Safety Codes Council

Continuing Education Program Policy

1. **Introduction**

   The Safety Codes Act (Act) provides the Safety Codes Council (Council) with the authority to establish qualifications required 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 policy establishes the continuing education program for safety codes officers and the program requirements that must be completed by safety codes officers in order for them to maintain certification.

3. **Definitions**

   n/a

4. **Policy**

   4.1. All safety codes officers are required to participate in the continuing education program and to complete 30 continuing education credits in every three year reporting cycle in order to maintain certification.

   4.2. Continuing education program criteria are established in Appendix A.

   4.3. A safety codes officer who does not obtain and record the required continuing education credits within their three year reporting cycle may be subject to progressive corrective action, up to and including suspension of certification(s).

   4.4. Completed continuing education credits are to be reported to the Administrator of Certification in the manner specified in the Continuing Education Program Procedure.

5. **Authority**

   This policy is established under the authority of Corporate Governance 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 safety codes officers with standard or probationary certification.

7. Related Policies and Procedures

- 2.1.2.1 Continuing Education Program Procedure

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
October / 21 / 2020	Update for document format standards

APPENDIX A: CONTINUING EDUCATION PROGRAM CRITERIA

Allocating Continuing Education Activities and Credits

1. There are three (3) categories in which safety codes officers (SCO) can obtain credits: formal learning, informal learning, and practice.

2. One (1) hour spent on a learning activity in the Formal or Informal categories is equal to one (1) credit; however there are maximum allowable numbers of credits for certain activities.

3. Both technical and non–technical training, where applicable to a SCO's work, will be considered for eligibility for continuing education credits.

4. No credits may be claimed for travel time to an event or activity.

5. The following are examples of continuing education activities eligible for the program in the three (3) categories.

Formal Learning Category

6. The Formal Learning category recognizes a broad range of learning activities which may include courses, conferences, and webinars; these activities are structured learning activities for which an SCO would provide evidence of attendance, assessment, or completion.

    6.1. One (1) hour of attendance at a Formal activity equals one (1) credit up to a maximum of five (5) credits per activity.

    6.2 The maximum number of credits allowed per individual activity in a three (3) year cycle are as follows:

    - Courses (five (5) credits maximum per course)

    - Conferences (five (5) credits maximum per conference)

    - Webinars (five (5) credits maximum per webinar)

    - Workshops (five (5) credits maximum per workshop)

    - Seminars (five (5) credits maximum per seminar)

    - Lectures (five (5) credits maximum per lecture)

Informal Learning Category

7. The Informal Learning Category recognizes activities where SCOs participate in developing or spreading knowledge, standards, and practices relevant to the occupation or safety codes system. Informal learning may also take place through attending trade shows, discussion groups, or self-study. Informal activities may occur as part of the SCO's job responsibilities or may take place outside of employment. SCOs are to provide supporting evidence of any informal activities completed.

   7.1 The maximum number of credits allowed in a three (3) year cycle are shown below:

- Delivering presentations (five (5) credits maximum per presentation/lecture)

- Teaching, facilitating, and course advising (five (5) credits maximum per course, seminar, or workshop)

- Preparing a course of presentation material (five (5) credits maximum per course, workshop, seminar, or presentation)

- Membership on Council or a Council working group (five (5) credits maximum per Council or working group)

- Involvement in a professional or industry association (five (5) credits maximum per association)

- Involvement in code or standard committees (five (5) credits maximum per committee)

- Being a mentor in a formal mentoring program (five (5) credits maximum per reporting cycle)

- Professional writing (five (5) credits maximum per reporting cycle)

- Self-study or research (three (3) credits maximum per reporting cycle)

- Professional tours (three (3) credits maximum per reporting cycle)

- Discussion groups (three (3) credits maximum per reporting cycle)

- Public or community boards/associations (three (3) credits maximum per reporting cycle)

- Trade shows (three (3) credits maximum per cycle)

- Volunteer in a capacity relating to the SCO occupation (three (3) credits maximum per reporting cycle)

Practice Category

8. The Practice Category recognizes on the job learning when working as an SCO.

    8.1 SCOs may report up to nine (9) credits in each reporting cycle for work as a full-time SCO, as indicated by a designation of powers validated by an accredited organization.

    8.2 SCOs who do not work full-time for a reporting cycle, may receive one (1) credit for four (4) months worked as an SCO in that three-year reporting cycle.