



**A P E G S**

*Association of Professional Engineers  
& Geoscientists of Saskatchewan*

# **CONTINUING PROFESSIONAL DEVELOPMENT PROGRAM**

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January 2026

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## TO ALL ASSOCIATION MEMBERS

The Continuing Professional Development Program meets APEGS' statutory requirements as well as the professional obligations of our members. Section 23.2 of the *Regulatory Bylaws* states that council shall:

- establish and maintain a continuing professional development program;
- publish the continuing professional development program and ensure that the published document is publicly available without charge; and
- verify and ensure compliance of members with the continuing professional development program.

All members, other than life members, must annually meet the Continuing Professional Development Program requirements.

## BENEFITS

Professionals are expected to engage in lifelong learning to ensure the protection of public health, safety, and welfare. Benefits of the Continuing Professional Development Program include:

- opportunities to reflect on career goals and needs for additional training;
- activities help in résumé updating and establish credibility with peers and employers;
- updating skill sets shows flexibility and adaptability and may lead to career advancement;
- participation provides networking opportunities;
- it assists in mobility between provincial jurisdictions.

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## VERSION CONTROL

**Owner:** APEGS Council

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# TABLE OF CONTENTS

<b>1. INTRODUCTION.....</b>	<b>1</b>
1.1 What is Continuing Professional Development.....	1
1.2 The APEGS Continuing Professional Development Program .....	1
1.3 Applicability .....	1
1.4 Reporting Requirements.....	2
1.5 Member’s CPD Program Start Date.....	3
1.6 Reinstatements of APEGS Membership .....	3
<b>2. SETTING UP YOUR CPD PLAN .....</b>	<b>4</b>
2.1 Area of Practice .....	4
2.2 CPD Plan .....	4
2.3 Establishing a CPD Plan.....	5
<b>3. ANNUAL REPORTING REQUIREMENTS .....</b>	<b>7</b>
3.1 Program Requirements.....	7
3.2 Annual Ethics Component .....	8
3.3 Activity Categories .....	9
3.3.1 Verifiable Activity Categories.....	9
(a) Formal Activity .....	9
(b) Presenting .....	10
(c) Technical Publications, Patents and Codes.....	10
3.3.2 Non-Verifiable Activity Categories .....	11
(a) Informal Activity .....	11
(b) Participation .....	12
<b>4. RECORD KEEPING AND REPORTING .....</b>	<b>13</b>
4.1 Requirements .....	13
4.2 Recording Activities .....	13
4.3 Reporting Annually.....	13
4.4 Banking Credits .....	14
4.5 Credit Requirements for New Members .....	15
4.6 Credit Requirements for Members Working Outside of Engineering or Geoscience .....	16

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<b>5. VARIATION PROGRAM.....</b>	<b>17</b>
5.1 What is a variation.....	17
5.2 Eligibility .....	17
5.3 Application.....	17
5.4 Approval.....	17
<b>6. REMEDIATION PROGRAM .....</b>	<b>19</b>
6.1 Purpose.....	19
6.2 Process .....	19
6.3 Completion .....	19
<b>7. REVIEW PROGRAM .....</b>	<b>20</b>
7.1 Program Overview.....	20
7.2 Annual Verification Check .....	20
7.2.1 Annual Verification Check Process .....	20
7.2.2 Non-Compliance .....	20
7.3 CPD Assurance Review.....	21
7.3.1 Annual CPD Assurance Process.....	21
7.3.2 Communication of Findings.....	21
7.4 Member’s Duty During Review .....	21
7.5 Administrative Suspension of Licence .....	21
<b>8. ROLE OF THE EMPLOYER.....</b>	<b>23</b>
<b>9. FOR MORE INFORMATION .....</b>	<b>24</b>

## **Appendices**

Appendix A: Definitions

Appendix B: Acceptable Verification Documents - Examples

Appendix C: Reporting Activity Descriptions - Examples

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# 1. INTRODUCTION

## 1.1 What is Continuing Professional Development

Continuing Professional Development (CPD) is the process of developing, and continuously maintaining, the skills and knowledge needed to perform in a professional capacity.

