

Continuing Professional Development (CPD) Program

How to Enter CPD Credits into APEGGS 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

What are my credit requirements?

Annual Requirements for the CPD Program*

	Credit requirement	Minimum number of activity categories required	Annual ethics component required?	Annual reporting of CPD credits required?
Members-in-Training	80	3	Yes	Yes
Professional Members	80	3	Yes	Yes
Licensees	80	3	Yes	Yes
Licence Waiver Holders	30	2	Yes	Yes
Temporary Licensees	Not applicable			
Life Members	Not applicable			
Applicants	Not applicable			

*as per Table 4 in the [CPD Program Document](#)

*For members joining part-way through the year or members working part-time, see the next slide.

How do I prorate credits?

CPD Credit Requirements for New Members & Members whose License Status Changed During the Year

Number of months as an APEGS member	Licensed Members	Licence Waiver Holders*
12 months	80	30*
11 months	73	28*
10 months	67	25*
9 months	60	23*
8 months	53	20*
7 months	47	18*
6 months	40	15*
5 months	33	13*
4 months	27*	10*
3 months	20*	8*
2 months	13**	5**
1 month	Verifiable ethics training (1 Formal Activity credit)	

As per Table 6 in the [CPD Program Document](#)

* Credits required from only two activity categories.

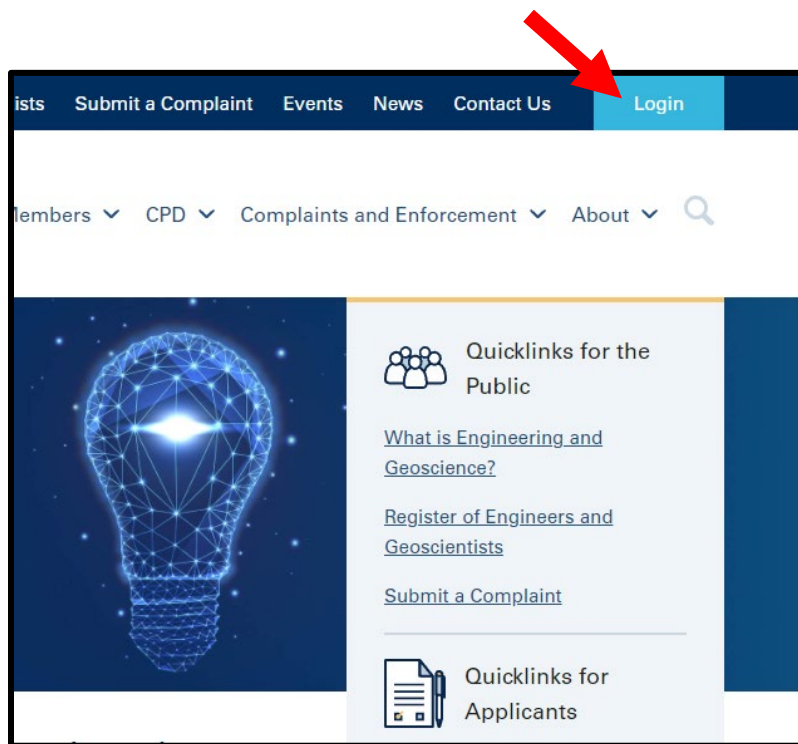
** Credit required from only one activity category.

