

# Continuing Professional Development (CPD) Program

How to report online using the  
“Reporting Elsewhere” option

# Am I eligible for this option?

---

If you:

- have a preferred mailing address outside of Saskatchewan; **and**
- are reporting professional development to another Canadian engineering or geoscience regulator.

You are eligible to report online using the  
“Reporting Elsewhere” option

*\*as per Table 5 in the [CPD Program Document](#)*

# When do I update my records?

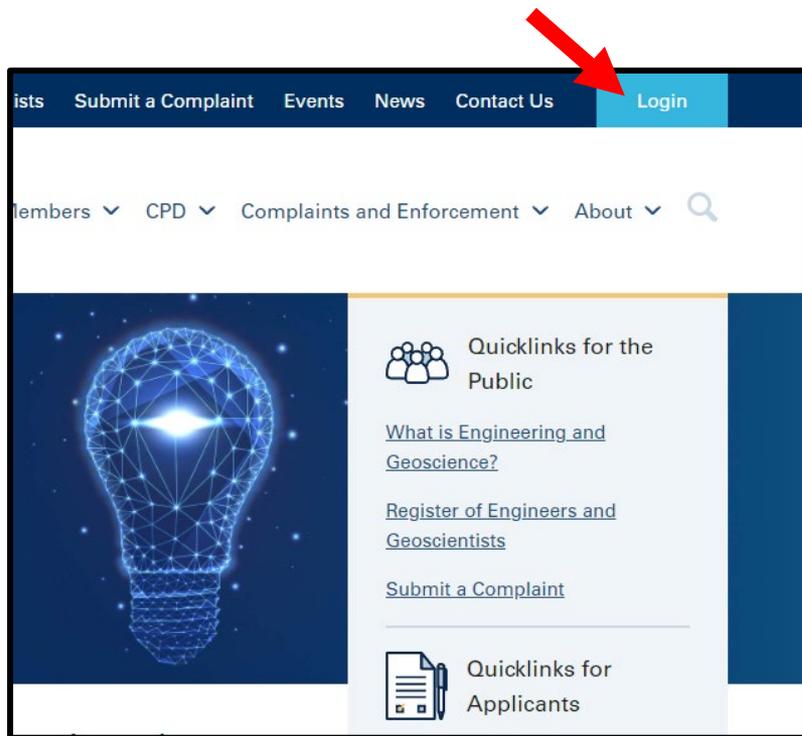
---

- You are required to log into your APEGS online account annually and update your CPD for the current year.
- Each year, members have from January 1 – December 31 to earn credits.
- Members then have until January 31 of the following year to report their credits online.

# 1. Log into APEGS Central

Email/User ID = Your Member Number (5 digits)

Password = Your chosen password



www.apegs.ca

A screenshot of the APEGS login form. The form is white with a dark blue header containing the APEGS logo and the text 'Association of Professional Engineers & Geoscientists of Saskatchewan'. The form fields include 'Email/User ID' and 'Password', both with input boxes. There is a 'Remember Me?' checkbox and a 'Sign in' button. A link for 'Forgot your password?' is located below the sign-in button.

## 2. Select CPD from the Shortcuts Menu



The screenshot displays the APEGS Central website interface. On the left, a navigation sidebar includes a mission statement, a home button, and a 'Shortcuts' section with icons for My Profile, Contact Information, Invoices, CPD, and Applications. A red arrow points to the CPD icon. The main content area features the APEGS logo and a 'Welcome to APEGS Central' banner with a 'Read More' button. Below the banner, a 'Welcome,' message is followed by a news item titled 'Free Practical Geocommunication Course for APEGS Members' dated 454d. On the right, a 'Your CPD Quick Stats' section shows a pie chart for the year 2023, with 51 'Not Achieved' (yellow) and 29 'Achieved' (green) hours.

*Achieving a safe and prosperous future through engineering and geoscience*

**A P E G S**  
*Association of Professional Engineers & Geoscientists of Saskatchewan*

Welcome to APEGS Central [Read More](#)

Welcome,

Free Practical Geocommunication Course for APEGS Members 454d  
Through Geoscientists Canada APEGS has acquired a professional development opportunity which

Your CPD Quick Stats

51 29

Not Achieved Achieved

2023

### 3. Enter your Scope of Practice

- Your scope of practice is a self-declared, high-level description of the type of engineering or geoscience that you do.
- To enter, click on the “Add” button.
- For more information, please refer to Section 2.1 and Appendix B in the [CPD Program Document](#).
- You can modify your scope of practice at any time.

