

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](#)*

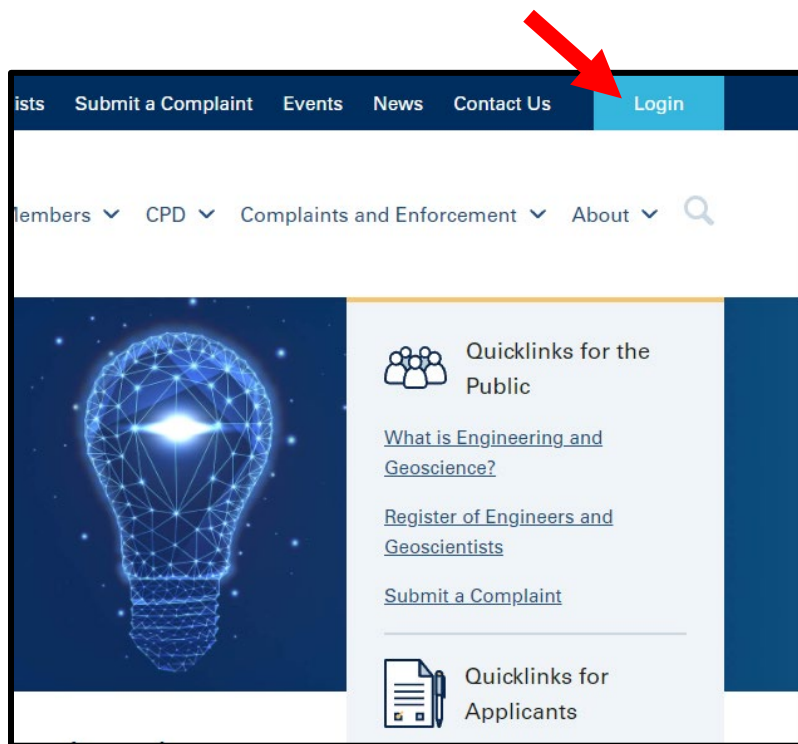
When do I update my records?

- Starting January 1, 2019 you need 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

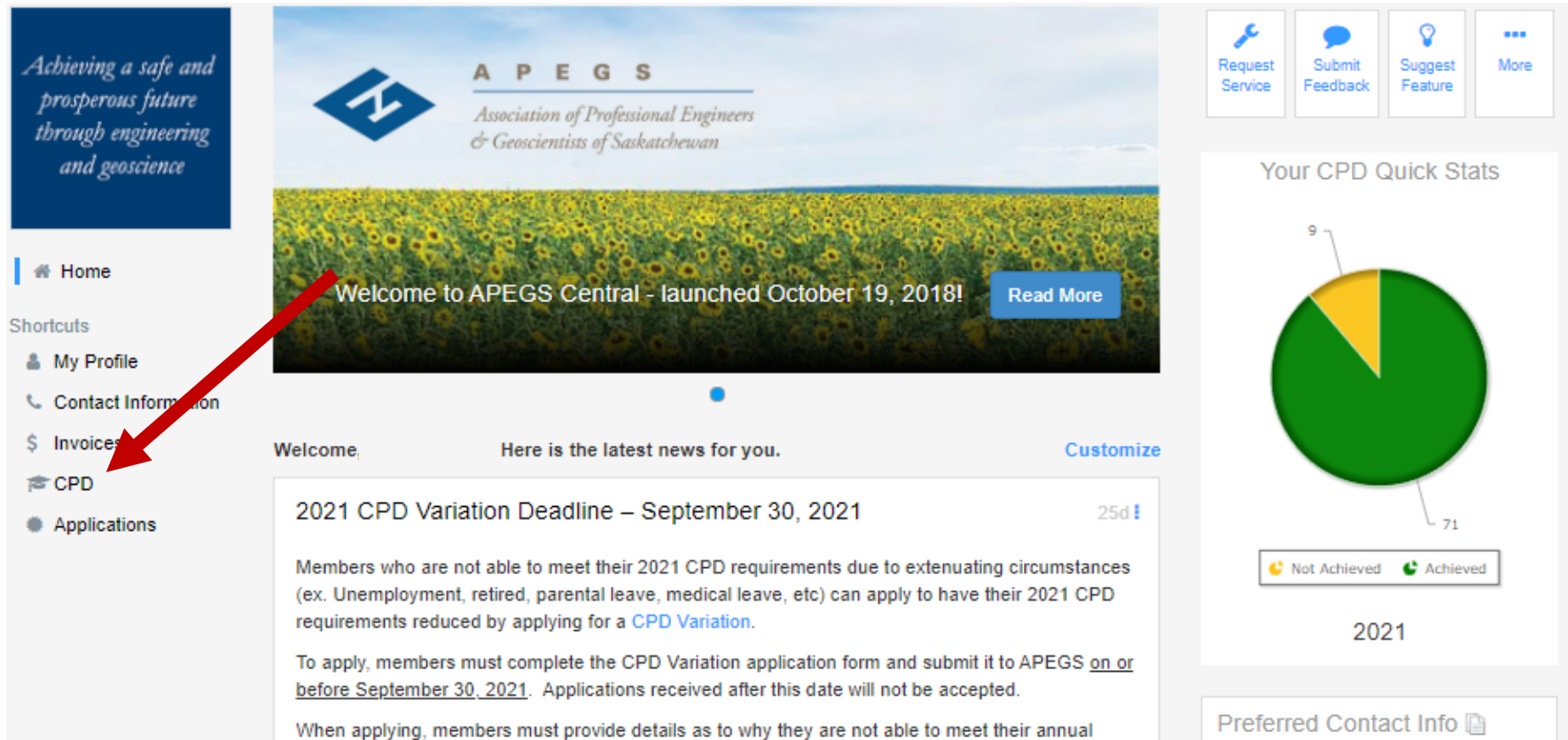
Email/User ID = Your Member Number (5 digits)

