3.2 **ACTIVITY CATEGORIES**
There are six activity categories recognized as contributing to continuing professional development that provide the framework for credit reporting.

3.2.1 **Professional Practice**
Active professional practice is a significant factor contributing to maintaining and improving skills. It is appropriate for a member to receive credit for professional practice since significant learning occurs “on the job”. It is reasonable to assume that one hour of learning is achieved for every 15 hours of professional practice.

*15 hours of professional work within a member’s scope of practice = 1 credit*
*A maximum of 50 credits per year may be claimed in this category*

3.2.2 **Formal Activity**
Formal activities are those provided as a structured course or program, often for credit, occasionally with an evaluation process. Although formal activity is not specifically required, all members should strive to include some formal activities within their CPD Program. Delivery methods might include traditional classroom settings, and remote learning techniques such as written correspondence, video, or Internet based courses. Formal activities could include:

- undergraduate or graduate credit and non-credit courses provided through universities, technical institutes and colleges;
- industry sponsored courses, programs, webinars and seminars;
- employer training programs and structured on-the-job training;
- short courses provided by technical societies, industry or educational institutions; and
- verifiable ethics training (as described in Section 3.3).

Typically, formal activity would be verifiable by the receipt of a certificate of completion or other similar document.

*Every hour spent in attendance at a course = 1 credit*
*For courses offering Continuing Education Units (CEUs), each CEU = 10 credits*
*A maximum of 30 credits per year may be claimed in this category*

3.2.3 **Informal Activity**
These are activities not normally offered by an educational institution or other formal organizations, but that expand your knowledge, skills or judgment. They include:

- self-directed study such as reading technical journals, books, manuals; learning new software;
- attendance at conferences, technical sessions, talks, seminars, workshops and industry trade shows;
- attendance at meetings of technical, professional or managerial associations or societies; and
- structured discussions (such as technical paper critiques or discussions) of technical or professional issues with one’s peers.

*Each hour of informal activity = 1 credit*
*A maximum of 30 credits per year may be claimed in this category*
APEGS CPD Program – The Activity Categories

3.2.4 Participation
Activities that promote peer interaction and provide exposure to new ideas and technologies not only enhance the professions but also serve the public interest. These activities include:

- acting as a mentor to a Member-in-Training or other less experienced professional member or technologist;
- serving as a supervisor to a graduate student in preparation of a thesis;
- acting as a mentor to an undergraduate in an engineering or geoscience university program;
- presenting to schools, career days, judging science fairs;
- serving on public bodies that draw on professional expertise (e.g. professional associations / bodies planning board, development appeal board, investigative commissions, review panels or community building committees);
- service on standing or ad-hoc committees of technical, professional or managerial associations, or societies;
- community service activities that contribute to the community which require professional and ethical behaviour, but not necessarily the application of technical knowledge, including active service for professional, service, charitable, community or church/temple organizations, coaching league sports teams, or elected public service on municipal, provincial or federal levels or school boards.

Each hour of service = 1 credit
Claim a maximum of 10 credits per year for community service activities
A maximum of 20 credits per year may be claimed in this category

3.2.5 Presentations
These activities are either technical or professional presentations made outside a member’s normal job functions. Count both preparation and presentation of material. Eligible presentations might occur at:

- a conference or meeting; or
- a course, workshop or seminar either for an educational organization, within the member’s company, or at an event sponsored by a technical or professional organization.

Each hour of preparation and delivery = 1 credit
A maximum of 20 credits per year may be claimed in this category

3.2.6 Contribution to Knowledge
Contribution to knowledge includes activities that expand or develop the technical knowledge base in the disciplines of engineering and geoscience. Contributions could include:

- development of published codes and standards - 1 credit per hour of committee work
- patents - 15 credits per patent registered
- publication of papers in a peer-reviewed technical journal - 15 credits per paper published
- publication of articles in non-reviewed journals - 10 credits per article, to a maximum of 10 credits per year
- reviewing articles for publication - 1 credit per hour of review, to a maximum of 10 credits per year
- editing papers for publication - 1 credit per hour of editing, to a maximum of 10 credits per year

A maximum of 30 credits per year may be claimed in this category