

Continuous Professional Development (CPD) for Supply Chain Management Professionals Procedure



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BACKGROUND

The Supply Chain Management Professional (SCMP) designation is granted by the governing Institute of the Supply Chain Management Association (SCMA) based on a Canada-wide education and evaluation program that is reflective of the Uniform National Standard for the Accreditation of Supply Chain Management Professionals.

This certification is granted by the Provincial/Territorial Institutes of SCMA, which recognizes the Institutes' responsibility for the practices and competence of the persons so certified in each jurisdiction

PURPOSE

The purpose of a program of Continuous Professional Development (CPD) is to ensure that holders of the SCMP designation retain the knowledge, skills and attributes to surpass internal and external customer expectations throughout their careers and to maintain the currency and credibility of the designation.

In addition to safeguarding the public interest, the CPD Program also seeks to raise the profile of the designation and help advance the profession. Enhancing the credibility of the professional credential serves to advance the field of practice of supply chain management, with optimal benefits accruing to designation-holders and their employer-organizations. Participation in continuous professional development enables the accredited professional to gain and demonstrate a high level of competence as well as current business and field of practice knowledge. Continuous professional development may be achieved through:

- Pursuing continuous learning in business, management and field of practice related areas of study, and/or
- Contributing to or expanding the field of practice related body of knowledge, and/or
- Advancing the supply chain management (SCM) profession and field of practice by disseminating knowledge and best practice learnings, and/or
- Promoting or supporting the value of the SCM profession and field of practice within the corporate and/or public domains

CPD REQUIREMENTS

An SCMP is required to achieve 30 (thirty) credits of CPD within a three-year period and must remain a member in good standing with the Provincial Institute of SCMA throughout the CPD period. A detailed chart of credit allocations is available from each Provincial/Territorial Institute and on the member portal. All national SCMA professional development activities will receive the same credit allocation across the country.

CPD ELIGIBILITY

To be eligible for CPD credits, activities must take place in the SCM Knowledge Areas, including the core knowledge areas of procurement, operations and logistics as well as the supporting knowledge areas of marketing, finance and accounting, human resources and knowledge management.

Qualified activities contribute to the Functional or Managerial and Professional Competencies identified in the SCMP Competency Map, and also outlined in the national standard for CPD. These competencies are:

- Functional Competencies
 - Supply Chain Management
 - Procurement and Supply Management
 - Logistics and Transportation
 - Operations and Process Management
 - Knowledge Management
 - Global Sourcing
 - Supply Chain Management for the Public Sector
 - Supply Chain Management for Services, Capital Goods, and Major Projects
- Managerial and Professional Competencies
 - Leadership and Professionalism
 - Negotiation Skills
 - Communication and Relational Skills
 - Contract Writing and Tendering
 - Ethical and Social Responsibility Skills
 - Risk Management

All CPD activities should be verifiable whether through receipts or official letters of confirmation.

CPD PERIOD

Each CPD period comprises 3 consecutive calendar years and shall immediately follow the previous CPD period; the start and end dates of each shall be January 1 of year one and December 31 of year three respectively.

The initial three-year CPD period shall commence on January 1 of the year immediately following that in which certification was granted, ending on December 31 of the third subsequent year. For new SCMP graduates, any course(s) taken in the same year subsequent to certification being granted are eligible to receive CPD credits that will be applied to their first 3 year CPD period. *Example:* SCMP granted in October 2016 and a course was taken in November 2016, this course would be eligible for SCMP CPD credits in the three-year period starting January of 2017.

Candidates should be aware that extra credits in excess of the required 30 earned during any given reporting period cannot be carried forward into any other subsequent reporting period.

