To All Association Members

The Continuing Professional Development (CPD) program meets APEGs’ statutory requirements as well as the professional obligations of our members. Section 5 of The Engineering and Geoscience Professions Act states that the Objects of the Association are:

a) to ensure the proficiency and competency of members in the practice of professional engineering or the practice of professional geoscience in order to safeguard the public;

b) to regulate the practice of professional engineering and the practice of professional geoscience by members in accordance with this Act and the bylaws;

c) to promote and improve the proficiency and competency of members;

d) to foster the practice of professional engineering and the practice of professional geoscience by members in a manner that is in the public interest.

Subsections a), c) and in part d) speak directly to the need for a CPD Program.

As well, subsection 20(2)(d) of the Regulatory Bylaws (the Code of Ethics) requires APEGs members to:

- keep themselves informed in order to maintain their competence, strive to advance the body of knowledge with which they practice and provide opportunities for professional development of their subordinates.

Section 23.2 of the Regulatory Bylaws provides an outline for the APEGs’ CPD Program. This outline includes participation and reporting requirements. Appendix 5 of the Regulatory Bylaws provides the minimum standards for the CPD Program and provides the foundation that is expanded upon in this program.

Benefits to Members

The public is demanding greater accountability from professionals. It expects professionals to engage in lifelong learning to ensure the protection of public health, safety and welfare. While a well-rounded CPD Program is important to the public, it has many benefits to the member as well.

Benefits of a CPD Program:

- It is an opportunity to annually reflect on career goals;
- It helps to justify requests for additional training;
- Tracking CPD activities helps in résumé updating;
- The record can be used to establish credibility with peers and employers;
- Updating skill sets shows flexibility and adaptability;
- Completing the requirements provides networking opportunities; and
- It assists in mobility between provincial jurisdictions.
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1. **Introduction**

1.1 **APEGS Continuing Professional Development**

The APEGS Continuing Professional Development (CPD) Program establishes a benchmark to which members will evaluate their ongoing professional development activities. The program provides tools for analyzing needs, planning programs, and recording and reporting activities. Many APEGS members will exceed the minimum requirements set out in this program. A member, perhaps assisted by their employer, will be better able to assess and meet their CPD needs using this program document. Educational or training plans developed through employer processes are acceptable for use as a CPD plan.

The CPD Program provides a great deal of flexibility and plans are tailored to meet each member’s specific requirements. Members’ special circumstances can be accommodated by banking CPD credits or requesting a program variation. Members are encouraged to undertake activities that provide the greatest benefit to them in the practice of their profession.

The CPD Program is established under the authority of APEGS Council, pursuant to *The Engineering and Geoscience Professions Act*, ss. 15 and 16(2)(j). The CPD Compliance Committee (CPDCC) administers the CPD Program on behalf of APEGS.

Terms and acronyms used in this document are defined in Appendix A.

1.2 **Applicability**

Section 23.2(2) of the *Regulatory Bylaws* requires participation and annual reporting from all members, regardless of their country of residence. The requirement to engage in CPD activities begins on the date of the member’s registration approval with APEGS. Table 1 illustrates who is required to participate in the CPD Program.

<table>
<thead>
<tr>
<th>Member Type</th>
<th>Required to Participate?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Member</td>
<td>Yes</td>
</tr>
<tr>
<td>Members-in-Training</td>
<td>Yes</td>
</tr>
<tr>
<td>Licensees</td>
<td>Yes</td>
</tr>
<tr>
<td>Temporary Licensees</td>
<td>Yes</td>
</tr>
<tr>
<td>License Waiver Holders</td>
<td>Yes</td>
</tr>
<tr>
<td>Applicants</td>
<td>No</td>
</tr>
<tr>
<td>Life Members</td>
<td>No</td>
</tr>
</tbody>
</table>

*Members (excluding Life Members) are eligible to apply for a program variation. See Section 5 for more details.*
1.3 **Member’s CPD Program Start Date**
A member’s CPD Program begins on the day they become an APEGS member. This applies to all membership categories. After the member’s initial reporting year (which may be a partial year), the CPD Program follows a calendar year.

1.4 **Exemptions**
In addition to the scenarios described in Table 1 above, the following exemptions apply:

- A member applies for Life Membership at the time of receiving their annual fees notice. The member’s Life Membership is approved by Council at its first meeting of the new license year. These new Life Members are not required to report CPD activities for the previous year.
- A member resigns either during the current reporting year or as a result of receiving their annual fees notice for the following year. These former members are not required to report CPD activities for the reporting year.

In either case, if the individual reactivates their license the CPD Program applies to them.

1.5 **Reinstatements**
Individuals who are reinstated as members of APEGS may have outstanding CPD requirements. Table 2 describes these requirements.

**Table 2: CPD Requirements for Reinstatements**

<table>
<thead>
<tr>
<th>Case*</th>
<th>CPD Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>CPD review for previous year upon reinstatement</td>
</tr>
<tr>
<td>2</td>
<td>CPD review for previous year upon reinstatement</td>
</tr>
<tr>
<td>3</td>
<td>CPD review for reporting period prior to membership ceasing **</td>
</tr>
<tr>
<td>4</td>
<td>Not applicable</td>
</tr>
<tr>
<td>5</td>
<td>CPD review for reporting period prior to membership ceasing **</td>
</tr>
<tr>
<td>6</td>
<td>Not applicable</td>
</tr>
<tr>
<td>7</td>
<td>Not applicable</td>
</tr>
<tr>
<td>8</td>
<td>Not applicable</td>
</tr>
<tr>
<td>9</td>
<td>Not applicable</td>
</tr>
</tbody>
</table>

* As defined on the APEGS website under “Reinstatement”

** Will only apply to 2019 and later
2. **Setting up a Program**

2.1 **ESTABLISHING A CPD PROGRAM**

A successful CPD Program requires a **candid personal assessment** of current knowledge, skills, and abilities. The structure and content of a CPD Program is up to the individual member. However, to set up an effective program, members will need to complete the six essential steps presented in Table 3.

<table>
<thead>
<tr>
<th>Table 3: Essential Steps for Creating an Effective CPD Program</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>STEP ONE</strong> Identify where you are</td>
</tr>
<tr>
<td><strong>STEP TWO</strong> Identify current competencies and future professional goals</td>
</tr>
<tr>
<td><strong>STEP THREE</strong> Plan your program</td>
</tr>
<tr>
<td><strong>STEP FOUR</strong> Execute the plan</td>
</tr>
<tr>
<td><strong>STEP FIVE</strong> Record and report your activities.</td>
</tr>
<tr>
<td><strong>STEP SIX</strong> Repeat this process on an annual basis</td>
</tr>
</tbody>
</table>

2.2 **SCOPE OF PRACTICE**

Each member’s CPD Program is required to have a well-defined individual scope of practice; essentially, a description of current or anticipated practice.

APEGS recognizes the practice of professional engineering and the practice of professional geoscience in the broadest sense to include the teaching and the managing of engineering and geoscience, spanning from traditional technology to leading edge technology in engineering and geoscience. Refer to *The Engineering and Geoscience Professions Act*, ss. 2(m) and 2(n) for the full detailed descriptions of the practices.

Members who currently hold Permission to Consult and/or are Engineering Licensees or Geoscience Licensees will have a scope of practice already defined (Field of Practice). This scope of practice must be used for their CPD Program.

All other members must define their scope of practice. To define a scope of practice, describe the current position and related areas of practice in professional engineering or professional
geoscience. A member’s scope of practice may be dynamic and has the potential to change throughout the course of their career. Scope of practice examples can be found in Appendix B.

