



**A P E G S**

*Association of Professional Engineers  
& Geoscientists of Saskatchewan*

# **How to report online using the “Reporting Elsewhere” option**

## **An APEGS CPD Program Guide**

# Eligibility Check:



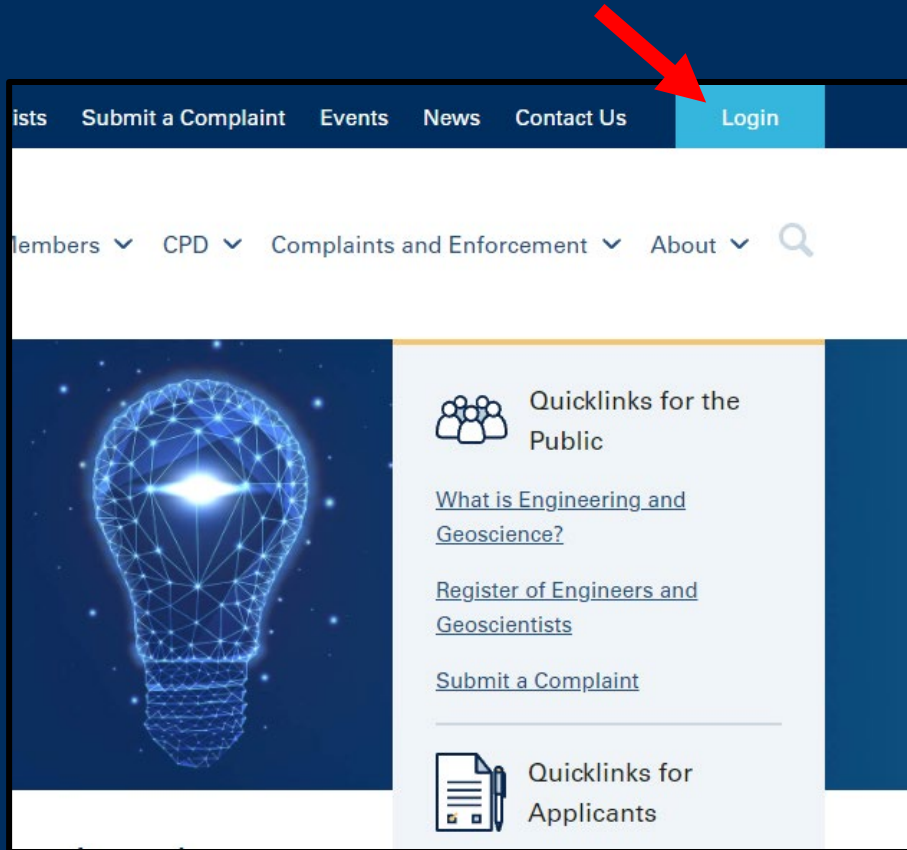
If home jurisdiction CPD Program and APEGS CPD Program requirements do not match – making up the difference to meet APEGS standards not necessary

# Reporting Requirements:



- Reporting Cycle = January 1 – December 31 each year.
- Members eligible for “Reporting Elsewhere” option must update their APEGS CPD records each year.
- Deadline to submit the annual report = January 31<sup>st</sup> of the following year.
- Ensure you are up-to-date and compliant with the other regulator’s CPD program before reporting to APEGS.

