

# Continuing Professional Development (CPD) Program

## How to Enter CPD Credits into APEGS Central

# What are my annual obligations?

- ✓ Create a CPD Plan
- ✓ Earn the minimum number of credits
- ✓ Obtain credits in the minimum number of activity categories
- ✓ Obtain 1 hour of verifiable ethics training
- ✓ Record your CPD activity online

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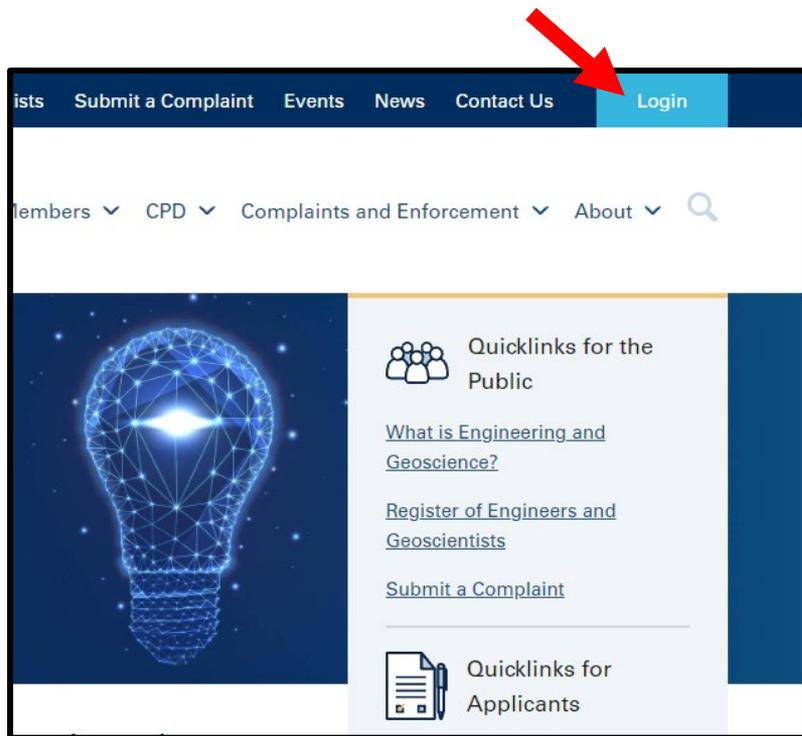
# How to enter credits online

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# 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 sidebar contains a 'Shortcuts' section with the following items: Home, My Profile, Contact Information, Invoices, CPD, and Applications. A red arrow points to the 'CPD' item. The main content area features a banner for 'A P E G S Association of Professional Engineers & Geoscientists of Saskatchewan' with a 'Welcome to APEGS Central' message and a 'Read More' button. Below the banner, a 'Welcome,' message is followed by a card titled 'Free Practical Geocommunication Course for APEGS Members' dated 454d, with a partial description: 'Through Geoscientists Canada APEGS has acquired a professional development opportunity which'. On the right, a 'Your CPD Quick Stats' section shows a pie chart for the year 2023. The chart is divided into two segments: a yellow segment representing 'Not Achieved' (51) and a green segment representing 'Achieved' (29). A legend below the chart identifies the colors: yellow for 'Not Achieved' and green for 'Achieved'.

Shortcuts

- Home
- My Profile
- Contact Information
- Invoices
- CPD
- Applications

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

2023

51 Not Achieved 29 Achieved

## 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.

< Back to Home

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.

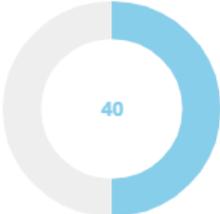
While members can update their CPD record at any time during the reporting year, all CPD information must be entered by January 31st of the following year (ex. 2021 CPD data is due on/before January 31, 2022). Members who fail to report by the deadline will be found in non-compliance with the Program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

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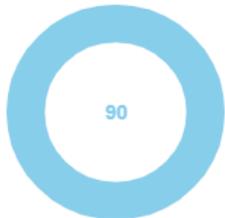
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Water Resources Engineering: Transboundary Waters, Project Management, Hydrological Prediction and Leadership.



2022

Edit

Trash

## 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 activities for that year. Click "Save" when you are done.

Members are highly encouraged to only report their minimum annual requirements online and track their progress. CPD activities 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 CPD requirements.

