

CONTINUING PROFESSIONAL DEVELOPMENT GUIDELINES AND POLICIES

(Revised April 2009)

Appraisal Institute of Canada
403 ~ 200, rue Catherine Street
Ottawa, Ontario K2P 2K9



Appraisal Institute of Canada

Institut canadien des évaluateurs



CONTINUING PROFESSIONAL DEVELOPMENT GUIDELINES AND POLICIES

TABLE OF CONTENTS

1.0	PURPOSE & OBJECTIVES OF THE PROGRAM	1
1.1	Purpose	1
1.2	History of the Program	1
2.0	CONTINUING PROFESSIONAL DEVELOPMENT POLICIES	3
2.1	Policy development	3
2.2	Administration of the Program	3
2.3	The Cycle	3
2.4	Requirements for Designated Members	3
2.5	Newly designated members	3
2.6	Requirements for Candidate Members	4
2.7	Reinstating Members	4
2.8	Posting Credits	4
2.9	Mandatory Professional Practice Seminar	4
2.10	Mandatory We Value Canada Workshop for New Candidates	4
3.0	WHAT IS A CREDIT?	5
3.1	Definition of Continuing professional Development Credits	5
3.2	Qualifying Hour	5
3.3	Types of Credits	5
3.4	Authoring	6
3.5	Courses and Demonstration Reports	6
3.6	Mentoring	6
3.7	Teaching and Tutoring	6
3.8	Valuation and Auxiliary Credits	6
3.9	Volunteering	7
3.10	Repeat of Activity	7
4.0	IMPLEMENTATION & MEMBER RESPONSIBILITIES	8
4.1	Supporting Documentation	8
4.2	Continuing Professional Development Audits	8
4.3	Carry Forward Credits	8
5.0	PENALTIES FOR NON-COMPLIANCE	9
5.1	Failure to Complete the Mandatory Professional Practice Seminar	9
5.2	Failure to Complete the minimum number of credits in a given year	9
5.3	Failure to Complete the minimum number of credits over the 5-year cycle	9
5.4	Exceptions to NON-Compliance penalties	10
5.5	Appeal	10
	APPENDIX A	11



1.0 PURPOSE & OBJECTIVES OF THE PROGRAM

1.1 PURPOSE

Many professional organizations have but recently implemented mandatory professional development requirements as a strategy to restore public confidence in the accountability of certain professions. The Appraisal Institute of Canada (AIC), however, has a long tradition of programs that both encourage and foster continued learning and skill development for members, while concurrently ensuring that the Institute meets its obligations in protecting the public interest.

Continuing Professional Development (CPD) is one of the foundations of a strong and vibrant valuation profession in Canada; strengthening the respect and value of our members in the marketplace, and ultimately in the designations held by AIC members.

1.2 HISTORY OF THE PROGRAM

In 1991, AIC established a **Mandatory Recertification Program**, which required AIC members to recertify their designation every five years. Under this system, all AIC members were required to complete the mandatory Professional Practice Seminar while also obtaining a minimum number of credits defined under the categories of valuation and auxiliary. Over each 5-year cycle, CRAs were required to earn a minimum of 45 credits (of which at least 23 had to be in the valuation category), while AACIs were required to earn a minimum of 60 credits (of which at least 30 had to be in the valuation category).

Based on an overall shift in popular thinking on education and life-long learning, the National Governing Council consulted with members, through their provincial associations, in 2001. The purpose of this consultation was to develop and design a new program that reflected this shift in thinking. As a result of that consultation, mandatory recertification was replaced by the **Continuing Professional Development (CPD) Program** in late 2002.

