

Continuing Education Program Procedure

1. Introduction

The *Safety Codes Act* (Act) delegates to the Safety Codes Council (Council) the authority to establish qualifications required of individuals to hold a certificate of competency. The continuing education program is established to ensure that safety codes officers continue to acquire relevant knowledge and/or skills in order to fulfill their responsibilities under the Act.

2. Purpose

This procedure establishes the actions required for reporting, documenting, and reviewing safety codes officer continuing education activities.

3. Definitions

n/a

4. Procedure

4.1. On or before the safety codes officer's certification renewal date, the safety codes officer will enter completed continuing education activities into the Council's online portal, including supporting documentary evidence of completion.

Evidence for reporting purposes may include certificates of attendance or completion, meeting sign-in sheets bearing the signature of the supervisor, copies of email messages confirming attendance, relevant photos, or other records.

4.2. The Council will randomly select completed continuing education reports for review to ensure that safety codes officers are providing the correct documentation to validate their continuing education reports.

4.3. Safety codes officers and/or their employers will collect and retain, for no less than six months after the end of the three year reporting cycle, documentary evidence that continuing education activities have been completed.

4.3.1. Within six months of the reporting date, the Administrator of Certification (Administrator) may request additional supporting documents for continuing education activities claimed during the previous reporting cycle.

4.3.2. Both technical and non-technical training, where applicable to a safety codes officer's work, will be considered for eligibility for continuing education credits.

4.3.3. If the safety codes officer was certified within the three year cycle, the request will be for activities since the safety codes officer received certification or probationary certification.

4.4. Exceptions to program requirements may be made on a case-by-case basis for safety codes officers who are experiencing illness, are unemployed, are working out of the province, or for other reasons.

4.4.1. A request for an exemption must be made in writing to the Administrator setting out the circumstances. Supporting documents will be required.

4.4.2. Safety codes officers who work part-time may apply for a reduced number of credits required during the reporting period.

5. Authority

This procedure is established under the authority of Corporate Policy 1.4 which delegates authority to the President and CEO to establish policies and procedures for the management and operation of the Council regarding appeals, corporate operations, and operating programs and Policy 1.7 which delegates responsibility for program and services planning and activities to the President and CEO.

6. Scope

This policy applies to all practicing safety codes officers.

7. Related Policies and Procedures

- 2.1.2 Continuing Education Program Policy

8. Version History

Date	Notes
January / 01 / 2019	New policy; originally approved under old policy framework; policy re-numbered placed in new policy template as per new policy framework
November / 01 / 2020	Update for governance changes and documentation standards