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**Preserving Cultural
Heritage**

Membership Designation Working Group (MDWG) Continuing Professional Development (CPD)

SYSTEM A PROPOSAL: each CPD activity earns a certain number of credits and the PM must accrue 15 credits over a five-year period

Background Information/Context

The Membership Designation Working Group (MDWG) formed the Continuing Professional Development (CPD) sub-group in the fall of 2019. This sub-group was tasked with proposing the details of a system for maintaining and tracking CPD activities for Professional Members (PM) of AIC.

This process yielded two proposals, System A in which each CPD activity earns a certain number of credits and the PM must accrue 15 credits over a five-year period, and System B where each CPD activity is equal, and the PM must complete 10 activities over a five-year period. This document details System A.

The MDWG-CPD sub-group is composed of a selection of AIC members coming from the following: respondents to an open call for volunteers; members of the AIC Education and Training Committee (ETC)--an affiliate committee according to the MDWG charge; and members of the larger MDWG. All sub-group members were approved by the AIC Board of Directors. Two AIC/FAIC staff members are on the committee to provide logistical knowledge for how CPD will be tracked by AIC. This proposal is also the result of periodic reviews and feedback from a number of AIC committees, networks, and groups including those by MDWG, ETC, Equity and Inclusion Committee (EIC), Emerging Conservation Professionals Network (ECPN), Membership Committee, the AIC Board, and the participants in the Internal Advisory Group (IAG) meeting.

Members

Emily Frank, **co-chair** and ETC representative

Objects Conservator, Ph.D. Candidate, Institute for Study of the Ancient World,
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Stephanie Lussier, **co-chair** and MDWG representative/MDWG Chair Emerita

Paper and Photographs Conservator, Hirshhorn Museum and Sculpture Garden

Rachael Arenstein, AIC e-Editor

Objects Conservator and Principal, A.M. Art Conservation, LLC

Paul Himmelstein

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Catherine Matsen, MDWG representative
Scientist, Winterthur Museum

Abigail Merritt
Book Conservator, Gould Library, Carleton College

Martin O'Brien
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Nina Owczarek, ETC representative
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Sarah Saetren
Education Coordinator, FAIC

Ryan Winfield
Membership Manager, FAIC/AIC

The primary product of the sub-group is a CPD Credit Table that can be used to demonstrate CPD. These activities promote knowledge and demonstrate engagement with the profession through teaching and disseminating information, learning and skill development, and service and outreach.

The CPD Sub-group has:

Developed a list of examples of CPD activities that fall under three broad categories.

- Teaching and disseminating information
- Learning and skill development
- Service and outreach

Provided a proposal of a simple way to track these activities:

- Professional Members log CPD credits in an electronic system, uploading documentation for each CPD activity (as described below).
- Members will be updated yearly on their CPD progress with an email from AIC.

Please see the next page for the CPD Credit Table

CPD Credit Table

Category: Teaching and Disseminating Information

Sub-Category	Activity	Credit Allocation (of 5)	Definitions/Explanations
Teaching	Develop and/or [first time] teach a semester-long course	5	This refers to undergraduate, graduate, and/or professional courses.
Teaching	Teach a semester-long course	3	This refers to undergraduate, graduate, and/or professional courses.
Teaching	Develop and teach a single session within a course	2	This refers to undergraduate, graduate, and/or professional courses.
Teaching	Develop and teach a workshop, 1-2 days in length	4	This refers to graduate-level or professional workshops.
Teaching	Develop and teach a workshop, 3-5 days in length	5	This refers to graduate-level or professional workshops.
Teaching	Teach in a workshop	2	This refers to instructors who contribute to teaching a workshop without being responsible for the broader development of the content. This refers to graduate-level or professional workshops.
Teaching	Develop and present a professional webinar	3	
Teaching	Presenter/co-presenter in a stand-alone webinar in your professional category (or categories)	1	
Supervising	Supervise an undergraduate student, pre-program candidate, apprentice, graduate student intern, post-graduate intern, higher-level intern, journey person, advanced/experienced apprentice, etc.	Credits are based on duration of supervision: summer (up to 10 weeks) = 2; semester (11-15 weeks) = 3; year (4-12 months) = 4	<i>Supervising</i> is defined as overseeing the professional work of another professional. This may include aspects of mentorship (though this is part of the formal agreement).
Presenting	Submit an abstract to a professional conference	1	