Once a scope of practice has been defined, the scope of practice textbox on the CPD page of the member’s online profile shall be completed and maintained. Members who hold Permission to Consult and/or are Engineering Licensees or Geoscience Licensees cannot change their scope of practice without approval from APEGs.

2.3 **CPD PLAN**

The next step is to develop a CPD Plan that will assist in gaining or refining the required knowledge, maintaining or improving required skills, or acquiring new abilities. Judgment should be used in selecting activities that relate to the individual’s scope of practice and that work best for their continued learning. A CPD Plan will assist in identifying gaps between what is already known and what is needed to be known. CPD Plan formats can vary. They may be documented using forms provided by APEGs, forms provided by employers or forms created by the member. Regardless of the format, CPD Plans must be documented. Examples of completed CPD Plans can be found in Appendix C.

In the event a member assumes a new position, or takes on significant new responsibilities within their existing role, they may need to review and modify their CPD Plan accordingly.

*Remember that CPD activities must relate to the individual member’s scope of practice.*
3. **Annual Requirements**

3.1 **PROGRAM REQUIREMENTS**

A credible CPD Program should establish minimum levels of professional development effort. A “credit” is the unit of measurement. To be in compliance with the CPD program, members are required to meet the minimum requirements outlined in Table 4 annually. Members are required to complete all CPD activities between January 1st and December 31st of the reporting year.

**Table 4: Annual Requirements for a CPD Program***

<table>
<thead>
<tr>
<th>Member Category</th>
<th>Credit requirement</th>
<th>Minimum number of activity categories required</th>
<th>Annual ethics component required?</th>
<th>Annual reporting of CPD credits required?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Members-in-Training</td>
<td>80</td>
<td>3</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Professional Members</td>
<td>80</td>
<td>3</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Licensees</td>
<td>80</td>
<td>3</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Temporary Licensees</td>
<td>80</td>
<td>3</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Waiver Holder</td>
<td>30**</td>
<td>2</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Applicant</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Life Member</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Members joining APEGS part way through the reporting year may prorate requirements. See Section 4.5.

** Members receiving Employment Insurance (EI) are to ensure that they are adhering to the requirements of the EI program prior to undertaking any CPD activities.

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*Most members will earn more than the annual credit requirements. Only report required credits and bank excess credits for future use. See Section 4.4.*

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3.2 **ACTIVITY CATEGORIES**

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

*Only activities undertaken after becoming an APEGS member are eligible for CPD credits.*
3.2.1 Professional Practice

The practices of professional engineering and professional geoscience are defined in *The Engineering and Geoscience Professions Act*, ss. 2(m) and 2(n). It is recognized that not all APEGs’ licensed members’ work activities fall within these definitions. It is therefore incumbent upon the member to properly define their scope of practice as referenced in Section 2.2 above.

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:

- post-secondary 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 (See 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 post-secondary studies, 1 hour in class or lab = 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, publications directed at professionals (e.g. *The Professional Edge*), books, manuals;
- learning new software;
- listening to podcasts, completing webinars, etc.;
- attendance at meetings of technical, professional or managerial associations or societies;
- attendance at conferences, technical sessions, talks, seminars, workshops and industry trade shows; 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

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, planning boards, development appeal boards, 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 participation in professional, service-based, charitable, community or faith-based 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, or textbook chapter - 15 credits per paper published
- publication of articles in non-reviewed journals - 10 credits per article, to a maximum of 10 credits per year
- publication of a technical textbook - 60 credits per book published, to a maximum of 30 credits a 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

3.3 Annual Ethics Component
The consideration of ethical issues is an important element of engineering and geoscience practice. The majority of complaints received by professional associations relate to professional misconduct, rather than professional incompetence.

Proof of participating in regular ethics training may assist members in potential complaints related to professional misconduct.

On an annual basis, members are required to complete verifiable ethics training. Acceptable activities to satisfy the ethics requirement include:

- APEGs Law & Ethics seminar;
- PD Day ethics course(s);
- employer provided program\(^1\);
- teaching an ethics class;
- review of ethics at meetings (i.e. ethical moment similar to safety moment)\(^2\);
- online ethics module(s)\(^3\);
- attendance at other ethics conferences / workshops; or
- continuing education offerings related to ethics.

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\(^1\) Examples include reviews of corporate policies on privacy, use of corporate computers, client relations, ethics, etc.

\(^2\) Attendance, topic and duration of discussion must be documented in minutes.

\(^3\) It is preferred that members complete online ethics modules individually.
It is expected that annual ethics training be at least one cumulative hour. Once the ethical training has been completed, members are required to log into the CPD page of their online profile and check the box to indicate they have completed the requirement for the current calendar year. Members can then document the hours spent on ethics training in the Formal Activity category.

APEGS offers regular seminars on ethics and is willing to present at employer locations in Saskatchewan. APEGS also provides members with free access to online ethics modules, accessible through the APEGS website homepage.
4. **Record Keeping and Reporting**

4.1 **Requirements**

To meet the requirements of the CPD Program, records shall clearly document the following information:

- individual scope of practice;
- CPD Plan; and
- a detailed record of completed activities and number of credits earned.

4.2 **Recording Activities**

Members are required to maintain a detailed record of their CPD activities. CPD records are required to include the following information:

- the date(s) the activity occurred;
- a description/title of the activity;
- the organizer/provider of the activity (if applicable);
- the number of credits earned for the activity; and
- the relevant CPD Activity Category.

Members have the option of recording their CPD activities in either the APEGS Annual Activity Tracker spreadsheet or a separate tracking system of their choice. For members’ convenience, the APEGS Annual Activity Tracker template is available for download from the APEGS website (www.apegs.ca). Examples of completed Annual Activity Trackers can be found in Appendix D.

Each member is required to maintain a detailed record of their CPD Program activities. These records will not normally be submitted to APEGS but may be requested as further verification of the member’s CPD activity. See Section 7.

4.3 **Reporting Annually**

Members are required to log into the CPD page of their online profile and report their annual CPD credits by January 31st of the year following the calendar year for which they are reporting. The level of detail a member is required to provide to APEGS will depend on their individual circumstances. Table 5 outlines the reporting requirements.

The following exemptions apply to Table 5:

- Members-in-Training belonging to other jurisdictions in which they do not have CPD reporting requirements are not allowed to check the “Reporting Elsewhere” box with APEGS. They must report their CPD activities to APEGS.
- Members who live outside of Saskatchewan and are not reporting their CPD activities to any other jurisdiction are required to report their CPD activities to APEGS. Members that have obtained an exemption or variation in another jurisdiction may check the “Reporting Elsewhere” box.
### Table 5: Annual Reporting Requirements

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Preferred Address is in Saskatchewan</th>
<th>APEGs Member</th>
<th>APEGs License Waiver</th>
<th>Licensed and Practicing in other Jurisdictions</th>
<th>Required to Report to APEGs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Report credits to APEGs</td>
</tr>
<tr>
<td>2</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Report credits to APEGs</td>
</tr>
<tr>
<td>3</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Report credits to APEGs</td>
</tr>
<tr>
<td>4</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Report credits to APEGs</td>
</tr>
<tr>
<td>5</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Report credits to APEGs*</td>
</tr>
<tr>
<td>6</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Report credits to APEGs*</td>
</tr>
<tr>
<td>7</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Allowed to check the “Reporting Elsewhere” box**</td>
</tr>
<tr>
<td>8</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Allowed to check the “Reporting Elsewhere” box**</td>
</tr>
</tbody>
</table>

* Includes licensed members and non-practicing members in other jurisdictions

** If a member checks the “Reporting Elsewhere” box, it is optional to enter CPD activity credits with APEGs. If a member is eligible to select the “Reporting Elsewhere” option, they are required to comply with that jurisdiction’s requirements. Compliance with another jurisdiction’s CPD Program will constitute compliance with the APEGs CPD Program, even though the programs may have differing requirements.

