

## **BOABC Continuing Professional Development [CPD] Program – 2011 Update**

Some members have questioned the total of CPD Points accumulated and reported on their 2011-12 Membership Dues Receipt. The following explanation may be helpful.

Members, who have paid dues for 2011-12, will notice that the total of CPD Points accumulated is reported on the Membership Dues Receipt. The middle part of the Receipt includes a Seal, which can be removed and affixed to a member's BOABC Certificate. The bottom of the Receipt is a Membership Card, which should be signed, separated, folded and inserted in a wallet.

The CPD points accumulated are based on reports received by the BOABC office and from activities sponsored by the BOABC. This information is entered and stored on the BOABC Membership Database Information system. There is an individual record for each member. The CPD program is described on [www.boabc.org](http://www.boabc.org) and found under 'Membership' on the home page.

Each member will have a different total of CPD Points accumulated based on the following: points earned and reported; the three-year cycle in which the member began accumulating; and if additional levels of Certification have been earned during a three-year cycle.

For example, if a member commenced earning CPD points with the start-up of the program at the January 1<sup>st</sup>, 2008 launch date, that three-year minimum 30-point requirement cycle ended on December 31<sup>st</sup> 2010. Consequently, the total CPD points reported for that member after January 1<sup>st</sup>, 2011 is zero and a new three-year cycle begins, terminating on December 31<sup>st</sup>, 2013.

For members of the Association, who joined after January 1<sup>st</sup>, 2008, the three year cycle for accumulating the mandatory minimum 30 CPD points begins after a person acquires a level of certification: "The CPD program cycle has a three-year time frame for completion. Members report credits earned annually commencing on the anniversary date of a member's accreditation to a particular BOABC level of certification, [CPD Outline]". Nevertheless, a member can begin accumulating CPD points, if she/he wishes, prior to achieving a Level of Certification.

Each time a member achieves another Level of Certification, a three-year cycle begins from the date that the Level of Certification is approved by the Executive Committee. Consequently, if a member acquires several levels of certification, over a two or three-year period, each time a new level of certification is approved, a new three-year cycle begins.

If a member has a Level of Certification, including holding a Title of RBO or BCQ awarded by the Executive Committee, and the member chooses not to pursue CPD points, 'CPD Disciplinary Matters' are invoked. By Motion, the Executive Committee can revoke the Title Use Agreement of an RBO and/or BCQ member. The Executive can also reduce a current Certification to the previous level – Level One is the minimum that a member's Certification can be reduced to.

The BOABC Executive Committee, by Motion at the January 2011 Meeting, approved Level One Certification for 29 members; Level Two Certification for 12 members; Level Three Certification for 7 members; and the RBO Title Use was awarded to 7 members. At that Executive Meeting, Notice having been given, the Executive Committee revoked the RBO and/or BCQ Title Use Agreement from 9 members and reduced the Certification of 2 members to Level One, because of their failure to abide by the requirements of the Continuing Professional Development Program.

Richard Bushey  
Executive Director