CPD activities are designed to:

- Allow members to expand their professional knowledge;
- Maintain and update their technical skills;
- Retain and enhance effectiveness in the workplace;
- Allow members to help, influence and lead by example; and
- Better serve the community.

## 1.2 The APEGS Continuing Professional Development Program

The APEGS Continuing Professional Development Program (CPD Program) establishes a benchmark by which members will evaluate their ongoing professional development activities. The program provides tools for analyzing needs, planning programs, and recording and reporting activities. Many APEGS members will exceed the minimum requirements set out in this program.

The CPD Program provides a great deal of flexibility in that plans are to be self-directed by the member, thus enabling members to tailor their plans to meet their specific individual needs. Members' special circumstances can be accommodated by banking CPD credits or requesting a program variation. Members are encouraged to undertake activities that provide the greatest benefit to them in the practice of their profession.

The CPD Program is established under the authority of the APEGS Council, pursuant to *The Engineering and Geoscience Professions Act*, ss. 15 and 16(2)(j). The CPD Compliance Committee (CPDCC) administers the CPD Program on behalf of APEGS.

The terms and acronyms used in this document are defined in Appendix A.

## 1.3 Applicability

Section 23.2(2) of the Regulatory Bylaws requires participation and annual reporting from all members, regardless of their country of residence. Table 1 illustrates who is required to participate in the CPD Program.

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### **CPD Tip:**

***Members are eligible to apply for a program variation if they are unable to meet their annual requirements. See Section 5 for more details.***

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**Table 1: Members Required to Participate in the CPD Program**

<b>Member Type</b>	<b>Required to Participate?</b>
<b>Professional Member</b>	Yes
<b>Members-in-Training</b>	Yes
<b>Licensees</b>	Yes
<b>Any member who holds a License Waiver</b>	Yes
<b>Temporary Licensees</b>	No
<b>Applicants</b>	No
<b>Life Members</b>	No

## 1.4 Reporting Requirements

The CPD Program runs on the calendar cycle from January 1 to December 31. Within this period, members are required to:

- Obtain a minimum of 30 CPD credits, which must include a minimum of 12 CPD credits in verifiable activity categories;
- Obtain credits in at least 2 of the five activity categories;
- Obtain at least one cumulative hour of verifiable ethics activity;
- Declare or update an area (scope/field) of practice description online;
- Develop a CPD Plan for technical practice and personal professional development
- Maintain a detailed record of completed activities and the number of credits earned;
- Maintain an accurate record and documentation to support online credits claimed; and
- Report their CPD information online to APEGS by January 31<sup>st</sup> of the following year.

Members joining APEGS part way through the reporting year may have prorated requirements. See Section 4.5.

See Section 2.1 for information on declaring an area (scope/field) of practice. See Section 3 for information on eligible activities and how to calculate credit values.

Members who are registered with and meet the CPD reporting requirements of another Canadian engineering or geoscience regulator may choose to use the “Reporting Elsewhere” option to annually report their CPD information to APEGS. To use this option, the member’s preferred address<sup>1</sup> must be outside of Saskatchewan. If the member’s preferred address is in Saskatchewan, they must report their CPD credit details to APEGS.

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<sup>1</sup> In APEGS Central, the member self-serve portal, members can list multiple address locations. If only one address is entered, this is considered the preferred address. If multiple addresses are added, members are asked to denote which address is their preferred address to receive all APEGS correspondence. The address denoted as the preferred address will be used for the APEGS CPD Program to determine “Reporting Elsewhere” eligibility.

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All other members must report their CPD credit details to APEGS. See Section 4.3 for further details on the annual reporting requirements.

### **1.5 Member's CPD Program Start Date**

Member's CPD Program start date begins on the day they become an APEGS member. This applies to all membership categories. After the member's initial reporting year (which may be a partial year), the CPD Program follows a calendar year. See Section 4.5 to determine CPD requirements for new members.

Activities that take place before an individual becomes an APEGS member are not eligible for CPD credit.

### **1.6 Reinstatements of APEGS Membership**

Individuals who are reinstated as members of APEGS may have outstanding CPD requirements.

Members applying for reinstatement in the same year that their membership ended must be CPD compliant for the previous year before they can be reinstated.

