

Professional Development for SCOs Proposal



Additional FAQs

1. Does the proposed program require SCOs to achieve a minimum number of points during each year of the three-year reporting cycle?

No, the proposed program would not require SCOs to obtain a certain number of points during each year of a three-year reporting period. This helps keep the program flexible and recognizes that the ability of SCOs to complete professional development activities may vary from year to year. Safety codes officers would only be required to obtain a total of 30 points over the three year reporting period.

That said, it would be recommended that SCOs try to achieve 10 points during each year of a reporting period. Engaging in professional development on an annual basis supports the program goal of helping SCOs remain aware of changes in industry and the safety codes system. Achieving points during each year would also help SCOs manage time and resources over the course of a three year reporting period.

2. The proposed program would give credit for participating in a “formal mentoring” program. What is formal mentoring?

A formal mentoring program typically includes a registration or other process through which a mentor and mentee are assigned to each other. Formal mentoring programs have an established and documented structure to support and provide guidance for participants. This structure may include identifying the program expectations, roles and responsibilities of mentors and mentees, or setting out a specific work plan that needs to be completed.

The proposed program would recognize and provide up to five points per reporting period for SCOs who participate in a formal mentoring program as either a mentor or mentee. Mentors would earn points in the Participation category. Mentees would earn points in the Informal category.

3. What is the difference between activities identified in the Formal and Informal categories of the proposed program?

Activities in the Formal category focus on the more ‘traditional’ professional development activities, such as courses, workshops, or conferences. Safety codes officers would need to submit proof of attendance, completion, or assessment for such activities to receive points under the Formal category.

The Informal category recognizes a much broader range of activities, such as attending trade shows, self-study or research, and participating in discussion groups. Safety codes officers would not be required to submit proof of attendance, completion or assessment to obtain points for activities claimed from this category.

4. What are some examples of the evidence needed to claim points in the Formal category?

Examples of suitable evidence would include:

- Certificate of completion
- Transcript
- Letter or email that confirms attendance
- Letter that shows completion or a final mark

5. Could my employer help me track and report my activities?

Yes, some employers may choose to provide submissions on behalf of their employees. However, the responsibility for tracking and reporting ultimately lies with the individual SCO.

6. What would the reporting template look like?

At this point in the program consultation, the reporting template has not been finalized. It would include space for SCOs to include brief notes about what they learned or the value of each activity they record. The ultimate goal would be to have tracking completed online.

7. How would the Council verify the reports?

The Council would randomly select a specified percentage of SCO reports for audit. The Council would contact the selected SCOs and request additional information to validate their reports. Details of the audit process have not been finalized and could be shaped by feedback received during the stakeholder consultation. Further information about the audit process will be communicated to SCOs if the proposed program is implemented.

8. Would there be an appeal body to resolve disputes over the recognition of a particular activity or the number of points assigned to a particular activity?

The formal appeal process administered by the Council would not apply to disputes over the recognition of specific activities or the number of points assigned to specific activities.

However, the Council would establish an advisory group to assist with administration and evaluation of the effectiveness of the program. The group could advise the Administrator of Certification on the recognition of activities or allocation of points for activities.

9. I am already involved in a professional development program through another association. Would I still have to meet the requirements of the Safety Codes Council's professional development program?

Yes, all SCOs would have to meet the Council's program requirements in order to retain their certification. However, individual activities completed for other professional development programs would likely be eligible for credit under the SCO program. In addition, the SCO program could also include a provision for the Council to grant credit for compliance with professional development programs administered by other recognized professional associations. An SCO would need to submit evidence that they satisfied the other association's program requirements in order for credit to be granted.