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*Falsifying a CPD report to APEGs may result in the member being reported to the APEGs Investigation Committee for Professional Misconduct for violating the Code of Ethics.*

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4.4 **Banking Credits**

If a member has earned excess credits in the reporting year, they can bank those credits for a maximum of two years after the year in which they were earned. Banked credits not claimed within the following two-year window will expire. It is the member’s responsibility to track banked credits and claim them as appropriate (see examples in Appendix E).

Credits reported to APEGS during a reporting year will be considered claimed credits. Members shall track all earned credits for the year in their own records. Only report the annual credit requirements to APEGS. Once credits have been reported to APEGS, they can no longer be used. It is the member’s responsibility to track credits and claim them appropriately, and bank excess credits. Banked credits can then be used in future years.

*Banked credits may allow members to continue to meet the program requirements in the event of a lean credit year or a waiver year. It is beneficial to use banked credits first.*

4.5 **Credit Requirements for New Members**

If a member has joined APEGS after the beginning of the calendar year, they are required to complete the annual ethics component and a pro-rated amount of CPD credits. The annual credit requirements for a member’s first year will be calculated as per Table 6. Members joining part way through the month should round up or down to the closest full month as follows:

- If the member joined on or before the 15th of the month, count the month in which the member joined; or
- If the member joined after the 15th of the month, begin counting the month after which the member joined.

For example, if the member joined on May 23rd, they would count 7 months (June – December). If the member joined on July 10th, they would count 6 months (July – December).

4.6 **Credit Requirements for Waiver Holders**

License waiver holders are required to participate in the CPD Program because it preserves the ability for the member to return to practice without supervised recent experience.

Waiver holders require a minimum of 30 credits annually plus one hour of verifiable ethics training, which can be claimed under Formal Activity as part of the 30 credits.

If a waiver holder returns to practice part way through the year, their CPD requirements will be based on a calculation using data from Table 6. For example, if a member was a waiver holder for 4 months and was licensed for 8 months, they would require 63 credits in a minimum of 3 categories. This is calculated as follows:

\[
10 \text{ credits from License Wavier Column (4 months)} + 53 \text{ credits from Licensed Column (8 months)} = 63 \text{ credits total}
\]
### Table 6: CPD Credit Requirements for New Members

<table>
<thead>
<tr>
<th>Number of months as an APEGS member</th>
<th>Licensed Members</th>
<th>License Waiver Holders*</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 months</td>
<td>80</td>
<td>30</td>
</tr>
<tr>
<td>11 months</td>
<td>74</td>
<td>28</td>
</tr>
<tr>
<td>10 months</td>
<td>67</td>
<td>25</td>
</tr>
<tr>
<td>9 months</td>
<td>61</td>
<td>23</td>
</tr>
<tr>
<td>8 months</td>
<td>53</td>
<td>20</td>
</tr>
<tr>
<td>7 months</td>
<td>47</td>
<td>18</td>
</tr>
<tr>
<td>6 months</td>
<td>40</td>
<td>15</td>
</tr>
<tr>
<td>5 months</td>
<td>34*</td>
<td>13</td>
</tr>
<tr>
<td>4 months</td>
<td>27*</td>
<td>10</td>
</tr>
<tr>
<td>3 months</td>
<td>21*</td>
<td>8</td>
</tr>
<tr>
<td>2 months</td>
<td>13**</td>
<td>5**</td>
</tr>
<tr>
<td>1 month</td>
<td>Verifiable ethics training only</td>
<td></td>
</tr>
</tbody>
</table>

* Credits required from only two activity categories.

** Credit required from only one activity category.

### 4.7 Credit Requirements for Members Working Part-Time

Members not eligible for a license waiver because they are working part-time are still required to participate in the CPD Program. Those members who are not able to meet the annual credit requirements are eligible to apply for a CPD Variation. See Section 5.

In order to calculate the credits attainable in a given year, and to properly apply for a Variation, members should apply the following logic:

CPD credit requirements are calculated in two parts. The Professional Practice category is pro-rated on the basis of how many months of work are performed during the year.

For example, if a member works a total of 560 hours in a year this equates to 27% of full-time equivalent (560/2080 = 27%)⁴. So this member would report:

\[
14 \text{ credits (27\% of 50 Profession Practice credits)} + 30 \text{ credits (from the remaining 5 categories)} = 44 \text{ credits}
\]

---

⁴ 2080 hours is the typical amount that a full-time employee would work in a year.
Members working part-time are required to report credits in a minimum of 3 categories, including Professional Practice, and complete the annual verifiable ethics requirement.

4.8 CREDIT REQUIREMENTS FOR MEMBERS WITH RETROACTIVE FEE REMISSIONS

There are some instances when a license waiver is approved for a member retroactively. In such cases, the member shall calculate their CPD credit requirements as described in Section 4.6.
5. **Variation Program**

5.1 **ELIGIBILITY**

Special consideration may be given to members with extenuating circumstances who may be unable to meet their annual CPD requirements. Members shall use their banked credits prior to applying for a Variation. See Section 4.4. Table 7 outlines the circumstances in which members may request a variation.

License waiver holders need only apply for a CPD Variation if they are not able to meet the reduced requirement of 30 credits in at least 2 CPD activity categories plus one-hour of verifiable ethics training. If a license waiver holder can meet these requirements, they need not apply for a CPD Variation.

Members with preferred mailing addresses outside of Saskatchewan, who are eligible to check the “Reporting Elsewhere” box, need not apply for a CPD Variation with APEGs.

5.2 **APPLICATION**

Members eligible to apply for a Variation must do so by completing a Variation Request Form. The Variation Request Form is available for download from the APEGs website. The completed Variation Request Form shall be submitted to APEGs for consideration. An example of a completed Variation Request Form can be found in Appendix F.

Variation requests must be received by APEGs by **September 30th** of the reporting year. After the deadline, Variation requests will not be accepted and members who cannot meet the CPD requirements for the reporting year are required to submit a Remediation Plan describing how they will correct the deficiency in the following reporting year. Note: completion of the deficiencies addressed in the Remediation Plan will be in addition to the CPD requirements for the following reporting year. See Section 6.

Before applying for a Variation, members must have used all banked CPD credits from the previous two years.