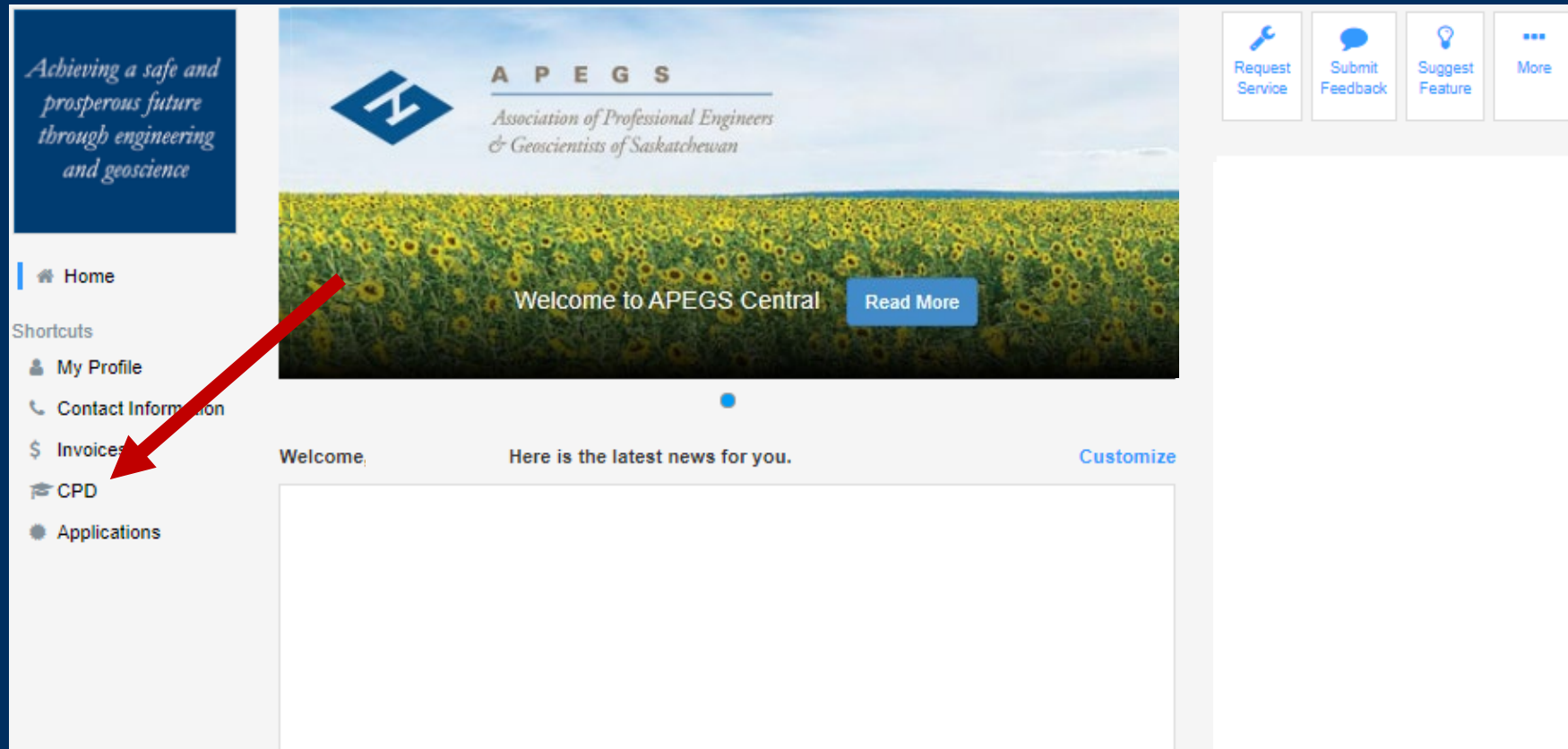
# Step 1: Log into APEGS Central



The screenshot shows the APEGS login page. The header features the APEGS logo and the text 'Association of Professional Engineers & Geoscientists of Saskatchewan'. On the right side, there is a login form with the following fields and options:

- Email/User ID**: A text input field.
- Password**: A text input field.
- ☐ Remember Me?
- Sign in**: A button.
- [Forgot your password?](#): A link.

# 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.

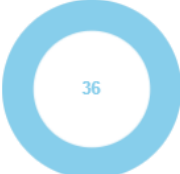
While members can update their CPD record during the reporting year, all CPD information must be entered by January 31st of the following year. Members who fail to report by the deadline will be found in non-compliance with the Program and risk further action.

### 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](#)



2024

[Edit](#)

# Step 4: Create record for current reporting cycle

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Add New CPD Report

2024

Edit

36

# Step 5: Select Year from drop-down menu

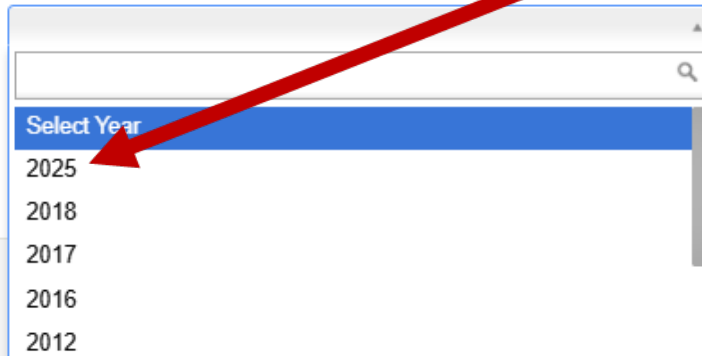
## Continuing Professional Development – Annual Report

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



Select Year

2025

2018

2017

2016

2012

ers and Geoscientists of Saskatchewan

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

**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

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Year: 2025

☒ Reporting Elsewhere

Save

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)

Ethics Training ☐ Yes

Verifiable Categories

Category	Credits
Formal Activities	<input type="text"/>
Presentations	<input type="text"/>
Contributions to Knowledge	<input type="text"/>
<b>Total (Verifiable Credits)</b>	0

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

Category	Credits
Informal Activity	<input type="text"/>
Participation	<input type="text"/>
<b>Total</b>	0

- Check the "Reporting Elsewhere" checkbox.
- Select the jurisdiction that you are reporting to.
- 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.