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

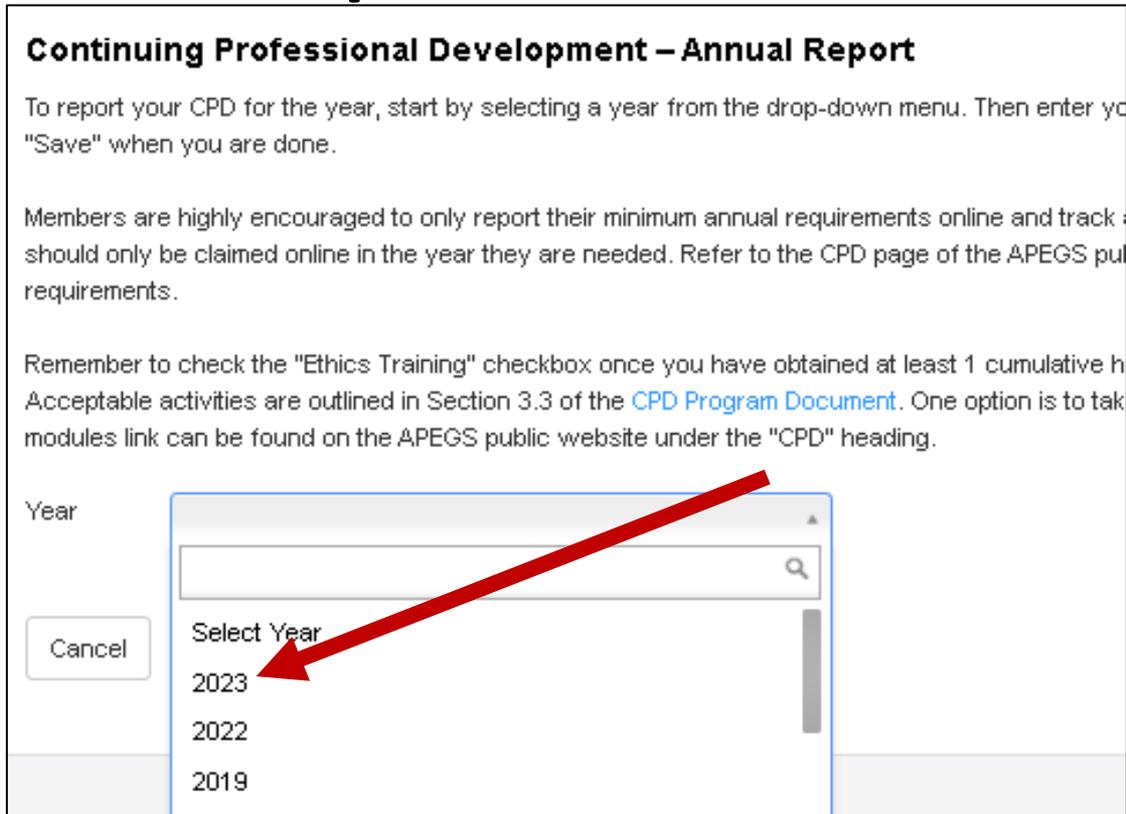
Year

Select Year

2023

2022

2019

A screenshot of a web form titled "Continuing Professional Development – Annual Report". The form contains several paragraphs of instructions and a "Year" dropdown menu. The dropdown menu is open, showing a search bar at the top and a list of years: "2023", "2022", and "2019". A red arrow points to the "2023" option. To the left of the dropdown is a "Cancel" button.

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.

## 6. Enter your credits, then click “Save”

### 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 credits online in the year they are needed. Refer to the CPD page of the APEGS public website for more information on the ar

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Year

Reporting Elsewhere

Category	Credits
<input checked="" type="checkbox"/> Ethics Training	<input checked="" type="checkbox"/> Yes
<input type="checkbox"/> Professional Practice	<input type="text" value=""/> max 50
<input type="checkbox"/> Formal Activity	<input type="text" value="11"/> max 30
<input type="checkbox"/> Informal Activity	<input type="text" value="1"/> max 30
<input type="checkbox"/> Participation	<input type="text" value="17"/> max 20
<input type="checkbox"/> Presentations	<input type="text" value=""/> max 20
<input type="checkbox"/> Contributions to Knowledge	<input type="text" value=""/> max 30
<b>Total</b>	<b>29</b>

i) When you complete your ethics training for the year, check the “Ethics Training” box. The time spent doing this training can also be counted under the Formal Activity category.

ii) Enter your credit summaries

a. Each category has a limit on how many credits can be claimed per year. They are listed beside the text boxes.

b. Only report your minimum credit requirement and track all excess earned credits offline. These banked credits can be claimed at any time within the next 2 years.

c. Once credits are entered online, they will be considered claimed credits.

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# How to edit records

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# To edit a specific year's record, click the "Edit" button on the CPD Reporting Summary Page

Continuing Professional Development - Reporting Summary

All APEGS Members (except Life Members and Temporary Licensees) are required to report their CPD to APEGS. The requirements for 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. Members who do not complete all CPD activities between their APEGS membership approval date to December 31 of the reporting year will be in non-compliance with the Program and risk further action.

While members can update their CPD record at any time during the reporting year, all CPD information must be reported by the end 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 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 intended 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 defined and must use that same description here. All other members can self-declare their scope of practice as follows:

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

2022

Edit

80

Note: You cannot move to another year's record from this screen. You need to go back to the Summary page to access another year's record.

**Continuing Professional Development – Annual Report**

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

Year:

Reporting Elsewhere

Category	Credits
<input type="radio"/> Ethics Training	<input type="text" value="0"/> max 0
<input type="radio"/> Professional Practice	<input type="text" value="38"/> max 50
<input type="radio"/> Formal Activity	<input type="text" value="4"/> max 30
<input type="radio"/> Informal Activity	<input type="text" value="4"/> max 30

# What do I do with my supporting documents?

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- Keep all your detailed CPD tracking sheets, certificates, CPD Plans, etc. for at least 3 years.
- For annual reporting, you do not need to send your supporting documents to APEGS. There is also no place to upload your documents to your APEGS online profile at this time.
- Your supporting documents are to be submitted to APEGS only when requested.