	for consideration		
Presenting	Lead author of presentation at professional conference (presenter or non-presenter)	3	A <i>lead author</i> is a person who was involved in the project in a major way from start to finish, and at all stages. They have contributed to the conception/design, data acquisition, and analysis/interpretation. They wrote or provided major revision to the text. They may or may not be the corresponding author or first author listed.
Presenting	Co-author of presentation at professional conference (presenter)	3	A <i>co-author</i> is a person who was involved in the project from start to finish and contributed meaningfully to multiple stages of the project.
Presenting	Co-author of presentation at professional conference (non-presenter)	2	A <i>co-author</i> is a person who was involved in the project from start to finish and contributed meaningfully to multiple stages of the project.
Presenting	Contributor for presentation at professional conference	1	A <i>contributor</i> is a person who contributed meaningfully to one stage of the project. They may or may not be listed as an author.
Presenting	Presenting professional lecture	2	A <i>professional lecture</i> is a presentation outside of the context of a conference, e.g. as part of an academic lecture series.
Presenting	Poster presenter/lead author at professional conference	3	A <i>lead author</i> is a person who was involved in the project in a major way from start to finish, and at all stages. They have contributed to the conception/design, data acquisition, and analysis/interpretation. They wrote or provided major revisions to the text. They may or may not be the corresponding author or first author listed.

Presenting	Poster presenter/co-author at professional conference	2	A <i>co-author</i> is a person who was involved in the project from start to finish and contributed meaningfully to multiple stages of the project.
Presenting	Poster co-author at professional conference (non-presenter)	1	A <i>co-author</i> is a person who was involved in the project from start to finish and contributed meaningfully to multiple stages of the project.
Presenting	Poster contributor at professional conference	1	A <i>contributor</i> is a person who contributed meaningfully to one stage of the project. They may or may not be listed as an author.
Presenting	Chair of session at a professional conference	2	
Presenting	Tips session presenter at professional conference	1	
Presenting	Panelist in a professional panel discussion	2	
Publishing	Book author	5	Published manuscripts should be counted in the CPD cycle in which they are published.
Publishing	Book chapter author	5	
Publishing	Lead author in peer-reviewed professional publication	5	A <i>lead author</i> is a person who was involved in the project in a major way from start to finish, and at all stages. They have contributed to the conception/design, data acquisition, and analysis/interpretation. They wrote or provided major revision to the text. They may or may not be the corresponding author or first author listed. Published manuscripts should be counted in the CPD cycle in which they are published.

Publishing	Co-author in peer-reviewed professional publication	4	A <i>co-author</i> is a person who was involved in the project from start to finish and contributed meaningfully to multiple stages of the project. Published manuscripts should be counted in the CPD cycle which they are published.
Publishing	Contributor to peer-reviewed professional publication	3	A <i>contributor</i> is a person who contributed meaningfully to one stage of the project. They may or may not be listed as an author. Published manuscripts should be counted in the CPD cycle in which they are published.
Publishing	Lead Author in pre/postprints for professional conference	3	A <i>lead author</i> is a person who was involved in the project in a major way from start to finish, and at all stages. They have contributed to the conception/design, data acquisition, and analysis/interpretation. They wrote or provided major revision to the text. They may or may not be the corresponding author or first author listed. <i>Pre/postprints</i> exclude the publication of abstracts. Two postprints for the same presentation (i.e. as is possible in joint AIC sessions) can only be counted once.
Publishing	Co-author in pre/postprints for professional conference	3	A <i>co-author</i> is a person who was involved in the project from start to finish and contributed meaningfully to multiple stages of the project.
Publishing	Contributor in pre/postprints for professional conference	2	A <i>contributor</i> is a person who contributed meaningfully to one stage of the project. They may or may not be listed as an author.
Publishing	Editorial board member, per year (for example: JAIC)	2	

Publishing	Pre-publication reviewer for professional journal, per review	1	
Publishing	Newsletter, blog post author for professional platform	1	
Publishing	Administrator of professional social media feed, per year	1	<i>Administrator</i> refers to someone who is generating the majority of content and is responsible for the maintenance of the feed.
Publishing	Original wiki content contributor, per project	2	
Publishing	Reviewing and editing wiki content, per project	1	
Publishing	AATA on-line abstract writing, per 5 abstracts	1	
Add your own	-	variable	If a Professional Member participates in an activity that does not exactly correspond to an activity listed on the table, they decide the number of credits allotted (based on related activities) with a short written justification.

