



## Enforcement of Compliance with Professional Development Requirements

The British Columbia Institute of Agrologists (BCIA) is committed to Professional Development and Standards to assist Registrants in maintaining professional knowledge, abilities and skills. Continuing competence through on-going professional development is critical in meeting the Agrologists’ responsibility to **uphold the public interest**.

Practicing Registrants of the BC Institute of Agrologists are required to complete and accurately record an ongoing record of participation in professional development activities and meet the annual required minimum professional development hours.

### Professional Development (PD) Requirements

**Practicing (regulated) registrants (PAg & AAg , RTAg & ATAg ) are required to complete and accurately report a minimum of 125 PDH over a three-year period with no less than 30 PDH annually.** On leave members are required to complete and accurately report no less than 15 PDH annually. Members must also declare their **areas of practice** annually.

Minimum Requirements		
	Annual (hours)	Three Year Period (hours)
Continuing Education	10 PDH	50 PDH
Total PDHs (including Continuing Education)	30 PDH	125 PDH

### Compliance with the Professional Development Requirements

Compliance with the PD requirements will be evaluated by BCIA using the following criteria.

#### Levels of Non-Compliance\*

##### Minor Non-Compliance

1. Defined as not meeting the total requirements by 10% or less for either the annual minimum PDH OR for the 3-year minimum PDH.

##### Substantial Non-Compliance

1. Not meeting the requirements by more than 10%, but less than 50% for either the annual minimum PDH OR the 3-year minimum PDH requirement.

##### Major Non-Compliance

1. Not meeting the requirement by 50% or greater for either the annual minimum PDH requirement OR the 3-year minimum PDH requirement.

\*See chart “PD Hour Minimum Requirements under Levels of Non-Compliance “ on page 5

### Levels of Likelihood of Compliance

#### Category A:

1. The registrant must have no previous history of non-compliance with the PD requirements, and
2. In the PD auditor's opinion, the non-compliance was a result of a misinterpretation of the PD guidelines, stemming from confusion about what is eligible for PD credit or how to properly classify PD activities, and
3. The PD auditor has received or documented evidence to suggest that the registrant is able and willing to comply with the PD requirements or the steps required to attain compliance.

#### Category B:

1. The registrant has a previous instance of non-compliance with the PD requirements, or
2. The registrant has previously been asked to submit a workplan to the Registrar to attain compliance, or
3. The auditor has received or documented evidence to suggest that the registrant is not able and/or not willing to comply with the PD requirements or the steps required to attain compliance.

### Enforcement of Non-Compliance

Registrants in non-compliance with the Professional Development requirements as provided in the BCIA Professional Development Guidelines are subject to the following levels of enforcement:

#### Minor Non-Compliance

##### Category A

- Registrant agrees to complete and report missing PDHs.
- Registrant is audited again the following year.

##### Category B

- Registrant must submit and BCIA must approve a PD workplan to attain compliance within a realistic period of time not to exceed one year.
- Registrant is audited again the following year to confirm completion of the submitted workplan.
- Registrant is issued a letter warning that future non-compliance will result in a referral to the Registrar.

#### Substantial Non-Compliance

##### Category A

- Registrant must submit and BCIA must approve a PD workplan to attain compliance within a realistic period of time not to exceed one year.
- Registrant is audited again the following year to confirm compliance with submitted workplan.

##### Category B

- Registrant must submit and BCIA must approve a PD workplan to attain compliance within a realistic period of time not to exceed one year.
- Registrant is audited again the following year.
- Registrant is issued a letter warning that future non-compliance will result in a referral to the Registrar.

### Major Non-Compliance

#### Category A

- Registrant must submit, and BCIA must approve a PD workplan to attain compliance within a realistic period of time not to exceed one year.
- Registrant is audited again the following year.
- Registrant is issued a letter warning that future non-compliance will result in a referral to the Registrar.

#### Category B

- Registrant is referred to the Registrar.

### NOTE:

- In all cases, non-compliance will be recorded in the registrant's file held by BCIA.
- Registrar has the authority to revoke a Registrant's designation at any time without further notice to the Registrant if Registrant disregards warnings and remains in non-compliance or fails to abide by any provision of a submitted workplan or order of the Registrar.

### Exceptions:

If the Registrant has experienced a 'major life event' during the audit reporting timeframe, which would impose unreasonable expectations to meet PD guidelines (including, but not limited to a death within the family, loss of job, or an injury requiring significant rehabilitation), the PD Auditor will refer the Registrant to the Registrar.

## Process for Tracking of Registrant Non-Compliance

Specific steps will be followed when a Registrant is found to be in non-compliance with reporting their annual professional development requirements.

As of 2019, Registrants recording less than the annual minimum PDH requirement are unable to pay the follow year's dues until declaring one of the following:

- *I understand the PD requirements and will review and update more PDH before Feb. 15 (of the current year).*
- *I understand that as I have declared less than the required minimum of 30 PDH, I will be required to submit to, and BCIA must approve a PD workplan no later than March 31<sup>st</sup> ( of the current year) .*
- *I understand the PD requirements. I was a new registrant or on leave in 2019.*

BCIA staff may assist Registrants whenever possible with the reporting of PD hours. It is a role of BCIA to increase awareness of the importance of proper recording of PDH and to track and record when registrants may be in non-compliance. The following is a timeline of the process.

