



**A P E G S**

*Association of Professional Engineers  
& Geoscientists of Saskatchewan*

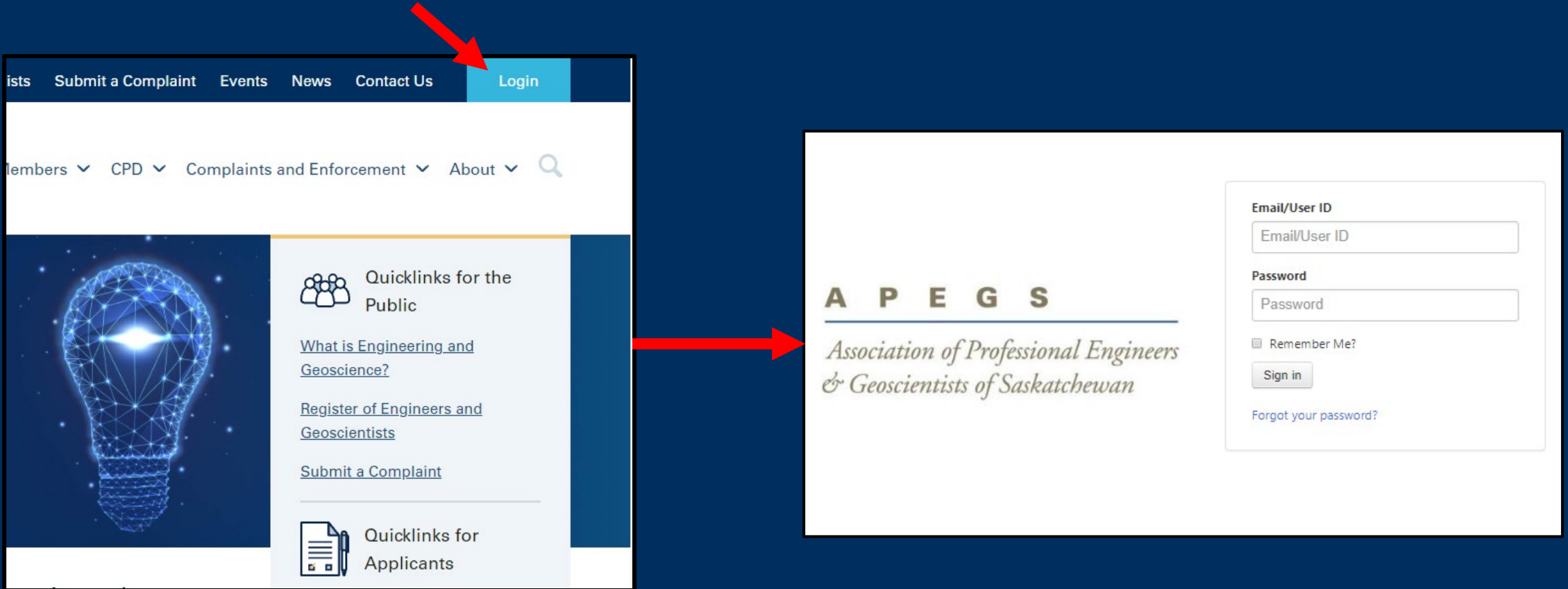
# **How to report CPD credits online**

## **An APEGS CPD Program Guide**

# 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



The screenshot shows the APEGS Central website. The top navigation bar includes links for "ists", "Submit a Complaint", "Events", "News", "Contact Us", and "Login". The "Login" link is highlighted with a red arrow. Below the navigation bar, there are dropdown menus for "Members", "CPD", "Complaints and Enforcement", and "About", along with a search icon. The main content area features a large image of a glowing lightbulb on the left and a sidebar on the right. The sidebar contains "Quicklinks for the Public" with links to "What is Engineering and Geoscience?", "Register of Engineers and Geoscientists", and "Submit a Complaint", as well as "Quicklinks for Applicants". A red arrow points from the "Login" button to the login form on the right.

**Quicklinks for the Public**

- [What is Engineering and Geoscience?](#)
- [Register of Engineers and Geoscientists](#)
- [Submit a Complaint](#)

