Maintaining Certification

PROFESSIONAL
Community and Economic Developer
OF SASKATCHEWAN™

SASKATCHEWAN FIRST NATIONS
ECONOMIC DEVELOPMENT network

seda

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I. WHY RECERTIFY?

The annual mandatory Maintenance of Certification (MOC) is designed to strengthen the value of the Professional Community and Economic Developer™ designation for the benefit of practitioners, their employers or clients and the public at large. The program demonstrates the accredited member's continuing training and professional development as well as leadership in community and economic development, ensuring the PCED.SK designation retains its relevancy and value.

Annual MOC is designed to be attainable for all Saskatchewan professionals.

There is no annual fee to recertify for SEDA members, however a penalty of $50 will be levied for late submissions. Recertification fees are applicable to non-members of the association.

Our intent is to ensure that individuals practicing in the profession remain current on best practices, strategies and tools, in order to effectively support their clients or employers. *By recertifying you tell your colleagues, employers and peers that you are dedicated to staying informed of current practices and emerging trends in the field.*

II. WHEN DO I NEED TO RECERTIFY

Recertification is not required until a full 12 month period following your initial certification. For example:

- If initial certification is granted in May 2019, MOC is required June 30 2020.

You may submit your application at any time during the year, however they are due by June 30 of each year.

III. HOW TO RECERTIFY

A minimum of fifteen (15) hours of professional development or industry support are required per year. Certified practitioners must record or keep track of qualifying activities from three broad categories:

A) Continuing education (a minimum of 2 hours must come from this category)

B) Leadership

C) Contribution to the Profession

MOC Submission Form

NOTE: The PCED.SK is offered jointly by SEDA and SFNEDN. SEDA administers the program for the partners.

Once a PCED.SK has 15 hours, they note them on the Maintenance of Certification form and submit it to the SEDA office by the deadline of June 30. A penalty of $50.00 will be levied for failure to file by the deadline.

Participation by non-practicing, retired designation holders is waived.

Proof of attendance or participation is not required to be submitted as part of the recertification process. However, SEDA/SFNEDN will conduct random audits of professionals recertifying and proof of attendance/participation will be required if you are audited. It will be easier to obtain proof of participation as you go rather than trying to track the proof down at a future date.

IV. ACQUIRING HOURS FOR RECERTIFICATION

Level A: CONTINUING EDUCATION

Qualifying continuing education hours may be drawn from a number of complementary disciplines. Special requests will also be entertained.

A MINIMUM OF TWO (2) RECERTIFICATION HOURS MUST BE DRAWN FROM THIS CATEGORY.

On your recertification application, you will be asked to provide:

- The Conference, Session or Course Title
- Program Sponsor/Provider
- Location and Dates of attendance
- Hours of Credit earned

Ineligible Activities

- Networking receptions and meal functions without an educational component do not qualify for continuing education hours.
- Exhibit hall hours do not count toward continuing education hours.

Acceptable Forms of Documentation for Auditing Purposes

- Registration confirmation
- Payment receipt
- Organization transcript
- Certificate of completion

- Badge or on-site program
- Course program (with attended sessions marked)
- Course information provided by activity host (such as a course description, learner outcomes, course handouts, etc.)

Continuing Education MOC Level A	Hours Earned
• SEDA/SFNEDN Conferences – minimum 1 day	10
• Attendance at non-SEDA/SFNEDN eligible conference, seminars or workshops – minimum 1 day	5
• Online education minimum 6 hours in duration	5
• Eligible Speaker Series	1
• Webinars	1
• Commitment to an ongoing post-secondary program such as certificate or diploma – contact SEDA OR SFNEDN to discuss	TBD

Approved Providers

SEDA AND SFNEDN offers many opportunities to earn continuing education hours. One option would be through RELEVANT conferences and educational offerings of the following Approved Providers:

- Universities, regional colleges and polytechnics
- CANDO
- Canadian Manufacturers and Exporters Association
- Tourism Saskatchewan
- Saskatchewan Parks and Recreation Association
- Heritage Saskatchewan
- Heritage Canada
- Sask Culture
- Ministry of Parks, Recreation and Culture
- Ministry of the Economy
- Saskatchewan Trade and Export
- Saskatchewan Professional Planners Institute
- Economic Developers Association of Canada
- International Economic Development Council
- Community Development Society
- Economic Development Associations in other Canadian provinces
- Saskatchewan Chamber of Commerce and local/regional chambers
- Campus for Communities

- Community Futures Partners of Saskatchewan
- Saskatchewan Association of Rural Municipalities Association
- Saskatchewan Urban Municipalities Association
- Canadian CED Network

An organization DOES NOT have to be listed on the Approved Provider list in order to be eligible. If the event or professional development offering is directly related to your certification, we will accept it. Please contact the SEDA or SFNEDN office with any questions on potential eligibility.

Level B: LEADERSHIP

For credit in this option, you must sit on a board, committee or task force whose mission is to advance community economic capacity and prosperity.