This new CPD program was designed to complement newly defined AIC principles of education, which included:

- Higher standards
- Fewer barriers
- Multidisciplinary focus
- Simplified requirements

It also reflected a vision within the AIC Strategic Plan that called for a shift in focus from an emphasis on student education towards a more prominent stewardship role and development of a continuing learning program as a service to all members. It also responded to recommendations of members for a program that encouraged continuous learning/professional development through different mediums; was easily administered and undertaken by members; and was sensitive to the needs of both urban and rural/remote members. Furthermore, members suggested that a CPD program should reflect similar programs developed by other professions that accepted a broad range of credits.



Both the Mandatory Recertification Program and Continuing Professional Development Program were designed to address the Institute's responsibility to ensure the continued competence of its members while maintaining systems to measure their competence both at the time they receive their designation and throughout their professional careers. The change from Mandatory Recertification to Mandatory Continuing Professional Development was more than mere semantics.



2.0 CONTINUING PROFESSIONAL DEVELOPMENT POLICIES

2.1 POLICY DEVELOPMENT

The Learning Advisory Committee is responsible for the development of all policies related to the Institute's education programs including the Continuing Professional Development Program.

2.2 ADMINISTRATION OF THE PROGRAM

The CPD program is administered by the provincial associations of the Institute, and by the affiliated provincial organizations in New Brunswick and Nova Scotia. All CPD-related inquiries should be directed to your provincial organization.

2.3 THE CYCLE

The CPD cycle is five years in duration, commencing January 1, 2008 and ending December 31, 2012. With the exception of carry forward credits (see section 4.3) and the Mandatory Professional Practice Seminar (see section 2.8), it is each member's responsibility to post their own credits by the indicated deadlines. Note that credits for CPD activities undertaken between October 1, 2007 and December 31, 2007 may also be applied to this cycle.

2.4 REQUIREMENTS FOR DESIGNATED MEMBERS

All designated members are expected to obtain a minimum of 60 credits over the 5-year cycle. **This includes a requirement for a minimum of 6 credits which must be earned (and reported by December 31st) in each year of the cycle.**

Those who have been designated members of the Institute for less than five years will be expected to complete a commensurate number of credits based on the table below. Up to 20 carry forward credits (see section 4.3) from the previous cycle may be credited against this cycle's requirements. However, these carry forward credits are applied to the total cycle requirement; they do not exempt members from the requirement to earn at least 6 credits in each year of the cycle.

2.5 NEWLY DESIGNATED MEMBERS

Newly designated members are not required to earn continuing professional development credits during the calendar year in which they earned their designation. They also require fewer pro-rated credits over the entire 5 year cycle as outlined in the table below.

Designation Date	Credit Requirement
Up to December 31, 2008	48
January 1, 2009 – December 31, 2009	36
January 1, 2010 – December 31, 2010	24
January 1, 2011 – December 31, 2011	12
January 1, 2012 – December 31, 2012	0



2.6 REQUIREMENTS FOR CANDIDATE MEMBERS

Candidates are not required to complete a specific number of credits, but instead, must complete a minimum of one course each year towards their designation from the Program of Professional Studies. The first deadline for reporting a successfully completed course is September 2008. For this first reporting period, candidates can report any course completed between January 1, 2006 and September 2008. By September of each subsequent year, a minimum of one additional course must be successfully completed and reported using the online reporting tool in the member's section of the AIC web site.

Courses from the program of professional studies completed by students and Candidates do not qualify for continuing professional development credit nor do they count towards a newly designated member's carry forward credits for the next CPD cycle. AIC's Continuing Professional Development Program is exclusively established for continuing learning and skill development after designation. However, university courses from the program of professional studies completed by members who already hold a CRA designation and who are working towards their AACI designation can be claimed for credit. These individuals would not be expected to complete additional continuing professional development at the same time as completing additional courses towards their next designation.

Candidates must also complete the Mandatory Professional Practice Seminar (see section 2.9) once during the 5-year CPD cycle.

2.7 REINSTATING MEMBERS

Creditable educational activity obtained during a member's lapse of membership will qualify provided it was accumulated within the cycle, and not taken for disciplinary purposes.

