

## MMSA CPD FAQs

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## Who is required to report CPD hours to MMSA?

Any MMSA QP who wishes to maintain his or her status as an active QP must participate in the MMSA CPD reporting program. For those MMSA QPs who are reporting essentially similar CPD information to another professional organization, submission of that other organization's CPD reporting form will be accepted so long as MMSA CPD Assessors can readily verify compliance with MMSA's CPD program. [Return to Contents.](#)

## What are CPD Hours?

CPD Hours are contact hours recorded in one of several CPD activities areas. For some activities, *e.g.* professional practice, the contact hours are adjusted up or down by a weighting factor. In the case of professional practice, the weighting factor is contact hours  $\times$  0.1. Some activity areas have a maximum percentage of your total CPD hours, and other activities have no percentage maximum. A minimum of 3 hours of professional ethics is required every three years. [Return to Contents.](#)

## Converting Semester/Quarter/CEU hours to CPD hours

The academic world focuses on semester or quarter credit hours and an assumed equivalent Continuing Education Units (CEUs) because these measures focus on the number of class hours per week. CPD programs, including MMSA's, count the far more easily identified actual contact hours. Many CPD activities occur outside the academic realm. Committee meetings, time spend reading professional journals, etc. A 3-semester hour course meets over 13 weeks, so the contact hour conversion is:

$$3 \text{ semester hours} \times 13 \text{ weeks} = 39 \text{ contact hours}$$

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## Keeping track of CPD activity hours

The experience of other professional organizations is that the most difficult part of CPD reporting is keeping a log of one's CPD activities. While the required number of CPD hours seems large, it isn't when the QP keeps track of the relevant hours. Keeping track of CPD hours is similar to keeping and turning in time sheets, a necessary part of getting paid (including preparing client bills).

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Professional practice hours, for those CPD programs including professional practice hours, are always discounted to 10% or 15% of contact hours. MMSA selected the one-tenth discount in recognition that many MMSA QPs are consultants whose billable hours can vary significantly from year to year compared with those in salaried positions.

Keeping a simple log of the foregoing types of professional development activity provides the data needed to fill out any CPD reporting log. A OneNote<sup>2</sup> page with a table format that is easily ported to Excel at year's end for classifying and summarizing information. The data can consist of the following: the date of the activity, the hours spent on the activity, a description of the activity, and the sponsoring organization's name, if relevant. The following list is one QP's actual log for September 2015.

09/01/15	1	CO Sec ExCom
09/05/15	2	SME Valuation Committee re Standing Committee status in SME
09/08/15	1	MMSA QP committee conf call on CPD
09/14/15	1	DMC Colorado Soda solution mining
09/18/15	7.5	AIPG National Ex Com & Advisory Board
09/21/15	8	AIPG Annual meeting, include my talk
09/22/15	5	AIPG Annual meeting talks
09/24/15	0.5	Read part of <i>Geoethics</i> book
09/25/15	0.5	Read part of <i>Geoethics</i> book
09/28/15	4	work on MMSA CPD program
09/30/15	1	MMSA QP committee conference call

This example log records 31.5 hours of CPD activity in September alone, over 80% of the annual required minimum CPD hours of the CPD programs with the highest minimum requirements (excluding professional practice hours, which are required by some CPD programs). Because the *Geoethics* book addresses professional ethics, an hour of professional ethics is recorded as well.

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### Do I need to obtain certificates of attendance for my CPD hours?

Some CPD programs ask participants to obtain and submit certificates of attendance/participation to document their attendance/participation in professional meetings, short courses, webinars, etc. MMSA does not require such documentation. We believe in the basic honesty of our members.

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### What are Professional Practice Hours?

Professional practice hours reflect time spent on one's normal professional activities, whatever these may be. For some it is time in the field, for others it is analyzing data and writing reports, for others it is management of industry professionals. For professors and teachers, it is the time spent teaching and grading. Professional practice hours may be recorded on billing records, time sheets, or similar records. Administrative hours (project set-up, marketing, preparing bills, etc.) count. If you are working on a fixed price contract, the hours actually spent on that contract can be counted.

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<sup>2</sup> OneNote is part of Microsoft Office and a handy program for electronically capturing all sorts of information and synchronizing it between your computers and smart phones and tablets. Evernote is a similar program that is free at the basic level. Both programs are easy to use.