How to enter credits online

1. Log into APEGS Central

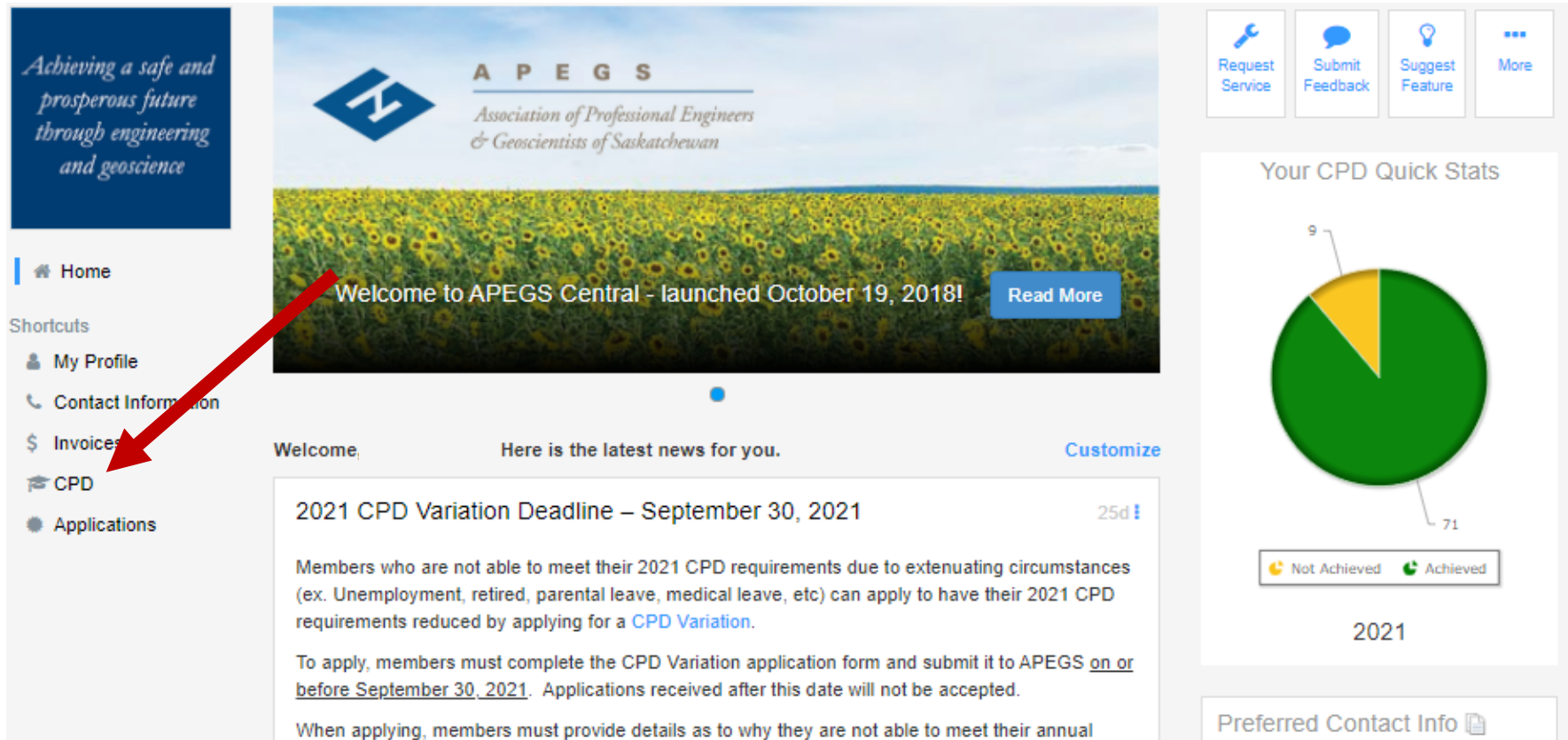
Email/User ID = Your Member Number (5 digits)

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 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 '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 'Preferred Contact Info' button is located at the bottom right.

Category	Count
Not Achieved	9
Achieved	71

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.

[< 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](#)

2021 [Edit](#)



2

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

< Back to Home

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[Add New](#)

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

2020

[Edit](#)

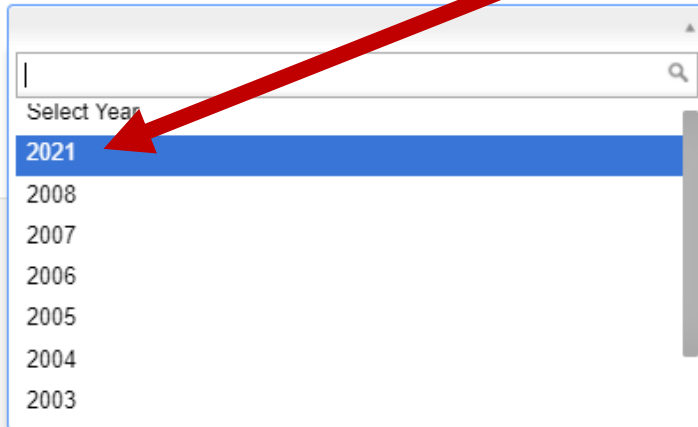
80

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



Select Year

- 2021
- 2008
- 2007
- 2006
- 2005
- 2004
- 2003

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 credits and click “Save” when you are done.

Members are highly encouraged to only report their minimum annual requirements online and track any excess credits should only be claimed online in the year they are needed. Refer to the CPD page of the APEGS website for the annual requirements.

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

Year: Reporting Elsewhere

Category	Credits	Max
<input checked="" type="checkbox"/> Ethics Training has been completed for reporting year	<input checked="" type="checkbox"/> Yes	
<input type="checkbox"/> Professional Practice	<input type="text" value="20"/>	max 50
<input type="checkbox"/> Formal Activity	<input type="text" value="7"/>	max 30
<input type="checkbox"/> Informal Activity	<input type="text" value="30"/>	max 30
<input type="checkbox"/> Participation	<input type="text" value="20"/>	max 20
<input type="checkbox"/> Presentations	<input type="text" value="3"/>	max 20
<input type="checkbox"/> Contributions to Knowledge	<input type="text"/>	max 30
Total	80	

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
- Each category has a limit on how many credits can be claimed per year. They are listed beside the text boxes.
 - 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.
 - Once credits are entered online, they will be considered claimed credits.

How to edit records

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 reporting 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.

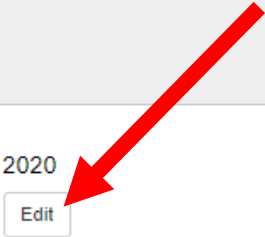

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Geology: mineral exploration & mining geology; data interpretation & mapping.

2020

Edit

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 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 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?

- 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.