ANNUAL REPORTING

Each individual certified member shall be responsible for documenting all successfully completed CPD activities for the year using the CPD Activity Report form provided and/or any on-line tools made available by the provincial or national association. CPD activities must be reported at the end of each three-year period; however, annual status reminders will be sent by each Provincial Institute to all SCMPs. All CPD Activity Reports shall be submitted to the Provincial Institute no later than the last business day of January of the year following the completion of the three-year term. Where no report is received by the due date, no credits may be assigned for the corresponding activity period. Complete documentary evidence of successful completion must be available for all submissions – an audit process is used by the Provincial Institute whereby a certain percentage of submissions will be selected each year for a full review and selected SCMPs must be able to verify through documentation the CPD points claimed.

TRANSFERRING CERTIFIED MEMBERS

The Provincial Institute reporting schedules and procedures shall be followed as above. Transferring certified members shall be required to commence participation as of January 1 of the year following residence in another province. If a certified member was participating in CPD in another Institute (Province) within Canada prior to taking up residence in a new Province, unclaimed credits from the current year may be reported in the first CPD Activity Report filed with the new Provincial Institute. If the originating Institute and the new Provincial Institute have differing reporting schedules, participation may be continued during the intervening period and the credits claimed in the first CPD Activity Report filed with the new Provincial Institute.

FAILURE TO COMPLETE OR REPORT

A certified member's failure to complete or report CPD requirements for any given CPD period may invite disciplinary action, up to and including the loss of the right to use the SCMP designation.

If completion of the requisite CPD credits for a given three (3)-year CPD Period has not been confirmed by the reporting due date (the last business day of January of the following year), the following steps will be taken:

- a. Written notice from the Provincial Institute that failure to comply can result in suspension/termination of the designation
- b. Member required to submit plan to address deficiency in CPD
- c. Payment of dues owing required
- d. Non-compliance results in referral to a Committee for removal of designation
- e. After a certain period of time, a member must re-sit and pass the exam, plus pay appropriate fees to be reinstated.

EXEMPTIONS

All SCMA Fellows and other honorary and/or permanently retired non-practicing certified members shall be exempt from the CPD requirements. Additionally, annual exemptions, based on circumstances of undue personal hardship, may be granted at the absolute discretion of the Provincial Institute.

A certified member who has been given a waived status from membership dues would also be exempt from the CPD requirements for the applicable year. Criteria for delay in demonstrating CPD Activity:

- Loss of job
- Long term illness
- Profound personal reasons
- Requirement by employer to locate to sufficiently remote location for over nine months in a given calendar year where no opportunity (including correspondence and on line courses) for professional CPD is available to the member.
- Maternity/Parental Leave

Members may be excused from CPD requirements for up to one year, or indefinitely in the case of long-term illness. Members must, however continue to report as required and should give advance notice requesting exemption rather than waiting until the reporting period ends. The Registrar's committee reserves the right to question and clarify any reasons given.

REINSTATEMENT

Where membership has lapsed due to non-payment of dues and/or failure to complete or report CPD activities, the reinstatement policy is as follows:

Membership dues: If your SCMP designation lapses for non-payment of dues for less than five years, then you will have to pay one full year's dues and a penalty fee of \$100 for each partial or additional year that your membership lapsed in order to be reinstated. If you allow your designation to lapse for more than five years for non-payment of dues, you will have to pay for and successfully complete the SCMP final examination, in addition to payment of one year's dues, in order to be reinstated.

CPD requirements: If you allow your SCMP designation to lapse for non-completion of one three-year CPD cycle, you will have to pay one full year's dues (if owed) and a penalty fee of \$100 for each year of the three-year lapse. You will then have to complete the outstanding CPD credits within an agreed to period or you will lose the right to use the designation. If you allow your SCMP designation to lapse for more than one three-year CPD cycle (consecutive or not), you will have to pay for and successfully complete the SCMP final examination, in addition to payment of one year's dues, in order to be reinstated.