When applying for a Variation, the member must determine the number of credits attainable for the reporting year and submit that value to APEGs. For example:

- A member licensed for the full year would suggest a value less than 80; or
- A license waiver holder (full year) would suggest a value less than 30.
<table>
<thead>
<tr>
<th>Category</th>
<th>Category Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employment Leave</td>
<td>As defined in Sask. Employment Act e.g. parental leave, compassionate leave, etc.</td>
</tr>
<tr>
<td>Medical Leave</td>
<td>less than 90 consecutive days or as defined by individual's plan</td>
</tr>
<tr>
<td></td>
<td>greater than 90 consecutive days or as defined by the individual's plan</td>
</tr>
<tr>
<td>Return to full time post-secondary study</td>
<td>Full time as defined by institution</td>
</tr>
<tr>
<td>In Province (non-practicing)</td>
<td>Not actively working in Saskatchewan at all</td>
</tr>
<tr>
<td></td>
<td>Not actively practicing Engineering or Geoscience elsewhere</td>
</tr>
<tr>
<td></td>
<td>Waiver eligible but have chosen not to be</td>
</tr>
<tr>
<td>Out of Province (non-practicing)</td>
<td>Lives outside of Saskatchewan</td>
</tr>
<tr>
<td></td>
<td>Not actively practicing Engineering or Geoscience elsewhere</td>
</tr>
<tr>
<td></td>
<td>Waiver eligible but have chosen not to be</td>
</tr>
<tr>
<td>Under-employed</td>
<td>Lives in Saskatchewan</td>
</tr>
<tr>
<td></td>
<td>Actively practicing Engineering or Geoscience</td>
</tr>
<tr>
<td></td>
<td>Working less than full-time hours</td>
</tr>
<tr>
<td></td>
<td>Lives in Saskatchewan</td>
</tr>
<tr>
<td></td>
<td>Working outside the professions</td>
</tr>
<tr>
<td></td>
<td>Not actively practicing Engineering or Geoscience</td>
</tr>
<tr>
<td></td>
<td>Not eligible for license waiver</td>
</tr>
<tr>
<td></td>
<td>Lives outside of Saskatchewan</td>
</tr>
<tr>
<td></td>
<td>Actively practicing engineering or geoscience</td>
</tr>
<tr>
<td></td>
<td>Working less than full-time hours</td>
</tr>
<tr>
<td></td>
<td>Lives outside of Saskatchewan</td>
</tr>
<tr>
<td></td>
<td>Working outside the professions</td>
</tr>
<tr>
<td></td>
<td>Not actively practicing Engineering or Geoscience</td>
</tr>
<tr>
<td>Retired</td>
<td>Not actively working at all</td>
</tr>
<tr>
<td></td>
<td>Not yet eligible for Life Member status</td>
</tr>
<tr>
<td>Other</td>
<td>Case by case</td>
</tr>
</tbody>
</table>
5.3 **APPROVAL**

Once the Variation Request is received, it will be reviewed. Depending on the nature of the request, the CPD Variation may be reviewed by the Director, the CPDCC, or the registrar. The member will be notified of the decision in writing.

In circumstances where additional information is required before a Variation Request can proceed, the member will be contacted. If the requested information is not received from the member within 30 days, the Variation Request will expire. If a Variation Request expires, a new Variation Request must be submitted, which includes the requested information.

It is important to note that Variation Request approvals are only valid for the calendar year for which they were approved. If the situation extends into another calendar year, a new Variation Request Form must be submitted to APEGs for consideration.
6. **Remediation Program**

6.1 **PLAN PURPOSE**

CPD Remediation Plans are required in the following situations:

- A member self-identifies that they will not fulfill their annual CPD requirements after the Variation Program application deadline for the reporting period;
- APEGS identifies members that have not met their annual CPD requirements for the previous reporting period during the annual compliance review. These members will be given the option to comply or submit a Remediation Plan; or
- Members do not comply with the CPD Program requirements and a Remediation Plan is assigned to them at the registrar’s discretion.

6.2 **PLAN INITIATION**

Remediation Plans may be initiated by the member, the CPDCC, or the registrar. In all situations, completion of the Remediation Plan Form found on the APEGS website (www.apegs.ca) is required. An example of a completed Remediation Plan can be found in Appendix G.

The Remediation Plan must identify the following:

- Areas of deficiency;
- Plans to correct the deficiency; and
- Deadline for completion.

If the member is the initiator of the Remediation Plan, the Plan must be submitted to the CPDCC for consideration (via email at cpd@apegs.ca or via mail to the APEGS office).

If the CPDCC or the registrar are the initiator of the Remediation Plan, the member will be informed of the Plan requirements and conditions in writing by letter.

*Conditions of the approved Remediation Plan are in addition to the current reporting year’s CPD requirements.*

6.3 **PLAN APPROVAL / ACCEPTANCE**

6.3.1 **Remediation Plan Initiated by Member**

Once the Remediation Plan is received by APEGS, it will be reviewed. The Remediation Plan may be reviewed by the Director, the CPDCC, or the registrar. The member will be notified of the decision in writing.

In circumstances where additional information is required before the Remediation Plan review can proceed, the member will be contacted. If the requested information is not received from
the member within 30 days, the Remediation Plan will expire. If a Remediation Plan expires, a new Remediation Plan must be submitted which includes the requested information.

6.3.2 Remediation Plan Initiated by the CPDCC and/or the Registrar
A Remediation Plan will be assigned to a member in a formal letter from APEGS. When a Remediation Plan is assigned, the member must:

- Sign the Remediation Plan accepting the conditions and return a signed copy to APEGS (via email at cpd@apegs.ca or via mail to the APEGS office); or
- If the conditions are not acceptable, notify the registrar in writing and propose an alternative Remediation Plan.

Remediation Plan details will be included in the formal letter from APEGS.

6.4 PLAN COMPLETION
When the member has fulfilled the Remediation Plan conditions, the member will record the CPD activities in their online profile for the current reporting year. These remedial activities are NOT reported in the year for which the Remediation Plan was required.

Once the online reporting is complete, the member must notify APEGS in writing, either via email to cpd@apegs.ca or via letter to the APEGS office.
7. Review Program

7.1 PROGRAM OVERVIEW
APEGS members’ CPD reports will be reviewed annually. Each member’s CPD report will undergo a compliance review (see Section 7.2). In addition, an annual sample of APEGS members may also be subject to an assurance review of their program (see Section 7.3).

7.2 CPD COMPLIANCE REVIEW

7.2.1 Annual Compliance Review Process
All APEGS members automatically undergo an annual review of their online CPD reporting to ensure compliance. This review will ensure members are reporting their CPD activities in compliance with the CPD Program. The purpose of the review is to verify that APEGS members are fulfilling the CPD Program requirements by:

- reporting their CPD activities;
- achieving the required number of credits and activity categories; and
- completing the annual ethics training requirement.

For those members who checked the “Reporting Elsewhere” box, the Compliance Review Process will include verifying that the member was eligible to do so. See Table 5 in Section 4.3.

A random sample of those members eligible to check the “Reporting Elsewhere” box will be selected for review. The jurisdiction to which the member indicated that they reported will be contacted in order to confirm that the member is compliant.

7.2.2 Non-Compliance
In the event of non-compliance, members will be notified in writing. Notification progresses in three stages:

Notice #1 – provides 30 days to fully comply or provide a Remediation Plan;
Notice #2 – may allow an additional 30 days to fully comply or provide a Remediation Plan; and
Notice #3 – provides further instruction, at the registrar’s discretion.

As noted in the Regulatory Bylaws, failure to meet the requirements of the CPD Program may, at the discretion of the registrar, result in:

- a Remediation Plan being assigned with which the member must comply; or
- an administrative suspension of license.

In the event of a suspension of license, a member will be reinstated after successful fulfillment of remedial conditions as directed by the registrar.
7.3 **CPD Assurance Review**

7.3.1 **Annual CPD Assurance Process**

The CPDCC may review a random sample of members’ CPD records annually. This CPD Assurance Review includes a request for detailed CPD records. Members are required to keep detailed records of their CPD activities. The scope of the CPD Assurance Review includes the last three years of records.

In the event of an in-depth review, members are required to cooperate with the CPDCC and provide any requested documents.

The CPDCC will review submissions and may:

- determine that compliance with the program has been met; or
- identify deficiencies.