Professional practice hours are included in some CPD systems and not others. The reason for counting professional hours is that we all learn by doing whatever it is that we're doing. And how we do things is continually changing requiring us to learn new ways of doing things. Granting credit for professional practice hours recognizes and captures this form of continuing education.

Like other CPD programs granting credit for professional practice, credits for actual professional practice hours are allowed at 10% of the total number of hours spent. Ten percent of the professional practice hours are also subject to a maximum of 7.5 hours or 15% of the total CPD hours, whichever is greater. [Return to Contents.](#)

### How do I report Professional Ethics hours?

Professional ethics hours can be obtained in a variety of ways that will easily fit within one of the CPD reporting activities **a** through **g**: Professional ethics hours should be recorded in the appropriate activity. However, increasing numbers of professional organizations are requiring the reporting of some minimum number of ethics hours. In the MMSA CPD reporting system, one should flag at least enough activities reported under categories **a** through **g** as qualifying as professional ethics hours and separately total and report these hours in the separate professional ethics reporting table. [Return to Contents.](#)

### How many CPD Hours do I need?

The MMSA CPD system currently requires that an average of 50 CPD hours per year be logged over a three-year period. However, MMSA recognizes that for various reasons the number of CPD hours logged in any 12-month period varies for a variety of reasons. Therefore, the requirement is that an average of 150 CPD hours will be obtained over a running 3-year period. This allows acquisition of a large number of CPD hours in one year and a lesser number in adjacent years. MMSA's goal of 50 CPD hours per year or a hard average of 150 hours over a 3-year period is consistent with other CPD programs. MMSA's required CPD hours may change if required by relevant regulation

MMSA's CPD system also recognizes that many professionals accumulate more than the minimum required CPD hours each year. For this reason, those CPD activities having maximum allowed hours or a percentage of total CPS hours, whichever is greater. [Return to Contents.](#)

### What happens if I don't record enough CPD hours?

MMSA will not suspend a QP designation without reading what the QP has to say in the text boxes before and after the entered CPD activities. There are many good reasons why QPs might not

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During the first two years during which the MMSA CPD program is initiated, many QPs who have not previously reported CPD will not have records allowing completion of 3 years' worth of logs having averaging 150 CPD hours over the period. This fact will be recognized and if a QP's CPD log is audited during this initial period no adverse action will be taken if the QP demonstrates that the required CPD hours are being logged.

gather enough hours, for example, parental leave, extended illness or injury, or a break in employment. Your CPD activity can help you keep up with your profession through such periods. MMSA is not looking to withdraw QP recognition from those who are clearly trying to comply with MMSA's CPD program. However, repeated and flagrant failure to adequately report CPD information can result in the termination of QP status. [Return to Contents.](#)

### **I spend most of my time managing staff—how can I accumulate CPD that is recognized by MMSA?**

As many of us progress in our profession we spend increasing amounts of time managing staff. MMSA recognizes the immense value that mining professionals bring to more senior roles in organizations, and it is entirely appropriate to enter CPD activities that reflect the acquisition of management skills and experience. Management activities can also be reported as professional practice hours as appropriate. [Return to Contents.](#)

### **I am recording CPD using another professional organization's CPD system or my employer's CPD program; do I also need to record on MMSA's CPD reporting log?**

If you are recording on an alternative CPD reporting system and do not wish to re-enter CPD data using the MMSA CPD log, you can let us know what CPD reporting system you are using when your CPD reporting log is requested. Because most CPD programs recognize the same basic types of CPD activities, if another organization's reporting requirements allow ready confirmation that you have met MMSA's CPD reporting requirements of an average of 50 hours per year, you may submit that other organization's reporting log. [Return to Contents.](#)

### **I work in industry; how can I contribute to knowledge?**

This is not the primary area of your work and hence you may just occasionally be involved in this area of CPD when you publish a paper/report or give a presentation at a technical meeting or conference. Your contribution to knowledge is more commonly going to be 'in house' where you transfer knowledge to your colleagues. Such time can be reported as a contribution to knowledge. [Return to Contents.](#)

