

Continuing Professional Development (CPD)

Law and Ethics Seminar

Fall 2018

*Promoting and improving
proficiency and competency*



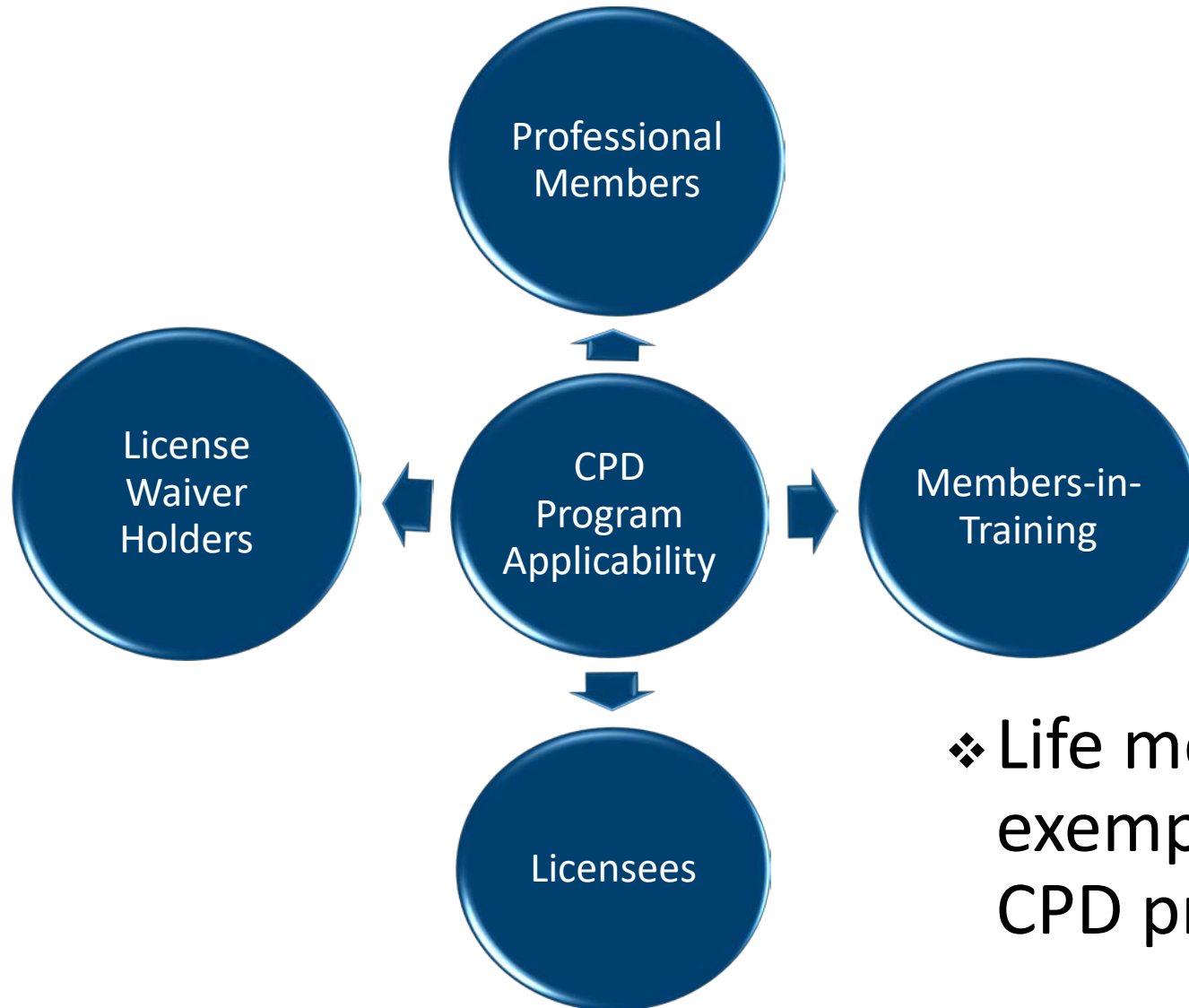
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What Is CPD?

