

OCC Instructor License Maintenance Requirements

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

1. Delivering at least one Field Leader Course in the previous two years.
2. Participate in the yearly online instructor meeting. If participation at the dates offered is impossible, Instructors must view one of the recordings offered by the OCC.
 - a. If the OCC has been unable to offer a yearly meeting this requirement is null for the current CPD application.
3. Maintaining 150 Outdoor Leadership Currency points for the previous three-year period.
4. Be an active member of the OCC (yearly dues are paid).
5. Hold a current Standard First Aid license when delivering most OCC course (40 hours Wilderness is preferred). Hold a current 40 hours Wilderness First Aid license when delivering the Field Leader (Overnight).

Detailed Requirements and Processes for Continuing Professional Development

Overview

The intent of the Field Leader Instructor Continuing Professional Development requirements is to ensure each Field Leader Instructor maintains their abilities and credibility as an outdoor leader and remain able to deliver quality Field Leader (FL) Courses. FL Instructors play an essential role in ensuring the quality of the Field Leader Program. As such, it is essential that Instructors' field and program knowledge remain up to date.

Maintaining currency requires Instructors to demonstrate they are participating in activities that ensure:

- a) Instructors are current outdoor leaders through participation outdoor leadership activities.
- b) Instructors are current with teaching Field Leader courses including updating familiarity with the curriculum as these courses develop through time.

Calculating CPD Points

Each outdoor leadership category listed in the table below has a point value. While engaging in different activities, Instructors can accumulate points and add this to their total. For each outdoor leadership category, points can only be accumulated for that three-year period up to the maximum allowed for that category.

Points can be spread evenly (e.g. 50 points a year) or not (i.e. 120 points year one, 30 points year two, 0 year three).

Additional points accumulated within a three-year cycle, either within one currency category or above the 150-point total cannot be deferred to the next three years.

Each three-year period will begin on January 1 and end on the December 31 of the previous year.

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. Instructors should contact the Outdoor Council of Canada (admin@outdoorcouncil.ca) as soon as the need for such an exemption is foreseen.

Instructor CPD Requirements

A Field Leader Instructor is considered current if they:

1. Delivered at least one Field Leader Course in the previous two years (Get Outside courses do not count).
2. Participated in the yearly online instructor meeting.
3. Maintained 150 Outdoor Leadership Currency points for the previous three-year period.
4. These points must be accumulated from at least three different outdoor leadership categories.
5. Is an active member of the OCC (yearly dues are paid).
6. Holds a current Standard First Aid license when delivering most OCC course (40 hours Wilderness is preferred). Holds a current 40 hours Wilderness First Aid license when delivering the Field Leader (Overnight).

Informing the OCC of your CPD Status

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

Record Keeping

1. Instructors will record their CPD activities annually as requested by the OCC.
2. Instructors 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 Instructors to be audited. If you are selected, you will be asked to submit your personal documentation to the Audit Committee.

Re-establishing Lapsed Currency

A Field Leader whose currency has lapsed may re-establish that currency by:

- A) Submitting to the Chair of the Curriculum and Certification Committee a record of his/her outdoor leadership demonstrating 150 points in the previous three years, and:
- B) Either co-teaching a Field Leader Course with a current Instructor, or
- C) Re-examining for the Field Leader Instructor course.

The Audit Process:

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

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

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

Outdoor Leadership Categories

Point categories		Maximum eligible points per category
3.1	Outdoor Leadership 1 point per day	120
3.2	Research Paper, Peer Review, Book on Outdoor Topic 30 points per paper	60
3.3	Outdoor Program Administration 0.5 point per day	120
3.4	Teaching Outdoor Courses (including FL courses) 5 points per day	120
3.5	Personal Certification Course 2 points per day	60
3.6	Conferences 2 points per day	45
3.7	Volunteering for OCC 0.5 point per volunteering hour	36
3.8	Presentations at Events 3 points per presentation hour	36
3.9	Self-Study (reading books, interviews, etc.) 6 points per completed projects	36
Point Requirements for three year period =		150

Continuing Professional Development Category Description

3.1. Outdoor Leadership

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 direct family members. Leadership can be accomplished as an employee, under a contract, or as a volunteer. **A minimum of 10 outdoor leadership points must be accumulated each three years.**

- **Rate**

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 in those hours) 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.

- **Maximum**

A maximum of 120 CPD points can be accumulated each three years.

- **Documentation Expected**

Instructors are expected to keep track of these CPD points by keeping signed work contracts, which include tripping dates. If no such contract is available, Instructors can keep a copy of the trip schedule from the organization they work for. For example, a picture of the local hiking club promotion poster, or of a school calendar would be sufficient. If this documentation is unavailable.

Instructors are expected to keep a trip log and include in it contact information of an official representative of the organization they represented.