If deficiencies are identified, the CPDCC may:

- provide coaching on opportunities for improvement; and/or
- collaborate with the member on a remediation plan.

In certain circumstances, deficiencies may be alternatively addressed at the registrar’s discretion.

7.3.2 **Communication of Findings**

Members who undergo a CPD Assurance Review will be notified of the results in a formal written report by APEGS.

7.4 **Member’s Duty During Review**

During either review process, members may be requested to provide records and additional information to aid in the review. Failure to cooperate with the requests of the CPDCC may result in the member being referred to Council for further action. Falsification of records may result in the member being referred to the APEGS Investigation Committee.
8. **Role of the Employer**

APEGS encourages employers to support the CPD efforts of their employees. Members should discuss their professional development objectives with their employer, supervisor, or mentor. Through discussion and agreement, the member and their employer can decide on professional development activities and the type and level of employer support.

Among other things, employer support can include:

- consultation with the employee during development of the employee’s program;
- provision of learning opportunities;
- assistance in developing job expectations and responsibilities;
- periodic review of employee performance and progress;
- incorporation of CPD into annual performance reviews;
- assistance in documenting activities and levels of effort through company performance management systems;
- financial support of activities;
- allowing time to participate in activities;
- encouragement of professional development of employees; and
- encouragement of employee lifelong learning.

It is important to note that even though the employer has a role to play in defining requirements, the primary responsibility for developing a CPD Program and maintaining competence rests with the individual member.
9. **For More Information**

Members who have specific questions or concerns about CPD, should call or e-mail the APEGs office (cpd@apegs.ca).

APEGs offers regular seminars on CPD and reporting requirements and is willing to present at employer locations in Saskatchewan.

CPD forms and examples are available for download from the Continuing Professional Development section of our website, [www.apegs.ca](http://www.apegs.ca).
10. Version Control

References:
CPD5.0_CPD Variation Request Policy
CPD6.0_CPD Review Policy
CPD6.1_CPD Registrar's Action Policy

Owner: Director responsible for the CPD Program

Revision History:

<table>
<thead>
<tr>
<th>Rev. No.</th>
<th>Date</th>
<th>Brief Description</th>
<th>Author</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>September 2018</td>
<td>Initial Issue</td>
<td>CPDCC</td>
</tr>
<tr>
<td>2</td>
<td>April 2020</td>
<td>Updated to provide clarification based on feedback received during inaugural year.</td>
<td>CPDCC</td>
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<tr>
<td></td>
<td></td>
<td>Added Remediation Plan section.</td>
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</table>

This is a controlled document. Printed versions may not be the most current version. Printed versions are only valid on the date printed.

Printed Date: 9-Apr-20
Appendix A

Definitions
Definitions

In this document:

(a) “Cooperate” means to comply with the requests of the PDC related to compliance reviews of CPD activities, such as provision of supporting documentation by specified deadlines.

(b) “CPD” means Continuing Professional Development.

(c) “CPDCC” means the Continuing Professional Development Compliance Committee

(d) “CPD Plan” means outlining the continuing professional development activities required to gain or refine required knowledge, maintain or improve required skills, or acquire new abilities.

(e) “CPD Program” means a candid personal assessment of current skills, knowledge, and abilities. From this assessment, determine what knowledge, skills, or abilities are required or need to be enhanced. Once determined, then execute the CPD Plan and report activities online to APEGS.

(f) “Credit” means a unit of measure for continuing professional development activities.

(g) “Professional Misconduct” means any matter, conduct, or thing, whether or not disgraceful or dishonorable if:

• It is harmful to the best interests of the public or the members;
• It tends to harm the standing of the profession;
• It is a breech of The Engineering and Geoscience Professions Act or the Bylaws; or
• It is a failure to comply with an order of the Investigation Committee, the Discipline Committee, or the Council.

(The Engineering and Geoscience Professions Act, Section 30)

(h) “Scope of Practice” means a well-defined description of your current or anticipated area of practice.

(i) “Under-employed” means not working full-time in the professions. Examples would include working part-time in the profession(s), laid off from work in the profession(s), or doing work unrelated to the profession(s).

(j) “Variation” is a special consideration given to members who are in extenuating circumstances and may be unable to meet their annual credit requirements. Members are required to complete a Variation Request form and submit it to APEGS for approval for each year being considered.

(k) “Verifiable activity” refers to learning activities that can be verified objectively. Acceptable verifications include certificates of completion, employer’s record, transcripts and receipts. Verifiable CPD documentation should describe the learning activity; identify the provider of the activity, where applicable; connect the member to the activity; identify when the activity took place; and provide a basis for concluding that the number of reported credits is reasonable.
Appendix B

Scope of Practice – Examples

i. Engineering Examples
ii. Geoscience Examples
Examples of Scopes of Practice - Engineering

- Chemical Engineering, process design: well site facilities.
- Civil Engineering: municipal water supply distribution and treatment facilities.
- Civil Engineering: municipal sanitary sewage collection and treatment facilities.
- Civil Engineering: geotechnical, terrain and terrain stability mapping plus on-site terrain and terrain stability assessments.
- Civil Engineering: structural design of precast pre-stressed concrete products.
- Civil Engineering: structural component design for buildings of one to three storeys for industrial use.
- Civil Engineering: foundation design and inspection of residential buildings.
- Electrical Engineering: control and instrumentation systems for natural gas transportation and natural gas processing plants.
- Electrical Engineering: Teaching and Research.
- Engineering Physics: Teaching and Research.
- Environmental Engineering: Phase I and II environmental site assessments; contaminated site remediation.
- Mechanical Engineering: petroleum distribution facilities and service stations (excluding refining process).
- Mechanical Engineering: HVAC, plumbing, fire protection, and energy management systems for one-to-three storey industrial buildings.
- Mechanical Engineering: machine design and finite element analysis for agricultural products.
- Mechanical Engineering, stress analysis: stress and vibration testing analyses on machine components.
- Metallurgical Engineering: corrosion mitigation; pressure equipment, piping and associated components for petrochemical and oil and gas facilities.
- Mine Engineering: materials handling and pumping/piping systems for potash mines.
- Petroleum Engineering: oil and gas reservoirs, reserves, production rates and economic values.
- Petroleum Engineering: oil and gas well drilling, completion, work-over and abandonment.
Management: Engineering management, business development, project management, risk management, contract management, project proposals, engineering economics, internal/external stakeholder relations
Examples of Scopes of Practice - Geoscience

- Environmental Geoscience: hydrology, soil and remediation
- Environmental Geoscience: groundwater modeling, supply and dewatering
- Environmental Geoscience: site assessment and remediation
- Geochemistry: exploration and quality assurance for gold, uranium, diamond and nickel
- Geology: geological surveys and doing ore reserve estimations for base/precious metals.
- Geology: mineral exploration and development for uranium.
- Geology: mineral exploration, data interpretation and mapping
- Geology: wellsite geology
- Geology: hydrogeology and groundwater development
- Geology: soil geochemistry
- Geology: petroleum well site analysis and supervision
- Geology: mineral exploration, economics, mapping
- Geological Engineering: drilling and well placement for oil and gas
- Geophysics: resource and environmental exploration
- Geophysics: seismic and log interpretation
- Geophysics: mineral exploration
- Geoscience: Hydrogeology, groundwater assessments and regulatory compliance
- Geoscience: oil and gas exploration and development
- Petroleum Geology: exploration, development and reporting on oil and gas reserves
- Management: Geoscience management, business development, project management, risk management, contract management, project proposals, geoscience economics, internal/external stakeholder relations
Appendix C

