

OCC Field Leader Certification Maintenance Requirements

Summary of Mandatory Continuing Professional Development (CPD) Practices to Maintain your Field Leader Certification:

1. Maintain 30 currency points over a 3-year period. For Field Leaders certified for less than 3 years, an average 10 points per year for each complete year of certification must be accumulated.
2. Be a member of the OCC.

Detailed Requirements and Processes for Continuing Professional Development

Overview

The intent of the Field Leader CPD requirements is to ensure each Field Leader maintains their abilities and credibility to provide high quality, safe outdoor programming. As such, it is essential that Field Leaders stay current.

Maintaining currency requires Field Leaders to demonstrate they are participating in activities that refresh and deepen their competency in performing the roles and responsibilities of the Field Leader.

To remain a certified Field Leader, one must also maintain membership in the OCC by paying annual dues.

(Please remember, for your Field Leader certification to be valid, you must also be leading within your scope of practice.)

Calculating CPD Points

Each activity listed in the table below has a point value. By engaging in different activities listed below, Field Leaders will accumulate points and add them to their total.

CPD Point Requirement

Maintain 30 CPD points over a 3-year period. For Field Leaders certified for less than 3 years, an average of 10 points per year for each complete year of certification must be accumulated.

Informing the OCC of your CPD Points

The OCC will provide Field Leaders with a form where they can calculate how many points have been accumulated in the past year. Information about this form is provided to Field Leaders by email.

Record Keeping

1. Field Leaders will record their CPD activities annually as requested by the OCC.
2. Field Leaders are required to keep personal documentation of how they have met their CPD requirements.
3. An Audit Committee, operating as a sub-committee of the Certification Committee, will randomly select Field Leaders to be audited. If you are selected, you will be asked to submit your personal documentation to the Audit Committee.

What happens if I am unable to collect the required number of points in a given year?

A Field Leader will no longer be considered certified if they cannot meet the currency requirements.

Exceptions to CPD point requirements can be made in extenuating circumstances. This will be approved at the sole discretion of the Chair of the Curriculum and Certification Committee. Field Leaders should contact the Outdoor Council of Canada (admin@outdoorcouncil.ca) as soon as the need for such an exemption is foreseen.

Re-establishing Currency

Insufficient Points: When a Field Leader is not able to meet the CPD Points requirements for currency, they will need to take a Field Leader Course.

Lapsed Membership Dues: When currency lapses because of unpaid OCC membership dues that individual will either:

1. have to apply to the OCC for reinstatement. To do so, they will need to demonstrate that they have met all CPD requirements for the intervening years. There will be a reinstatement fee.
OR
2. take a Field Leader Course.

The Audit Process:

The OCC has established an Audit Committee that will ask randomly selected Field Leaders to demonstrate their currency.

If the audit process determines that CPD requirements are not met, the committee will either:

1. Suspend the certification(s).
and/or
2. outline a process to meet the requirements.

Activities providing CPD Points

CPD Activities	CPD Points per 3 Year Period
Days leading or co-leading outdoors	1 point per day up to 15 points
Leading debrief sessions with participants	0.5 points per session up to 7.5 points
Participating in debriefing sessions with co-workers and/or mentors	0.5 points per session up to 7.5 points
Reviewing event plans for other Field Leaders	1 point per plan up to 6 points
Having taken a Field Leader course	10 points up to 30 points
Having taken part in other professional development opportunities related to outdoor leadership	1 point per full day up to 9 points
Debriefing an incident	1 point per incident up to 6 points
Volunteering with the OCC	1 point/half day up to 9 points

Continuing Professional Development Category Descriptions

Please use the following definitions to calculate your CPD Points:

1. **Days leading or co-leading outdoors**

Outdoor Leadership is defined as leading at least one other person while engaging in an activity outside. The leader must have legal responsibility for others who are not family members. Leadership can be accomplished as an employee, under a contract, as a volunteer, or outdoor leadership student.

- Each outdoor leadership day equals 1 CPD point. A day is defined as a minimum of 6 hours of work (trip preparations can be included) and a maximum of 24 consecutive hours with the group (sleeping and other “low engagement” hours can be included). Thus, a four-hour hike with two hours of preparation counts as 1 point. A seven-day trip with a half day of preparation counts as 8 points.
- Documentation: Field Leaders are expected to keep a trip log, which must include the contact information of an official representative from the organization they led the trip for.

2. **Leading debrief sessions with participants**

- 0.5 points/session
- Documentation: Field Leaders are expected to keep a trip log, which must include the contact information of an official representative from the organization they led the trip for.

3. **Participating in debriefing sessions with co-workers and/or mentors**

- 0.5 points per session
- Documentation: Field Leaders are expected to keep a trip log, which must include the contact information of an official representative from the organization they led the trip for.

4. **Reviewing event plans for other Field Leaders**

- 0.5 points per plan
- Documentation: Field Leaders are expected to keep a copy of the reviewed plan including evidence of your review.

5. **Having taken a Field Leader course**

- 10 points per course
- Documentation: OCC records.

6. **Having taken part in other professional development opportunities related to Outdoor Leadership**

- 1 point per activity day (minimum 4 hrs.), and 0.5 points for shorter sessions.
- Documentation: proof of attendance, typically a certificate and/or proof of registration and attendance.

7. Debriefing an incident

- 1 point per incident.
- Documentation: a written record of the debrief. Possibly in a trip record accompanied by contact information of an official representative of the organization for which the debrief was conducted.

8. Volunteering with the OCC

- 0.5 points per day. A day is defined as a minimum of 6 hours of work. Only 1 day can be claimed per calendar day.
- Documentation: Personal record including dates, hours spent volunteering and name of an OCC staff person who can verify the record.