

## The Audit Process:

The Professional Development Audit is a way for agrologists to confirm to ourselves, our clients and the public that our professional activities meet the requirements of the BCIA.

Find and share your records with us



The audit is designed to simultaneously confirm accountability for our professional development and to educate and provide information to our members. It is a process by agrologists for agrologists.

## The Audit Is and Is Not:

- A dialogue, not an inquisition
- Collaborative sharing of information, not correct answers on a test
- Educative, not punitive
- A responsibility of being an agrologist, not a favour to the BCIA.



## Who Are The Auditors?

One of the primary responsibilities of the Professional Practice Committee (PPC) is to carry out annual professional development audits.

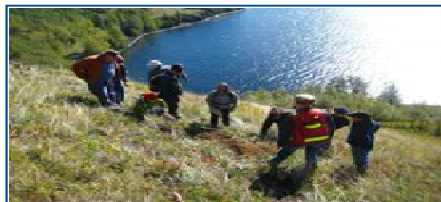
There are a number of dedicated individuals who serve as members of the PPC. Around audit time, they also have the privilege to work with several more volunteer auditors who help complete the audits.

## What Is Being Audited?

It is only your professional development, not your entire practice that is being audited. Your auditor will be given your PD reports for the past three years to review. They will then contact you to discuss the details further with you.

## How Long Will This Take?

This varies, depending on the level of detail of your annual records. Members have the opportunity to present details of their PD activities and discuss how those activities supported or expanded their stated area of practice. This may include one or two telephone or email conversations with your auditor.



## Tips for a Rewarding Audit Process:



1. Communicate clearly, accurately and timely with your auditor. Please meet the deadlines.
2. Avoid redundancy (double counting) in reporting.
3. Avoid vague, incomplete or sloppy responses.
4. Ensure familiarity with BCIA's mandatory professional development requirements.
5. Ensure you obtain the information you need from your auditor to learn and grow professionally.
6. Use all resources at your disposal to accurately convey your PD credits. The online reporting form is the ideal way to final record your PD activities and PD hours.
7. Share your thoughts with us at any time through the audit process.