CPD Plan – Examples

i. Geoscientist – CPD Plan
ii. Mechanical Engineer – CPD Plan
iii. Software Engineer – CPD Plan
**Continuing Professional Development**

**CPD Plan**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Jane G. Ologist</th>
</tr>
</thead>
<tbody>
<tr>
<td>Designation:</td>
<td>P. Geo.</td>
</tr>
<tr>
<td>From (Month/Year):</td>
<td>January 2019</td>
</tr>
<tr>
<td>To (Month/Year):</td>
<td>December 2019</td>
</tr>
<tr>
<td>Member Number:</td>
<td>12345</td>
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</table>

**Practice Information**

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Well Site Geologist</th>
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</thead>
<tbody>
<tr>
<td>Industry of Practice:</td>
<td>Petroleum Geology</td>
</tr>
<tr>
<td>Scope of Practice**:</td>
<td>Vertical and Horizontal Well Placement</td>
</tr>
<tr>
<td>Are you in a supervisory role?</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**Continuing Professional Development Plan**

Based on the results of your CPD Plan Self-Assessment Questionnaire, please identify the areas you will work on this year.

<table>
<thead>
<tr>
<th>Knowledge or skill to be developed</th>
<th>Priority</th>
<th>Preferred delivery method</th>
<th>Detail and justification for this activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Improve my analysis skills on the Electronic Drilling Recorder</td>
<td>High</td>
<td>Tutorial</td>
<td>Improve job performance</td>
</tr>
<tr>
<td>Improve knowledge of government regulations for reporting and documenting oil well drilling activity</td>
<td>Medium</td>
<td>Self-directed reading</td>
<td>Improve job performance</td>
</tr>
<tr>
<td>First Aid Recertification</td>
<td>High</td>
<td>In class training</td>
<td>Improve safety on the job site</td>
</tr>
<tr>
<td>Ethics training</td>
<td>High</td>
<td>APEGs webinar</td>
<td>Required for APEGs membership</td>
</tr>
<tr>
<td>Technical writing skills</td>
<td>Medium</td>
<td>APEGs course</td>
<td>Improve my report writing skills</td>
</tr>
</tbody>
</table>
# Continuing Professional Development

## CPD Plan

<table>
<thead>
<tr>
<th>Name:</th>
<th>Mack Anical</th>
<th>From (Month/Year):</th>
<th>January 2019</th>
<th>Member Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Designation:</td>
<td>P. Eng.</td>
<td>To (Month/Year):</td>
<td>December 2019</td>
<td>65432</td>
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</table>

### Practice Information

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Mechanical Engineer</th>
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</thead>
<tbody>
<tr>
<td>Industry of Practice:</td>
<td>Manufacturing</td>
</tr>
<tr>
<td>Scope of Practice**:</td>
<td>Mechanical Engineering: petroleum distribution facilities and service stations (excluding refinery processes)</td>
</tr>
</tbody>
</table>

**Are you in a supervisory role?** Yes

**Yes**

---

**Scope of Practice examples can be found in Appendix B of the CPD Program document**

## Continuing Professional Development Plan

Based on the results of your CPD Plan Self-Assessment Questionnaire, please identify the areas you will work on this year:

<table>
<thead>
<tr>
<th>Knowledge or skill to be developed</th>
<th>Priority</th>
<th>Preferred delivery method</th>
<th>Detail and justification for this activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learn about ASHE process piping</td>
<td>High</td>
<td>In-class training</td>
<td>Improve job performance</td>
</tr>
<tr>
<td>Project management</td>
<td>Medium</td>
<td>In-class training Webinars</td>
<td>To expand the role of my current position</td>
</tr>
<tr>
<td>Codes and standards update</td>
<td>High</td>
<td>Self-directed reading</td>
<td>To make sure I am up to date on the current regulations</td>
</tr>
<tr>
<td>Ethics training</td>
<td>High</td>
<td>APEGs Fall PD Days</td>
<td>Required for APEGs membership</td>
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</tbody>
</table>
## Continuing Professional Development

### CPD Plan

<table>
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<th>Mac Intosh</th>
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</thead>
<tbody>
<tr>
<td>Designation:</td>
<td>P. Eng.</td>
</tr>
<tr>
<td>From (Month/Year):</td>
<td>January 2019</td>
</tr>
<tr>
<td>To (Month/Year):</td>
<td>December 2019</td>
</tr>
<tr>
<td>Member Number:</td>
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</tbody>
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### Practice Information

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<td>Industry of Practice:</td>
<td>Software Engineering</td>
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<tr>
<td>Scope of Practice**:</td>
<td>Software design</td>
</tr>
</tbody>
</table>

**Are you in a supervisory role?** Yes

**No**

**Scope of Practice examples can be found in Appendix B of the CPD Program document**

### Continuing Professional Development Plan

Based on the results of your CPD Plan Self-Assessment Questionnaire, please identify the areas you will work on this year.

<table>
<thead>
<tr>
<th>Knowledge or skill to be developed</th>
<th>Priority</th>
<th>Preferred delivery method</th>
<th>Detail and justification for this activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open CV image recognition</td>
<td>High</td>
<td>Tutorial</td>
<td>Improve work skills</td>
</tr>
<tr>
<td>Python Language</td>
<td>Medium</td>
<td>Podcasts/Tutorials</td>
<td>Improve work skills</td>
</tr>
<tr>
<td>Machine Learning Algorithms</td>
<td>Medium</td>
<td>Self-directed reading</td>
<td>Literature survey</td>
</tr>
<tr>
<td>Update presentation skills</td>
<td>Medium</td>
<td>Toastmasters</td>
<td>Improve job performance</td>
</tr>
<tr>
<td>Ethics training</td>
<td>High</td>
<td>APEGs webinar</td>
<td>Required for APEGs membership</td>
</tr>
</tbody>
</table>
APPENDIX D

Annual Activity Record - Examples

i. Geoscientist – Annual Activity Record
ii. Mechanical Engineer – Annual Activity Record
### Annual Activity Record  
**Continuing Professional Development**

<table>
<thead>
<tr>
<th><strong>Name:</strong></th>
<th>Jane G. Oologist</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Member Number:</strong></td>
<td>12345</td>
</tr>
<tr>
<td><strong>Reporting Year:</strong></td>
<td>2019</td>
</tr>
<tr>
<td><strong>Scope of Practice:</strong></td>
<td>Geology - mineral exploration &amp; development for uranium</td>
</tr>
</tbody>
</table>

#### Professional Practice  
(*Active professional work. Maximum 50 credits*)

<table>
<thead>
<tr>
<th><strong>Completed Activity</strong></th>
<th><strong>Organizer</strong></th>
<th><strong>Date</strong></th>
<th><strong>Number of Hours</strong></th>
<th><strong>Number of Credits Earned</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Worked for ABC Geo</td>
<td></td>
<td>2019</td>
<td>1800</td>
<td>120</td>
</tr>
</tbody>
</table>

**Total:** 120

#### Formal Activity  
(*Structured course or program. Maximum of 30 credits*)

<table>
<thead>
<tr>
<th><strong>Completed Activity</strong></th>
<th><strong>Organizer</strong></th>
<th><strong>Date</strong></th>
<th><strong>Number of Hours</strong></th>
<th><strong>Number of Credits Earned</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>First Aid Course</td>
<td>St. John's Ambulance</td>
<td>Sept. 5/6</td>
<td>14</td>
<td>14</td>
</tr>
</tbody>
</table>