3.2. Research Paper, Peer Review, Book on Outdoor Topic

This category includes academic research papers, acting as a peer reviewer for an article to be published in a journal and writing a book. Such paper, review or book must cover an outdoor related topic. This can include technical skills, leadership skills, study of outdoor practices, study of system associated with the practice of outdoor activities. Research papers must have been published and books must be at least 50 pages in length. Novels, poems and short fictional stories are not accepted in this category.

- **Rate**

The accomplishment of one task within this category equals 120 points.

- **Maximum**

A maximum of 120 CPD points can be accumulated each three years.

- **Documentation Expected**

A copy of the article, or proof of review, or ISBN for the book will be considered sufficient proof.

3.3. Outdoor Program Administration

This category includes any work done to support and implement outdoor related programs. Staff training and mentorship, program development, logistic management, financial management, networking and sales can all be included in this category. The programs managed can include outdoors events and outdoor training programs. The OCC reserves the right to revoke points tracked if the connection between the administrative work and the implementation of outdoor programs is considered tenuous. This will be done at the sole discretion of the Chair of the Curriculum Committee.

- **Rate**
Each eight-hour day as an outdoor program administrator equals 0.5 CPD point.
- **Maximum**
A maximum of 120 CPD points can be accumulated each three years.
- **Documentation Expected**
Proof of employment, professional resume, job description and organizational contact information can all be considered as sufficient documentation.

3.4. Teaching Outdoor Courses

This category includes paid, or unpaid, work where the person is instructing outdoor specific content. Content can include technical skills, or leadership skills. Courses can be delivered to practitioners, outdoor leaders, or outdoor program managers.

- **Rate**
 - Each instructing day (minimum 6 hours) equals 3 points.
 - For those who are employed by colleges or universities, each 3-hour block, or equivalent, equals 1 point.Preparation hours do not count.
- **Maximum**
A maximum of 120 CPD points can be accumulated each three years.
- **Documentation Expected**
Schedule of course taught and OCC course registration are examples of

adequate documentation.

3.5. Certification Course

This category includes training courses resulting in obtaining a certificate. Course content must have relevance to the expected work of an outdoor leader. As such, courses covering technical, leadership, group management, first aid, individual intervention and teacher training content are valid.

- Rate
Each eight-hour day of course participation equals 2 points.
- Maximum
A maximum of 60 CPD points can be accumulated each three years.
- Documentation Expected
Certificate of completion and course transcript are considered adequate documentation.

3.6. Conferences

Conferences are defined as any gathering offering workshops and presentation intended to augment practitioner's knowledge. Conference themes must be relevant to outdoor leaders. As such, conferences on education, outdoor practice, leadership and nature conservancy are valid.

- Rate
Participating in a full conference day (minimum 6 hours) equals 2 points.
- Maximum
A maximum of 45 CPD points can be accumulated each three years.
- Documentation Expected
Proof of registration to a conference will be considered adequate.

3.7. Volunteering for OCC

This category refers to any task assigned by an OCC staff, Chair of the Curriculum Committee, or Board member that has brought benefit to the OCC and has not been compensated monetarily.

- Rate
Each volunteering hour equals ½ point.
- Maximum
A maximum of 36 CPD points can be accumulated each three years.
- Documentation Expected
Confirmation from the OCC staff, Chair of the Curriculum Committee, or Board member and satisfaction towards the results are considered sufficient proof.

3.8. Presentations at Events

This category includes any presentation in front of a group that pertains to topics relevant for an outdoor practitioner. Presentations can be paid, or unpaid. Points cannot be accumulated when presentations are done while the person is instructing a course. Events can include conferences, public presentations and professional network group meetings. Content can include technical skills, education, leadership, outdoor practice and individual interventions.

- Rate
Each presentation hours equal 1 point. Preparation hours do not count.
- Maximum
A maximum of 36 CPD points can be accumulated each three years.
- Documentation Expected
Event flyer, or schedule, with presenter's name on it (or equivalent documentation).

3.9. Self Study (reading books, interviews, etc.)

Self study refers to projects relevant to outdoor practitioners that are of personal interest to the individual. Examples of self study include reading a book on current outdoor practice, making an instructional video, giving an interview, giving or receiving mentorship,

internships, etc. Self Study projects can cover technical skills, education, leadership, outdoor practice and individual interventions. If an individual is unsure that their project qualifies under this category, they should contact the OCC for confirmation.

- Rate
 - Each completed project equals 6 points.
- Maximum
 - A maximum of 36 CPD points can be accumulated each three years.
- Documentation Expected
 - Any concrete track that a project has been completed will be considered sufficient proof. If no concrete track exists, a conversation with an OCC staff, or the honor system may be sufficient.

Note: a day of work can only be counted once. Thus a day of outdoor instruction may be counted toward 'Outdoor Leadership' or 'Teaching Outdoor Courses', but not both.