

CONTINUING COMPETENCE COMMITTEE

TERMS OF REFERENCE

1 PREAMBLE

The CCPE published the first national guideline on the topic of continuing competence in 1992, entitled “**Promoting the Continuing Competence of Professional Engineers**”. Publication of this guideline stimulated the consideration of continuing professional development programs (CPD) at the individual association level.

Two years after publication of the original guideline (May 1994), the CEQB created a committee called the Continuing Competence Committee (CCC). Its sole mandate was to update the original guideline to account for the progress of the associations/ordre and to offer a vision for the future. Because of this narrow mandate, the committee did not develop formal terms of reference.

By 1996, the CCC proposed modifications to the guideline to identify and more explicitly define the responsibilities of the individual engineer to pursue a level of competence appropriate to their practice, including the statement to practice only within their areas of competence consistent with the code of ethics. It also explained the role of the associations/ordre in establishing an approach to assure the continued competence of their members. The roles of employers, engineers as peers and the learned societies were also described. The CEQB and the CCPE Board of Directors approved the guideline for publication in 1996.

Between 1996 and 2002 many, but not all, associations/ordre implemented CPD and in some cases, continuing competence programs. The Committee monitored and reported on the development and evolution of programs by developing a Status Table of Programs that was periodically updated. In this period the CCC facilitated two national Forums on CPD, one in 1999 and the other in 2002.

In April 2001, the CEQB passed a motion to open the guideline for formal review. The CEQB Continuing Competence Committee was charged with the responsibility to conduct this review and propose changes for CEQB endorsement, and ultimately the approval of the CCPE Board of Directors. The draft guideline was distributed for review in late September 2003.

With CPD and/or continuing competence programs now securely in place, the CCC now believes it is appropriate to define its Terms of Reference to sustain and justify its ongoing work for the longer term. Programs and standards will continue to evolve for many years, and there is a need for the CCC, on behalf of CEQB and the associations/ordre, to monitor programs and standards to enable the profession to make adjustments in the future.

2 OBJECTIVES

The Continuing Competence Committee will enable the CEQB to deal effectively with CPD and continuing competence issues for the benefit of the profession. It will strive to enhance the relationships that currently exist among the constituent associations/ordre and between the constituent associations/ordre and the CEQB in support of CPD and continuing competence activities carried out across the country.

Specifically, the committee will fulfill roles in four key areas:

National guidelines

The Committee will develop, maintain and update as required the national guideline on CPD and continuing competence. This guideline will serve as the framework for associations/ordre to implement, administer and amend their CPD/continuing competence programs.

The Committee will develop interpretive statements to the national guideline as required, and will consider the development of additional guidelines or standards as directed by the CEQB in close consultation with the associations/ordre.

Communication and Liaison

The Committee will provide a formal communication link between the CEQB and the constituent associations/ordre with respect to CPD and continuing competence issues. This will allow the associations/ordre to present and discuss these issues at the national level while, at the same time, enabling the CEQB to provide input and receive important feedback from the constituent associations/ordre regarding guidelines, interpretive statements and implementation of CPD/continuing competence programs and initiatives.

The Committee will have the responsibility to coordinate any future national meetings or Forums set to discuss CPD and/or continuing competence issues. It will serve as a liaison and/or partner with one or more associations/ordre for any future regional forums organized to exchange information and best practices.

The Committee may liaise on technical matters with the engineering technical societies, the Engineering Institute of Canada and other CPD providers on behalf of CEQB and the associations/ordre and advise on policy matters as directed by the CEQB.

Research

The Committee will be responsible for monitoring and reporting on trends and developments in the areas of CPD/continuing competence standards, methodologies and program delivery of the constituent associations/ordre as well as other professions in Canada. This research will extend to engineering organizations abroad as required.

Advice

The Committee will provide advice on issues of CPD and continuing competence. Specifically, the CEQB may request advice from the Committee with respect to the priority of issues, the relevant considerations to be addressed, and to what extent other parties might be involved in addressing the issues. The Committee will also serve as the body that will study and make recommendations on related issues delegated to it by the CEQB.

3 STATUS AND AUTHORITY

The Continuing Competence Committee is a standing committee of the CEQB of the CCPE and as such will report to the CEQB.

Contracts with outside agencies involving financial commitments require the prior approval of the CCPE Chief Executive Officer. The Continuing Competence Committee has the authority to invite and/or engage experts, and undertake regional consultations to assist it in carrying out its mandate. Any expenditure that will result in exceeding the yearly budget set for the Committee must be approved by the CEQB.

3.1 Functions and Responsibilities

The functions and responsibilities of the Continuing Competence Committee are:

- Develop and maintain the CCPE National Guideline on Continuing Professional Development/Continuing Competence;
- Provide annual updates to the CCPE Status Table on the CPD/continuing competence programs of the associations/ordre;
- Monitor and report on trends and developments in the areas of CPD and continuing competence standards and programs in other professions and other countries to CEQB and the associations/ordre;
- Provide advice and other forms of support on standards and programs as requested by individual associations/ordre
- Act as a liaison between CEQB and association/ordre permanent staff and volunteer committees to facilitate communication among the constituent associations/ordre and, also, between the CEQB and the constituent associations/ordre.
- Act as a liaison with the technical engineering societies, EIC and other CPD providers on technical matters, and advise CEQB as requested on policy matters related to these organizations that involve CCPE and the associations/ordre;
- Organize national meetings or Forums as directed by CEQB, or participate and support regional meetings and Forums as requested by the associations/ordre within the constraints of its budget and CCPE staff resources;
- Serve as the CEQB Committee to work with the associations/ordre on future national/regional meetings or Forums on the subject;
- Identify and coordinate efforts on CPD and continuing competence issues as identified by the constituent associations/ordre and directed by CEQB;
- Make recommendations to the CEQB on how identified issues should be addressed;
- Identify future needs in the CPD/continuing competence area;
- Ensure its work does not duplicate or overlap with other committees and task forces of the CEQB and CCPE as well as the associations/ordre; and
- Report to the CEQB at in-person CEQB meetings.

4 MEMBERSHIP AND ORGANIZATION

The Continuing Competence Committee membership will consist of:

- a Chair – CEQB member;
- two other members from CEQB;

- two members from the permanent staff actively involved in the CPD/continuing competence program from two different constituent associations/ordre; and,
- a member from CCPE staff.

The Committee members, including the Chair, are appointed and re-appointed by the CEQB executive in consultation with the CCPE staff member on the Committee. Member terms are at the discretion of the CEQB executive but there is no maximum period. The CEQB executive appoints the two association permanent staff officials in consultation with the appropriate admissions and/or discipline and enforcement officials who will provide a recommendation bi-annually or as required.

The Committee may add outside experts, contacts or association/ordre staff or volunteers to ad-hoc subcommittees or task forces as required within the limits of its annual budget.

The Committee Chair and the CCPE staff member will be responsible for planning and organizing Committee meetings and agendas.

The CCPE staff member shall monitor the work of other committees and advise the CCC and the CEQB when there is potential for duplication or overlap of its present or future work with the work of other committees and task forces of CEQB and/or CCPE.