

**Association of the Chemical Profession of Alberta**

**Workshop for Preparing a Profession Development Audit**

**Hosted by Practice Review Committee ACPA**

**22 April 2024**

## Why the Audit and Professional Development Credits ???

Professional associations are regulated by the Government of Alberta.

Associations such as ACPA are required by legislation to demonstrate that members engage in professional development within their area of practice in order to protect public interest and safety.

ACPA uses the audit method to document professional development of the membership as required by the Government of Alberta.

Random selection - approx 5% - of members by management company.

Practice Review Committee does not select.

The audit is NOT PUNITIVE. The Practice Review Committee will assist you in the audit process.

Useful information on the ACPA website (see location below)

### **Six Things a PChem Needs to Know About the ACPA Annual PDC Process**

1. Professional Development for ACPA regulated members is a requirement under **POARA**
2. ACPA uses Professional Development Credits as a method for regulated members to record Professional Development Activities
3. Regulated members are required to record and report Professional Development annually
4. Regulated (P.Chem.) members are required to participate in the PDC assurance audit
5. Good practices for maintaining PDC records include:
  - Upon receipt of a PRC request to supply PDC supporting documentation for an audit, the best format for your response submission includes a cover letter that references each line of the PDC claimed and supporting documents. These documents should be attached and combined into a single PDF document (if possible) which is submitted to the ACPA office. **Personal information such as your social insurance number, drivers license number, age, or gender should NOT be included in your response or supporting documentation package.**
6. The PDC Assurance Audit is not punitive

Source = <https://www.pchem.ca/> > News & Events (posts) >

Six Things a PChem Needs to Know About the ACPA Annual PDC Process

<https://www.pchem.ca/posts/six-things-a-p-chem-needs-to-know-about-the-acpa-annual-pdc-process?category=news>

## How to document (substantiate) the PDC declaration ???

Maintain records of Professional Development throughout the year.

Please submit all docs and info in a single PDF if possible.

You can prepare the submission in MS-Word and then save in pdf.

Follow the list of PDC supporting documentation. (show PDF document)

## Cont'd - How to document (substantiate) the PDC declaration ???

### Some of the criteria are easy to document:

Attending ACPA meetings e.g. AGM – you will receive confirmation of attendance from ACPA office (save it).

Attending courses, confer'ces, workshops, seminars - save receipt or badge if available. ACPA sends confirmation.

Organizing or assisting with ACPA activities or related special events (eg National Chemistry Week or science fairs)  
**Plan ahead:** and ask the organizer for an **email message** that you volunteered or save relevant emails.

Peer reviewing a journal paper – **the editor will usually send you an acknowledgement.**

Presenting, chairing at conference etc. – save the pre-event emails or request the sponsor to send an acknowledgement. **Just something that indicates.**

Writing a published article – **submit the citation data**, acceptance letter from editor, screen capture of title, authors, etc from the journal (or other) website. If peer reviewed, submit correspondence with editor wrt peer review.

Reading professional technical literature – list the papers, texts, articles reports. **20 hrs** yields max 10 PDCs.

## Cont'd - How to document PDCs ???

### Activities less simple to document.

Many PDC activities can be documented by your supervisor or manager.

**Make it easy for the manager.** You prepare the “letter” (email), Send to the manager who then confirms the information and resends to you. Include the email correspondence in the submission file.

#### Typical text for email message.

In 2023 ACPA member “*Name Name*” was employed at “Company or Org” and worked full time in chemistry (1600 hours if full time, or number of hours in excess of 400).

Attended *list courses, workshops courses, length of time, # days*

Coaching and mentoring on the job, *provide number of days*

Development, documentation of in-house methods, SOPs. *List title of the method, SOP, report and authors (if possible).* **Confidential or propriety information/details are not required.**

The above information was prepared by the employee. To the best of my knowledge the information is correct.  
*Name of Manager with signature block*

## What to do if you have difficulty making 50 credits ???

*To start take the easy credits*

If you are full-time in chemistry related employment, you get up to	30 credits
Attend AGM	4
Attend technical seminars (8 x 1 PDC each)	8
Read technical, professional literature	10
<b>Total</b>	<b>52</b>

If you work fewer than 1600 hour in chemistry-related activities, consider:

**Volunteer** your time for **ACPA committees**. **Your support for ACPA would be greatly appreciated.**

1 ACPA committee = 10 PDC, 2 ACPA committees = 20 PDC

**Write a non peer reviewed article.** Where to publish ?? There are many on-line publications (not necessarily journals) for technical articles. ACPA website is possible medium, although at present we do not have an editorial board or policy. There are many topics that would be of interest to the members. 5 PDC per article, 10 PDC max

**\*\*\*\*\*Switch screen to the PDC Declaration Form.** Do pages 1 and 2.

# Calculating PDC Credits

Total PDCs earned this credit year: 100

## Statement of Claimed PDCs

	<b>Earned PDCs Available</b>	<b>PDCs Claimed for This Year</b>	<b>PDCs Carried Forward to Next Year</b>
PDCs carried forward from two credit years previous	83	50	0
PDCs carried forward from the previous credit year	83	0	83
PDCs earned this credit year (documented in the table above)	100	0	100
Total PDCs claimed in this credit year: (50 PDCs are required for renewal of registration)		50	183

I, [REDACTED], hereby declare that the information provided above is factual and correct. I acknowledge that the information is subject to independent verification and I commit to maintain records to support the information provided.



## Concluding Remarks

The most important message of the workshop is **we want to help you** with any difficulties. There are no problems that cannot be resolved.

PChem is a designated profession. **The title PChem is an asset to your career.**

Over the course of the year, add PDC worthy activities and documents to your “PDC folder”. The information is readily available if you are audited (again). If you file your achievements and professional activities into the PDC folder, then you have all evidence of your career in one place for writing a CV or a resume. Most people work so hard at the present that they lose track of the past.

**Your PDC folder is an asset to your career.**

We would appreciate your help and input in this process.

According to the PDC declaration form, this workshop is **1 PDC**.

# Thank you for your attendance

If you are interested in **volunteering your time** to a committee, we encourage you to contact us. ACPA would benefit from your support.

If you have any questions about the audit or about ACPA in general, please contact us  
E-mail: [acpaoffice@pchem.ca](mailto:acpaoffice@pchem.ca) (Put “PDC info” in the subject line.) The office staff will forward direct your message.

**Please Attend Annual General Meeting Wednesday evening 29 May 2024 on Zoom (time = 7pm)**

**Attendance at AGM = 4 PDC**

*Questions?*

**END**