Members whose registration ended in a previous year may be subject to a CPD review for the last year the member was required to participate in the CPD Program before they can be reinstated. The CPD requirements for the year of reinstatement are determined the same as a new member.

Members whose license has been administratively suspended due to CPD Program non-compliance will undergo a separate process for license reinstatement. APEGS will provide additional instructions to members if their license is administratively suspended.

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## 2. SETTING UP YOUR CPD PLAN

### 2.1 Area of Practice

The CPD Program requires members to have a well-defined individual area (scope/field) of practice; essentially, a description of current or anticipated practice.

APEGS recognizes the practice of professional engineering and the practice of professional geoscience in the broadest sense to include the teaching and the managing of engineering and geoscience, spanning from traditional technology to leading-edge technology in engineering and geoscience. Refer to *The Engineering and Geoscience Professions Act*, ss. 2(m) and 2(n) for the full detailed descriptions of the practices.

Engineering Licensees or Geoscience Licensees will have an area of practice already defined (Field of Practice). This area of practice is used for their CPD Program.

All other members must self-declare their area of practice. To define an area of practice, briefly describe the current position and related areas of practice in professional engineering or professional geoscience. For new members who have not yet secured employment in the profession, the member's area of study can be used. A member's area of practice may be dynamic and has the potential to change throughout their career. Area of practice examples can be found on the APEGS website.

Once an area of practice has been self-declared online, it must be maintained to reflect the current area of practice of the member. Members who are Engineering Licensees or Geoscience Licensees cannot change their area of practice without approval from APEGS.

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#### **CPD Tip:**

***Remember to enter an area (scope/field) of practice into your APEGS online profile and review it annually to ensure it is up to date.***

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### 2.2 CPD Plan

The next step is to develop a CPD Plan that will assist in gaining or refining the required knowledge, maintaining, or improving required skills, or acquiring new abilities for the member's technical practice and personal professional development. Judgment should be used in selecting activities that relate to the individual's area (scope/field) of practice and that work best for their continued learning. A CPD Plan will assist in identifying gaps between what is already known and what needs to be known.

CPD Plan formats can vary. They may be documented using forms provided by APEGS, forms provided by employers or forms created by the member. Regardless of the format, CPD Plans must be documented. Examples of completed CPD Plans can be found on the APEGS website.

In the event a member assumes a new position or takes on significant new responsibilities within their existing role, they may need to review and modify their CPD Plan accordingly.



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At a minimum, CPD Plans are required to contain the following information:

- Member name
- Job title
- Area (scope/field) of practice description
- A list of learning activities planned for the calendar year

CPD Plan documentation is to be stored and maintained by the member. CPD Plans will not normally be submitted to APEGS annually. CPD Plans only need to be submitted to APEGS when specifically requested.

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**CPD Tip:**

***Remember that CPD activities are most effective if they relate to the individual member's area (scope/field) of practice.***

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## **2.3 Establishing a CPD Plan**

Every member must create a CPD Plan to comply with the APEGS CPD Program. The following section provides a toolset to assist members in designing a CPD Plan to meet their own unique needs.

A successful CPD Plan requires a candid personal assessment of current knowledge, skills, and abilities. To set up an effective plan, members should complete the six recommended steps presented in Table 2.

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**CPD Tip:**

***The CPD Program is meant to be self-directed by the member. Provided that the member's annual program requirements are met, members can tailor the program to meet their individual needs.***

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**Table 2: Recommended Steps for Creating an Effective CPD Plan**

<b>STEP ONE</b> <b>Identify where you are</b>	What combination of professional responsibilities, knowledge, skills, and abilities do you currently have?
<b>STEP TWO</b> <b>Identify current competencies and future professional goals</b>	What knowledge, skills and abilities are required for your current career or a future one? Your plan could include not only what you do now, but also what you would like to do in the future.
<b>STEP THREE</b> <b>Plan your program</b>	What knowledge, skills and abilities do you need or want to gain or enhance (i.e., gaps between Step 1 and Step 2)? Should your program address change in knowledge bases, work environments and technology?
<b>STEP FOUR</b> <b>Execute the plan</b>	Undertake CPD activities identified by your plan.
<b>STEP FIVE</b> <b>Record your activities and report your credits achieved</b>	What activity categories are covered? Which categories need more attention? Is greater balance or specialized attention to activities required?
<b>STEP SIX</b> <b>Repeat this process on an annual basis</b>	Return to step one on an annual basis to re-evaluate your CPD Program and make revisions, where applicable, to better meet the ongoing changes within your career.

