
The Saskatchewan Assessment Appraisers' Association

CONTINUING PROFESSIONAL
DEVELOPMENT PROGRAM



January 2021

SASKATCHEWAN ASSESSMENT APPRAISERS' ASSOCIATION
CONTINUING PROFESSIONAL DEVELOPMENT
GUIDELINES

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Preamble

This Guide has been prepared to assist Members of the Saskatchewan Assessment Appraisers' Association (SAAA) in their reporting of learning units to fulfill mandatory continuous professional development (CPD) requirements.

One of the requirements to remain a member in good standing with the SAAA is to engage in continuous professional learning as outlined in this Guide. All licensed, designated and candidate members must meet the CPD program requirements every five years to remain members in good standing. Regular members are not required to adhere to the CPD program. Regular members who apply and become a candidate for the first time are then required to participate in the CPD program.

SAAA is committed to ensuring the program is useful, workable and meets the needs of members whether they practice in large urban areas or rural areas.

Administration and Cycle

The Education Committee is responsible for the development and administration of all policies related to the SAAA's education programs, including the CPD Program.

Each cycle is five years. Members are encouraged to post their credits as they obtain them. The reporting cycle starts January 1, 2020 and ends December 31, 2024.

Mandatory Requirements – Annual General Meeting

All licensed, designated and candidate members must attend one Annual General Meeting in the five-year cycle.

Mandatory Requirements - Professional Practice Seminar

Attendance and successful completion of 7 hours of Professional Practice seminars, offered by an acceptable educational program, is mandatory once every five-year cycle. Examples of acceptable educational programs are those offered by the Appraisal Institute of Canada (AIC) and the International Association of Assessing Officers (IAAO). Options include in-person seminars, distance learning, on-line versions and webinars.

New Candidate members must complete one 14 hour Professional Practice Seminar prior to receiving their designation. After completion of the initial 14 hour Professional Practice Seminar, existing Candidate members are required to complete one 7 hour PPS going forward for the next cycle, if applicable.

Exemption from taking Professional Practice Seminar

Regular members who are not licensed or designated members are not required to participate in the CPD Program or complete the Professional Practice Seminar. However, should they change over to Candidate status and pursue their designation, members will be required to complete one 14 hour Professional Practice Seminar.

Credit Requirements

All candidate, licensed and accredited members are expected to obtain 12 credits on a year-over-year average for a total of 60 credits over the five year cycle. Those who have been members of the Association for less than five years are expected to complete a commensurate number of credits, as detailed in the following table.

| Member Start Date | Credit Requirement |
|-------------------------------------|---------------------------|
| Prior to January 1, 2020 | 60 |
| January 1, 2020 - December 31, 2020 | 48 |
| January 1, 2021 - December 31, 2021 | 36 |
| January 1, 2022 - December 31, 2022 | 24 |
| January 1, 2023 - December 31, 2023 | 12 |
| January 1, 2024 - December 31, 2024 | 0 |

Reinstating Members

Creditable educational activity obtained during a member's lapse of membership qualifies, provided it was accumulated within the cycle and not taken for disciplinary purposes. Members who wish to reinstate to their previous candidate or licensed member status are required to bring all their CPD credits up to date before reinstatement.

Definition of Continuing Professional Development Credits

A Professional Development Credit is defined as one hour of organised learning on a subject that advances the knowledge or skills of professionals working with the principles of value related to real property.

Qualifying Hour

A qualifying hour for credit must not be less than 30 minutes of creditable experience. Preparation time (including homework time), registration time, networking time and travel time do not count as creditable experience. Hours claimed must reflect rigorous quality learning that advance knowledge, ability, and skills in relation to our profession.

Business, client or regular work meetings do not qualify for credits. Courses or workshops on life style, health and hobbies do not qualify for credits.

Qualifying Credits

A broad range of subjects are accepted as qualifying credits, including but not limited to:

| Fundamental Skills | Specialty Skills | Leadership/Business Skills |
|---------------------------|-------------------|----------------------------|
| | | |
| Valuation | Negotiations | Organisational Behaviour |
| Principles of Value | Accounting | Change Management |
| Assessment Administration | Expert Witness | Marketing |
| Mathematics | Public Speaking | |
| Communication | Mediation | |
| Core Course Refreshers | Technology Skills | |
| Law | Critical Analysis | |
| Ethics | GIS | |
| Statistics | | |

Courses and Demonstration Reports

Members may claim up to 39 credits during a five-year cycle for attending and successfully completing university-level courses (or their equivalent). A university-level course is one that is based on a typical one-semester length of three hours per week over 13 weeks.

