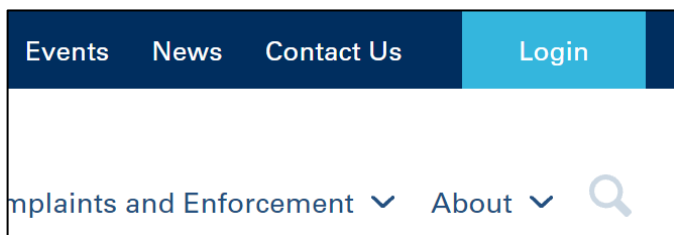


Instructions for Logging into APEGS Central – Renewing Membership and/or Reporting CPD

Follow the steps below to log into APEGS Central, the self-serve portal and report your CPD. **Note that during renewal time, 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 profile** to review and update your information, indicate in the appropriate screen how payment will be made, and report your continuing professional development (CPD) at that time, or you can log in later and report your CPD if you are not ready to report it at the time you are renewing.



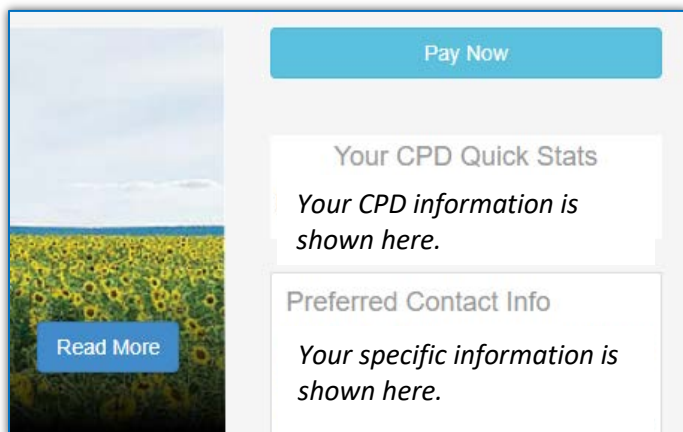
STEP 1: Click **Login** in the top right corner of the APEGS homepage at www.apegs.ca

A screenshot of the login form on the APEGS Central website. The form is titled "User ID is 5-digit APEGS ID" and contains two input fields: "User ID is 5-digit APEGS ID" and "Password". Below the password field is a checkbox labeled "Remember Me?". A "Sign in" button is located below the checkbox. At the bottom of the form, there is a link that says "Forgot your password?".

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: During renewal time, 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.

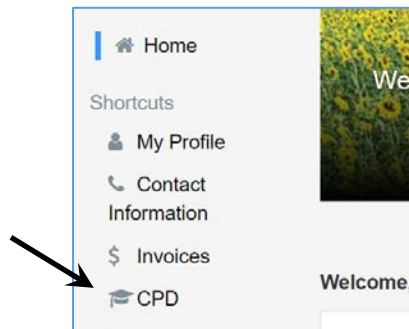
*If you will not be paying online, you will have the option to indicate that.

Instructions for Reporting CPD in APEGS Central - continued

If it is not renewal time, or you have already renewed, you will not be using the 'Pay Now' guided screen feature. Follow the steps below to report your Continuing Professional Development (CPD) credits. 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, 2022 for your 2021 data.
- Members must retain their CPD documentation for at least three years as proof of activity.
- For more information, visit the "CPD Program" page at www.apegs.ca under the "CPD" menu.

STEP 1: Navigate to the CPD screen in APEGS Central.



STEP 2: Click 'Edit' to enter your Scope of Practice in the gray box.

Scope of Practice

Members are required to declare their scope of practice; essentially a brief, high-level description of current or anticipated practice. Scope of Practice examples can be found in Appendix B of the [CPD Program Document](#).

Members who currently hold Permission to Consult and/or are Engineering or Geoscience Licensees will have their scope of practice already defined and must use that same description here. All other members can self-declare their scope of practice and modify it as required. [Edit](#)

STEP 3: Click 'Add New' to create a record for 2021.

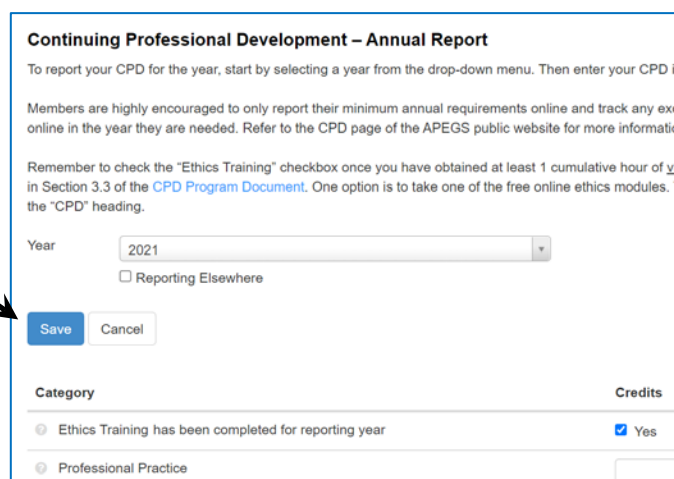
Continuing Professional Development - Reporting Summary

Add New

All APEGS Members (except Life Members and Temporary Licensees) are required to report their CPD to APEGS each year. The method members use to report that information is outlined in Table 5 of the [CPD Program Document](#).

STEP 4: Enter your CPD data and click 'Save'

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

A screenshot of the 'Continuing Professional Development - Annual Report' form. The form title is 'Continuing Professional Development - Annual Report'. Below the title, there is a paragraph of instructions: 'To report your CPD for the year, start by selecting a year from the drop-down menu. Then enter your CPD in...'. Another paragraph follows: 'Members are highly encouraged to only report their minimum annual requirements online and track any exce... online in the year they are needed. Refer to the CPD page of the APEGS public website for more informatio...'. A third paragraph says: 'Remember to check the "Ethics Training" checkbox once you have obtained at least 1 cumulative hour of ve... in Section 3.3 of the CPD Program Document. One option is to take one of the free online ethics modules. T... the "CPD" heading.' Below this text, there is a 'Year' dropdown menu set to '2021' and a checkbox labeled 'Reporting Elsewhere' which is unchecked. At the bottom left, there are two buttons: 'Save' (highlighted in blue) and 'Cancel'. Below the buttons is a table with two columns: 'Category' and 'Credits'. The table has two rows: the first row is 'Ethics Training has been completed for reporting year' with a radio button selected and a 'Yes' checkbox checked; the second row is 'Professional Practice' with a radio button selected and an empty checkbox.