2.8 POSTING CREDITS

Members are required to post their own credits, at their earliest convenience after they are earned, using the online reporting tool in the member's section of the AIC web site. The exceptions to this requirement are credits earned for the Mandatory Professional Practice Seminar, the We Value Canada Workshop and Carry Forward credits, all of which are posted automatically by AIC on behalf of the member.

2.9 MANDATORY PROFESSIONAL PRACTICE SEMINAR

Fourteen (14) credits will be granted for attending the Appraisal Professional Practice Seminar, which is mandatory once in each cycle for all designated **AND** Candidate members. Credit for the Mandatory Professional Practice Seminar is posted automatically by AIC on behalf of the member.

2.10 MANDATORY WE VALUE CANADA WORKSHOP FOR NEW CANDIDATES

New requirements for candidate membership took effect January 1, 2007 and included completion of a new introductory workshop entitled We Value Canada. In addition to fulfilling mandatory admission requirements for Candidate members, this workshop earns seven (7) credits when completed for CPD purposes. Credit for the We Value Canada Workshop is posted automatically by AIC on behalf of the member.



3.0 WHAT IS A CREDIT?

3.1 DEFINITION OF CONTINUING PROFESSIONAL DEVELOPMENT CREDITS

A Professional Development Credit is defined as one (1) hour of organized learning on a subject that advances the knowledge or skills of professionals working with the principles of value related to real property. Pre-approval is not required.

3.2 QUALIFYING HOUR

A qualifying hour for credit must not be less than 60 minutes of creditable experience. Parts of an hour will not be deemed accountable, nor may parts of an hour be accumulated. Preparation time, registration time, networking and travel time will not count as creditable experience. Also excluded are lunch periods and coffee breaks. Hours claimed must reflect rigorous quality learning that will advance knowledge, ability and skills in relation to our profession.

Not Qualifying for Credits:

- Social Sciences
- Life Style
- Preparation and Presentation Time Relative to Media Presentation*
- Health
- Hobbies

** Added by motion of the Learning Advisory Committee in February 2009.*

A broad range of subjects that include, but are not limited to the following, will be accepted as qualifying credits:

Fundamentals	Specialty Skills	Leadership/Business Related
Valuation Principles of value	Negotiations Accounting	Organizational behaviour Change management
Math Communication Core course refreshers Law	Expert witness Public speaking Mediation Technology skills or applications	Marketing
Communications	Critical thinking Formal media training Forecasting	

3.3 TYPES OF CREDITS

There are three types of credits available:

- **Required Credits.** The present example of this is the Professional Practice Seminar. Others may be added in the future. These credits are guaranteed to be accepted.
- **Guaranteed Credits.** These credits will automatically be awarded for courses developed or sponsored by AIC National. Examples are National Conferences, AIC curriculum courses, UBC mini courses, etc.



AIC provincial associations and affiliated provincial organizations, as well as outside suppliers, may also apply for guaranteed credits for professional development courses they are offering. The National office will evaluate any CPD course, seminar and workshop program materials submitted to it by Provincial Associations or outside suppliers and will determine if they qualify for credits and can be given "guaranteed" status. External organizations will be charged a fee for review and approval; fees may apply to review of AIC provincial association or affiliated organization's programs if they are deemed to require more complex analysis by outside reviewers. Organizations will be notified if a fee is to be charged in advance of the review.

See Appendix A for further description of the Guaranteed Credits Criteria and Procedures

- **Unguaranteed Credits.** In the case of unguaranteed credits, the member is accepting some risk that the auditor may conclude that the credit isn't valid. Members whose credits are denied as a result of an audit will be granted an additional six months to complete outstanding requirements.

3.4 **AUTHORING**

The maximum number of credits obtainable during the 5-year cycle for published authoring is 40. They should be based on the actual number of hours worked.