### 3. ANNUAL REPORTING REQUIREMENTS

#### 3.1 Program Requirements

The CPD Program establishes minimum levels of professional development effort. A “credit” is the unit of measurement. To be compliant with the CPD Program, all members must meet the requirements outlined in Table 3 below. Members are required to complete all CPD activities between January 1<sup>st</sup> and December 31<sup>st</sup> of the reporting year.

**Table 3: Annual Requirements for a CPD Program<sup>2</sup>**

	Minimum number of credits required <sup>3</sup>	Minimum number of categories required	Annual verifiable ethics training	Update CPD Plan	Report CPD information online <sup>4</sup>	Enter Area of Practice online
<b>Members-in-Training</b>	30 (min. 12 verifiable)	2	Yes	Yes	Yes	Yes
<b>Professional Members</b>	30 (min. 12 verifiable)	2	Yes	Yes	Yes	Yes
<b>Engineering and Geoscience Licensees</b>	30 (min. 12 verifiable)	2	Yes	Yes	Yes	N/A
<b>Licence Waiver Holders<sup>5</sup></b>	30 (min. 12 verifiable)	2	Yes	Yes	Yes	Yes
<b>Members eligible for the “Reporting Elsewhere” option<sup>6</sup></b>	Must meet the requirements of their reporting jurisdiction				Check the “Reporting Elsewhere” box	Yes
<b>Temporary Licensees</b>	Not applicable					
<b>Life Members</b>	Not applicable					
<b>Applicants</b>	Not applicable					

<sup>2</sup> Members joining APEGS part way through the reporting year may have prorated requirements. See Section 4.5.

<sup>3</sup> Most members will earn more than the annual credit requirement. Members should only report the required credits online and bank the excess credits for future use. See Section 4.4.

<sup>4</sup> All members to whom the CPD Program applies must update their online CPD record each year. The level of detail they are required to report will depend on their circumstances. See Section 4.3.

<sup>5</sup> The licence waiver holder category applies to any Member-in-Training, Professional Member or Engineering or Geoscience Licensee who has been granted a licence waiver for the current year.

<sup>6</sup> See Section 4.3 for eligibility.

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## 3.2 Annual Ethics Component

The consideration of ethical issues is an important element of engineering and geoscience practice. Breaches in professional ethics are a contributing factor in most complaints received by professional associations.

On an annual basis, members are required to complete **verifiable** ethics training. For an activity to be eligible, it must meet three criteria:

- 1) Topic is ethical;
- 2) Time spent completing the activity equals at least one cumulative hour during the calendar year; and
- 3) The structured activity has verifiable proof of completion (ex. Certificate of Completion, meeting minutes, employer records).

Examples of acceptable activities to satisfy the ethics requirement include, but are not limited to:

- APEGS provided ethics course(s);
- employer-provided program<sup>7</sup>;
- teaching an ethics class;
- review of ethics at meetings, where meeting minutes are taken<sup>8</sup>;
- online ethics module(s)<sup>9</sup>;
- attendance at other ethics conferences/workshops; or
- continuing education offerings related to ethics.

Members are required to report the completion of their ethics training annually by logging into the CPD page of their online profile before the end of the reporting cycle and checking the box to indicate they have completed the requirement for the current calendar year.

APEGS provides members with free access to online ethics modules, as one option to obtain their ethics training for the year. The ethics modules are accessible through the APEGS public website.

Members should note that the National Professional Practice Exam is not an eligible activity for the annual ethics requirement.

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### **CPD Tip:**

***Ethics training must be reported online using the Ethics Training check box.  
All hours spent completing structured ethics training can also be claimed as Formal  
Activity credit.***

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<sup>7</sup> Examples include reviews of corporate policies on privacy, use of corporate computers, client relations, ethics.

<sup>8</sup> Attendance, topic, and duration of discussion must be documented in minutes.

<sup>9</sup> It is preferred that members complete online ethics modules individually.

