

SUMMARY TABLE OF CONTINUING EDUCATION ACTIVITIES: definitions, calculating the number of hours, and required supporting documents

IMPORTANT NOTES

Supporting documents

You must keep supporting documents that provide two types of information:

- ▶ Information about the content and the administrative terms and conditions of the reported activity:
 - title of the activity
 - learning objectives and subjects covered
 - date(s) of the activity
 - duration in hours
 - the provider's name

- ▶ A document from the activity provider confirming that the engineer has taken/completed or passed the activity (if an evaluation is included) or a document confirming that the engineer gave/led the activity.

For all information about the documents that must be obtained for each type of activity, read the following pages.



Good practice : Before taking an activity, make sure that the provider is able to provide you with documents that include the required information.

Reporting an activity that takes place in two reference periods

An activity that takes place in two reference periods must be reported only in the period where it ends. The system will allocate the reported hours to the previous reference period if that is necessary to fill in missing hours and, where applicable, fulfill an unmet requirement.

PARTICIPATION IN COURSES

Definition : An individual or group activity that takes place in the classroom, on line or remotely and is structured on the basis of a course outline detailing the learning objectives, the content, the duration and the pedagogical methods (examples: presentation, exercises) used to present the subject and help participants understand it.

PARTICIPANTS (LEARNERS)

COURSES AND ACTIVITIES FOR UNIVERSITY CREDITS

- ▶ Eligibility conditional on the successful completion of the course or activity.
- ▶ A directed study, research and writing related to a master's thesis or a doctoral dissertation are considered university activities for credits.

Calculation rule:

15 hours of continuing education granted per credit earned (example: 2 credits earned = 30 hours of continuing education).
For audited courses or activities: number of hours of participation in the sessions given by the professor.



Supporting documents that must be kept (issued by the university):

transcript or another official confirmation of success, in addition to the course outline. For audited courses or activities: Participants must make the necessary arrangements with their professor so that the professor records their attendance and certifies the total hours of participation at the end of the course or activity.

COLLEGE (CEGEP) COURSES FOR CREDITS

Eligibility conditional upon successful completion of the course.

Calculation rule:

Add the first 2 numbers of the weighting code and multiply the total by the number of weeks (information provided on your course outline).

Example: weighting codes are 2 and 4 and course duration is 15 weeks. The total number of eligible hours is therefore 90 : $((2+4) \times 15)$.

Session 1		POND			UNITES
420 ZB6 MO	Algorithmes et programmation	2	4	2	2,66

1^{er} chiffre = heures théoriques /semaine (2)
2^e chiffre = heures de travaux pratiques en classe (4)
3^e chiffre = heures de travaux personnels (2)
(conditionnelles à la réussite de l'activité)



Supporting documents that must be kept (issued by the CEGEP): transcript or another official confirmation of success, in addition to the course outline.

NON-CREDIT COURSES

Eligible hours:

- ▶ Classroom course: Record the number of hours of participation specified on the official confirmation of participation. Mealtimes are excluded.
- ▶ Online courses (including massive online university courses and activities (FLOT or MOOC): Record the number of hours specified by the provider. Where applicable, round up the duration of the online course to the nearest 15-minute block of time.



Supporting documentation that must be kept (issued by the provider): official confirmation of participation (specifying the date(s) of participation and the duration in terms of hours) and the activity outline.

PARTICIPANTS (LEARNERS)

INDIVIDUAL STUDY FOR A CERTIFICATION EXAMINATION:

- ▶ Eligibility contingent upon passing the certification examination.
- ▶ Members who have taken and reported a preparatory course may not also report an individual study activity.

Calculation rule:

- ▶ If the study time is determined by the organization: Specify that amount of time.
- ▶ If the study time is not determined by the organization: number of examination hours multiplied by 3.



Supporting documents that must be kept (issued by the provider): official certificate of passing the certification examination and description of the certification (including study time or the duration of the examination).

TRAINERS/PROFESSORS

The activity is eligible only when it is given for the first time or when it is given after changes have been made to at least 50% of the content.

Calculation rule:

- ▶ Add up to 3 hours of preparation time to the delivery time for each hour of delivery (example: 2 hours of course may involve up to 6 hours of preparation. Report 8 hours of continuing education in total).
- ▶ If changes are made to at least 50% of the content: Same rule as for initial delivery.

