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# **The Saskatchewan Assessment Appraisers' Association**

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CONTINUING PROFESSIONAL  
DEVELOPMENT PROGRAM



March 2025

**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 or apply and achieve their license or designation 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, 2025 and ends December 31, 2029.

## **Mandatory Requirements – Annual General Meeting**

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

## **Exemption**

When a candidate joins during the last year of the cycle (as per the table below) or when a regular member changes status to either candidate, licensed or designated membership during the last year of the cycle, they are not required to obtain CPD credits or attend an Annual General Meeting.

## **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 and Licensed members are required to complete one 7 hour PPS going forward for the next cycle, if applicable.

### **Exemption**

Regular members are not required to participate in the CPD Program or complete the Professional Practice Seminar. However, should they change over to Candidate status or apply for their their license/designation, will be required to complete one 14 hour Professional Practice Seminar.

### **Credit Requirements**

All candidate, licensed and designated 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.

Credit requirements are pro-rated for new candidates and regular members who change to either candidate status or licensed and designated member during the course of a 5 year cycle. Therefore, members are not eligible to enter credits for any activities taken prior to either becoming a member (new candidates) or changing their status (from regular to candidate, licensed or designated).

<b>Member Start Date</b>	<b>Credit Requirement</b>
Prior to January 1, 2025	60
January 1, 2025 - December 31, 2025	48
January 1, 2026 - December 31, 2026	36
January 1, 2027 - December 31, 2027	24
January 1, 2028 - December 31, 2028	12
January 1, 2029 - December 31, 2029	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 a maximum of two university-level courses (or their equivalent) once successfully completed - maximum 39 credits per class, up to a maximum 78 credits during a five-year cycle. A university-level course is one that is based on a typical one-semester length of three hours per week over 13 weeks. Members do not receive additional credits for writing an exam.

For further clarification, IAAO's Courses 102: Income Approach to Valuation and 112: Income Approach to Valuation II qualifies as a university-level course are granted 33 credit hours per course for CPD purposes.

University-level courses that include demonstration appraisals or demonstration report guided case studies are granted 39 credit hours for CPD purposes.

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.

<b>Activity</b>	<b>Maximum Credit-Hours Per Five-Year Cycle</b>
Professional Practice Seminar	14 or 7 (as applicable)
University Courses and Demonstration Reports	39
IAAO 102	33
IAAO 112	33
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 website at [www.saska.ca](http://www.saska.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 may be eligible to carry forward up to 20 credits 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. Members who fail to apply by January 15, will be referred to the Education Committee and risk being struck from the Registry.

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 15.

Members who have been granted an extension and fail to fulfill the requirements and/or fail to notify the Registrar by March 15 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 15 may apply for reinstatement once they provide evidence to 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

<b>Activity</b>	<b>Qualifying Credit Hours</b>
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	66
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 78 credit hours per cycle for two University level classes.