



## PROFESSIONAL DEVELOPMENT (PD) GUIDELINES

Dear Valued Member,

To maintain your Full Membership in the OACYC, you are required to complete at least one (1) professional development (PD) activity per year. All Full Members have proven they meet a specific standard for entry into the profession (in terms of education/ training) when they join the OACYC. But as a professional association, we also want to assure the public, and be able to prove, that our members are maintaining this standard and remaining current in the field. That is why all renewing members receive the attached form. There are four (4) basic expectations regarding the form:

1. At least one (1) professional development activity is to be outlined on it; OR, if you received a certificate of participation or similar proof of attendance at a workshop, simply send us a copy, as long as it includes 1) your name, 2) the topic/title of the workshop, 3) the date(s) of the workshop.
2. Please report professional development activity that you have completed within the dates of **October 15, 2019-October 15, 2020**.
3. Members who attend OACYC training can count their attendance as their one (1) professional development activity. You can include any activity that you feel expanded your knowledge or skills, such as:
  - Conferences, workshops, and seminars
  - Reading books, viewing videos and other media
  - Taking courses (university, college, private institutes, etc.)
  - Volunteer experiences (beyond the basic requirements of your job)

We ask that you:

1. **Briefly describe the activity**; in the case of workshops, books, videos, meetings, special events /projects, courses taken, etc., giving complete/specific details.
2. **Briefly say how this activity expanded your knowledge/skill**. This should involve:
  - Naming/describing the knowledge/skill
  - Explaining how your knowledge/skill was expanded/altered
  - Stating how this new knowledge/skill relates to you in your present position/role or your future goals

If you feel you should be exempt from this PD requirement due to illness, retirement, unemployment (either voluntary e.g., to have children, or involuntary e.g., layoffs/cutbacks), or any other reason, please submit a note providing the details, as soon as possible, to the OACYC office. Please note though, providing your notice about exemption does not necessarily guarantee exemption.

As an important step towards professional recognition of the field of Child & Youth Care, we thank you for your submission.

Sincerely,  
OACYC Board of Directors