

Post-Designation Learning (PDL) Policy Guidelines

Objective:

Sustaining leading edge competencies is integral to being a successful, financial and strategic management professional. As such CMAs in the Northwest Territories and Nunavut have made a firm commitment to mandatory post-designation learning (PDL).

Two Learning Paths:

- Formal Learning Path which include CMA who actively pursuing a formal degree or designation or diploma such as an MBA, CFA, CFP or other designation. You are exempt from the PDL program for the period of your formal education but are required to report your education status annually.
- Informal Learning Path which includes CMA's who are not pursuing a formal degree or designation or diploma. As a CMA, you will be required to complete a total of 120 credits of post designatin in each three year. A minimum of 30 credits must be completed in any given year. Credit requirements are described in the table below:

Learning Categories	Definition	Examples	Credits	Max. Credit
1. Coursework with final grade	A formally evaluated course relevant to your business or profession	Night courses from university/college or other recognized education institute	1 hour = 1 credit	40 credit from this category per year
2. Coursework without final grade	Completion of course that are not formally evaluated but are relevant to your business or profession	Training courses from work; certain on-line or continuing education courses	1 hour = 1 credit	30 credits from this category per year
3. Informal Learning Events	Other educational or professional learning opportunities	Conferences, seminars, luncheons with business speaker	1 hour = 1 credit	30 credits from this category per year
4. Reading and Research	Business reading and research conducted at work and/or home	Business journals, magazines, books	1 hour = 0.5 credit	30 credits per year
5. Volunteer and Community Leadership	Active involvement in the business and volunteer community	Serving on a volunteer board or committee or other governance roles	1 hour = 1.5 credits	25 credits per year
6. Formal Teaching and/or writing	Teaching in a formal environment or writing for publication	Instructor at a local college/university; delivering presentations; publishing articles	1 presentation = 5 credits 1 published article = 15 credits 1 paper = 20 credits 1 published book = 120 credits	30 credits per year

Reporting Period:

PDL reporting is for the period July 1 to June 30th of the following year.

Monitoring Of PDL Requirements:

At the time of registration with the Society of Management Accountants of the Northwest Territories and Nunavut, you will be requested to certify that you have completed your post-designation learning requirements. You are asked to maintain records of your PDL for at least three years for on-going verification as well as the potential of random checks to be conducted by CMA, Northwest Territories and Nunavut.

Exemption Policy:

Certain exemptions are applicable to the PDL requirement. In most cases you must first qualify for the applicable CMA dues waiver before you can apply for an applicable exemption under the PDL guidelines. The exemptions are as follows:

1. New CMAs – a one-year exemption applies to individuals upon completion of the professional studies component of the CMA Strategic Leadership Program.
2. Retired Status – you are exempt from mandatory PDL if you are retired full time employment
3. Medical – you are exempt from mandatory PDL if you are unable to work due to illness or disability for more than 15 weeks and can provide a medical certificate. This exemption must be renewed annually unless you have obtained permanent disability status.

Reduction Policy:

In certain situations, the PDL requirements are reduced. These situations are as follows:

1. Maternity/Paternity Leave Reduction – if you are on maternity or paternity leave from your current employer that qualifies under existing statutes, then your minimum annual PDL requirement for that year only will be reduced by 50%. If you intend to use this reduction, you must make a formal declaration to the Society via e-mail and be prepared to provide documentation.

No reductions or exemptions are applicable for unemployment or expatriate status.