Password = Your chosen password



www.apegs.ca

2. Select CPD from the Shortcuts Menu



The screenshot displays the APEGS Central website interface. On the left, a navigation menu includes 'Home', 'Shortcuts', 'My Profile', 'Contact Information', 'Invoices', 'CPD', and 'Applications'. A red arrow points to the 'CPD' item in the Shortcuts section. The main content area features a banner for 'Welcome to APEGS Central - launched October 19, 2018!' with a 'Read More' button. Below the banner, a 'Welcome' message is followed by a news article titled '2021 CPD Variation Deadline – September 30, 2021' (dated 25d). The article text states: 'Members who are not able to meet their 2021 CPD requirements due to extenuating circumstances (ex. Unemployment, retired, parental leave, medical leave, etc) can apply to have their 2021 CPD requirements reduced by applying for a CPD Variation. To apply, members must complete the CPD Variation application form and submit it to APEGS on or before September 30, 2021. Applications received after this date will not be accepted. When applying, members must provide details as to why they are not able to meet their annual'.

On the right side of the page, there are utility buttons: 'Request Service', 'Submit Feedback', 'Suggest Feature', and 'More'. Below these is a 'Your CPD Quick Stats' section featuring a pie chart. The chart shows 9 'Not Achieved' (yellow) and 71 'Achieved' (green) for the year 2021. A legend at the bottom of the chart identifies the colors: yellow for 'Not Achieved' and green for 'Achieved'. Below the chart is a 'Preferred Contact Info' section with a document icon.

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 2.2 and Appendix B in the [CPD Program Document](#).
- You can modify your scope of practice at any time.

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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

2021 Edit



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

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[Add New](#)

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Geology: mineral exploration & mining geology; data interpretation & mapping.

2020

[Edit](#)

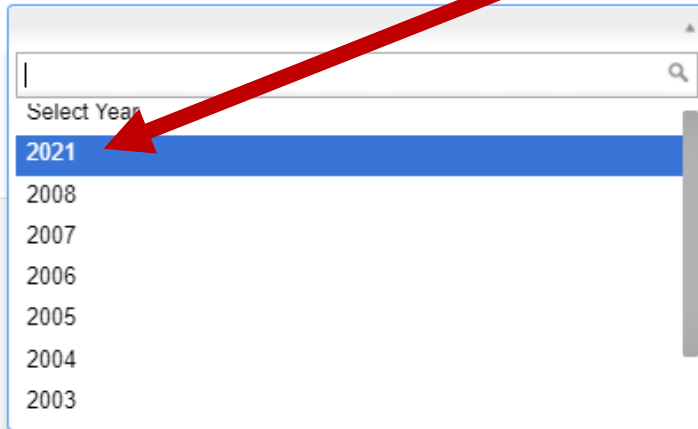
80

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

Continuing Professional Development / Annual Activity Category Summary

Enter credits for a specific year. First, select the desired year, then the details for that year will show here in Section 2 in order for you to enter values. Enter integers only, no decimals (round to the nearest whole number)

Year



The screenshot shows a web form with a label "Year" and a dropdown menu. The dropdown menu is open, displaying a list of years: 2021, 2008, 2007, 2006, 2005, 2004, and 2003. The year 2021 is highlighted in blue. A red arrow points to the 2021 option. The dropdown menu has a search icon in the top right corner and a scroll bar on the right side.

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 Activity Category Summary

Enter credits for a specific year. First, select the desired year, then the details for that year will show here in Section 2 in decimals (round to the nearest whole number)

Year

Reporting Elsewhere

Category	Credits
<input type="radio"/> Ethics Training	<input type="checkbox"/>
<input type="radio"/> Professional Development	<input type="text" value=""/> max 50
<input type="radio"/> Formal Academic	<input type="text" value=""/> max 30
<input type="radio"/> Informal Activity	<input type="text" value=""/> max 30
<input type="radio"/> Participation	<input type="text" value=""/> max 20

Dropdown Menu:

- 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)
- Association of Professional Geoscientists of Ontario (APGO)

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.