CPD ACTIVITY CREDIT SYSTEM

ADMISSIBLE CPD ACTIVITIES			
CATEGORY	DESCRIPTION	CODE	CREDIT
INSTRUCTION AND PUBLICATION (no maximum for SCMA activity, 15point maximum for non-SCMA activity)	Writing a business-related book published by an established publisher	IP-1	30
	Writing a business-related research paper published by an established periodical	IP-2	15
	Developing or editing a business-related seminar, workshop or course for a professional or educational organization	IP-3	20
	Writing an article for publication in a magazine or newspaper, including electronic format and the SCMA Resource Centre	IP-4	10
	Writing a business-related newsletter or maintaining a business-related blog*	IP-5	5
	Instructing a course of business-related content exceeding 20 hours and sanctioned by a professional or educational institution or employer	IP-6	15
	Instructing a seminar/ workshop of business-related content exceeding 4 hours (but less than 20 hours) and sanctioned by a professional or educational institution or employer	IP-7	10
	Speaking or moderating at a publicized gathering of a professional organization or certified member's employer in-house, exceeding 60 minutes.	IP-8	5
CONTINUING EDUCATION	Completing a business-related course, including web-based learning	CE-1	SCMA Course<30hrs= 10 SCMA Course>30hrs= 15 Non-SCMA Course<30hrs= 5 Non-SCMA Course>30hrs= 8
	Attending and participating in a seminar/ workshop of business-related content sanctioned by a professional or educational institution.	CE-2	SCMA ½ Day.= 3 SCMA 1 Day = 5 SCMA 2 Day = 10 Non-SCMA ½ Day= 2 Non-SCMA 1 Day = 3 Non-SCMA 2 Day = 5
	Attending and participating in a professional business-related conference or symposium.	CE-3	SCMA ½ Day.= 3 SCMA 1 Day = 5 SCMA 2 Day = 10 Non-SCMA ½ Day= 2 Non-SCMA 1 Day = 3 Non-SCMA 2 Day = 5

ADMISSIBLE CPD ACTIVITIES (continued)			
CATEGORY	DESCRIPTION	CODE	CREDIT
CONTINUING EDUCATION, continued	Participating in a webinar/ teleconference (maximum of 10 credits in this category per CPD period)	CE-4	SCMA Webinar >60 min = 2 Non-SCMA Webinar >60 min = 1
	Attending a professional meeting (Breakfast/ Lunch/Dinner) with a program consisting of professional educational content.*	CE-5	SCMA Meeting >60 min = 2 Non-SCMA Meeting > 60 min = 1
	Reading business books or periodicals* (maximum of 5 credits in this category per CPD period)	CE - 6	Book = 2 Periodical = 1
	Serving as an unpaid judge for a student case competition or similar event	CE - 7	Half day = 5 Full day = 10
PROFESSION & COMMUNITY LEADERSHIP	Serving one full year on a Board	PS-1	SCMA (National or Institute) = 10 Non-SCMA = 5
	Serving on a Board Committee/Task Force including planning and development of events	PS-2	SCMA > 1 year = 5 Non-SCMA > 1 year = 3 SCMA < 1 year = 3 Non-SCMA < 1 year = 2
	Mentoring junior professionals or supervising students for one year*	PS-3	3
	Representation at trade show, career fair, class visit*	PS-4	2
	Volunteerism/community service (not-for-profit or charity) for a year*	PS-5	2
	Serving on a planning and development committee/task force for SCMA events (Student Case Competition, Symposium, Conference, etc.)	PS-6	> 3 months = 3 < 3 months = 2
	Volunteering to assist at an SCM event (conference, case competition, etc.)	PS-7	2 per day
	Attending an SCM networking event (maximum of 12 credits in this category per CPD period)	PS-8	2

* New activities not previously recognized for credits

NOTES

1. Projects yielding at least 20 credits (IP-1, IP-2, IP-3) may be undertaken as collaboration between not more than two certified members, each receiving 50% of the eligible credits (0.5 rounded up to 1). A written commitment to this effect must be signed by both certified members and submitted with the CPD Report.