3.5 **COURSES AND DEMONSTRATION REPORTS**

Members may claim up to 40 credits during a 5-year cycle for attending or completing university-level courses (or their equivalent). Courses eligible for credit are those offered by recognized post secondary institutions and include demonstration report guided case studies or recognized equivalents (BUSI 444, Comprehensive Exam B; BUSI 399, BUSI 497, BUSI 499, offered by the Real Estate Division, Sauder School of Business, University of British Columbia).

Those claiming CPD credits for courses must be able to demonstrate 100% completion of required assignments if audited. If taken for CPD purposes, it is not necessary to write the examination.

3.6 **MENTORING**

Members serving as mentors in the **Applied Experience Program** may claim 2 credits per year for a maximum of 10 credits per cycle for this activity.

3.7 **TEACHING AND TUTORING**

Credits may be claimed for teaching experiences that are germane to the defined categories of learning. A maximum of 20 credits per cycle may be obtained for each of teaching and tutoring.

3.8 **VALUATION AND AUXILIARY CREDITS**

Valuation & Auxiliary credits were replaced by 'Professional Development Credits' in 2002.



3.9 VOLUNTEERING

Credits may be accumulated for volunteer activity in accordance with the following table:

COMMITTEE	ALLOWABLE CREDITS	
		Max per cycle
National		
Board of Directors	1 per BoD meeting	15
Communications	3 per year	15
Learning Advisory	3 per year	15
Professional Practice		
Chair – Investigating	5 per year	25
Investigating	1 per file investigated	25 (5 per year)
Adjudicating	4 per year	20
Appeals	2 per formal hearing	10
Standards	4 per year	20
Insurance	3 per year	15
Qualification & Competency	4 per year	20
Ad Hoc Committees	2 per year	10
Provincial		
Provincial Council	1 per formal PC meeting	10
+ Executive Meetings	*1 per formal Exec meeting year	10
Communications, Marketing, PR	2 per year	10
Examiners	1 per designation exam	*20
Professional Development	2 per year	10
Marketing	2 per year	10
Other	2 per year	10
Chapter		
Executive	1 per formal meeting	10

Formal Meeting definition: A meeting held by an active committee, where minutes are produced and activities reported to the board/council.

3.10 REPEAT OF ACTIVITY

Repeat of creditable educational activity more than once during the cycle will be credited once only.



4.0 IMPLEMENTATION & MEMBER RESPONSIBILITIES

The CPD program operates on the honour system. It is incumbent upon members to maintain their professional competence by completing the annual requirement of 6 credits, and a total of 60 credits over the five-year cycle. Credits should be recorded as they are earned, using the online reporting tool on the member web site. Annual posting of CPD credits is required. At least 6 CPD credits must be posted to the member's CPD web pages prior to December 31st of each year.

Members should monitor their CPD credit records to ensure compliance with the annual and cycle requirement, but will be notified if their credits are below the minimum number required.

Members without Internet access can take advantage of the public access internet terminals in many public libraries, to enter their credits, or may send information about CPD credits obtained, on the appropriate form to their AIC Provincial Association.

Note: Not all Provincial Associations are able to provide this assistance. Those who do may charge an administrative fee for credit entry.

4.1 SUPPORTING DOCUMENTATION

It is the individual member's responsibility to keep appropriate proof of attendance such as receipts, certificates of completion/attendance, notification of marks, and a published description of the events that specify how the claimed hours were employed. Members are required to retain this documentation for a period of five years following the cycle. Such material will be required when the member is audited.

4.2 CONTINUING PROFESSIONAL DEVELOPMENT AUDITS

5% of the members are randomly audited each year and asked for verification of credits posted. Verification will require that members retain supporting material as described above as evidence of attendance. The Provincial Associations will perform the audit.