- A benchmark for members to evaluate their ongoing professional development (PD) activities
- Provides tools for analyzing needs, planning programs, and recording and reporting activities

Applicability



❖ Life members exempt from CPD program

Your Annual Obligations

1. Create a CPD Plan
2. Earn the minimum number of credits
3. Obtain credits in the minimum number of activity categories
4. Obtain 1 hour of verifiable ethics training
5. Record your CPD activity online

SETTING UP YOUR PLAN

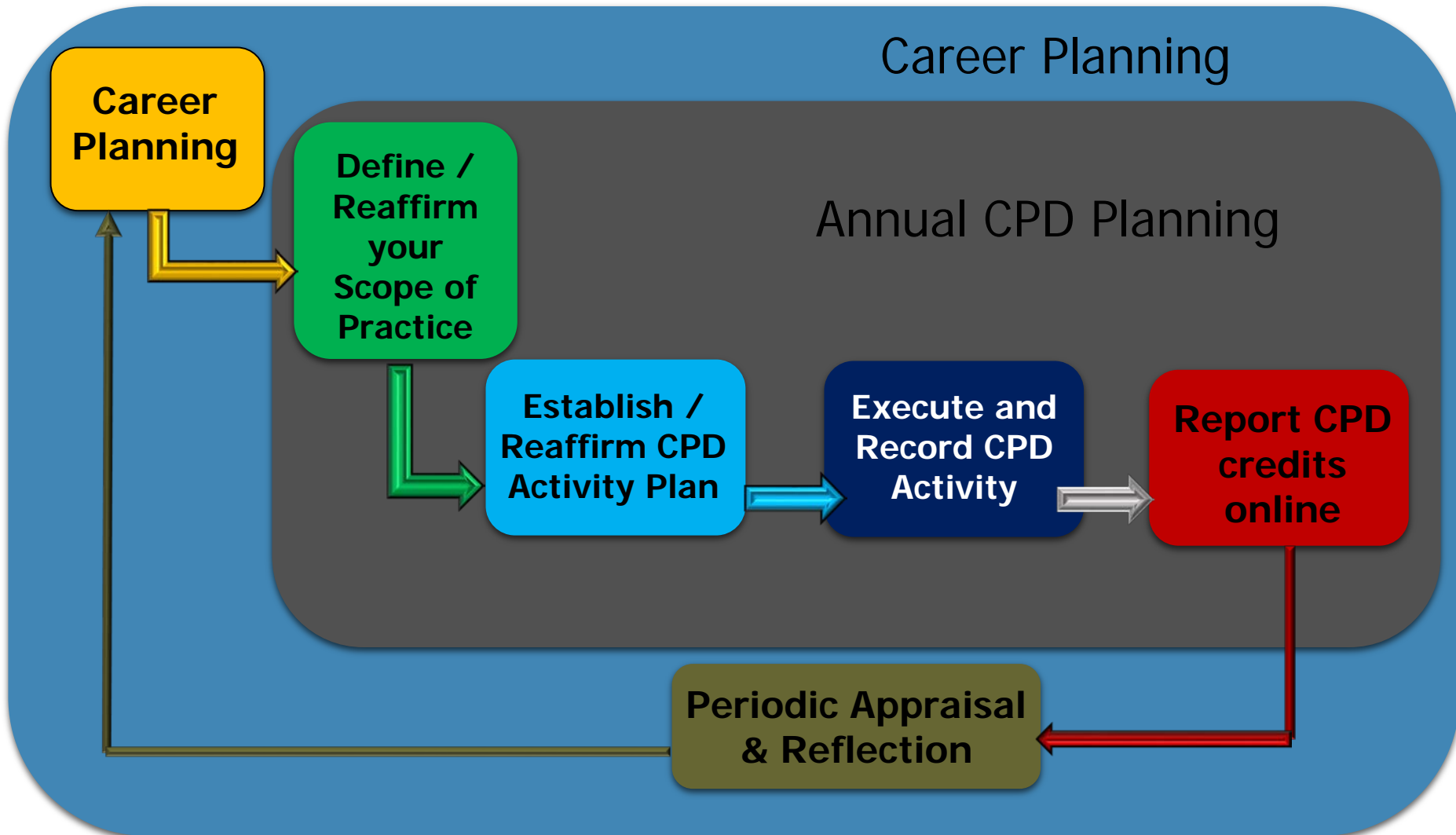
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Establishing Your CPD Plan