PASSING THE OIQ'S PROFESSIONAL EXAMINATION:

- ▶ For the junior engineer program: Individual study time in preparation for the examination is eligible following the usual formula (examination length – 3 or 2 hours - multiplied by 3 = 9 or 6 eligible hours) for junior engineers who choose to stay in the program during the transition period (April 1, 2019 to March 31, 2022).
- ▶ For the professional admission program: The theoretical training hours and the eligible practical training hours that candidates to the engineering profession (CEPs) complete to the OIQ's satisfaction during the reference period in which they become members are counted for that period and added to their file by the OIQ. For all information, refer to **Appendix 4** of this guide..



Supporting documents that must be kept:

detailed activity outline (specifying the changes, where applicable) and document proving that it was held (example: e-mail from a person in charge of confirming that the activity was held and specifying its date(s), the name of the presenter or activity leader, target audience and duration of the activity in hours).



PARTICIPATION IN WORKSHOPS, CONFERENCES, SEMINARS, AND SIMILAR TRAINING ACTIVITIES

DEFINITIONS

Workshop: An activity that is held at a physical site or on line (e.g. webinar) and brings together a group of people to discuss or deepen their knowledge of a subject, with the primary goal of learning. It must be given by a leader/moderator and structured in terms of its objectives, content and delivery method.

Conference: An oral presentation (at a physical site or on line) aimed at transferring knowledge to the participants. The talk must be structured in terms of its objectives and content, and must include as least one question period to promote understanding of the material.

Seminare: A meeting of a scientific nature held at a physical site or on line (e.g. webinar) with a limited number of participants, usually led by a professor, researcher or specialist. This type of activity typically aims to present the latest findings in a particular field. The seminar must be structured in terms of its objectives, content and delivery method.

PARTICIPANTS (LEARNERS)

Eligible hours: Number of hours of participation shown on the official confirmation of participation. Mealtimes are excluded. Special cases:

- ▶ **For a symposium or a convention:** Only the hours that were spent in each activity (workshop, presentation, seminar) are eligible (breaks included).
- ▶ **Industrial visit:** To be eligible, an industrial visit must be complemented by a structured presentation in terms of its objectives and content; in addition, the activity must include a question period to promote understanding of the material.

- ▶ **Toastmasters-type training:** eligible activity when participants complete a step in the program. Calculate 15 minutes per presentation (example: 10 fifteen-minute presentations = 150 minutes, or 2 hours and 30 minutes).
- ▶ **Self-evaluation questionnaire of Ordre des ingénieurs du Québec:** 2 hours, once the questionnaire has been completed to the OIQ's satisfaction. This activity is automatically recorded by the OIQ.



Supporting documents that must be kept (issued by the provider): official confirmation of participation specifying the dates and times of the activity as well as a document describing the activity (examples: event program; activity content; agenda).

TRAINERS (LEADERS/SPEAKERS/MODERATORS)

The activity is eligible only when it is given for the first time or when it is given after changes have been made to at least 50% of the content.

Calculation rule:

- ▶ Add up to 3 hours of preparation time to the delivery time for each hour of delivery (example: 2 hours of a presentation may involve up to 6 hours of preparation; in total, 8 hours of continuing education may be reported).
- ▶ If changes are made to at least 50% of the content: Same rule as for initial delivery.



Supporting documents that must be kept:

detailed activity outline (specifying the changes, where applicable) and document proving that it was held (example: e-mail from the person responsible for the activity confirming that it took place and specifying the date(s), name of the presenter or activity leader, the target audience, and the duration of the activity in terms of hours).

STRUCTURED INDIVIDUAL TRAINING ACTIVITIES

DEFINITION

Individual (i.e. one-on-one) training is an activity or series of activities where one person (the coach) assists another person (the learner) with their professional development. To provide this assistance, the coach shares knowledge with the learner or helps the learner develop skills or adopt the right attitudes. Assistance can take various forms (mentorship, coaching, sponsorship, etc.) and is provided through meetings that are structured in terms of their objectives, content and delivery method.

