



A P E G S

*Association of Professional Engineers
& Geoscientists of Saskatchewan*

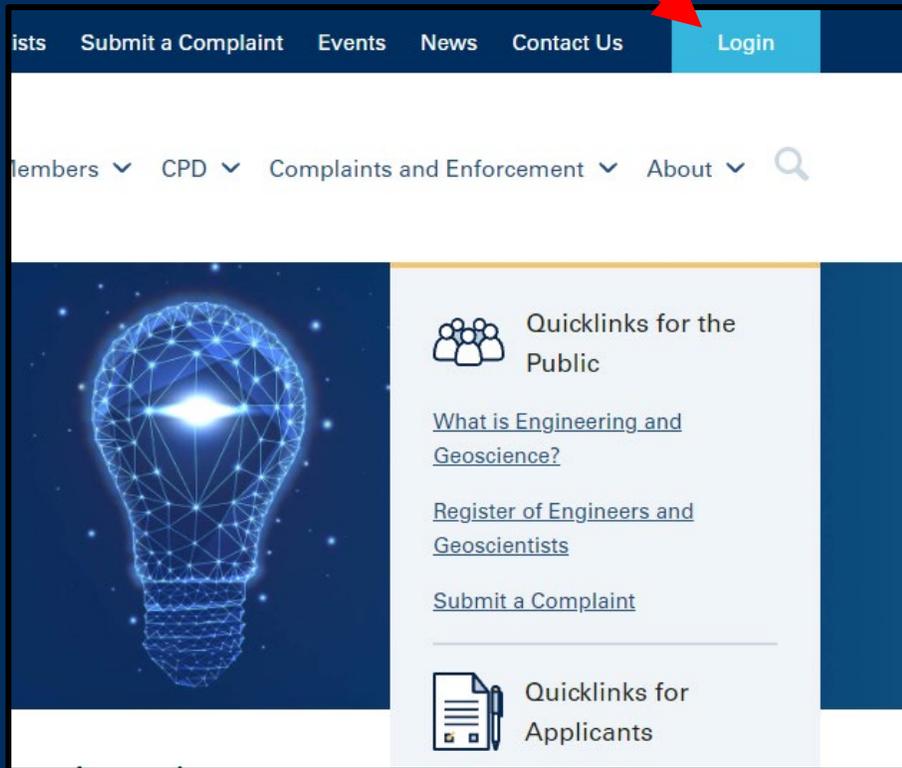
How to report CPD credits online

An APEGS CPD Program Guide - 2024

Reporting Requirements:

	Credits required	Minimum number of categories required	Complete and report annual verifiable ethics training	Update CPD Plan	Report CPD information online	Enter Area of Practice online
Members-in-Training	30 (min. 12 verifiable)	2	Yes	Yes	Yes	Yes
Professional Members	30 (min. 12 verifiable)	2	Yes	Yes	Yes	Yes
Engineering and Geoscience Licensees	30 (min. 12 verifiable)	2	Yes	Yes	Yes	N/A
Licence Waiver Holders	30 (min. 12 verifiable)	2	Yes	Yes	Yes	Yes
Members eligible for the “Reporting Elsewhere” option	Must meet the requirements of their reporting jurisdiction				Check the “Reporting Elsewhere” box	Yes
Temporary Licensees	Not applicable					
Life Members	Not applicable					
Applicants	Not applicable					

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: "Achieving a safe and prosperous future through engineering and geoscience". Below this, the "Shortcuts" menu lists: Home, My Profile, Contact Information, Invoices, CPD (highlighted with a red arrow), and Applications. The main content area features the APEGS logo and the text "Association of Professional Engineers & Geoscientists of Saskatchewan". A large banner image of a sunflower field contains the text "Welcome to APEGS Central" and a "Read More" button. Below the banner, a "Welcome," message is followed by "Here is the latest news for you." and a "Customize" link. The top right corner contains utility buttons: 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 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

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 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. 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](#)

Add New CPD Report

2023

Edit Trash

80

Step 4: Create record for current reporting cycle

[< Back to Home](#)

Continuing Professional Development - Reporting Summary

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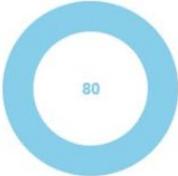
Scope of Practice

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Civil Engineering: Structural Design of Precast Pre-stressed Concrete Products

Add New CPD Report



80

2023

Edit

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 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

- 2024
- 2023
- 2022
- 2021
- 2020
- 2019

APEGS acknowledges the traditional territories of the First Nations, Métis and Inuit peoples of Saskatchewan and the jurisdiction of Saskatchewan which is comprised of portions of lands from Treaties 2, 4, 5, 6,

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.

Step 6: Report Credits

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

Members are highly encouraged to only report their minimum annual requirements online and track any excess credits earned offline. Ba 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 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 o "CPD" heading.

Year

Reporting Elsewhere

Annual Ethics Training for Current Reporting Year Completed

Yes

Verifiable Categories

Formal Activity

Presentations

Contributions to Knowledge

Total (Verifiable Credits)

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

Credits

12

Credits

30

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 values

- Ensure you have reported credits in a minimum of two categories overall.
- Ensure you have met your verifiable credits requirement.
- Ensure you have met your overall total credits requirement.

How to edit records

Editing a CPD Report

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 reporting and the information 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 not be eligible for membership renewal.

While members can update their CPD record at any time during the reporting year, all CPD information must be reported for 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 past practice. 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.

2024



Note: You cannot move to another year's record from this screen. You need to go back one screen to the "Reporting 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 decimals (round to the nearest whole number)

Year:

Reporting Elsewhere

<input checked="" type="checkbox"/> Annual Ethics Training for Current Reporting Year Completed	<input checked="" type="checkbox"/> Yes
Verifiable Categories	Credits
<input checked="" type="checkbox"/> Formal Activity	<input type="text" value="10"/>
<input checked="" type="checkbox"/> Presentations	<input type="text" value="2"/>
<input checked="" type="checkbox"/> Contributions to Knowledge	<input type="text" value=""/>
Total (Verifiable Credits)	12

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)

Editing a CPD Report

- Keep all your detailed CPD tracking sheets, certificates, CPD Plans, etc. for at least 3 years.
- APEGS recommends keeping a copy of your records at home or on the cloud so you still have access to your records if you change employers.
- For annual reporting, you do not send your supporting documents to APEGS. There is also no place to upload CPD documents to your APEGS Central account.
- Your supporting documents are to be submitted to APEGS only when requested.