Category: Learning and Skill Development

Sub-Category	Activity	Credit Allocation (of 5)	Definitions/Explanations
Conference	Attendee at professional conference, 3-5 days	3	
Conference	Attendee at professional conference, 1-2 days	2	

Conference	Attendee at a virtual professional conference	2	
Workshop	Attend professional workshop, 3-5 days	4	
Workshop	Attend professional workshop, 1-2 days	3	
Webinar	Attend professional webinar, live or recorded	1	
Coursework	Completion of a semester-long course, virtual or in-person	3/4	A 3- or 4-credit academic course should be counted as 4 CPD credits. A 1- or 2-credit academic course should be counted as 3 CPD credits. Coursework includes matriculation maintenance credits for comprehensive exams, dissertation research and writing for PhDs pursued post-PM designation.
Add your own	-	variable	If a Professional Member participates in an activity that does not exactly correspond to an activity listed on the table, they decide the number of credits allotted (based on related activities) with a short written justification.

Category: Service and Outreach

Sub-Category	Activity	Credit Allocation (of 5)	Definitions/Explanations
Service to F/AIC	F/AIC board member, per year	3	

Service to AIC	Elected or board-approved leadership position in AIC specialty group, network, committee, task force, or working group officer, per year	3	
Service to AIC	Non-officer leadership position (board approval not necessarily required) in AIC specialty group, network, committee, task force, or working group, per year (for example: wiki chair)	2	
Service to AIC	AIC committee, task force, or working group member, per year	2	
Service to AIC	ECPN liaisons, per year	2	This only applies to <i>liaisons</i> who are not in their positions as part of committee work for another volunteer position.
Service to Professional Organization	Leadership position in (non-AIC) professional organization, per-year	3	This applies to leadership of committees, subcommittees, etc.
Service to Professional Organization	Position in (non-AIC) professional organization, per-year	2	
Conference	Organizing a conference, symposium, workshop, or other professional gathering	2	
Outreach	Presentation at career day activity, community/museum outreach day, for K-12 audience, etc.	1	
Outreach	Presentation that promotes conservation to general public	1	

Outreach	Author of newsletter, blog post, op-ed, social media stream, etc. that promotes conservation to general public	1	
Reviewing	Reviewer for professional grant application (post-submission), per review	1	<i>Peer review</i> refers to the reviewing of all applications in one review cycle (annual or otherwise).
Mentoring	Participation (as mentor or mentee) in formal mentoring program (for example: ECPN-HBCU), or its equivalent	1	A <i>mentor</i> is a member with professional experience in the field of conservation who gives professional advice and support to a <i>mentee</i> , a person who receives professional advice and support. The mentoring must be carried out in a structured arrangement between the mentor and the mentee. Mentorship credits can only be counted once per CPD cycle.
Disaster Relief	Developing and coordinating disaster relief effort (volunteer)	3	

Add your own	-	variable	If a Professional Member participates in an activity that does not exactly correspond to an activity listed on the table, they decide the number of credits allotted (based on related activities) with a short written justification.
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Understanding the CPD Credits Table

MDWG has been tasked with developing a proposal for revising and strengthening AIC's membership categories to reflect the expertise and professional experience of AIC's membership and to support AIC's ability to promote its members and the conservation profession. As part of their proposal, the current AIC Professional Associate designation would be replaced by the AIC Professional Member designation. The MDWG proposal requires PMs to undertake CPD to maintain this membership designation.

Professional Members must acquire 15 total CPD credits (with at least one activity in each of the three categories) within a five-year cycle.

The Continuing Professional Development (CPD) credit table lists examples of CPD activities with a corresponding number of credits. The credit system scale is from 1-5.

If a PM participates in an activity that is not listed on this document, they can add their own activity to their log with a short written justification.

CPD activities are divided into three main categories:

- Teaching and disseminating information
- Learning and skill development
- Service and outreach

The rationale for three categories of CPD is that individuals grow as professionals when they provide knowledge, learn, and are engaged and involved with the development and practice of the field. For the purpose of tracking and counting, activities are listed in only one of the three categories based on their primary function. The three CPD categories are synergistic, a single activity could be considered to fulfill all three categories; one teaches and learns when one is serving the profession and is engaged in outreach; one learns while teaching; teaching is a form of service and outreach; etc. But, under this proposal, a single activity cannot be counted in more than one category.