Any activity reported may not be recognized unless there is sufficient supporting evidence. If a member intentionally enters creditable experience on their CPD web page without having undertaken the reported program, that member will be referred by the AIC Provincial association to Professional Practice for their consideration. In cases where a member has reported credits that are later deemed ineligible as a result of an audit, that member will have six (6) additional months, without penalty, at the end of any annual cycle to replace credits,

4.3 CARRY FORWARD CREDITS

Twenty (20) surplus credits from the previous cycle may be carried forward to the new cycle. Carry forward credits are calculated and posted by the National office at the conclusion of the cycle.

Credits earned in the period October 1, 2007 – December 31, 2007 are creditable in the current cycle.



5.0 PENALTIES FOR NON-COMPLIANCE

The Continuing Professional Development program is a mandatory requirement of the Institute. While designated members are **required** to earn a minimum of 6 credits per year, they are **encouraged** to obtain a minimum 12 per year (for a total of 60 credits over full 5-year cycle). If a member is audited in years 1 through 5 and found wanting in credits, he or she will be notified that their file has been flagged for review at the end of the 5 year cycle. At the end of 5 years, members who have been audited and flagged for non-compliance at the time will be audited again. If they have not completed the 60 required credits, they will be notified.

5.1 FAILURE TO COMPLETE THE MANDATORY PROFESSIONAL PRACTICE SEMINAR

Members, who fail to complete the Mandatory Professional Practice Seminar in the cycle, will be subject to a \$500 fine payable to the applicable provincial organization and suspension of their designation or candidate status until they successfully complete the Seminar and accompanying examination, within six months of the suspension. The use of the designation or candidate status will be reinstated once the Mandatory Professional Practice Seminar has been successfully completed (Suspensions will be published in the AIC's Communiqué.)

Members who fail complete the Mandatory Professional Practice Seminar during the current cycle, but who do complete it within the next cycle, may not claim it as meeting the requirement for that future cycle. For example, if you did not complete it during the period September 1, 2007 to December 31, 2012, but did complete it during 2013, you would still need to complete it as stipulated by the cycle which commences January 1, 2013.

5.2 FAILURE TO COMPLETE THE MINIMUM NUMBER OF CREDITS IN A GIVEN YEAR

Designated members who fail to complete the minimum annual credit requirement of 6 credits will be subject to a fine of \$250.00, payable to the applicable provincial organization, and must complete the required number of credits within 6 months of the end of the calendar year. After the 6 months, if the member has not obtained the required number of CPD credits and paid the applicable fines, the member's designation will be suspended until such time as all requirements are met, and subject to any reinstatement policies that are in place at that time. The Board may authorize additional disciplinary action, after notice and subject to the right of appeal set out in the portions of this regulation dealing with Professional Practice, for failure to comply with the mandatory Continuing Professional Development Program of the Institute.

Members who fail to complete the minimum number of credits in a given year, but who earn them within the first six months of the subsequent year, may only use those credits towards the previous year's requirements. For example, if you did not complete 6 credits by December 31, 2008 but did earn those 6 credits within the first 6 months of 2009, those credits cannot be used to satisfy your credit requirement for 2009. You would still need to earn a further 6 credits by December 31, 2009 to be deemed to be in compliance with annual requirement.

5.3 FAILURE TO COMPLETE THE MINIMUM NUMBER OF CREDITS OVER THE 5-YEAR CYCLE

Members who complete the Professional Practice Seminar but otherwise fail to comply with the requirements of the CPD program will be subject to a \$500 fine payable to the applicable provincial organization, and completion of the required number of credits within 6 months of the last day of



the previous CPD cycle. After the 6 months, if the member has not obtained the required number of CPD credits and paid the applicable fines, the member's designation will be suspended until such time as all requirements are met, and subject to any reinstatement policies that are in place at that time. The Board may authorize additional disciplinary action, after notice and subject to the right of appeal set out in the portions of this regulation dealing with Professional Practice, for failure to comply with the mandatory Continuing Professional Development Program of the Institute.

