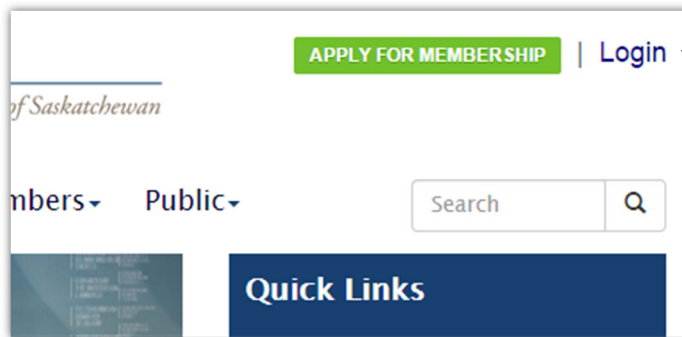
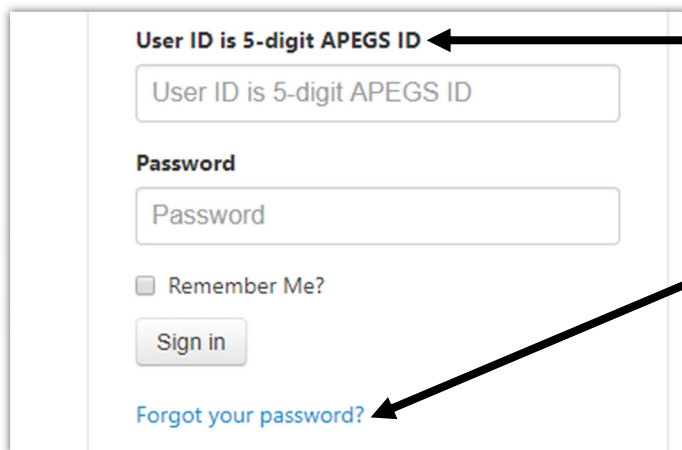


Instructions for Logging into APEGS Central

Follow the steps below to log into your online profile with APEGS Central. **Even if you will not be paying your fees online** (for example, your company will be paying for you separately or you are paying by cheque), **you still need to go to your online profile** to review and update your information, indicate in the appropriate screen how payment will be made, and report your continuing professional development (CPD).

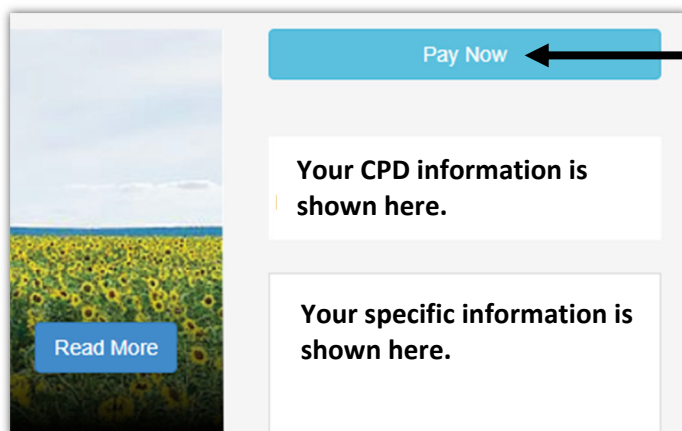


STEP 1: Click Login in the top right corner of the APEGS homepage at www.apegs.ca



STEP 2: Enter user ID and password. User ID is your 5-digit registration number. Use a preceding zero if it is a 4-digit number.

To reset your password, click "Forgot your password?" If you have trouble, check your spam filter before contacting APEGS. You may have to use your home email address rather than your business one to receive emails from APEGS.



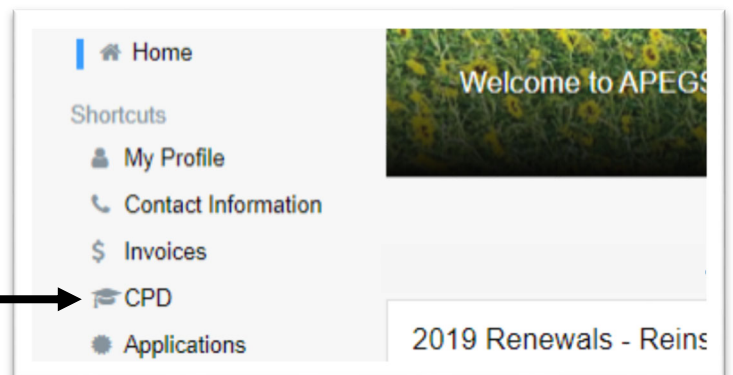
STEP 3: Click 'Pay Now' to be guided through all the screens you need to see to renew and review/update your information on record with APEGS. This includes CPD reporting, subscriptions, Permission to Consult (if applicable to you) and other information.

see over...

Instructions for Reporting CPD in APEGS Central

Follow the steps below to report your continuing professional development (CPD) in your online profile with APEGS Central. Please be aware that:

- **All members (except Life Members) are required to report their CPD activity to APEGS annually.**
- The submissions deadline is January 31, 2020 for your 2019 data.
- Members must retain their CPD documentation for at least three years as proof of activity.
- For more information, visit the “Continuing Professional Development” page at www.apegs.ca under the “Members” menu.



STEP 1: Navigate to the CPD page of APEGS Central.

Continuing Professional Development

CPD credits are reported annually by calendar year (January to December) and you report for the current calendar year. For example, you would report your 2017 credit by January 31, 2018. If you have earned credits in excess of the annual category maximum, you can bank them for two years. Banked credits should only be reported in the year they are claimed.

Scope of Practice

If you are an Engineering or Geoscience Licensee, or have Permission to Consult, your CPD Scope of Practice must be the same as your assigned Field of Practice. Refer to APEGS Central, My Profile page.

[Add](#)

[Add New](#)

STEP 2: Enter your Scope of Practice in the gray box.

STEP 3: Click “Add New” to create a record for 2019.

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 decimals (round to the nearest whole number)

Year: 2019

Reporting Elsewhere

[Save](#) [Cancel](#)

Category	Credits
Ethics Training	1
Professional Practice	

STEP 4: Enter your CPD data and click ‘Save’

Do not send in your CPD documentation to APEGS, unless asked to do so.

see over...