

ECAA PEC Annual Professional Development Requirements (D22-20)

PEC Mission Statement: *“The Professional Electrical Contractor, as a regulated tradesperson, is committed to providing a higher standard for safe electrical services through professional accountability and continuing education.”*

“Professional” describes the standards of education and training that prepare members of their profession with the particular knowledge and skills necessary to perform the role of that profession.

How do you maintain high levels of professional competence and standards? By continually upgrading your skills and knowledge.

This program will ensure PEC’s are accountable for remaining current in their practice and setting high standards for the electrical profession. APD is an investment in YOUR future.

The APD program developed by our Association is a professional industry standard used by most professional associations for establishing a due diligence level of protection for the “Professional Members” of each association. The APD program is a major level of protection for the PEC from accusation of professional misconduct. By maintaining the recommended practice of Annual Professional Development the PEC has the support of the ECAA should a situation arise as this program meets the code of ethics 21 c) & h) outlined in the PEC/ME Regulations.

Assumptions:

PEC APD (Annual Professional Development) is recommended to achieve 60 points (called RECOMMENDED POINTS) over a 3 year term, achieving a suggested annual amount of 20 points. The APD term will start the first renewal payment date after approval of your PEC designation beginning January 1st ending December 31st of the 3 year term

The PEC APD is self-reporting using an on-line database that only the PEC can update and use to track their progress. In addition to on-line reporting, PEC’s may send in hard copy APD documentation to the ECAA office to be included in your PEC file. You may also provide an update and include with your yearly PEC renewal form. To assist the PEC with entering APD points online, there is a step by step instructional document and video available to help.

Points/Definitions:

ACHIEVED POINTS refers to the number of points you have achieved in the current three year term.

RECOMMENDED POINTS refers to the amount of points recommended to achieve in a 3 year term. The recommended amount is 60 points.

CARRY OVER refers to the number of points over 60 you achieved in the previous three year term. A maximum of 8 points can be carried over from one 3 year term to the next three year term.

No retroactive updating of APD term will be accepted past the end of - January 31st of the year following the end of the three year term (December 31st). Term i.e. 31 days of grace to enter achieved APD points, not to accumulate points.

ECAA will conduct periodic audits of PEC's to confirm they have documentation to support their APD claims.

Classifications of PEC APD:

There are 2 categories to obtain APD points:

1. Education
2. Professionalism

1. Education

1.1 Formal Technical Training does include attendance and completion of: Post-Secondary Technical Education; private training company; structured technical course seminar; supplier or distributor technical training; employer technical training; Industry Association/Affiliate Training; ECAA training (i.e. Code Updating; Lunch & Learns). Education can be in a classroom or similar formal setting or online (e.g. webinars). Technical training is valued at 4 points for a 4 hour course. The minimum length of time to be counted is 1 point per 1 hour of training.

1.2 Training on the job or one on one (job coaching) by a fellow PEC or SME (Subject Matter Expert) to be able to perform a new task will be valued as 1 point for each 2 hours of on the job training.

1.3 Attendance at the annual ECAA Technical Training Day will be valued at 1 point for each hour signed off by a training day facilitator.

1.4 Retaking one of the 6, 2-day PEC courses as a refresher / update will be valued at 12 points. Retaking a 3-day PEC course will be valued at 18 points.

2. Professionalism

2.1 Attending a PEC or Chapter meeting that has a speaker during the meeting is 2 points. 1 point for pre-meeting presentation held prior to the Chapter meeting.

2.2 Mentoring/coaching/career counselling of a student PEC(s) or another PEC(s) or RAP (Registered Apprenticeship Program) student for 1 hour is 1 point, to a maximum of 14 points per year.

2.3 Volunteering at a trade show or public/high school event to operate the ECAA booth is 1 point for each hour of activity up to a maximum of 14 points per year.

2.4 Attending and participating in the PEC, ECAA & Labour AGM is 7 points for each attended.

2.5 Doing a presentation on the PEC profession to an organized group is 1 point for each hour of presentation and 1 point for each 2 hours of preparation.

2.6 Attending an industry related tradeshow, product, new technology demonstration offered by and ECAA Associate Member will be valued at 1 point per hour.

2.7 Auditing PEC for record of APD is 2 points. This applies to members of the Practice Review Committee.

2.8 Volunteer electrical work done for a community association or a local charity is 1 point for each hour of activity up to a maximum of 14 points per year

2.9 For PEC doing a technical education presentation 1 point for each hour of presentation and 1 point for each 2 hours of prep. (on APD form Combine hours of instruction and prep in duration in hours and under other notes breakdown instruction and prep hours)

2.10 PEC in good standing serving on a PEC committee with active participation 5 points for 1 year of service.

2.11 PEC in good standing Chairing a PEC committee; a Chapter Executive or Provincial Board member with active participation is 10 points for 1 year of service.

2.12 Invigilating Master Electrician exam, 1 point of each hour of exam.

2.13 Out of country ECAA convention 1 ADP point for each hour for attending relevant seminars.

"Recommended number of points over the three year APD term is a total of 60 points. Training and participation in both of these categories are what make you a better professional; therefore you cannot achieve all of your APD points in one category over the three year APD term. It is recommended that you achieve a minimum of 18 points in one of the categories by the end of the 3 year term

1. the education category: maximum 42 minimum 18

OR

2. the professionalism category: maximum 42 minimum 18

The maximum per term carry over is 8 points."

Auditing for APD:

Upon the written request of the PEC Practice Review Committee, members must provide supporting documentation as proof of compliance with the APD program for the last 4 years or if less than 4 years from the time they started their APD within 30 days of the request.

Failure to obtain 60 APD points in 3 years:

The PEC Practice Review Committee will audit PEC's that have failed to achieve 60 points in three years. Unless there are special circumstances, the Practice Review committee will refer the failure to obtain 60 points PEC to the PEC Discipline Committee.

Special circumstance for PEC and APD completion:

The Practice review committee is the authority on special circumstances.

Appeals for APD decisions:

Appeals against any decision made by the Practice Review, Discipline Committee or Education Committee are to follow section 5 processes outlined in the Professional Electrical Contractors and Master Electrician Regulations. (<http://pecprogram.ca/wp-content/uploads/2016/04/PEC-ME-Regulations.pdf>)