#### 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](#).

Members are required to complete all CPD activities between January 1st and December 31 of the reporting year. New APEGS members must complete all CPD activities between their APEGS membership approval date to December 31 of the reporting year.

While members can update their CPD record at any time during the reporting year, all CPD information must be entered by January 31st of the following year (ex. 2021 CPD data is due on/before January 31, 2022). Members who fail to report by the deadline will be found in non-compliance with the Program and risk further action.

#### 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. [Add](#)



2022

Edit

Trash

## 4. Create a record for the year by selecting the “Add New” button

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](#).

Members are required to complete all CPD activities between January 1st and December 31 of the reporting year. New APEGS members must complete all CPD activities between their APEGS membership approval date to December 31 of the reporting year.

While members can update their CPD record at any time during the reporting year, all CPD information must be entered by January 31st of the following year (ex. 2021 CPD data is due on/before January 31, 2022). Members who fail to report by the deadline will be found in non-compliance with the Program and risk further action.

### 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](#)

Structural Engineering: bridges.



2022 Reporting Elsewhere

Association of Professional Engineers and Geoscientists of Alberta (APEGA)

...

## 5. On the next screen, select the desired year from the drop-down list

**Continuing Professional Development – Annual Report**

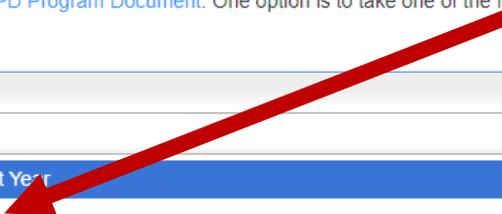
To report your CPD for the year, start by selecting a year from the drop-down menu. Then enter your CPD information below. Remember to click “Save” when you are done.

Members are highly encouraged to only report their minimum annual requirements online and track any excess credits earned offline. Banked credits should only be claimed online in the year they are needed. Refer to the CPD page of the APEGS public website for more information on the annual requirements.

Remember to check the “Ethics Training” checkbox once you have obtained at least 1 cumulative hour of verifiable ethics training for the year. Acceptable activities are outlined in Section 3.3 of the [CPD Program Document](#). One option is to take one of the free online ethics modules. The modules link can be found on the APEGS public website under the “CPD” heading.

Year

Select Year  
2023  
2018  
2017  
2016  
2015  
2014  
2013



Note - If you do not see your desired year in the drop-down list, this means that a record for that year already exists. To access that record, go back one screen and click the “Edit” button located under that year’s title.

## Continuing Professional Development – Annual Report

To report your CPD for the year, start by selecting a year from the drop-down menu. Then enter your CPD information

Members are highly encouraged to only report their minimum annual requirements online and track any excess credit online in the year they are needed. Refer to the CPD page of the APEGS public website for more information on the a

Remember to check the “Ethics Training” checkbox once you have obtained at least 1 cumulative hour of verifiable etl in Section 3.3 of the [CPD Program Document](#). One option is to take one of the free online ethics modules. The modul the “CPD” heading.

Year

Reporting Elsewhere

Please select

- Association of Professional Engineers and Geoscientists of Alberta (APEGA)
- Association of Professional Engineers of Prince Edward Island (Engineers PEI)
- Association of Professional Engineers of Yukon (APEY)
- Association of Professional Geoscientists of Nova Scotia (APGNS)

Yes

max 50

max 30

max 30

Category

- Ethics Tra
- Profession
- Formal Ac
- Informal Activity

6. Check the box  
“Reporting  
Elsewhere”

7. Select the  
jurisdiction you  
are reporting to

8. Click “Save”

And You Are Done!!!

# Compliance Checks

---

- Each year, APEGS will select a random sample of members reporting by the “Reporting Elsewhere” option and will contact the other association.
- This check is to verify that the member has met the reporting requirements of that association.
- Members who have not met the requirements of the other association’s CPD Program may face further compliance action from APEGS.