University-level courses that include demonstration appraisals or demonstration report guided case studies are granted 39 credit hours for CPD purposes. A maximum of one university course/39 credit hours can be claimed in one cycle. Members do not receive additional credits for writing an exam.

RPA10 and LG202 are granted 25 credit hours each for CPD purposes. As well, all courses offered in the Local Government Administration program through the University of Regina will be granted 25 hours CPD credit.

Authoring

The maximum number of credits obtainable during the five-year cycle for published authoring (in a recognised professional journal or the Association newsletter) is 40. Credits should be based on the actual number of hours worked.

Mentoring

Members serving as mentors in other Association's Applied Experience programs may claim two credits per year for a maximum of 10 credits per cycle for this activity.

Teaching

Credits may be claimed for teaching experiences that are germane to the defined categories of learning. For teaching, two hours of preparation time shall be allowed for every hour of formal presentation. A maximum of 40 credits per five-year cycle may be obtained for teaching.

Presentations at seminars, workshops or conferences are considered teaching.

Volunteering

One credit for each hour of attendance at SAAA Annual General Meeting, Council or Committee meetings will be granted to members. Participation at IPPAC meetings or other initiatives developed by SAAA is also eligible for credit on a one-to-one ratio. A maximum of 40 credits per five-year cycle may be obtained for volunteering.

Maximum Credit-Hours

The following table summarises the annual and five-year cycle credit-hour maximums permitted for each of the individual creditable activities noted above.

| Activity | Maximum Credit-Hours Per Five-Year Cycle |
|--|---|
| Professional Practice Seminar | 14 or 7 (as applicable) |
| University Courses and Demonstration Reports | 39 |
| RPA10 | 25 |
| LG202 | 25 |
| Authoring | 40 |
| Mentoring | 10 |
| Teaching | 40 |
| Volunteering | 40 |

Implementation

The CPD program is based on the honour system. It is incumbent upon members to maintain their professional competence by taking the required number of appropriate credit courses over the five-year cycle.

Members are required to post their CPD credits on the Association's web-site at www.saskaaa.ca. Members can monitor their CPD credit records on their own member's CPD web pages. Annual posting of the member's CPD credits is recommended.

Supporting Documentation

It is the individual member's responsibility to keep appropriate proof of attendance such as receipts, certificates of attendance/completion, notification of marks, and a published description of the events that specify how the claimed hours were employed.

Carry-Forward Credits

Members who have posted in excess of the required credits for a cycle will automatically have up to 20 credits carried forward to the next cycle.

Audits

Following year 5 of the cycle, 20% of the members will be audited and asked for verification of credits posted. Verification will require that members retain supporting material as described above as evidence of attendance.

COMPLIANCE

Procedure

All members who are not compliant by December 31 of the current CPD cycle will be charged a \$75.00 fine.

To remain in good standing, any non-compliant member must pay the \$75.00 fine and apply to the Registrar for an extension to March 15 to fulfill the CPD requirements from the previous cycle. The application for extension must be received by January 15.

The Registrar will notify the applicant if the extension is approved by January 22.

Members that have been granted an extension must enter their CPD credits on the SAAA website and notify the Registrar that they have fulfilled the requirements by March 22.

Members who have been granted an extension and fail to fulfill the requirements and/or fail to notify the Registrar by March 22 will be struck from the Registry.

Reinstatement of Membership/Appeal

Members who are struck from the Registry for breach of the criteria for the CPD program after March 22 may apply for reinstatement once they can show the Registrar, they have fulfilled their CPD requirements. Any member re-applying will be charged a \$150.00 fee, as per Section 3 of the Administrative Bylaws.

A member who is struck from the Registry for non-compliance may make an appeal to Council.

Summary

| Activity | Qualifying Credit Hours |
|--|--------------------------------|
| Professional Practice Seminar – AIC | 7 or 14 |
| – IAAO | 7 |
| UBC-Certificate in Real Property Assessment – BUSI 121 | 39 |
| – BUSI 330 | 39 |
| – BUSI 344 | 39 |
| – BUSI 443 | 39 |
| – BUSI 444 | 39 |
| Local Government Statute Law – LG 202 | 25 |
| Real Property Assessment – RPA10 | 25 |
| Microeconomics – University level course | 39 |
| Income Approach – BUSI 331 | 39 |
| – IAAO 102 and 112 | 60 |
| Electives – BUSI 112 | 39 |
| – BUSI 100 | 39 |
| – BUSI 400 | 39 |
| – BUSI 301 | 39 |
| Authoring | 40 per five-year cycle |
| Mentoring | 10 per five-year cycle |
| Teaching | 40 per five-year cycle |
| Volunteering | 40 per five-year cycle |

Note: A maximum of 39 credit hours per cycle for University level classes.