MMSA's Continuing Professional Development Program

The Mining and Metallurgical Society of America (MMSA) is adopting a Continuing Professional Development (CPD) program that will be mandatory for all active QP members of MMSA. MMSA's program has been developed because MMSA believes that it will not be long before participation in a verified CPD program will be a requirement for those seeking QP status for NI 43-101 reports. The initial 3-year mandatory reporting period begins January 1, 2016 and ends December 31, 2018. Failure to participate in the CPD program or failure to report the required minimum hours may result in the suspension of the MMSA member's QP designation, unless a hardship exception is granted. As is true of most CPD reporting programs, MMSA's CPD program is based on a calendar year of January 1st through December 31st.

MMSA's CPD program is based on a review of the CPD programs of a number of professional organizations including the programs of the:

- Association of Professional Geologists of Ontario (APGO)
- Association of Professional Engineers and Geologists of British Columbia (APEGBC)
- Australasian Institute of Mining and Metallurgy (AusIMM) (including the revisions in effect as of 1/1/16)
- Geological Society of London (GSL) for Chartered Fellows
- Society of Mining, Metallurgy, and Exploration Registered Member program (SME RM)

MMSA's CPD program will be based on logging a total of 150 CPD hours over 3 years, or an average of 50 CPD hours per year. MMSA's CPD log in Excel™ provides an easy to use reporting form each year in which the various calculations are automatically completed. The MMSA CPD log allows insertion of as many rows as are needed to report hours under each of the activity areas. CPD activity hours are logged in the following activities:

a. **Formal education** (tested and untested) attended by the QP. The QP reports hours spent in classes and labs as well as hours spent in study and research.
b. **External and internal short courses and webinars** attended by the QP. The courses can be technical or courses with a mining or related theme run by commercial organizations, and do not have to be taken for credit. The QP reports hours spent in classes and labs as well as hours spent in study and research.
c. **Technical conferences and professional society meetings and field trips** attended by the QP.
d. **Contributing to knowledge** can include hours spent leading field trips, creating new courses, presentations of papers at conferences, and material researched and written for publications.
e. **On-the-job Skill enhancement or Maintenance** can include courses to meet or maintain required regulatory safety, certification, operations, and other programs. For example, the

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Retired QPs do not have to comply with the CPD requirements as long as they are retired from professional practice. If you want to be able to contribute to the occasional QP report, then you will need to keep up with the CPD program.

      courses could include company, MSHA or EPA training. A maximum of 10 hours can be claimed in this category or 20% of all CPD qualifying hours, whichever is greater.

    f. **Private reading of professional publications.** A maximum of 15 hours can be claimed in this category or 30% of all CPD qualifying hours, whichever is greater.

    g. **Industry engagement** can include service to industry, society committee meetings, mentoring, public outreach activities, and similar efforts. A maximum of 10 hours can be claimed in this category or 20% of all CPD qualifying hours, whichever is greater.

A portion of **Professional Practice** hours are allowable for CPD credit but are handled differently from the *a-g* options listed above. 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. CPD credit is given for professional practice hours in recognition that we learn things in completing each of the various professional assignments we work on each year.

No maximum number of CPD activity hours is imposed. CPD reporting can include many more hours than the 50 hours per year minimum requirement. Activities e, f, g, and professional practice hours are limited by the percentages noted above.

At least 3 CPD activity hours of professional ethics must be reported every three years. Ethics is not reported in a separate category, but the time is included in other activities. The log spreadsheet contains a separate section for summarizing ethics hours as a convenience for the auditors.

Initial CPD Ramp-up Period

MMSA's CPD mandatory reporting program will commence January 1, 2016, and ramp up during the year. At the beginning of the ramp up period, MMSA will ask a selected group of volunteers to present CPD logs. During this period, those QPs who agree to participate will submit their CPD logs for review. The reviews will be approached as an educational opportunity for both the reporting QP and MMSA. The objective is to help QPs learn how to comply and to allow MMSA to develop and refine the review and auditing procedures.

Those QPs who have been reporting CPD to other professional organizations may already have the data to submit multi-year logs for review. Those QPs who are able to submit 3-year CPD logs that demonstrate compliance with MMSA's CPD program can be given credit for doing so and will not be subject to further audit for 3 years. These QPs also form a pool of potential CPD Auditors.

The initial CPD ramp-up period will end 12/31/2018. Beginning in 2019, full compliance with the CPD reporting system will be expected for all active QPs. Those who do not comply may have their QP status suspended unless some compelling reason is presented about why compliance was not possible.

Keeping Track of Your CPD Activities

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).

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[2] page with a table format that is easily ported to Excel at year's end is one way to classify and summarize 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 *Geoethics* book
09/25/15	0.5	Read part of *Geoethics* book
09/28/15	4	work on MMSA CPD program
09/30/15	1	MMSA QP committee conf 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.

A set of **FAQs for MMSA's CPD program** has been drafted and will be revised and expanded as necessary as the program continues. Check the date in the header of the FAQ you are using and compare that with the date of the FAQ edition on the MMSA website, http://mmsa.net/, for the latest version.

Once a year reporting of CPD hours is recommended to the QP. Reporting is only required when a person is contacted and told their CPD log will be audited.

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[2] 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.

Audit or Review of CPD Logs

An audit or review program of QP member CPD logs is the verification part of MMSA's CPD program. Once MMSA's CPD program is fully implemented following 2018, a random number of QPs will be selected for audit each year. However, once a QP's 3-year CPD log has been reviewed and approved, that QP will not be audited for a succeeding 3-year period. Further, every QP will be audited at least once every 7 years. The details of the **CPD Audit Program** are contained in a separate document that is still under development. The Committee will be developing and testing audit procedures as the volunteer CPD logs are evaluated.

During the first three years of MMSA's CPD program (2016, 2017, and 2018), audits will be conducted for the purposes of working out any problems in the auditing program and assisting those QPs who have been audited in properly recording their CPD activities. Because some QPs already participate in CPD reporting programs, it may be that by the end of 2016, some QPs can report CPD for three years and thereby be exempted from further review for at least 3 years.

If an audit determines that a QP member is short on approved hours, the member will have a period of time to bring their CPD hours to the minimum required.