**Ethics Activity**

<table>
<thead>
<tr>
<th><strong>Completed Activity</strong></th>
<th><strong>Ethics Organizer</strong></th>
<th><strong>Date</strong></th>
<th><strong>Number of Hours</strong></th>
<th><strong>Number of Credits Earned</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Ethics Module</td>
<td>APEGs</td>
<td>June 9</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

**Total:** 15

#### Informal Activity  
(*Non-structured learning opportunities. Maximum of 30 credits*)

<table>
<thead>
<tr>
<th><strong>Completed Activity</strong></th>
<th><strong>Organizer</strong></th>
<th><strong>Date</strong></th>
<th><strong>Number of Hours</strong></th>
<th><strong>Number of Credits Earned</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Geological Open House</td>
<td>SGS</td>
<td>Nov. 6</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>Reading technical articles</td>
<td>self</td>
<td>2019</td>
<td>3</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total:** 9

#### Participation  
(*Activities that promote peer interaction. Maximum of 20 credits*)

<table>
<thead>
<tr>
<th><strong>Completed Activity</strong></th>
<th><strong>Organizer</strong></th>
<th><strong>Date</strong></th>
<th><strong>Number of Hours</strong></th>
<th><strong>Number of Credits Earned</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>PDC Committee</td>
<td>APEGs</td>
<td>2019</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>CIM Luncheon</td>
<td>CIM - Saskatoon Branch</td>
<td>June 21</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

**Total:** 21

#### Presentations  
(*Preparation & presentation of material. Maximum of 20 credits*)

<table>
<thead>
<tr>
<th><strong>Completed Activity</strong></th>
<th><strong>Organizer</strong></th>
<th><strong>Date</strong></th>
<th><strong>Number of Hours</strong></th>
<th><strong>Number of Credits Earned</strong></th>
</tr>
</thead>
</table>

**Total:** 0

#### Contribution to Knowledge  
(*Expanding/developing technical knowledge base. Maximum of 30 credits*)

<table>
<thead>
<tr>
<th><strong>Completed Activity</strong></th>
<th><strong>Organizer</strong></th>
<th><strong>Date</strong></th>
<th><strong>Number of Hours</strong></th>
<th><strong>Number of Credits Earned</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Published article</td>
<td>Journal of Geology</td>
<td>March</td>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

**Total:** 15
# Annual Activity Record

## Continuing Professional Development

<table>
<thead>
<tr>
<th>Name:</th>
<th>Mack Anical</th>
</tr>
</thead>
<tbody>
<tr>
<td>Member Number:</td>
<td>65432</td>
</tr>
<tr>
<td>Reporting Year:</td>
<td>2019</td>
</tr>
<tr>
<td>Scope of Practice:</td>
<td>Mechanical Engineering - machine design &amp; finite element analysis for agricultural products</td>
</tr>
</tbody>
</table>

### Professional Practice (Active professional work. Maximum 50 credits)

<table>
<thead>
<tr>
<th>Completed Activity</th>
<th>Organizer</th>
<th>Date</th>
<th>Number of Hours</th>
<th>Number of Credits Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full year of work</td>
<td>XYZ Consulting</td>
<td>2019</td>
<td>2010</td>
<td>134</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>134</strong></td>
</tr>
</tbody>
</table>

### Formal Activity (Structured course or program. Maximum of 30 credits)

<table>
<thead>
<tr>
<th>Completed Activity</th>
<th>Organizer</th>
<th>Date</th>
<th>Number of Hours</th>
<th>Number of Credits Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASHE process piping course</td>
<td>CASTI</td>
<td>Nov. 25-27</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td><strong>Ethics Activity</strong></td>
<td><strong>Ethics Organizer</strong></td>
<td><strong>Date</strong></td>
<td><strong>Number of hours</strong></td>
<td><strong>Number of hours</strong></td>
</tr>
<tr>
<td>Business Ethics Course</td>
<td>APEGs - Fall PD Days</td>
<td>November 5</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>24</strong></td>
</tr>
</tbody>
</table>

### Informal Activity (Non-structured learning opportunities. Maximum of 30 credits)

<table>
<thead>
<tr>
<th>Completed Activity</th>
<th>Organizer</th>
<th>Date</th>
<th>Number of Hours</th>
<th>Number of Credits Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monthly journal reading</td>
<td>ASHRAE</td>
<td>2019</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Lunch and Learn</td>
<td>PMI</td>
<td>2-May</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

### Participation (Activities that promote peer interaction. Maximum of 20 credits)

<table>
<thead>
<tr>
<th>Completed Activity</th>
<th>Organizer</th>
<th>Date</th>
<th>Number of Hours</th>
<th>Number of Credits Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASHRAE Comm member</td>
<td>ASHRAE</td>
<td>2019</td>
<td>12</td>
<td>12</td>
</tr>
<tr>
<td>Coach youth soccer</td>
<td>SK Soccer Assoc.</td>
<td>April - June</td>
<td>9</td>
<td>9</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>21</strong></td>
</tr>
</tbody>
</table>

### Presentations (Preparation & presentation of material. Maximum of 20 credits)

<table>
<thead>
<tr>
<th>Completed Activity</th>
<th>Organizer</th>
<th>Date</th>
<th>Number of Hours</th>
<th>Number of Credits Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lunch &amp; Learn Presentation</td>
<td>SES</td>
<td>March</td>
<td>7</td>
<td>7</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>7</strong></td>
</tr>
</tbody>
</table>

### Contribution to Knowledge (Expanding/developing technical knowledge base. Maximum of 30 credits)

<table>
<thead>
<tr>
<th>Completed Activity</th>
<th>Organizer</th>
<th>Date</th>
<th>Number of Hours</th>
<th>Number of Credits Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>Total</strong> 0</td>
</tr>
</tbody>
</table>
Appendix E

CPD Credit Banking - Example
### CPD Credit Banking - 3 Year Banking Example

(Please note: This is one example of how credits could be claimed. There are numerous combinations in which credits could be claimed to reach the 80 annual credit requirement.)

<table>
<thead>
<tr>
<th>Reporting Year</th>
<th>Category</th>
<th>Banked Credits from 2018</th>
<th>Banked Credits from 2019</th>
<th>Total Credits Earned This Year</th>
<th>Year</th>
<th>Credits Claimed*</th>
<th>Credits Claimed</th>
<th>Credits Banked</th>
<th>Credits Claimed</th>
<th>Credits Banked</th>
<th>Total Claimed</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019</td>
<td>Professional Practice (max 50 credits)</td>
<td>88</td>
<td>88</td>
<td>138</td>
<td>2017</td>
<td>2018</td>
<td>0</td>
<td>88</td>
<td>2019</td>
<td>138</td>
<td>50</td>
</tr>
<tr>
<td></td>
<td>Formal Activity (max 30 credits)</td>
<td>0</td>
<td>10</td>
<td>0</td>
<td>2018</td>
<td>2019</td>
<td>10</td>
<td>0</td>
<td>2019</td>
<td>0</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>Informal Activity (max 30 credits)</td>
<td>0</td>
<td>40</td>
<td>8</td>
<td>2018</td>
<td>2019</td>
<td>15</td>
<td>25</td>
<td>2019</td>
<td>8</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>Participation (max 20 credits)</td>
<td>5</td>
<td>0</td>
<td>18</td>
<td>2018</td>
<td>2019</td>
<td>0</td>
<td>0</td>
<td>2019</td>
<td>0</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Presentations (max 20 credits)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2018</td>
<td>2019</td>
<td>0</td>
<td>0</td>
<td>2019</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Contribution to Knowledge (max 30 credits)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2018</td>
<td>2019</td>
<td>0</td>
<td>0</td>
<td>2019</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

