

RPPC – Continuing Professional Development (CPD) Subcommittee Terms of Reference

Mandate

The CPD Subcommittee recommends CPD policy for RPPC review, advises on the acceptability of CPD activities, reviews members found not in CPD compliance by the OACETT Registrar and decides on the action taken.

Reporting Structure

The CPD Subcommittee is a standing Subcommittee of the RPPC acting on behalf of the full Board. Decisions made by the Subcommittee are sent to the Registrar to be implemented. Reports and decisions on membership will be presented to the full Board at the next scheduled meeting.

Responsibilities

- Reviews CPD policy, audit cycles and processes annually and recommends any advisable changes for RPPC approval
- Advises on the acceptability of extraordinary CPD activities forwarded by the Registrar
- Actively participates in CPD audits by reviewing members found not in CPD compliance by the Registrar within 60 days and decides on action required.
 - Specifically:
 1. The Subcommittee will consider the information that each member has provided on a case by case basis and impose one of the following decisions:
 - a. Grant an extension to the member for extenuating circumstances to complete CPD
 - b. Approve continued membership with guidance to the member, or instructions to the Registrar to include the member in the next audit.
 - c. Remove membership.

Voting Structure

Wherever possible, decisions of the Subcommittee are reached by consensus. Where a vote is required, a quorum defined as 50 percent plus one of the Subcommittee members. A majority will pass a motion. The Chair will only vote in order to break a tie.

Composition:

The CPD Subcommittee is composed of at least five members:

- A RPPC member who is the chair
- Four OACETT members
- The OACETT Registrar (non-voting).

Meeting Frequency:

The CPD Subcommittee meets as required and every October/November to complete the annual audit cycle.

Expenses:

Members of the CPD Subcommittee receive no honorarium for the services they provide.

Reasonable expenses will be reimbursed in accordance with the expense policy of the Association upon submission of an OACETT expense form.