2. Course/seminar participation credits may only be claimed once for each course/seminar. A revised/updated course/seminar may be treated as different from the original offering.
3. Instruction of any given course/seminar/module/workshop may be claimed only once in each 3 year term, even if that same program is delivered multiple times within the term.
4. All inquiries regarding the credit eligibility of an activity/course/seminar must be accompanied by the following detailed description of the course/seminar/conference/presentation: classroom/non-classroom hours, credentials of the sponsoring organization/institution, credentials of the publisher, etc.
5. Any seminars that are three (3) full days in length or more will be treated as a course exceeding 20 classroom hours.
6. For credit activities listed under the heading of INSTRUCTION & PUBLICATION and CONTINUING EDUCATION, all activities must be business-related or pertaining to the certified member's position, or to improve work-related knowledge and/or abilities. These activities are NOT limited to SCMA or supply chain-related activities.
7. Unless otherwise noted, credits will be applied in the year in which the activity being credited is completed. For example the year of publication of any scholarly activity, completion of the course being taught or attended, or year of completion of a full year's professional service.
8. For clarification of any of the elements of the CPD Program, please contact your provincial Institute office

REQUIREMENTS FOR SUPPORTING DOCUMENTATION

INSTRUCTION AND PUBLICATION

IP- 1: 30 credits for each business-related book (first edition only) published by an established publisher.

Supporting documentation: published book; or cover with title pages containing publisher/edition details.

IP- 2: 15 credits for each original research paper published in an established periodical.

Supporting documentation: actual periodical/publication; pertinent pages of periodical with cover and publisher details.

IP- 3: 10-20 credits for development of each business-related educational offering (of at least 5 hours duration) publicized as a seminar, workshop, or course for a professional or educational organization. Credits may also be claimed for substantial revision to existing course/seminar (demonstrated by at least a 40% revision of course/seminar material).

Supporting documentation: seminar/course materials accompanied by letter of endorsement by sanctioning/sponsoring organization.

Creative development and production of multimedia products meant for educational purposes that are easily accessible to the general public may be admissible under this category, provided that these functions are not normally a part of the applicant's job-related responsibilities, e.g., education audio/video tapes, documentary films (up to 20 credits available).

Supporting documentation: original product specimen bearing complete copyright details and/or production credits.

IP- 4: 10(or 5) credits for each original business-related article published in a magazine, newspaper or electronic publication, including the SCMA members Resource Centre

Supporting documentation: actual periodical/publication

IP- 5: 5 (or 3) credits for writing and maintaining a business-related – SCM knowledge area – blog or being an official contributor to a recognized blog or contributing to a newsletter, over the course of a full year. Subject matter must be related to the SCMP Competency Map

Supporting documentation: copy of blog posts or newsletter articles

IP- 6: A maximum of 15(or 10) credits for instructing business-related courses exceeding 20 hours and sanctioned by a professional or educational institution. The same course material cannot be claimed twice in one calendar year.

Supporting documentation: letter of appointment/engagement (or contract) from sanctioning body and course details.

IP- 7: A maximum of 10(or 5) credits for instructing business-related seminars/ workshops exceeding 4 hours and sanctioned by a professional or educational institution or your employer.

Supporting documentation: letter of appointment/engagement (or contract) from sanctioning body and seminar/ workshops details. The same course material cannot be claimed twice in one calendar year.

IP - 8: 5(or 3) credits for speaking or moderating at a publicized gathering of a professional organization or certified member's employer in-house, exceeding 60 minutes.

Supporting documentation: pertinent promotional material for the event, letter of appointment/invitation (or contract) from event sponsor and materials presented.

CONTINUING EDUCATION

CE-1: 15(or 10)credits for completion of each business-related course exceeding 30 hours from an educational institution and 10 (or 5) credits for completion of each business-related course below 30 hours . On-site training programs offered and conducted by an educational institution should satisfy the classroom/non-classroom hours prerequisite to be eligible for credits.

Supporting documentation: transcripts, certificate of completion, diploma, or letter from the instructor or employment supervisor.

CE-2: 10 (or 5) credits for successful participation in two full days seminar/ workshop or course of business-related content (including on-site seminar/course offerings) sanctioned by a professional or educational institution.