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### 3.3 Activity Categories

There are five activity categories recognized in the CPD Program that provide the framework for credit reporting. Three categories are classified as verifiable activities and two categories classified as non-verifiable activities.

Members are required to report a minimum of 30 activity credits annually. A minimum of 12 of the required 30 activity credits must be obtained in verifiable activity categories. Members are required to obtain credits in a minimum of two of the five activity categories annually<sup>10</sup>.

#### 3.3.1 Verifiable Activity Categories

Verifiable activities are those that can be objectively verified by a third party as evidence of completion of your CPD activities. Verifiable evidence may be requested during an Assurance Review. See Appendix A for the definition of verifiable. See Appendix B for examples of acceptable verification documents. The following three categories are considered verifiable.

**Members are required to report a minimum of 12 verifiable activity credits annually<sup>11</sup>.**

##### (a) Formal Activity

Formal activities are structured learning opportunities that provide proof of completion when finished. Although formal activity is not specifically required, all members should strive to include some formal activities within their CPD Program. Delivery methods might include traditional classroom settings, and remote learning techniques such as written correspondence, video, or Internet-based courses. Examples of formal activities include, but are not limited to:

- professional development activities delivered by regulatory bodies and professional organizations;
- industry-sponsored courses, programs, webinars, and seminars;
- employer training programs and structured on-the-job training;
- post-secondary credit and non-credit courses provided through universities, technical institutes, and colleges;
- short courses provided by technical societies, industry, or educational institutions; and
- verifiable ethics training. See Section 3.2.

Formal activities must be verifiable. Refer to Appendix B for examples of acceptable verification documents.

**Every hour spent in attendance at a course = 1 credit**  
**For post-secondary studies, 1 hour in class or lab = 1 credit**

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<sup>10</sup> New members with one month of membership must obtain and report the completion of their ethics requirement, but not credits in two categories, for their first year.

<sup>11</sup> New members will have a prorated number of verifiable credits for their first year of membership. See Table 4.

## (b) Presenting

These activities are either technical or professional presentations made by the member and are outside a member's normal job functions. Only the time spent delivering the presentation is eligible for credit. Eligible presentations might occur at:

- a conference or meeting; or
- a course, workshop, or seminar either for an educational organization, within the member's company, or at an event sponsored by a technical or professional organization.

Presentations must be verifiable. Refer to Appendix B for examples of acceptable verification documents.

**Each hour of presentation delivery only = 1 credit**

## (c) Technical Publications, Patents and Codes

These activities expand or develop the technical knowledge base in the disciplines of engineering and geoscience for the benefit of the public and are available to the public, other professionals and students. Credits are only eligible starting the year the document was published. Refer to Appendix B for examples of acceptable verification documents.

Eligible activities are as follows:

Activity	Credit Calculation
Development of national, provincial, municipal industry codes and standards.	1 credit per hour of verifiable committee work.
Publication of a technical textbook.	24 credits per book published, to a maximum of 12 credits a year.
Participating as a Qualified Person in the publication of 43-101 and 53-101 reports.	6 credits per report published.
Publication of papers in a peer-reviewed technical journal.	6 credits per report published.
Publication of peer-reviewed conference proceedings papers.	6 credits per report published.
Publication of a technical textbook chapter.	6 credits per report published.
Publication of technical articles in non-reviewed journals.	3 credits per report published.
Registering a patent.	6 credits per patent registered, to a maximum of 6 credits per year.
Peer review of technical journals or textbooks with verification documentation.	2 credits per publication.
Completion of a thesis at a master's or doctorate level, on a one-time basis, upon successful defense and approval.	12 credits per thesis.

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**CPD Tip:**

***Falsifying a CPD report to APEGS may result in the member facing allegations of Professional Misconduct for violating the Code of Ethics.***

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### **3.3.2 Non-Verifiable Activity Categories**

Non-verifiable activities are learning activities that maintain or improve a member's professional competence but are not required to be objectively verified by a third party. The following two categories are considered non-verifiable activities.

