



*A member  
of the  
Canadian  
Council of Land  
Surveyors*

## **Continuing Competency Review Program Procedures Policy**

### **1. Authority**

*The following Continuing Competency Review Program was approved and adopted by Council on May 19, 2010.*

### **2. Continuing Competency Review Program**

The Continuing Competency Review Program (CCRP) shall be conducted as follows:

- a) The CCRP shall be administered by the Practice Review Board (PRB) according to policies established by Council from time to time.
- b) The CCRP shall be managed by the Director of Practice Review (DPR), who shall report to the PRB on professional and technical matters and to the ALSA Executive Director on administrative matters.
- c) The CCRP shall be for a term of four (4) years to allow for a review of all members, towards the end of which an evaluation of the program shall be conducted.
- d) Each Alberta Land Surveyor shall be subject to a review during the four year period. Non-practicing members and members employed by government agencies or educational institutions shall be included in the review process.

### **3. Continuing Competency Review Process**

- 3.1 The land surveyor selected for review will be contacted by the DPR and directed to complete a web-based questionnaire. The land surveyor will be given three (3) weeks for completion and submission.
- 3.2 As part of the questionnaire, the land surveyor will be asked to provide ten (10) PDFs or TIFFs of recent registered or non-registered products of substantial complexity and representative of the land surveyors' practice.
- 3.3 The DPR will have the authority to request additional products, plans or other documents the DPR deems necessary from the land surveyor.
- 3.4 The DPR will choose one product and will notify the land surveyor to submit the accompanying field notes and other pertinent documents or plans for review.
- 3.5 Using his discretion and based on the availability of funds, the DPR may direct that random field inspections be conducted as part of the product review.

#### **4. Reporting Process**

- 4.1 The results of the web-based questionnaire will be assessed by the DPR and a member of the PRB (or an independent assessor). The product review will be conducted under the direction of the DPR. Upon completion, the results and recommendations will be presented to the PRB.
- 4.2 The PRB may request a practitioner to attend a formal hearing with respect to any review where such attendance, in the opinion of the PRB, might benefit the practitioner.
- 4.3 The PRB may direct a land surveyor to bear any costs associated with remedial action or any other actions which may result from the findings, conclusions and recommendations in a report adopted by the Board under the CCRP.
- 4.4 The DPR shall report to the PRB on each review in a manner that protects the identity of the practitioner, unless the practitioner either attends the meeting where their review is considered, or requests that their identity be revealed to the PRB. The PRB member (or independent assessor) assigned to a review shall protect the identity of the practitioner.

#### **5. Comprehensive Review**

- 5.1 If, upon completion of the review by the DPR and the member of the PRB (or an independent assessor), it is felt that a further review is required, the PRB may direct that a comprehensive review be conducted. The comprehensive review will be conducted on the previously submitted product (or a different product) and will consist of the following:
  - a) An interview with the land surveyor conducted by the DPR.
  - b) Field inspection completed and a report prepared and delivered to the land surveyor under the direction of the DPR.
  - c) Response to the issues identified in the report shall be returned to the DPR within three (3) weeks of receipt by the land surveyor.
  - d) The DPR presents the report to the PRB and a decision on further action is made.
- 5.2 The land surveyor shall have the right to attend the meeting where their comprehensive review is considered.

#### **6. Program Obligations**

- 6.1 The PRB shall encourage the DPR to attempt to identify root causes of deficiencies revealed during the CCRP reviews. The PRB shall also support CCRP staff in the development and implementation of educational measures that may address any of the deficiencies discovered. Informal advice, but of

an educational nature, provided to practitioners upon their request should also be provided by CCRP staff. Although the results may not be measurable, the PRB considers this process to be of significant educational value.

- 6.2 The PRB shall report to Council on industry-wide trends with respect to non-compliance with acts, regulations and/or standards of practice. The PRB shall also make recommendations to Council suggesting corrective actions with respect to the above. Excerpts of all PRB minutes confined to files closed and any discussions not related to matters that could be appealed to council shall be provided to council, and such reports shall fulfill the Board's obligation under Section 13(7) of the *Land Surveyors Act*.
- 6.3 The PRB shall present a recommendation to the chair of the Professional Development Committee regarding general CCRP findings and potential seminar topics.
- 6.4 The DPR and the PRB shall report annually to the membership on trends in practice performance as identified by the statistical data collected during the CCRP review process.