5 (or 3) credits for successful participation in a full day (at least 7 hours) seminar/ workshop or course of business-related content (including on-site seminar/course offerings) sanctioned by a professional or educational institution.

3 (or 2) credits for successful participation in a half day (1/2) seminar/ workshop or course of business-related content (including on-site seminar/course offerings) sanctioned by a professional or educational institution.

Supporting documentation: letter from employer certifying/verifying days of attendance, copy of registration form with proof of payment/attendance or letter from instructor.

CE-1 and CE-2: Basic skills training (e.g., computer skills upgrade) and general interest courses that satisfy all other criteria but demonstrate no obvious or direct correlation to the applicant's employment situation may be considered admissible. In-house training programs developed by the applicant's company may be considered admissible provided that the program content comprises an equitable proportion of customized and generic subject matter and is demonstrated to be on a par with similar products available through an organization of learning.

CE-3: 10 (or 5) credits for participation in a two-day professional or business-related conference. If conference program includes a full day seminar, credits may be claimed either for conference day participation or seminar participation or both.

5 (or 3) credits for participation in a one-day professional or business-related conference.

3 (or 2) credits for participation in a half day professional or business-related conference.

Supporting documentation: letter from employer certifying/verifying days of attendance, copy of registration form with proof of payment/attendance.

CE-4: 2 (or 1) credits for participating in a webinar/ teleconference exceeding 60 minutes and linked to SCMP Competency Map.

Supporting documentation: copy of description/promotional material, proof of registration and attendance must be included with reporting form (verified, if necessary, by the host organization).

CE-5: 2 (or 1) credits for attendance at a meeting (breakfast/lunch/dinner) with a program of professional educational content that exceeds 60 minutes. Subject matter must be linked to the SCMP Competency Map.

Supporting Documentation: Meeting description/promotional material, as well as receipt/certificate of attendance

CE-6: 2 (or 1) credits for reading books or periodicals that are linked to the SCMP Competency Map and exceeding 60 minutes of reading time; credits for books are based on completing the book.

Supporting Documentation: Copy of article or table of contents from a book, with a specific focus on the field of practice of supply chain management, accompanied by a one-page executive summary written by the member.

CE-7: 10 (or 5) credits for serving as a judge, without remuneration, for an SCM case competition event.

Supporting documentation: letter from organization confirming role and duration of time.

PROFESSION & COMMUNITY LEADERSHIP

PS-1: 10 (or 5) credits for serving a full year of service as an elected officer/director of a Board.

Supporting documentation: letter from organization confirming position and completion of tenure.

PS-2: 5 (or 3) credits for serving on a Committee/Task Force for a year
3 (or 2) credits for serving on a Committee/Task Force on a project basis of less than a year

Supporting documentation: letter from organization confirming role and completion of tenure.

PS-3: 3 (or 2) credits for official capacity mentoring junior professionals or supervising students for a period of one year. Mentees must be working in the field of practice and cannot be the member's own employees

Supporting documentation: letter from organization or educational institute confirming role and testimonial from mentee.

PS-4: 2 (or 1) credits for representation at a trade show or career fair, class visit for a minimum of 60 minutes. The activity must be linked to the field of practice of supply chain management.

Supply Chain Management Association – CPD policy

Supporting Documentation: Letter from sponsoring organization, confirming role as well as any promotional material, if available

PS-5: 2 (or 1) credits for volunteering/community service (not-for-profit or charity) for a full year – role must link back to development of an SCMP competency, such as leadership or communication

Supporting documentation: letter from the head of the organization confirming role

PS-6: 3 credits for serving on a Planning and Development Committee of Task Force for a period of 3 months or greater

2 credits for serving on a Planning and Development Committee of Task Force for a period of less than 3 months

Supporting documentation: letter from organization confirming role and duration of time on committee/task force.

PS-7: 2 credits per day for assisting at an SCM event (conference, case competition, etc.)

Supporting documentation: letter from organization confirming role and duration of time.

PS-8: 2 credits per SCM networking event

Supporting documentation: Event registration confirmation.