD learning. Please contact cpd@oacett.org

Serving in the chapter executives or any OACETT committee is considered passive or active or not
Volunteering for your OACETT Chapter is considered a passive CPD activity
Would IHSA courses be approved?
PEO/PMI/CPDs/PDUs/OAAs/IHSAs are acceptable activities for CPD learning. Back up documentation will be required for all activities.
Is the CPD requirement of 30units applicable to student member as well?
No, certified members, and associate members outside of their certification window.
Do you require CPD if you retire and consult part time?
Please review the criteria for retirement OACETT membership status. If retirement status is applicable, then CPD not required.
I'm required to take interactive courses provided by my employer that are specific to my job. Would these qualify as Active Learning? The guidebook specifies Professional courses as being from recognized educational institutions only?
Additional information is required regarding the activities to be used for CPD learning. Please contact cpd@oacett.org
So I guess we can choose to do the full 30hrs in active learning?
Correct you can complete all 30 hours in active CPD learning
Trade shows can be used for CPD and how many hours can be apply
Trade shows are not included CPD learning.
My question wasn't answered. 1) how many audits are done annually by OACETT (How many members are audited) 2) Has anyone lost their credentials from not completing CPD requirements.
Audits are completed annually. One audit is held per year. The number of audits each year is dependent on staffing and discussions with the RPPC. The total number of audits increases each year as the OACETT portal has assisted with organization and auditing.
Continuous education at LinkedIn or Community Colleges are considered passive !
Linked in courses which do not include interaction are passive CPD learning. Courses which include testing and interactions are considered active CPD learning.
we have new hires in our company that are being mentored by senior employees. Mentoring initiatives are part of our job. How can we credit mentoring initiatives in CPD, and how can we credit the hours.
Mentoring documentation is included on the OACETT website, please review the requirements. Back up documents and information will be required for CPD learning.
we have monthly tailgate meeting for an hour Would this count for anything?
Networking is not considered a CPD Activity.
If you return to school part-time for an engineering Masters or PhD, can you count the coursework towards active CPD?
Yes taking part time schooling is included as CPD learning.
Are ASHRAE webinars or in-person technical training sessions considered eligible for CPD points?
Yes webinars and in person courses are eligible for hours in activities.
Do you have some example of active and passive CPD programs and/or courses?

Active and passive activity are indicated in the Guidebook
I have done some courses from Alison, Is it required to buy certificate from them or just learner verification will be enough ?
A back up document template will be required if a certificate is not issued from the provider.
How to be approved for an effective CPD point?
Additional information is required regarding the activities to be used for CPD learning. Please contact cpd@oacett.org
I'm fairly new to the CPD program and I was wondering if we have CPD training in December?
If you have any questions please email cpd@oacett.org
Would LEED AP courses be approved?
LEED AP Courses can be used for CPD learning.
are there plans to increase communication on CPD requirements through this new program?
Yes, through information sessions, articles and chapter events continued communications will occur.
if an opportunity becomes available to provide a CPD before its "approval", can it retroactively be accredited even if that CPD has been delivered... not ideal but just a question.
Additional information is required regarding the activities to be used for CPD learning. Please contact cpd@oacett.org
Would Internationally Educated Professional mentoring valid for CPD?
Mentoring documentation is included on the OACETT website, please review the requirements. Back up documents and information will be required for CPD learning.
I recently completed TM47: Stormwater Management, a 40-hour training course, and I am inquiring about its eligibility for CPD hours. Could you please confirm if a Good Roads certificate is accepted as CPD? Additionally, how many hours from this course will be considered for CPD?
Both are CPD approved. Active hours are the amount of hours in the course not including lunch or networking which are noted on the certificate.
Is a PMP course active or passive CPD? Do you need 50% of each type?
PMP courses that include testing are active learning, Active learning can be 100% of the 30 hours CPD learning, Passive learning can be up to a maximum of 15 hours.
If you are only doing self study and will take up a 3 hrs technical exam? how do you declare the hours?
Studying for technical courses or testing is included as a passive activity. A CPD Support Document template will need to be filled in for the study time up to a maximum of 5 hours.
how would you report mentoring students. As a maintenance manager I have mentored coop students for Engineering Technology courses for the last 10 years
Mentoring information is found on the website which provides the guidelines.
My CPD cycle Jan 2023 - Dec 2025 indicates 100% Submitted CPD Progress. However, my status is In Progress. **Is this how it is supposed to work or I am missing something?**

CPD cycle will show in progress until the end of your cycle and all your activities are approved.
Would you be posting these questions and answers on the website?
Yes all questions asked at the CPD webinar will be posted on the OACETT website
mentoring a student at work count toward CPD
Mentoring information is found on the website which provides the guidelines.
What is your advice for tracking time/involvement as part of an Executive Committee and Board member for a not for profit association relevant to your specific industry of practice? Should we track the time for each committee meeting or planning work?
Additional information is required regarding the activities to be used for CPD learning. Please contact cpd@oacett.org
What is the best way to find out if something is CPD approved?
Please email CPD@oacett.org
doing a contract administrator course is CPD approved but how many hours will it give me?
The hours of the course will be the hours allocated to your CPD activity
could CIQS conference/Congress which are conducted for 3 days, does it count towards CPD
The learning portions of a conference will be counted towards CPD, the certificate which is provided should indicate the number of CPD hours
So as an employer who regularly have coop students this time can be considered?
Additional information is required regarding the activities to be used for CPD learning. Please contact cpd@oacett.org. The activities that are to be counted as CPD must be an advancement of knowledge and not part of your typical job requirements.
some time at work place we get trained on something and then same thing we have to train others multiple times, would that be considered different CPD hours or not?
Additional information is required regarding the activities to be used for CPD learning. Please contact cpd@oacett.org
If I take on a new responsibility at work that I have to learn a new skill to deliver, does that count towards CPD.
Additional information is required regarding the activities to be used for CPD learning. Please contact cpd@oacett.org
if I take additional training specific to the electrical code, working toward my master electrician license obtained through OACETT, can electrical code study and classes be counted?
Yes this type of training can be included as part of your CPD activities.
When can we expect the new guide book?
New guidebook will be posted online in the first quarter of 2025, we are currently updating with the questions and comments from tonight's session
studying for and obtaining a Certificate of Qualification issued by Skilled Trades Ontario would be considered for CPD credit
Yes this type of training can be included as part of your CPD activities. Please note that studying for an exam or course is to be either double the hours of the exam up to a maximum of 5 hours in a 3 year cycle.

