



**Interpretive Guides Association's
Continuing Professional Development Program**

Continuing Professional Development (CPD) is the process whereby practitioners of a given field maintain their minimum professional skill level and currency with standards in the industry. As an essentially applied skill set, CPD for IGA Guides mainly consists of:

- a) Initial Training through the guides courses;
- b) Active practice as a guide and;
- c) Regular training and upgrades.

To retain active membership with the IGA, members are required to fulfill the following minimum requirements:

1. Hold a minimum of a valid Standard first aid certificate plus CPR or higher requirement if stipulated in the Parks Canada licensing grid.
2. Work a minimum of 10 days every two years, in the guide's/instructor's certified discipline(s). Related instruction, education, and coaching work including consulting and administration are valid.
3. In addition to the employment requirements in 2 above, regular training is required as follows:
 - a. A minimum of 10 hrs training every year for Apprentice Interpreters and Professional Interpreters
 - b. Training topics should relate to interpretation techniques, improving knowledge of local natural and cultural history, improving knowledge of park management or issues related to managing the mountain national parks and/or improving guiding/instruction skills.
4. Accepted training includes:
 - a. Events, hikes, or presentations sponsored by the Interpretive Guides Association
 - b. Interpretation Canada sponsored events, conferences and workshops
 - c. Environmental Education workshops (e.g. GEOEC, EECOM, ACEE)
 - d. Parks Canada research updates, Bow Valley Naturalist presentations and other equivalent presentations (equivalency is subject to IGA Board approval)
 - d. Working on and development of IGA Training and Certification Programs (including IGA course instruction (Basic, Apprentice and Professional), coaching during the PI course and oral exam evaluation.)
 - e. Training sessions organized and operated by employers.
 - f. Writing and research (assessed on a case-by-case basis)
 - g. Attending guided events offered by other interpreters (assessed on a case-by-case basis and guides may be required to submit a written report)
 - h. Certification Courses by any of the following:
 - i. Interpretation Canada.

- ii. Association of Canadian Mountain Guides (ACMG)
 - iii. Canadian Tourism and Human Resource Council Heritage Interpreter Training
 - iv. National Association of Interpretation (NAI) interpretation training courses (U.S)
 - v. Eco-Tour Guide Training (Australia)
 - vi. Blue Badge Tour Guide Training (U.K.)
- i. Mentorship and teaching is acceptable as training if it meets all the following criteria:

- i. Mentorship is training or coaching provided by an IGA accredited member to an individual or small group, and
- ii. Mentorship providers should pass on knowledge, skills, techniques, etc. that are within their level of certification, and
- iii. Mentors are accredited as a Professional Interpreter or Master Interpreter

5. In all cases, IGA members are responsible for ensuring records are kept to document work and training. While no specific format is required, the following is advised:

- a. Keep a log of applicable work.
- b. Document dates, activities, and participant lists of training activities.
- c. Personally prepare and store all records.
- d. Request copies for personal records if documentation is prepared and held by employers, training organizers, etc.

7. First Aid courses may qualify for CPD training requirements if it upgrades Standard first aid to Wilderness First Aid or Wilderness First Responder.

8. Language courses may qualify for CPD if the member actively uses that training course to learn a new language that will enhance their ability to guide international clients.

9. Members who have declared themselves inactive:

- a. Are not required to meet any CPD requirements to maintain inactive membership.
- b. May return to “active” status only with the prior approval of the IGA Board who will review each case individually and assess whether re-training or recertification is required.

9. Each member is required to ensure written records are available for audit by IGA if required. Termination of membership can take place if adequate documents are not provided.