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# CAE© and Continuing Professional Development

Information Session

February 2022

# Agenda

- Why?
- How?
- Who?
- What?
- When?

# Why?

- Periodic review by board and task forces
- Meeting Industry Standards
- Value of the designation
- Continuous Improvement

# Task Force Members

Christine Nielsen, CAE -  Chair, CAE Task Force
Cathy Cummings, CAE
Isabel Feher-Watters, CAE
Dana Cooper, CAE
Rebecca Harris, CAE
Linda Craig, CAE
Christine James, CAE
Judy Malone, CAE
Leon Mills, CAE
Sheila McLean, CAE
Danielle Lamothe, CAE, CSAE Staff
Eve Mechici, CSAE staff

# How?

- CAE Task Force (September 2020 – May 2021)
- Benchmarking!
- Manageable
- Achievable
- Flexible

# Who?

- All current CAEs
- Business members who hold the CAE
- Retired CAEs
- Lapsed designations

# What?

- 24 hours of professional development
- 24-month cycle
- Not tied to membership cycle
- January 1, 2022 to January 1, 2024
- Obligation begins the year after graduation

# Formal Learning - PD

- Seminars/ Workshops/ Symposiums/Webinars/ Conferences/ Learning Events, online or in-person
- Demonstrated link to the Competencies for Association Executives
- Must include a learning component
- Based on instructional hours
- No maximum hours per two-year reporting period

# Formal Learning – Post-secondary

- Undergraduate or Graduate Credit Course
- University, college, or technical institute
- Demonstrate the link to the competencies
- Based on instructional hours
- No maximum hours per two-year reporting period

# Self-directed learning

- Listening to a podcast
- Executive coaching with a professional coach
- Reading a blog, a book or article
- Demonstrate a link to the Competencies
- Maximum of 5 hours per two-year reporting period

# Community leadership/volunteerism

- Serving on a Board / Committee / Task Force with a not-for-profit, professional/trade association, or charity
- Outside of normal job responsibilities
- Based on actual time contributed
- Not to exceed 12 hours per two-year reporting period

# Knowledge Sharing

- Professional networking – maximum 3 hours
- Teaching/facilitating/speaking (first delivery) – based on instructional hours
- Course development/publications – maximum 5 hours
- Formal mentoring (outside of job responsibilities) – maximum 5 hours
- Round tables – maximum 4 hours

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CANADIAN SOCIETY OF ASSOCIATION EXECUTIVES
SOCIÉTÉ CANADIENNE DES DIRECTEURS D'ASSOCIATION

# CPD REPORTING TEMPLATE

NAME:

| Reporting Period: | From: | | To: | | | |
|---|---|---|---|---|---|---|

| | | Date Month and y | Competency are | Description of activity – Education/Volunteer | CPD Hou | Website link or host | Proof of attendance if available |
|---|---|---|---|---|---|---|---|
| **Learning** | **Formal Learning (**Professional Development)**:** seminars/ workshops/ symposiums/webinars/ conferences/ learning events, online or in-person. Must include a learning component. *Based on instructional hours (no maximum hours per two-year reporting period provided that the student can demonstrate the link to the competencies).* | | | | | | |
| | **Formal Learning** (postsecondary institutions): Undergraduate or graduate credit course at a university, college, or technical institute. *Based on instructional hours. (no maximum hours per two-year reporting period provided that the student can demonstrate the link to the competencies)* | | | | | | |
| | **Self-directed Learning:** Listening to a podcast, reading a blog, a book or article. *Maximum of 5 hours per two-year reporting period.* | | | | | | |
| **Community Leadership/Volunteerism** | Serving on a Board/committee /task force with a not-for-profit, professional/trade association or charity. Must be outside of normal job responsibilities. | | | | | | |

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# Still to come

- Credit wallet automation

- Approved providers – ASAE, HRPA, etc…

- Continuous improvement

**?**

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