I am C.tech but I am going back to college for further full time studies in winter 2025. Can I use that as my CPD ? If yes then how many hours can I use ?
Yes this type of training can be included as part of your CPD activities. The hours will be as per your transcript or course calendar.
Does becoming certified with the Project Management Institute as a Project Management Professional (PMP) or as a Certified Associate in Project Management (CAPM) count towards continued professional development?
Yes this type of training can be included as part of your CPD activities. The hours will be as per your transcript or course calendar. As noted above, up to a maximum of 5 hours can be counted towards passive CPD activities.
Does the full time undergraduate program can be counted towards the CPD?
Yes this type of training can be included as part of your CPD activities. The hours will be as per your transcript or course calendar.
Does attending trade shows count towards CPD?
Networking Trade shows cannot be counted but interactive trade shows with development seminars may be counted.
What about setting up a promotional booth? Can this be counted towards CPD credits?
Networking is not included with CPD Activities
What about the occupation and safety courses?
Additional information is required regarding the activities to be used for CPD learning. Please contact cpd@oacett.org
could you clarify how close to your technical discipline a CPD needs to be i.e. I am in Civil - what is the breadth of applicable CPD ... for instance... does general management seminar apply?
Yes CPDs are applicable if they advance your technical knowledge and overall skills.
I was sharing knowledge to others do I submit my to the committee the presentation?
Additional information is required regarding the activities to be used for CPD learning. Please contact cpd@oacett.org
do courses from online providers like Udemy count towards CPD?
Yes, course description and certificate will be required.
I am C.tech but I am going back to college for further full time studies in winter 2025. Can I use that as my CPD ? If yes then how many hours can I use ?
Yes this type of training can be included as part of your CPD activities. The hours will be as per your transcript or course calendar
How do you count long academic research (i.e., four years)?
Dependent on the number of hours of academic research in a 3 year cycle. Please contact cpd@oacett.org
In OHS training legislation portion also involved so it should be considered
PEO/PMI/CPDs/PDUs/OAAs/IHSAs may be acceptable activities for CPD learning. Back up documentation will be required for all activities.
chapter involvement as an executive count?
Chapter involvement is passive CPD learning.
Why is CPD now mandatory

CPD has been mandatory since 2016.
I am a JHSC and I run our quarterly Health and safety meeting. We also will provide feedback to our crews and a question and answer period. These meetings last 1hr. Would this count towards CPD?
Additional information is required regarding the activities to be used for CPD learning. Please contact cpd@oacett.org
Is a lunch and learn active or passive? This is where people get a lot of CPD so it would be good to define
Lunch and learns are active CPD learning.
In terms of teaching, I will be teaching/mentoring a new coworker in electrical design for buildings. Would this teaching count as it would be on company time?
Additional information is required regarding the mentoring activities to be used for CPD learning. Please contact cpd@oacett.org
If I am going to retire within the net 3 year period, does that exempt me? If I decide to take a part time role after retirement, how will/would that work?
Please review the criteria for retirement OACETT membership status. If retirement status is applicable then CPD not required.
I completed 47.5 hours but showing 13.5 credits on the OACETT CPD portal. Do we need 30 credits or hours?
The CPD portal is the old program, please contact cpd@oacett.org to review your hours.
Do you need the presentation of the lunch and learn
Please provide the context of the presentation document? Are you presenting or a participant in a webinar?
How many hours does a PMP Training Course with 35 PDU hours contribute to CPD hours
The amount of hours within the training course are used for CPD activity hours
Does the CPD guidebook we have been hearing about a new document coming out soon or its available on the website?
Guidebook to be on OACETT website by the first quarter of 2025, we wanted to include all the current questions from this webinar. A preview was provided with registration
Two part question: Can studying for a technical exam be used as a CPD activity? If so, what kind of supporting documents would I need to provide?
Studying for technical courses or testing is included as a passive activity. A CPD Support Document template will need to be filled in for the study time up to a maximum of 5 hours.
would a lunch and learn series which may be 30-45 minutes per session be considered similar to podcasts as a combined value?
Lunch and learns to be 45 minutes with 15 minutes of questions. If the Lunch and learn is only 30 minutes please contact cpd@oacett.org
how do you count passive hours in the time sheet. you just write the hours you spent. does it require any supporting paper work .
All activities require supporting CPD documentation. A template will be provided to indicate passive hours.
If we teach AutoCAD by creating a video on Youtube for educational purposes, will this count towards CPD?

Additional information is required regarding the activities to be used for CPD learning. Please contact cpd@oacett.org
Can I go over my hrs & add them to my following 3yr requirements?
No, only activities within the 3 year cycle are counted towards your CPD active

If any members have any questions or comments, please send them to cpd@oacett.org.