LEARNERS AND COACHES (INCLUDING MENTORS AND SPONSORS)

Eligible hours: hours of participation in meetings where knowledge is transferred. **These activities are subject to a limit of 10 hours per reference period.**

Useful information LThe OIQ has prepared a document with tips for learners and coaches on how to create successful activities. [Click here](#) to access the document.



Required supporting documents: pFor a complete report, you must attach a summary of the meetings to the form provided for that purpose by the OIQ. [Click here](#) to access the form.

Professional engineering admission program: The individual training hours that supervisors have reported in the work experience assessment reports of candidates to the engineering profession (CEPs) will be automatically recorded by the OIQ:

- ▶ in the supervisors' file, if these hours were accumulated during a work experience period that was completed to the OIQ's satisfaction;
- ▶ in the CEPs' file, if these hours were accumulated:
 - during a work experience period that was completed to the OIQ's satisfaction;
 - during the continuing education reference period in which CEPs become members.

For all information, refer to **Appendix 4** of this guide.

DRAFTING AN ARTICLE OR A PAPER, PROVIDED IT IS PUBLISHED

DEFINITION

A specialized article or paper is a document that discusses content aimed at contributing to the development of knowledge in a field related to engineering practice.

These are the criteria that must be met:

- ▶ Publication of the text: Only published documents are eligible. “Published” means that an article or a paper is made public on a physical, electronic or virtual medium by a professional association or a publisher that is independent of the author’s employer.
- ▶ Review of the text: The process of drafting the article or specialized paper must include a stage in which it is reviewed by a panel of qualified individuals.
- ▶ The following are excluded:
 - technical documents such as operating instructions, maintenance guides and any type of report drafted as part of regular work activities;
 - documents distributed for internal use or reviewed exclusively by the author’s employer.

LEARNERS (AUTHORS)

Eligible hours: hours spent researching information, doing analytical work and drafting the article or the paper.



Supporting documents that must be kept: references (example: hyperlinks) that provide access to the article or the description of the paper as well as proof of the review (example: e-mail exchanges).

COMMUNITIES OF PRACTICE AND TECHNICAL COMMITTEES

DEFINITIONS

Community of practice: A group of people who come together to discuss and learn from each other, either face to face or virtually. A community of practice may take different forms (discussion group, co-development group, etc.) and must be structured in terms of its objectives, content and delivery method.

Technical committee: A group of people with expertise in a specific area and a shared technical interest who come together or meet as part of a structured framework, with the goal of improving their professional activities. Examples of projects aimed at improving professional activities: developing a guide to best practices, a competency profile or a standard (and updating these documents).

LEARNERS

Eligible hours: hours spent in technical committee or community of practice meetings.



Supporting documents that must be kept:

- ▶ **Technical committee:** the responsibilities of the committee and excerpts of meeting minutes specifying the dates, the names of those in attendance, and the agenda.
- ▶ **Community of practice:** description of the community's goals as well as confirmation of participation issued by the competent organization.

SELF-STUDY ACTIVITIES

DEFINITION

A learning activity you complete alone with the goal of improving your competencies without the assistance of a trainer or instructor or an independent verification of the dates and duration of the activity. Example: reading articles or specialized papers; carrying out technical exercises related to your field of practice; viewing video or online presentations; taking courses via DVDs, tutorials, etc. that let you learn at your own pace.

LEARNERS

Eligible hours: hours spent doing the activity.

These types of activities are subject to a 10-hour limit per reference period.



Supporting documents that must be kept: references to the documents used (readings, exercises, videos, tutorials, etc.).

Note: For the self-study activity to be eligible and counted, you must write a summary of what you learned (subject, objectives, references, usefulness of what you learned for your work) on the reporting form provided for that purpose in your portal.

PREPARING A PROFESSIONAL DEVELOPMENT PLAN

DEFINITION

A four-step reflective approach to planning your skills development:

- ▶ assess and analyze your current situation;
- ▶ determine your vision (main objective) and learning objectives (sub-objectives);
- ▶ plan your development activities;
- ▶ carry them out and keep track of them.

LEARNERS

Eligible hours: one hour of continuing education counted per reference period.

Practical guide: The OIQ has prepared a practical guide to help you prepare your professional development plan. [Click here](#) to access the document.



Required supporting documents: For a complete activity report, you must fill out and attach the supporting document prepared for that the purpose by the OIQ to your report. [Click here](#) to access the document.