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## PROFESSIONAL DEVELOPMENT ASSURANCE (PDA) PROGRAM Guidelines for PDA submission

The following expanded definitions for each category of PDA credits are to provide resource guidelines for completing the PDA form annually.

- A. Professional practice** is continuing employment within the field of certification.  
A maximum of 20 credits can be claimed annually.
  
- B. Formal activity** is referencing educational training for which there is a test to confirm that knowledge acquired, meets the requirement for a pass credit for the training.  
A maximum of 30 credits can be claimed annually, and unused credits can be claimed within the next three years following the initial submission.
  
- C. Informal Activity** are educational credits acquired through product and/or process seminars, and/or employer in-house seminars where there is no testing requirement to evaluate knowledge required. The reading of technical magazines and/or updating technical knowledge through accessing technical resource via other communications media also qualifies.  
A maximum of 30 credits can be claimed annually.
  
- D. Participation in Peer interaction** are credits obtained through attending NBSCETT's AGM and/or other NBSCETT meetings, attendance at other meetings where technical concerns involving work areas that involve peers are discussed.  
A maximum of 20 credits can be claimed annually, and unused credits can be claimed within the next three years following the initial submission.
  
- E. Presentations (preparation/presentation/delivery)** are credits that can be claimed for each of the categories within the brackets.  
A maximum of 20 credits can be claimed annually, and unused credits can be claimed within the next three years following the initial submission.
  
- F. Contribution to Knowledge (expanding/developing technical knowledge)** these credits apply to particular work which you have imparted to industry to the extent that a company or agency standard has been improved because of your work.  
A maximum of 30 credits can be claimed annually, and unused credits can be claimed within the next three years following the initial submission.
  
- G. Field or Site time** is gathering data/ presenting/ interpreting as it relates to engineering design.  
A maximum of 30 credits can be claimed annually; one credit per hour of service, and unused credits can be claimed within three years following the initial submission.

The suggested optimum of PDA credits per year is 100. That does not mean if your assessment is less than this target number you are not current in your field and will not directly jeopardize your certification. You are required by Society regulation to submit a PDA form annually. You are not required to submit the documentation supporting your completed PDA form. If your file is selected for review, you will be required to provide all documents supporting your submission if the committee requires them.