CPD PROGRAM REQUIREMENTS

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Credit Requirements

Licensed Members need:

80 CPD credits a year

License Waiver Holders need:

30 CPD credits a year

*Excess credits can be banked
for up to 2 years

Activity Categories

- ❖ There are 6 CPD categories plus annual verifiable ethics training
- ❖ Time spent in ethics training can be counted as Formal Activity
- ❖ Licensed members need credits in 3 of the 6 and must complete ethics training
- ❖ Waiver holders need credits in 2 of the 6 and must complete ethics training

CPD Activity Categories

Category	Description
Professional Practice	Working in the professions
Formal Activity	Verifiable structured learning
Informal Activity	Informal learning opportunities
Participation	Volunteering in the profession and community
Presentation	Presentations given outside your normal job duties
Contribution to Knowledge	Expanding the knowledge base of the profession

Annual Ethics



- All members must obtain at least one cumulative hour of ethics training **each year**
 - Ethics training must be verifiable
 - Time spent doing ethics training can be counted as Formal Activity
- *This Law & Ethics Seminar can count as your 2019 verifiable ethics training**

RECORD KEEPING & REPORTING

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Record Keeping and Reporting

- Track your annual activities
- Report your CPD credits online by the end of the year
- Keep your records for a minimum of 3 years

Example
of an
Annual
Activity
Record

Annual Activity Record				
Continuing Professional Development				
Name:		Jane G Ologist		
Member Number:		65432		
Reporting Year:		2019		
Professional Practice				
Completed Activity	Organizer	Date	Number of Hours	Number of Credits Earned
For Year 2019	ABC Consulting	2019	1950	130
			Total	130
Formal Activity				
Completed Activity	Organizer	Date	Number of Hours	Number of Credits Earned
First Aid Training	Red Cross	August 1 & 2	16	16
Ethics Activity	Ethics Organizer	Date	Number of hours	Number of hours
L&E Seminar	APEGS	Oct. 5 & 6	14	14
			Total	30
Informal Activity				
Completed Activity	Organizer	Date	Number of Hours	Number of Credits Earned
Lunch and Learn - Sedimentation	SGS	May	1	1
Read the Professional Edge - May/June	APEGS	June	0.5	0.5
			Total	1.5
Participation				
Completed Activity	Organizer	Date	Number of Hours	Number of Credits Earned
Coach minor football	North East League	Sept - Nov	16	16
			Total	16
Presentations				
Completed Activity	Organizer	Date	Number of Hours	Number of Credits Earned
				0
			Total	0
Contribution to Knowledge				
Completed Activity	Organizer	Date	Number of Hours	Number of Credits Earned
			Total	0

Entering Credits Online

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Continuing Professional Development / Annual Activity Category Summary

Enter credits for a specific year. First, select the desired year, then the details for that year will show here in Section 2 in order for you to enter values. Enter integers only, no decimals(round to the nearest whole number)

Year

Reporting Elsewhere

Save

Cancel

Category	Credits
? Professional Practice	<input type="text"/> max 50
? Formal Activity	<input type="text"/> max 30
? Informal Activity	<input type="text"/> max 30
? Participation	<input type="text"/> max 20
? Presentations	<input type="text"/> max 20
? Contributions to Knowledge	<input type="text"/> max 30
Total	0

Summary

- Establish a CPD Program Plan
- Keep track, throughout the year, of the credits you earn on an Activity Report
- Report your credits through your online profile on the APEGS website

Need More Information?

You can consult any of the following:

- APEGS Website

www.apegs.ca

Members/Continuing Professional Development section

- *Continuing Professional Development Program* document
- Contact the APEGS office
1-800-500-9547 or email apegs@apegs.ca



Questions

Bob McDonald, P.Eng., LL.B.
Executive Director & Registrar

APEGS

(306) 525-9547

1-800-500-9547

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