Acceptable forms of documentation (for auditing purposes) include:

- A letter from the board, committee or task force chair. The letter must indicate the dates of the term
- A letter from the organization. The letter must indicate the dates of the term
- A copy of the board/committee/task force roster from the website including the dates of the term

Leadership MOC Level B	**Hours Earned**
• Membership on a Committee or Board outside of local jurisdiction • Conference committee outside of local jurisdiction	*5*

Level C: CONTRIBUTION TO THE PROFESSION

Author of a Published Industry-Related Article

In order to receive credit, applicants must have authored an article, published in a recognized national or regional publication. An article appearing in more than one publication may only be counted once.

Acceptable forms of documentation (for auditing purposes) include:

- Copy of the article from publication with the applicants name in the byline
- Print out of the online publication

Speaker at an Event on an Industry-Related Subject

In order to receive credit, applicants must have spoken about industry topics at meetings and educational programs. Credit may not be claimed for internal meetings.

Acceptable forms of documentation (for auditing purposes) include:

- A letter from the organization that hosted the speaking engagement
- A copy of the session description from the program book from the event

Instructor

Teaching academic courses; conducting classroom instruction; or presenting at a professional conference.

Acceptable documentation (for auditing purposes) includes:

- Letter from sponsoring organization including dates of sessions.
- Course syllabus including dates of sessions.

Proctor/Examiner at a PCED.SK Certification Exam

SEDA/SFNEDN will approve participation in this area.

Contribution to the Profession MOC	**Hours Earned**
• *Guest speaker/lecturer* • *Course Instruction*	*5*
• *Authorship*	*2*
• *Proctor/Examiner PCED.SK Examination*	*2*

V. SUMMARY CHART OF RECERTIFICATION HOURS

Continuing Education	**Hours Earned**
• SEDA/SFNEDN Conferences – minimum 1 day	**10**
• Attendance at non-SEDA/SFNEDN eligible conference, seminars or workshops – minimum 1 day	**5**
• Online education minimum 6 hours in duration	**5**
• Eligible Speaker Series	**1**
• Webinars	**1**
• Commitment to an ongoing post-secondary program such as certificate or diploma – contact the SEDA or SFNEDN office to discuss	**TBD**
Leadership	**Hours Earned**
• Membership on a Committee or Board outside of local jurisdiction	**5**
• Conference committee outside of local jurisdiction	**5**
Contribution to the Profession	**Hours Earned**
• Guest speaker/lecturer • Course Instruction	**5**
• Authorship	**2**
• Proctor/Examiner SEDA/SFNEDN Examination	**2**

VI. RECERTIFICATION REVIEW

SEDA and SFNEDN staff review all recertification applications to determine if the recertification requirements have been met. Applicants will receive a notification via email indicting their recertification has been accepted and approved.

Applicants who do not meet the minimum requirements to recertify will receive an email from SEDA/SFNEDN stating the reasons the application did not meet the requirements. The applicant may submit additional information or documentation to complete the application or provide further explanation of any items that were not approved.

Maintaining Your Contact Information

As the administrating partner, SEDA makes every effort to keep the most current contact information for applicants, candidates and Certified Professionals. If you get married, move or change jobs let us know!

Failure to Recertify

If a PCED.SK fails to recertify by June 30 of the required year, the certification enters into a period of lapsed status until June 30 of the following year.

During this lapsed status, PCED.SK's are still eligible to recertify by submitting a completed MOC form along with the Late Payment Fee of $50 + gst.

Recertification is not permitted after the lapsed status period has expired. Former PCED.SK's interested in regaining their certification must re-qualify through the application process and pass the certification examination.

Former PCED.SK's (those failing to recertify during the lapsed status) are not permitted to use the designation.

Random Auditing Process

When you renew your certification, you are only required to acknowledge completion of the required hours. However, you must retain documented proof of all recertification hours for one year.

SEDA/SFNEDN audits a percentage of randomly selected Recertification Forms every year. If audited, you will be required to provide documented proof of your MOC hours to the SEDA office within 30 days. If you are unable to provide documented proof within 30 days, your certification will be considered "lapsed" and you will have one year to complete the recertification process by providing the documentation or by obtaining new MOC hours.

All audit paperwork will be reviewed for validity. If all paperwork is complete and the appropriate number of hours are earned, the professional will be notified that his/her credential is valid until the next recertification due date. If it is determined that some hours are not applicable, an appropriate amount of time will be allowed for the professional to earn additional replacement hours.

VII. PAYMENT POLICIES AND FEES

SEDA MEMBERS

There is no annual fee to recertify for SEDA members, however a penalty of $50 will be levied for late submissions.

NON-MEMBERS

Non-Members: $350 + gst = $367.50

Fees must be paid by credit card (VISA, Master Card), money order, cashier's check or personal check made payable to SEDA. All check payments must be in Canadian dollars.

The recertification fee is non-refundable.