



A P E G S

*Association of Professional Engineers
& Geoscientists of Saskatchewan*

How to report online using the “Reporting Elsewhere” option

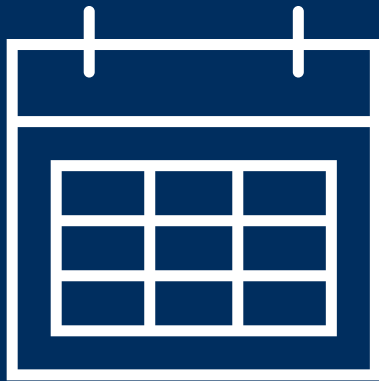
An APEGS CPD Program Guide

Eligibility Check:



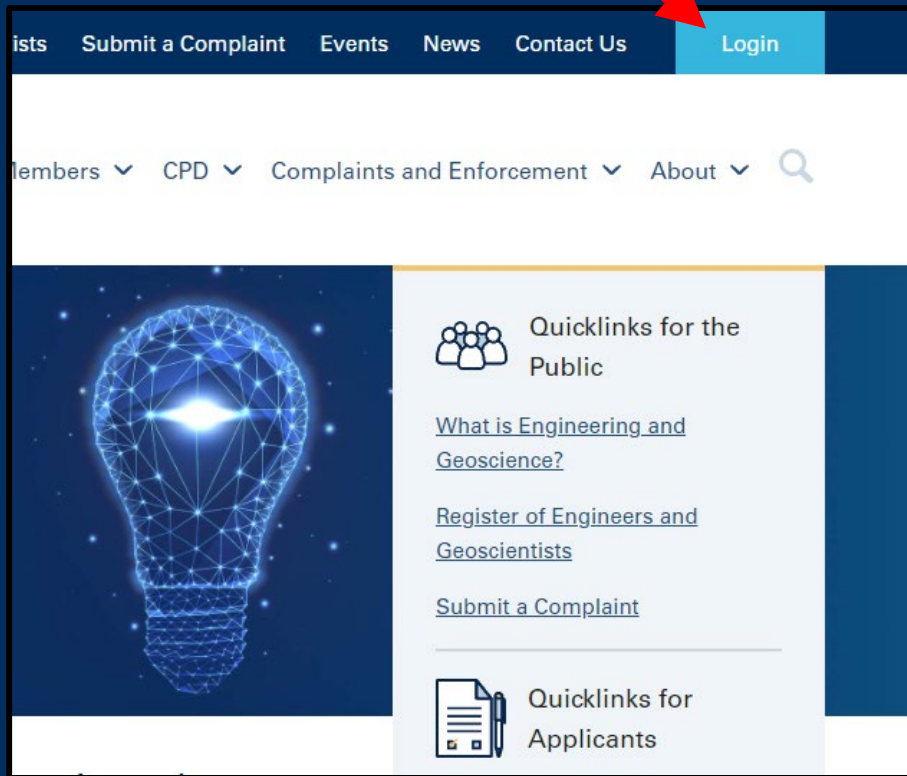
If home jurisdiction CPD Program and APEGS CPD Program requirements do not match – making up the difference to meet APEGS standards not necessary

Reporting Requirements:



- Reporting Cycle = January 1 – December 31 each year.
- Members eligible for “Reporting Elsewhere” option must update their APEGS CPD records each year.
- Deadline to submit the annual report = January 31st of the following year.
- Ensure you are up-to-date and compliant with the other regulator’s CPD program before reporting to APEGS.

Step 1: Log into APEGS Central



Step 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 links for 'My Profile', 'Contact Information', 'Invoices', 'CPD', and 'Applications'. A red arrow points to the 'CPD' link. The main content area features the APEGS logo and name, a 'Welcome to APEGS Central' message with a 'Read More' button, and a 'Welcome, Here is the latest news for you.' section with a 'Customize' link. The top right corner contains utility buttons for 'Request Service', 'Submit Feedback', 'Suggest Feature', and 'More'.

Step 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 in the CPD Program Document.
- You can modify your scope of practice at any time.

Continuing Professional Development - Reporting Summary

All APEGS Members (except Life Members and Temporary Licensees) are required to report their CPD to APEGS each year. Annual requirements for all members is outlined in Table 3 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 during the reporting year, all CPD information must be entered by January 31st of the following year. 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.

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](#)

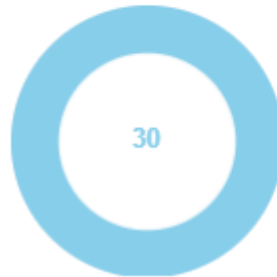
Step 4: Create record for current reporting cycle

Scope of Practice

Members are required to declare their scope of practice; essentially a brief, high-level description of current or anticipated practice.

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](#)

Add New CPD Report



2025

Edit

Trash

Step 5: Select Year from drop-down menu

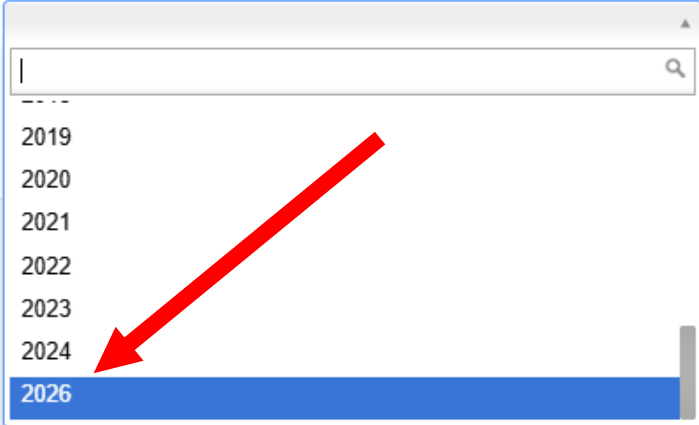
Continuing Professional Development – Annual Report

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 save your work frequently.

Members are highly encouraged to only report their minimum annual requirements online and track any excess credits earned offline. Report any excess credits earned 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. For more information, see Section 3.2 of the [CPD Program Document](#). One option is to take one of the free online ethics modules. The modules link can be found under the "CPD" heading.

Year



The screenshot shows a web form for reporting CPD. A dropdown menu is open, showing a list of years: 2019, 2020, 2021, 2022, 2023, 2024, and 2026. The year 2026 is highlighted in blue, and a red arrow points to it. The dropdown menu has a search icon in the top right corner.

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.

Step 6: Report

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 report your CPD for the year you are reporting on.

Members are highly encouraged to only report their minimum annual requirements online and track any excess credits earned offline. Bar chart showing CPD credits earned and required. 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, as required 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 under the "CPD" heading.

Year: 2025

Reporting Elsewhere

Ethics Training

Verifiable Categories:

- Formal Activities
- Presentations
- Contributions to Knowledge

Total (Verifiable Credits): 0

Members are required to report a minimum of 12 verifiable activity credits annually. New members credit requirements are prorated. (See section 4.5 of the CPD Program Document)

Non-Verifiable Categories:

- Informal Activity
- Participation

Total: 0

- i. Check the "Reporting Elsewhere" checkbox.
- ii. Select the jurisdiction that you are reporting to.
- iii. 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.