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institute for  
conservation

**Preserving Cultural  
Heritage**

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

**SYSTEM B PROPOSAL: each CPD activity is equal, and the PM must complete 10 activities 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 B.

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,  
New York University  
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  
Paintings Conservator and Partner, Appelbaum & Himmelstein  
Catherine Matsen, MDWG representative  
Scientist, Winterthur Museum  
Abigail Merritt  
Book Conservator, Gould Library, Carleton College  
Martin O'Brien  
Wooden Artifacts Conservator in Private Practice

Nina Owczarek, ETC representative  
Assistant Professor, Art Conservation Department, University of Delaware  
Sarah Saetren  
Education Coordinator, FAIC  
Ryan Winfield  
Membership Manager, FAIC/AIC

The primary product of the sub-group is a list of categories of activities 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 list of examples of CPD activities*

## Examples of Continuing Professional Development Activities

### Teaching and Disseminating Information

- Supervise a student, intern, apprentice, etc.
- Author a newsletter, blog post, etc. for a professional platform
- Serve as an administrator of, or regular contributor to, a professional social media feed
- Contribute original wiki content to a professional wiki
- Review and edit wiki content on a professional wiki
- Write/translate abstracts for AATA (suggestion: 5 abstracts)
- Submit an abstract to a professional conference
- Present a professional lecture, webinar, poster, etc.
- Co-author a professional presentation
- Participate as a speaker in a panel
- Chair a session in a professional context
- Author or co-author a professional publication (journal, pre- or post-print, book, etc.)
- Serve as an editorial board member
- Pre-publication review for professional journal
- Develop and/or teach an academic or professional course or workshop
- Add your own\*

### Learning and Skill Development

- Read a book, article, etc. that relates to, informs, or enhances your professional practice
- Attend a DEAI training
- Attend a professional lecture or webinar (live or recorded)
- Attend a professional workshop (virtual or in person)
- Attend a professional conference (virtual or in person)
- Complete relevant coursework
- Add your own\*

*\*If a Professional Member participates in an activity that does not exactly correspond to an activity listed on this document, they can add their own with a short written justification.*

### Service and Outreach

- Present at career day, community/museum outreach day, for K-12 audience, etc.
- Make a presentation that promotes conservation to general public
- Author newsletter, blog post, op-ed, social media stream, etc. that promotes conservation to general public
- Review professional grant applications (post-submission)
- Participate (as mentor or mentee) in formal mentoring program (for example: ECPN-HBCU), or its equivalent
- Develop and/or coordinate disaster relief effort
- Sponsor PM and Fellow applications
- Write a letter of recommendation
- F/AIC board member
- Any volunteer position (leadership, liaison, etc.) in AIC or any professional organization
- Organize a conference, symposium, workshop, or other professional gathering
- Add your own\*

## Understanding the List of Continuing Professional Development Activities

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.

### **PMs must complete 10 CPD activities (with at least one activity in each of the three categories) within a five-year cycle.**

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.

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.

The list of CPD activities 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 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.

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 activities do I need to complete?**

In order to maintain Professional Member designation within AIC, individuals must self report a minimum of ten CPD activities within a five-year cycle (with at least one activity 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 list of Examples of CPD Activities?**

If a Professional Member participates in an activity that does not correspond to a listed activity, they will select "Add your own", and submit a short 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 Member Designation Proposal Section 3.5).