Members who fail to complete the minimum number of credits for the entire 5 year cycle, but who earn them within the first six months of the first year of the subsequent cycle, may only use those credits towards the current cycle's requirements. For example, if you did not complete 60 credits by December 31, 2012 but did earn enough credits to total 60 within the first 6 months of 2013, those credits cannot be used to satisfy your credit requirement(s) for 2013 (or the next cycle). You would still need to earn whatever credits are required during 2013.

Note: all CPD non-compliance penalties are mandatory and may not be waived or reduced by any AIC or provincial association staff.

5.4 EXCEPTIONS TO NON-COMPLIANCE PENALTIES

Members who fail to complete the minimum annual requirement of 6 credits due to illness or serious family matters are eligible for an exemption from this requirement, upon submission of a written request to their provincial association office.

Consistent with the compassionate leave policy for membership, exemptions granted for compassionate reasons are subject to the approval of the member's provincial association executive director in consultation with the director of professional development and member services, AIC.

5.5 APPEAL

A member who is subject to suspension of use of a designation or membership as a result of non-compliance with the program may appeal to the Board of Appeal.



APPENDIX A

CRITERIA FOR GUARANTEED CREDIT FOR THE APPRAISAL INSTITUTE OF CANADA CONTINUING PROFESSIONAL DEVELOPMENT PROGRAM

Overview

Guaranteed Continuing Professional Development (CPD) Credits will automatically be awarded for courses developed or sponsored by AIC National. Examples are the Ecological Gifts Seminar, National Conferences, AIC curriculum courses, UBC mini courses, etc.

AIC provincial associations and outside suppliers may also apply for guaranteed credits for professional development courses they are offering. The National office will evaluate any CPD courses, seminar and workshop program materials submitted to it by the Provincial Associations or outside suppliers and will determine if they qualify for credits and can be given "guaranteed" status.

Definition of CPD Credits

A Continuing Professional Development Credit is defined as: one (1) hour of organized learning on a subject that advances the knowledge or skills of professionals working with the principles of value related to real property. A qualifying hour for credit must not be less than 60 minutes of creditable experience. Hours claimed must reflect rigorous quality learning that will advance knowledge, ability and skills in relation to our profession.

Guaranteed CPD credits will be awarded to those programs that unequivocally match the above definition and fall into the following categories. The application for guaranteed credits must demonstrate that programs reflect currency, are delivered by qualified instructors, and incorporate a quality assurance mechanism.

Qualifying for credits:

A broad range of subjects will be accepted as qualifying credits. They include but are not limited to:

Fundamentals

Valuation
Principles of Value

Math
Communication
Core Course Refreshers
Law

Communications

Specialty Skills

Negotiations
Accounting

Expert Witness
Public Speaking
Mediation
Technology skills or applications

Critical Thinking

Forecasting

Leadership/Business Related

Organizational behaviour
Change management

Marketing



Review Process

AIC provincial associations and outside suppliers may apply for guaranteed credits at any time using the appropriate application form. The application and supporting documents will be reviewed initially by AIC staff who will be supported by a CPD Advisory Panel.

Continuing Professional Development Advisory Panel

The Panel will be comprised of volunteers and will have an advisory role to play, rendering decisions on applications that are complex or where the subject matter does not fall squarely within the approved list of subjects.

Credit Review Fee

Provincial Associations will ordinarily not be charged for this service except in rare cases where the complexity of submitted materials requires external review. In such cases only the costs incurred by the National office would be charged back. All other submissions by outside providers will be charged a program evaluation fee of \$ 150 or more based on the depth of analysis required.

All programs that qualify for CPD credits under the AIC's CPD Guidelines will be "guaranteed" for a defined number of credits by the Institute for a period of three years, renewable on review. CPD providers may advertise such offerings as "guaranteed".

Retroactivity

Courses are guaranteed retroactively. Members, who have taken courses that are subsequently guaranteed, may consider the guarantees to apply to the courses they have taken so long as the courses have not changed materially between the time they took them and the time they were guaranteed.

