

Professional Development Requirement – IDP & PD hours

****Summarized from Calendar & [FGPS Requirements](#) – admission *in and after Fall Term 2023***

There are **two (2) parts** to the requirement. First, the Individual Development Plan (IDP); then the Professional Development hours.

The Individual Development Plan (IDP) Workbook – do this first

The purpose of the IDP is to outline what you plan to do for your Professional Development (PD) hours.

Deadlines:

	MSc & MEng	PhD
Full-time registration	12 months	18 months
Part-time registration	24 months	36 months

Steps to Complete:**

1. Download & complete [the IDP Workbook, as per FGPS requirements](#) (instructions & file linked).
Questions? Contact [FGPS directly](#) or attend [IDP Training](#).
2. Summarize the content of the IDP Workbook into the **IDP Summary Form** (see: CME Student Resource Drive).
3. Review the summary with your academic supervisor (thesis-based programs) or with the Associate Dean, Graduate Students (CME) (course-based programs). Both you and your academic supervisor must **sign the form**.
4. Submit **both** the **IDP Workbook** and the completed **IDP Summary Form** to cmegps@ualberta.ca.

**** If your admission term is *before Fall Term 2023*, you will have a *different form*. Email cmegps@ualberta.ca with questions/concerns, or see the instructions **previously emailed** to you by cmegps@ualberta.ca.**

Professional Development (PD) Hours – eight (8) hours total (admission in/after Fall 2023)

If your admission term is **before Fall Term 2023**, you have **12 hours total** – the 4 additional hours may be specific to your admission term. Email cmegps@ualberta.ca with questions/concerns. or see the instructions **previously emailed** to you by cmegps@ualberta.ca.

What type of session counts towards “PD” hours?

Full description of what does and does not count online ([website link](#)). You may save this link to a folder in your browser bookmarks for future reference.

These do **NOT** meet the requirement:

- Sessions used towards the Ethics and Academic Integrity requirement
- Information sessions to highlight resources or programs
- Teaching Assistantships, Research Assistantships, Lab Meetings, Presenting a talk or poster
- Serving as a mentor

Where to find PD sessions:

- Courses listed through campusBridge (see instructions below)
- Online Modules ([link here](#)) – “at-home” and on your own time (ie. “asynchronous”)

Steps to Complete:

1. Download the **PD Completion Form** in the CME Student Resources Drive. **Save this** to a folder or desktop – you will need to record the titles of sessions and the number of hours here.
2. Go to campusbridge.ualberta.ca. **Log in** using your CCID and password.
3. In the menu on the **left side**, click on **Graduate Studies**. Click on **Events & Training**.
 - a. You can view the events by a list or a calendar.
4. Click on the event you want to join, and **enroll by clicking “Register” in the top right**.
5. **Attend** the event.
6. **Record** the event in the tracking form you downloaded in Step 1.
7. Repeat until you have completed **8 hours.****
8. Both you and your academic supervisor must **sign the form**. Then, submit the form to cmegps@ualberta.ca.

****You may also include courses from the Online Modules (above).**