

The PIDIM Professional Development Program

January 2022 to December 2024 REPORTING CYCLE

The Professional Development Program (PDP) has been developed by The PIDIM PDP Task Force. The core focus of the Task Force was to ensure an improved PD program would be easy to report and more flexible for members to meet their requirements.

PDP Information:

Here are the **important facts** about the PDP program that **you need to know**:

- The PDP cycle will run for a three-year period from January 1, 2022 to December 31, 2024.
- The PDP requirement applies to **Professional** and **Provisional** members.
- Members must complete the **required hours in total over the three year cycle**.
- We are currently in the 1st year of this current cycle.
 - For Professional Members: out of the **30 hours** in total, at least **8 hours** must be Health, Safety & Welfare (HSW).
 - For Provisional Members: out of the **20 hours** in total, at least **5 hours** must be Health, Safety & Welfare (HSW).
- There are two education areas members have to meet - Health, Safety & Welfare (HSW) and General Education (GE).
- Participation and Volunteering components are still eligible under the General Education (GE) category but may have limited credits during the cycle. Please contact The PIDIM office for clarification.
- Beyond the required HSW credit hours, The PIDIM recommends that each member selects PDP courses for GE credit hours to align with their unique work requirements and interests. The course topics listed in the diagram below are meant to be **EXAMPLES** only. The PIDIM also recommends that members check with the PIDIM office **PRIOR** to taking any courses or actions if there is any doubt in qualifying for credits.
- Members will continue to report their education activities in the IDCEC reporting system.

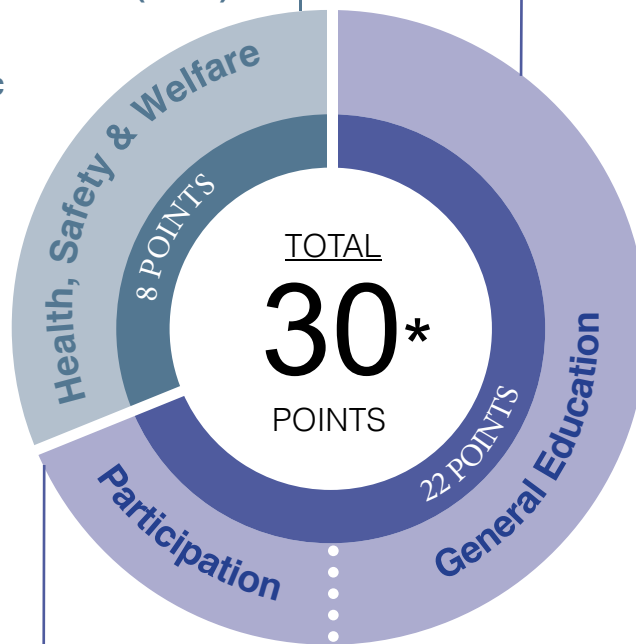
HEALTH, SAFETY & WELFARE (HSW) 8 POINTS

Building Code Specific

- Accessibility and Barrier free requirements
- Building Code (national or provincial)
- Energy Efficiency
- Sustainability
- Well Building Standards
- Occupational Safety and Health Administration
- Hazard Analysis
- Critical Control Point

Other Health, Safety & Welfare

- Any other education that emphasizes on health and safety areas that impact the interior environment and the health, safety and welfare of the public



GENERAL EDUCATION & PARTICIPATION (GE) 22 POINTS

Design

- General design
- Specialty design (e.g. healthcare, hospitality, retail, institutional, design for the aging population, etc.)
- Color and lighting
- Acoustics
- Mechanical Systems
- Electrical systems
- Building systems
- Ergonomics
- LEED (Leadership in Energy & Environmental Design) courses
- Technology
- Design related software (i.e. AutoCAD, Revit)
- Construction drawing techniques

Participation

- Mentorship Program
- PIDIM Volunteering
- PIDIM Committee participation
- AGM attendance
- Post-Secondary Education - attending / instructing

Professional Practices

- Budgeting-scheduling
- Contract administration
- Construction management
- Construction law
- Professional Liability Insurance
- Procurement practices
- Real Estate
- Facility management

Business Management

- Finance
- Business operations
- Marketing
- Human resources
- Succession planning
- How to sell your business
- Risk management
- Branding
- Public relations
- Customer service/relationship management

* INDICATES POINTS REQUIRED FOR PROFESSIONAL MEMBERS ONLY, SEE PDP PROGRAM DESCRIPTION ABOVE FOR PROVISIONAL MEMBER REQUIREMENTS

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FAQs

WHO DOES THIS APPLY TO?

The PIDIM currently requires Professional members reach 30 credits, and Provisional members reach 20 credits over the course of the cycle.

New Provisional and new Professional members will have the PDP requirements pro-rated to reflect their starting time within that cycle.

WHO IS NOT REQUIRED TO COMPLETE PD?

Student, Associate Non-Practicing, Associate Out of Province, Emeritus, Honorary and Lay Members are not currently required to meet the continuing education requirement in order to maintain their membership status.

WHAT ABOUT MEMBERS IN “INACTIVE STATUS”?

Those members who are temporarily inactive due to parental leave or other reasons deemed appropriate by the PIDIM will not be required to complete continuing education during their leave of absence. The total amount of PD required will be pro-rated to reflect the duration of absence. Please contact the PIDIM for more information.

HOW WILL THE PIDIM SUPPORT AND ENFORCE COMPLIANCE?

Throughout the PD cycle, The PIDIM annually reaches out to its members to remind them to keep up with their requirements and log all credit hours through the IDCEC website. Although the PDP cycle is 3 years, The PIDIM strongly encourages members to continually participate for the entirety of the cycle to ensure they reach their membership requirements within the cycle's limits. Last minute time constraints will NOT be accepted as a reason for extending the deadline of a member's PD cycle.

At the end of the 2022-2024 PD cycle, The PIDIM will conduct an audit of its membership to ensure compliance. The repercussions of non-compliance of PDP requirements are as follows:

- 1. Members who are found to be non-compliant with a first offense will result in a fine equaling the member's annual membership dues.**
- 2. The second occurrence of non-compliance can result in the termination of the individual's PIDIM membership. Please note: Grandfathered and Reciprocity Professional Members would then forfeit their status and can only re-apply to The PIDIM as a Professional Member based on the current membership requirements.**

For questions regarding compliance with The PIDIM Professional Development Program requirements, please contact The PIDIM:

E-mail: office@pidim.ca
Phone: 204.925.4625