*Credits expire after this reporting year

Total 80

<table>
<thead>
<tr>
<th>Reporting Year</th>
<th>Category</th>
<th>Banked Credits from 2018</th>
<th>Banked Credits from 2019</th>
<th>Total Credits Earned This Year</th>
<th>Year</th>
<th>Credits Claimed*</th>
<th>Credits Claimed</th>
<th>Credits Banked</th>
<th>Credits Claimed</th>
<th>Credits Banked</th>
<th>Total Claimed</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020</td>
<td>Professional Practice (max 50 credits)</td>
<td>88</td>
<td>138</td>
<td>35</td>
<td>2018</td>
<td>2019</td>
<td>0</td>
<td>138</td>
<td>2020</td>
<td>0</td>
<td>35</td>
</tr>
<tr>
<td></td>
<td>Formal Activity (max 30 credits)</td>
<td>0</td>
<td>0</td>
<td>81</td>
<td>2018</td>
<td>2019</td>
<td>0</td>
<td>0</td>
<td>2020</td>
<td>0</td>
<td>81</td>
</tr>
<tr>
<td></td>
<td>Informal Activity (max 30 credits)</td>
<td>25</td>
<td>8</td>
<td>4</td>
<td>2018</td>
<td>2019</td>
<td>5</td>
<td>13</td>
<td>2020</td>
<td>0</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>Participation (max 20 credits)</td>
<td>0</td>
<td>18</td>
<td>0</td>
<td>2018</td>
<td>2019</td>
<td>0</td>
<td>0</td>
<td>2020</td>
<td>0</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Presentations (max 20 credits)</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>2018</td>
<td>2019</td>
<td>0</td>
<td>0</td>
<td>2020</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Contribution to Knowledge (max 30 credits)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2018</td>
<td>2019</td>
<td>0</td>
<td>0</td>
<td>2020</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

*Credits expire after this reporting year

Total 80

<table>
<thead>
<tr>
<th>Reporting Year</th>
<th>Category</th>
<th>Banked Credits from 2018</th>
<th>Banked Credits from 2019</th>
<th>Total Credits Earned This Year</th>
<th>Year</th>
<th>Credits Claimed*</th>
<th>Credits Claimed</th>
<th>Credits Banked</th>
<th>Credits Claimed</th>
<th>Credits Banked</th>
<th>Total Claimed</th>
</tr>
</thead>
<tbody>
<tr>
<td>2021</td>
<td>Professional Practice (max 50 credits)</td>
<td>138</td>
<td>35</td>
<td>120</td>
<td>2019</td>
<td>2020</td>
<td>0</td>
<td>35</td>
<td>2021</td>
<td>0</td>
<td>120</td>
</tr>
<tr>
<td></td>
<td>Formal Activity (max 30 credits)</td>
<td>0</td>
<td>81</td>
<td>9</td>
<td>2019</td>
<td>2020</td>
<td>9</td>
<td>72</td>
<td>2021</td>
<td>0</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>Informal Activity (max 30 credits)</td>
<td>8</td>
<td>4</td>
<td>12</td>
<td>2019</td>
<td>2020</td>
<td>8</td>
<td>4</td>
<td>2021</td>
<td>0</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Participation (max 20 credits)</td>
<td>13</td>
<td>0</td>
<td>22</td>
<td>2019</td>
<td>2020</td>
<td>13</td>
<td>0</td>
<td>2021</td>
<td>0</td>
<td>13</td>
</tr>
<tr>
<td></td>
<td>Presentations (max 20 credits)</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>2019</td>
<td>2020</td>
<td>2</td>
<td>0</td>
<td>2021</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Contribution to Knowledge (max 30 credits)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2019</td>
<td>2020</td>
<td>0</td>
<td>0</td>
<td>2021</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

*Credits expire after this reporting year

Total 80
APPENDIX F

Program Variation Request Form - Example
CONTINUING PROFESSIONAL DEVELOPMENT PROGRAM
APPLICATION FOR VARIATION REQUEST
Deadline to Apply: September 30th of the request year

Applicant Information

Designation:  

- [ ] Professional Member
- [ ] Member-in-Training
- [ ] Licensee
- [ ] Temporary Licensee

Full Name:  

Ologist Jane G.  
Last Name First M.I.  
Member Number: 12345

Home Address:  

123 Fake Street  
Street Address  
Anywheretown SK  
City Province/State Postal/ZIP Code  
Apartment/Unit #  

Phone: (306) 555-1212  
Email: jane.g.ologist@sasktel.net

Variation Type Request

Please indicate the reason for your request:  
(Reason definitions are found on Page 2)

- [ ] Employment Leave
- [ ] Returning to full-time post-secondary study
- [ ] Short Term Medical Leave
- [ ] Long Term Medical Leave
- [ ] In Saskatchewan (non-practicing)
- [ ] Out of Province (non-practicing)
- [ ] Under-employed (Case #1)
- [ ] Under-employed (Case #2)
- [ ] Under-employed (Case #3)
- [ ] Under-employed (Case #4)
- [ ] Retired
- [ ] Other:

Provide a brief description for request:  
(If additional space needed, please attach a second page)

I have been working full-time from January to April.
I plan to retire from the profession on May 1st, but I am not yet eligible for Life Membership.

Request Details

<table>
<thead>
<tr>
<th>CPD credit amount attainable for current year:</th>
<th>Year for Variation Request</th>
<th>If working, approximately how many hours or months will you work this year?</th>
<th>Do you have banked credits from the previous two years?</th>
</tr>
</thead>
<tbody>
<tr>
<td>61</td>
<td>2020</td>
<td>4 months full time work</td>
<td>No</td>
</tr>
</tbody>
</table>

*If yes, banked credits must be used before applying for a Variation

Note: Variation Request is valid from January 1 to December 31 and must be applied for annually.

Certification

I hereby certify all information in this application to be true and complete to the best of my knowledge, and that I have not withheld any information that may have a bearing upon the consideration of this application.

Signature: Jane G. Ologist  
Date: 02-Apr-2020
APPENDIX G

CPD Remediation Plan - Example
CPD REMEDIATION PLAN

Date: 24 – Feb - 2020
Member Name: Jane G. Ologist
Member Number: 12345
CPD Reporting Period: 2019

The CPD Remediation Plan outlined below has been initiated to bring the above noted member into compliance with the CPD Program for the identified reporting period by:

X Member

CPD Compliance Committee
Registrar

The above noted member has been found to be non-compliant with the CPD Program requirements identified below. The remedial actions will be taken to bring the member into compliance with the CPD Program. Note that these actions are in addition to the current reporting year CPD Program requirements.

<table>
<thead>
<tr>
<th>Item #</th>
<th>Non-compliant Condition</th>
<th>Planned Remedial Action</th>
<th>Deadline</th>
<th>Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Did not complete ethics</td>
<td>Take APEGs online ethics module</td>
<td>March 31, 2020</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Short 3 credits</td>
<td>Attend APEGs Annual Meeting PD Track Sessions</td>
<td>May 1, 2020</td>
<td></td>
</tr>
</tbody>
</table>

Use the back of the page if more room is required.

The above remediation plan has been agreed to by the following parties:

Jane G. Ologist
Member

CPD Compliance Committee (Chair)
Registrar (if initiated by him/her)