### **I work in academia; can I record all my teaching time as 'contributing to knowledge'?**

Contributing to knowledge is the primary function of academic work; hence much can be classed as normal professional activity. Work producing published papers or giving papers at professional conferences or lecture tours at various universities or professional organizations would be classed as contributing to knowledge. It is important that a balanced portfolio of activity is recorded with the learning associated with research activity likely to fall into the category of CPD in Professional Practice. Also see "[What about teaching?](#)". [Return to Contents.](#)

## What about teaching?

If you teach, regardless of level, you will increasingly do so within the framework of recognized skills development. University staff can record activities associated with the Higher Education Academy as CPD, including under Professional practice specific learning and achievements in teaching. Reading and learning in order to develop courses fits under Informal learning. Development of new courses is Professional Practice. Presentations and attendance at conferences, such as that of ESTA, are CPD. [Return to Contents.](#)

## I audited a university course that should qualify for CPD credit. How should I report the time spent on this course?

While those auditing courses are not tested, this is a formal course and can be reported under activity *a*, Formal Education, particularly as no extra weighting is given this activity. Alternatively, reporting attendance at an audited course as activity *b*, the untested category, will result in the same amount of CPD credit. This is the QP's choice. [Return to Contents.](#)

## I am recording CPD hours for an uncommon activity that I believe constitute valid CPD. How do I report and receive credit for this activity?

Select the CPD reporting activity that most closely fits your uncommon activity. Then in the cell in which you report the uncommon activity provide enough description and information about the activity so that an MMSA CPD Auditor can understand what your activity is and why it should be allowed. You may also wish to contact MMSA's CPD Audit Committee (still to be installed) as soon as you contemplate reporting this unusual activity to determine whether this activity will be accepted. [Return to Contents.](#)

## Part of my work involves preparing a Web page for a professional organization that involves internet research, fact checking, editing, etc. How should these activities be recorded for CPD purposes?

One can view such activities as either professional practice (of an administrative variety) or contributing to knowledge. If these activities are a routine part of one's professional time, it may be more appropriate to log these activities as professional practice. This collection and summarization of technical information is acceptable as CPD hours if it is indeed contributing new knowledge to both the compiler of this information as well as the reader of such information. In addition, it could be argued that reviewing technical information on the Internet is like reading an industry magazine or journal. Those reviewing hours could be reported as private reading. The individual QP will be expected to use his/her professional judgement in determining how to record these activities and be prepared to justify his/her decision should a QP Auditor ask about the activity. [Return to Contents.](#)

## How much time can I report for putting a professional/technical paper or presentation together?

Putting together a professional/technical paper or presentation involves researching the topic, gathering and assembling the data and information you wish to present, then writing the paper or preparing the PowerPoint™ or other type of presentation. The time actually presenting can also be counted as CPD hours. [Return to Contents.](#)

## Where do public outreach activities fall?

In the current MMSA CPD reporting system these activities could be logged under either Contributing to Knowledge (activity d) or Industry Engagement/Service (activity g). The exact nature of the work being done will assist in determining the appropriate category. Public outreach and presentations made to a general public audience are similar sorts of activity. Washington Fly-ins and similar activities should be reported as Industry Engagement/Service (activity g). [Return to Contents.](#)

## In filling out the CPD Excel™ log, I find that I need more rows under one or more activities? What should I do?

Simply insert more rows as needed in middle of the block of rows provided for the relevant activity. Be careful to not adversely affect the sum formulas in the subtotal rows—make sure all rows in an activity are summed. Done correctly, the formulas for calculating acceptable hours should be retained. (The most important calculations are in the Summary of CP Development and Education block at the bottom of the reporting sheet; don't mess with these rows). [Return to Contents.](#)

## When I try printing out my CPD Excel™ log, the result doesn't easily fit on paper. What should I do?

The Excel™ CPD reporting log is designed as an electronic document that does not need to be printed on paper. Your CPD report will be submitted in electronic form including the Excel™ worksheet. [Return to Contents.](#)

## Excel™ gives me a Circular Reference Error. What should I do?

When you fill in the log spreadsheet, you may get a 'circular reference' message from Excel because the spreadsheet contains an iterative calculation.

To fix the spreadsheet to allow iterative calculations, go to: File/Options/Formulas and check the Enable Iterative Calculation box under the Calculations section. [Return to Contents.](#)

MMSA CPD FAQs as of 01/16/16

*These FAQs will be updated periodically. See the Web site <http://mmsa.net> for the latest version.*