**Quicklinks for Applicants**

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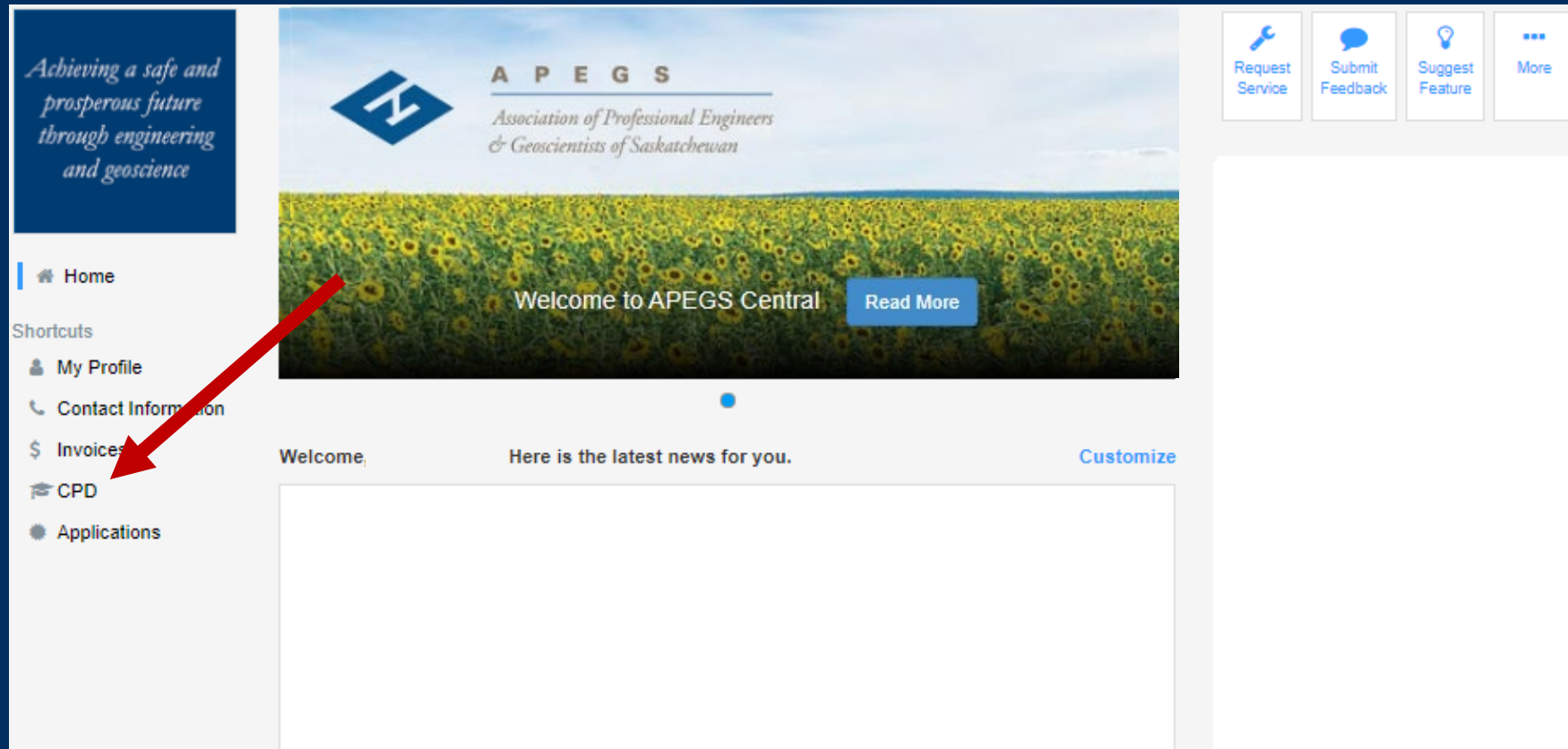
**Email/User ID**

**Password**

☐ Remember Me?

[Forgot your password?](#)

# Step 2: Select CPD from the Shortcuts Menu



# 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.

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## 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.

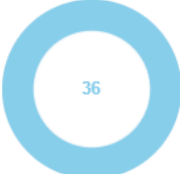
While members can update their CPD record during the reporting year, all CPD information must be entered by January 31st of the following year. Members who fail to report by the deadline will be found in non-compliance with the Program and risk further action.

### 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](#)



36

2024

[Edit](#)

# Step 4: Create record for current reporting cycle

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## Continuing Professional Development - Reporting Summary

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Add New CPD Report

2024

Edit

36

# Step 5: Select Year from drop-down menu

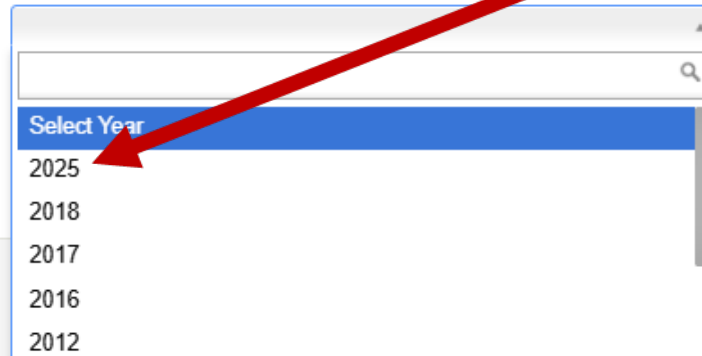
## Continuing Professional Development – Annual Report

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



The screenshot shows a web form with a label 'Year' and a dropdown menu. The dropdown menu is open, displaying a list of years: 2025, 2018, 2017, 2016, and 2012. The year '2025' is highlighted in blue. A red arrow points from the top right towards the '2025' option in the list.

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

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Remember to check the "Ethics Training" checkbox once you have obtained at least 1 cumulative hour of verifiable ethics training for the year. This training can be counted under the Formal Activity category. One option is to take one of the free online ethics modules. The modules link can be found under the "CPD" heading.

Year:  ☐ Reporting Elsewhere

Ethics Training	
<input checked="" type="checkbox"/> Yes	

Verifiable Categories	
<input type="radio"/> Formal Activity	<input type="text" value="10"/>
<input type="radio"/> Presentations	<input type="text" value="2"/>
<input type="radio"/> Contributions to Knowledge	<input type="text" value="12"/>
<b>Total (Verifiable Credits)</b> 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	
<input type="radio"/> Informal Activity	<input type="text" value="15"/>
<input type="radio"/> Participation	<input type="text" value="3"/>
<b>Total</b>	<b>30</b>

- 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.
- 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.



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# How to edit records

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# 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 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 be required to complete the requirements for the following year.

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.

2025

Edit

30

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 the CPD Program Document (round to the nearest whole number)

Year: 2024

☐ Reporting Elsewhere

Save Cancel

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

# **Maintaining CPD Records**

- 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.