

# **ECAA PEC Annual Professional Development Requirements (D10-15)**

## **Assumptions:**

PEC APD (Annual Professional development) will require 60 points (called REQUIRED POINTS) over a 3 year cycle, with the suggested annual amount to be 20 points. The APD cycle will start the first renewal payment date after getting your PEC designation.

The PEC can submit a proposed APD plan for the upcoming year at the time of renewal payment of PEC fee.

The PEC APD will be self-reporting to an on-line database that only the PEC can update. In addition to on-line reporting, PEC's may send in a signed hard copy of the APD documentation to the ECAA office to be included in your PEC file or provide an update on the yearly PEC renewal form (so the ECAA office can place this documentation in your file). Note you must update your own APD file on-line as ECAA office staff are unable to make changes to your on-line APD. ECAA office can only generate reports on total number of points in each APD category. To assist the PEC to enter APD points on line, the web site just above the APD form has a STEP x STEP PDF file listing the steps to enter APD points in the on line form. Also just above the APD form a is video link that shows how to enter APD points in the on line form. . ACHIEVED POINTS is the number of points you have achieved to date in this three year cycle. CARRY OVER is the number of points over 60 you have achieved in this three year cycle. A maximum of 8 points can be carried over from one 3 year cycle to the next three year cycle.

No retroactive updating of APD for the three year cycle will be accepted past the end of Jan of the year following the end of the three year cycle. Cycle ends Dec 31 of year three so PEC's can enter points accumulated in the 3 year cycle up to the end of January of the following year i.e. 31 days of grace to enter points in APD on line form, 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 classifications 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 or Private Training company or structured technical course seminar or a supplier or distributor technical training or employer technical training or ECAA training including code updating. 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 training hour for 1 point.

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 ECAA annual conference 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.

### **2. Professionalism**

2.1 Attending a PEC or chapter meeting that has a speaker is 1 point.

2.2 Mentoring/coaching/career counselling of a student PEC(s) or another PEC(s) for 1 hour is 1 point.

2.3 Volunteering at a trade show or public / high school event to operate the ECAA booth is 1 point for each half day or partial half day.

2.4 Attending and participating in the PEC AGM is 7 points.

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2.6 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.

2.7 Auditing a new perspective PEC or auditing PEC for record of APD is 2 points.

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 hours per year

2.9 For PEC doing a technical presentation 1 point for each hour of presentation and 1 point for each 2 hours of prep. (on APD form Combine hrs 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 with active participation 10 points for 1 year of service

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

"Required number of points over the three year APD cycle is a total of 60 points. You cannot do all your APD in one category only over the three year APD cycle. These 60 points can be made up of a maximum of 42 points for:

1. the education category maximum 42 minimum 18

OR

2. the professionalism category maximum 42 minimum 18

This means you must get at least 18 points in the other category to get the REQUIRED 60 points. The maximum per year carry over is a total of 8 points"

### **Auditing for APD:**

Upon the written request of the PEC Practice Review Committee, members must provide their 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 files 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:

Discipline committee will investigate and enforce APD complaints from the Practice Review Committee as per POARA regulations part 3 resulting in discipline as per section 33.1 i.e.

1. Probation (Time extension and keep PEC designation)

or

2. Suspension (cannot use PEC designation or wear the PEC ring). Stamp, seal returned to ECAA office until suspension over)

## **Special circumstance for PEC and APD completion:**

The Practice review committee is the authority on special circumstances for APD determination such as:

Unemployment, maternity/parental leave, becomes a full time student, international employment, or research and development activities related to the PEC profession.

## **Appeals for APD decisions:**

Appeals against any decision made by the practice review or discipline committee or education committee are to follow documented PEC guidelines.