### January/February - prior to dues deadline

BCIA staff will track Registrants who:

- note that they “will review and update later” when paying their dues, to verify they have entered the annual minimum PDH, and follow up if necessary. If the Registrant was a “new registrant or on leave” for the previous year, to verify they have entered the required annual minimum PDH, and follow-up if necessary.

Data regarding this verification process and its outcome details will be recorded by BCIA staff and presented in their quarterly report to council.

### March/April - final dues deadline

BCIA staff will administer Registrant work plan activities as follows:

- Email Registrants who noted that they will “Submit a PD workplan and provide a PD workplan for BCIA’s approval” if less than the annual minimum PDH are recorded
- Establish a deadline date for PD workplan completion, and follow-up if necessary
- Forward file to Registrar if a required PD workplan is not submitted on or before the March 31<sup>st</sup> deadline.
- **Registrar to send letter notifying Registrant will be audited**
- Send letter of non-compliance to those practicing Registrants who recorded less than the annual minimum PDH for the previous year, no later than April 1
- Save non-compliance letter to Registrant’s file
- ***If previously in non-compliance, include Registrant on PD audit list***
- Compile all BCIA activities and registrant PD work-plan outcomes in their quarterly report to council.

### May/June – Work Plan tracking

- Verify that Registrants who submitted PD workplans have been reporting PD for current year.
- Compile list of those who were in substantial non-compliance for subsequent PD audit.
- Prepare PD auditee list as per PD Audit Process below.

## PD Audit Process

PD Audit will include:

- Registrants designated as non-compliant in previous year’s PD audit – 4 year PD\*\*
- Registrants who received a letter of non-compliance for two consecutive years – 3 year PD
- Registrants who did not submit a workplan as required – 3 year PD
- Random selection of Registrants – 3 year PD

\*\* Auditors should be informed if an auditee was previously audited and non-compliant, and be provided with a 4 year chart of auditees reported PD.

## Enforcement Decision Matrix

		Escalating Non-compliance with PD Requirements <span style="float: right;">→</span>		
		Minor Non-Compliance	Substantial Non-Compliance	Major Non-Compliance
Diminishing Likelihood Registrant Will Cooperate ↓	Category A	<ul style="list-style-type: none"> <li>Registrant agrees to make up missing PDHs.</li> <li>Registrant is audited again the following year.</li> </ul>	<ul style="list-style-type: none"> <li>Registrant must submit, and BCIA must approve a PD workplan to attain compliance.</li> <li>Registrant is audited again the following year.</li> </ul>	<ul style="list-style-type: none"> <li>Registrant must submit, and BCIA must approve a PD workplan to BCIA to attain compliance.</li> <li>Registrant is audited again the following year.</li> <li>Registrant is issued a letter warning that future non-compliance will result in a referral to the Registrar.</li> </ul>
	Category B	<ul style="list-style-type: none"> <li>Registrant must submit and BCIA must approve a PD workplan to the BCIA to attain compliance.</li> <li>Registrant is audited again the following year.</li> <li>Registrant is issued a letter warning that future non-compliance will result in a referral to the Registrar.</li> </ul>	<ul style="list-style-type: none"> <li>Registrant must submit and BCIA must approve a PD workplan to BCIA to attain compliance.</li> <li>Registrant is audited again the following year.</li> <li>Registrant is issued a letter warning that future non-compliance will result in a referral to the Registrar.</li> </ul>	<ul style="list-style-type: none"> <li>Registrant is referred to Registrar.</li> </ul>
<p><b>NOTE:</b></p> <ol style="list-style-type: none"> <li>In all cases, non-compliance will be recorded in the Registrant's file held by BCIA.</li> <li>Registrar has the authority to revoke a Registrant's designation at any time without further notice to the Registrant if Registrant disregards warnings and remains in non-compliance or fails to abide by any provision of a submitted PD workplan or order of the Registrar.</li> </ol> <p><b>Exceptions:</b> If the Registrant has experienced a 'major life event' during the audit reporting timeframe, which would impose unreasonable expectations to meet PD guidelines (including, but not limited to a death within the family, loss of job, or an injury requiring significant rehabilitation), the PD Auditor will refer the Registrant to the Registrar.</p>				

### PD Hour Minimum Requirements under Levels of Non-Compliance\*

PD Hours	Annual Minimum				3-year Minimum Requirement			
	Requirement	Minor (<10%)	Substantial (<50%)	Major (>50%)	Requirement	Minor (<10%)	Substantial (<50%)	Major (>50%)
Continuing Education	10	9 PDH	6-8 PDH	<6 PDH	50	46-49 PDH	26-45 PDH	<25 PDH
Total PDH	30	27 PDH	16-26 PDH	<16 PDH	125	112 - 124 PDH	64-111 PDH	<63 PDH