CAFA Continuing Professional Development Credits Guidelines

Continuing Professional Development (CPD**) is mandatory** for all CAFA members to earn and maintain certification as a Certified Agricultural Farm Advisor.

It is a membership requirement to earn CPD credits. Those in non-compliance **will lose** their certification.

T o earn certification and maintain it, your two year certification renewal requires your written declaration that the required CPD credits have been earned. We recommend that you track your CPD credits as random audits will occur.

How many CPD credits are required?

All Members are required to earn a minimum of 20 CPD credits every two calendar years. **12 of the 20 credits MUST come from CAFA-Specific Activity*.**

CAFA Specific Activity* credits over the next two years can be achieved, for example, by:

- **attend 3 chapter meetings in each of the next 2 years {2 credits x 3 x 2 = 12 credits}**
- **attend 4 chapter meetings when on your chapter executive for just 1 year {3 credits x 4 x 1 = 12 credits}**
- **attend an annual conference in each of the next 2 years {6 credits x 2 = 12 credits}**
- **present or arrange a speaker for a chapter meeting earns 2 credits**
- **contribute to one of CAFA' s publications as requested: quarterly eNewsletter, Cultivating Business or to the hard copy publication of Cultivating Business.**
- **Earn 7 credits** for producing a webinar or podcast for CAFA use.
- **any combination of approved CAFA Specific-Activity**

PLUS earn an additional 8 CPDs over the two years. Examples of ways to earn these credits follows.

CAFA Continuing Professional Development Credits Guidelines

Returning members:

EXISTING CAFA Members keep their certification until June 30, 2012 and will have from July 1, 2010 to June 30, 2012 to complete the required CPD credits to maintain it going forward.

Qualifying Credits:

CAFA-Specific Activity* --must earn 12 credits over 2 years

3 credits for each chapter meeting and / or AGM attended when on the chapter executive**. (If you are part of your chapter executive --for even just one year-- and you attend 4 meetings, you have met your two year, 12 CAFA activities credits and just require 8 more credits from other eligible activities.)**

2 credits for each chapter meeting and / or AGM attended as a regular member.

2 credits to present at a chapter meeting (all members)

2 credits to arrange a speaker for a chapter meeting (when not on the chapter executive committee).

1 credit per hour of attendance at a CAFA conference. **There are annual provincial conferences that can provide you with 6+ CAFA activity credits – just one conference puts you half way to your CAFA Activity requirements!**

5 Credits to contribute an article to one of CAFA' s publications as requested: quarterly eNewsletter, Cultivating Business or to the hard copy publication of Cultivating Business.

7 credits for producing a webinar or podcast for CAFA use.

Additional ways to earn the remaining 8 CPD credits:

2 credits per presentation at a non-CAFA chapter meeting. **Do you give presentations to farm clients? If you do, each one counts for 2 credits.**

1/2 credit per hour of attendance at an agricultural workshop, seminar or conference to accumulative maximum of 8 credits.

Negotiated credits for completion of an agriculture or advisory-related university or college credit.

Negotiable credits for other activities related to agricultural advising. **All our members do this already!**

CAFA Continuing Professional Development Credits Guidelines

New / Uncertified members:

First year of CAFA Membership is probationary and new members are not permitted to claim that they are CAFA certified.

Any time during **second year**, a new member, having earned 20 CPD credits (12 through CAFA specific activities) may apply for certification by:

- Submitting a record of continuing professional development (CPD) credits, and
- A brief report on the value of information and networking that attendance at chapter meetings and/or conferences has added to their skills and knowledge.

NOTE: attendance at a provincial conference is recommended in the first two years for credits and networking purposes.

Here is how you can earn CPD's:

CAFA-Specific Activity* --must earn 12 credits over 2 years

3 credits for each chapter meeting and / or AGM attended when on the chapter executive**. (If you are part of your chapter executive --for even just one year -- and you attend 4 meetings, you have met your two year, 12 CAFA activities credits and just require 8 more credits from other eligible activities.)**

2 credits for each chapter meeting and / or AGM attended as a regular member.

2 credits to present at a chapter meeting (all members)

2 credits to arrange a speaker for a chapter meeting (when not on the chapter executive committee).

1 credit per hour of attendance at a CAFA conference. **There are annual provincial conferences that can provide you with 6+ CAFA activity credits – just one conference puts you half way to your CAFA Activity requirements!**

5 Credits to contribute an article to one of CAFA' s publications as requested: quarterly eNewsletter, Cultivating Business or to the hard copy publication of Cultivating Business.

7 credits for producing a webinar or podcast for CAFA use.

Additional ways to earn the remaining 8 CPD credits:

2 credits per presentation at a non-CAFA chapter meeting. **Do you give presentations to farm clients? If you do, each one counts for 2 credits.**

CAFA Continuing Professional Development Credits Guidelines

1/2 credit per hour of attendance at an agricultural workshop, seminar or conference to accumulative maximum of 8 credits.

Negotiated credits for completion of an agriculture or advisory-related university or college credit.

Negotiable credits for other activities related to agricultural advising. **All our members do this already!**