CONTINUING COMPETENCY REVIEW PROGRAM – PHASE 3 FRAMEWORK DOCUMENT

Effective Date: September 28, 2017

The Alberta Land Surveyors’ Association (ALSA) Continuing Competency Review (CCR) program shall be administered by the Practice Review Board (PRB). Each Alberta Land Surveyor will be subject to a review at least once every four years. The review will be conducted as follows:

The land surveyor selected for review will be contacted by the Director of Practice Review (DPR) and will be directed to complete a web-based questionnaire. The land surveyor will be given a deadline for completion and submission. The questionnaire is designed to help the PRB evaluate the competence of an ALS and contains questions about their practice, education and training, professional association involvement, other accomplishments and allows the land surveyor to identify any improvements they have made to their practice since their previous review. If the land surveyor authors products, the questionnaire also includes a request to provide ten recent products, one of which will be examined. If the land surveyor does not author products, the DPR will provide the land surveyor a secondary questionnaire containing additional questions about their practice.

**Plan Examination**

If the land surveyor authors products, they will be asked to provide ten (10) PDFs or TIFFs of registered or non-registered products of substantial complexity that are representative of the surveyors’ practice. These products should be products that have been completed in the past two years. The DPR will choose one product and will request that the land surveyor submit the accompanying field notes and other pertinent documents or plans for examination. Using his discretion and based on the availability of funds, the DPR may direct that field inspections be conducted as part of the review.

**Practice Review**

All land surveyors will be asked to respond to questions relating to their practice, supervisory responsibilities, and policies and procedures.

**Education and Training**

All land surveyors will indicate the number of hours they spent attending/presenting at formal professional development courses or seminars and the number of hours they spent on informal educational activities.

**Professional Association Involvement**

All land surveyors will quantify their involvement with professional associations and indicate if they served on ALSA Council or committees, other professional committees or governing bodies, and/or authored articles for *ALS News* or other publications.

**Other Accomplishments**

All land surveyors will indicate their involvement in community/volunteer activities.
**Conclusion**

The land surveyor will be asked to summarize any changes they have made to improve their professional practice since their previous review. They will be asked to specifically refer to any items mentioned in the PRB's recommendations from their previous reviews (a copy of the PRB's Phase 2 letter will be attached to the Phase 3 initiation e-mail they receive). If it is their first review they will indicate n/a.

**Assessment**

The responses to the questions on the web-based questionnaire and the responses to the supplementary questions (for those ALSs who do not author products) will be assessed by the DPR and one member of the PRB. The product review will be conducted under the direction of the DPR. Upon completion of these assessments, the results and recommendations will be presented to the PRB.

If the PRB believes that further review is required, the PRB may direct that a comprehensive review be conducted. *(See Procedures Policy for details on the comprehensive review)*

**Feedback**

The land surveyor will receive a letter from the PRB containing recommendations the PRB believes might improve the land surveyor's practice. These recommendations are intended to be educational in nature.