For all categories, duration of time for activities (including preparation and execution) is used as an approximate gauge of credit value determination; the more time devoted to an activity, the greater the number of credits and, conversely, the less time devoted to an activity, the fewer number of credits.

The CPD Credit Table is *not* exhaustive; it is meant as a guide for the types of activities that qualify for CPD. For this reason, an "Add your own" activity has been included in each of the three categories. For the first few years of the CPD requirement, all activities submitted under "Add your own" will be reviewed and considered as additions to the list of CPD activities as a method of improving the list of examples.

Explanation of CPD Categories

The **Teaching and disseminating information category** includes activities such as teaching a course, class, workshop or webinar; supervising emerging professionals; presenting at and/or participating in a professional conference; publishing or serving as a peer reviewer.

The **Learning and skill development category** includes activities such as attending (in-person or virtually) a conference, workshop or webinar participation, enrolling in a longer course, or undertaking an extended period of self-directed study.

The **Service and outreach category** includes activities such as service within AIC or other professional organizations, oral presentations and written forms of public outreach, grant review, mentoring, and volunteering of services.

As the examples on the CPD Credit Table demonstrate, it is possible to fulfill CPD through a wide range of activities. The goal of CPD is to encourage PMs to continue to develop as professionals and stay abreast of changes and advances in the field throughout their careers. CPD activities should encourage growth, extend knowledge, and support professional contribution.

Frequently Asked Questions

What is CPD?

Continuing Professional Development (CPD) is the process of acquiring and maintaining the skills, knowledge, and experience of a professional.

The range of activities in the list of Examples of CPD Activities is intended to provide guidance to maintaining Professional Member status in AIC, without imposing undue financial burden or unreasonable time demands on Professional Members.

I invested in my education and have years of experience in conservation. Why do I need CPD now?

The reason for CPD as a requirement for maintaining Professional Member designation is to encourage and ensure active participation and continued learning in the field. CPD provides opportunities to actively engage in the advancement of our profession through the sharing of unique situations, knowledge and experience.

The AIC is committed to elevating the conservation profession, and being able to publicly declare that our members choose to participate in CPD will further this mission.

How many CPD credits do I need?

In order to maintain Professional Member status within AIC, individuals must accrue and self report a minimum of 15 credits of CPD activities within a five-year cycle (with at least one credit in each of the three categories). In addition, once per CPD cycle, Professional Members will be required to complete an online Ethics Refresher.

How do I record/submit my CPD activities?

Members will use AIC's Elevate platform to submit information on activities they have completed. CPD activities can be submitted as they are completed. Members will be able to track their own activities throughout the cycle/period.

Can I count a single activity in multiple categories?

No, credit for a single CPD activity can only be counted in one category per CPD cycle.

Can I complete an activity more than once in a CPD cycle?

Yes, you may complete an activity more than once, as long as you meet the distribution requirements across the categories per cycle.

What if an activity I completed is not included in the CPD Credit Table?

If a Professional Member participates in an activity that does not correspond to an activity listed on the credit table, they will select "Other", and submit a short written explanation.

What if I think my activity merits more credits than are allocated on the table?

If the Professional Member deems more credits should be allocated based on time, resources and/or a perceived higher value to the individual or field, they should provide a written explanation.

Can I count activities for which I receive an honorarium or stipend?

Yes, if you receive an honorarium or stipend for your activity, you may still count it as a CPD activity.

Can I count activities I do on "work" time?

The CPD system does not require PMs to track when the CPD activity takes place.

If I have requirements for another professional organization, can I count the same activities towards both systems?

Yes, as long as the CPD activities in question are relevant to your professional development they can be counted towards AIC's CPD requirement.

What happens if I don't complete my CPD by the deadline?

There is a sixty-day grace period for completing CPD. If a member has not met the requirements sixty days after the five-year cycle deadline, their name will be removed from "Find an Expert" until they have completed their requirements. An extension may be requested if extenuating circumstances prevent completion of CPD by the end of the grace period.

Do Fellows need to complete CPD?

Fellows wishing to maintain their Professional Membership designation must complete CPD (see Draft Membership Designation Proposal Section 3.5).