#### **(a) Informal Activity**

These are activities not normally offered by an educational institution or other formal organizations, but expand your knowledge, skills, or judgment in your career development. Examples include, but are not limited to:

- self-directed study such as reading technical journals, publications directed at professionals (e.g., *The Professional Edge*), books, or manuals;
- learning new software;
- preparation of material for a technical or professional presentation;
- listening to podcasts, completing webinars, etc.;
- attendance at meetings of technical, professional, or managerial associations or societies;
- attendance at conferences, technical sessions, talks, seminars, workshops, and industry trade shows; and
- structured discussions (such as technical paper critiques or discussions) of technical or professional issues with one's peers.
- reading the APEGS CPD Program Document.

**Each hour of informal activity = 1 credit**

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**CPD Tip:**

***Only activities undertaken after becoming an APEGS member are eligible for CPD credit. Eligible activities can take place anywhere in the world.***

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## **(b) Participation**

Activities that promote peer interaction and provide exposure to new ideas and technologies not only enhance the professions but also serve the public interest. Examples include, but are not limited to:

- tutoring or mentoring;
- networking at professional or technical events;
- serving as a supervisor to a graduate student in the preparation of a thesis;
- presenting to schools, career days, judging science fairs;
- serving on public bodies that draw on professional expertise (e.g., professional associations, planning boards, development appeal boards, investigative commissions, review panels or community building committees);
- service on standing or ad-hoc committees of technical, professional, or managerial associations, or societies;
- community service activities that contribute to the community which require professional and ethical behaviour, but not necessarily the application of technical knowledge, including participation in professional, service-based, charitable, community or faith-based organizations, coaching league sports teams, or elected public service on municipal, provincial, or federal levels or school boards.

**Each hour of activity = 1 credit**

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### **CPD Tip:**

***Remember that CPD activities are most effective if they relate to the individual member's area (scope/field) of practice.***

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## 4. RECORD KEEPING AND REPORTING

### 4.1 Requirements

To meet the requirements of the CPD Program, members shall keep records documenting the following information:

- individual area (scope/field) of practice;
- CPD Plan; and
- a detailed record of completed activities and the number of credits earned to support credits claimed online.

### 4.2 Recording Activities

Members are required to maintain a detailed record of their CPD activities. CPD records are required to include the following information:

- the date(s) the activity occurred;
- a description/title of the activity;
- the organizer/provider of the activity (if applicable);
- the hours spent and number of credits earned for the activity; and
- the relevant CPD Activity Category.

See Appendix C for examples of acceptable activity descriptions. Members are required to keep personal copies of their CPD Plans, detailed activity trackers, and verification documents for a minimum of three years. These documents will not normally be submitted to APEGS annually. They only need to be submitted to APEGS when specifically requested.

Members have the option of recording their CPD activities in either the APEGS Annual Activity Tracker spreadsheet or a separate tracking system of their choice. For members' convenience, the APEGS Annual Activity Tracker template is available for download from the APEGS website ([www.apegs.ca](http://www.apegs.ca)). Examples of completed Annual Activity Trackers can be found on the APEGS website.

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#### ***CPD Tip:***

***Remember that you cannot claim more credits than actual time spent on any activity.***

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### 4.3 Reporting Annually

Members have from January 1<sup>st</sup> to December 31<sup>st</sup> each year to achieve their annual CPD requirements. While members can update their online CPD report at any time during the year, the final date for reporting CPD information online is January 31<sup>st</sup> of the following year.

All members to which the CPD Program applies are required to update their online CPD records annually. The information to be reported will depend on a member's circumstances.

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Members who meet the CPD reporting requirements of another Canadian engineering or geoscience regulator may choose to use the “Reporting Elsewhere” option to annually report their CPD information to APEGS. To use this option, the member’s preferred address<sup>12</sup> must be outside of Saskatchewan. If the member’s preferred address is in Saskatchewan, they must report their CPD credit details to APEGS.

All other members must report their CPD credit details to APEGS.

If a member checks the “Reporting Elsewhere” box, it is optional to report CPD credit details to APEGS. If a member is eligible to select the “Reporting Elsewhere” option, they are required to comply with that jurisdiction’s requirements. Compliance with another jurisdiction’s CPD Program will constitute compliance with the CPD Program, even though the programs may have differing requirements. If a member reports to APEGS using this option, they will be required to disclose the name of that jurisdiction to APEGS. APEGS may also request the member’s ID number for that jurisdiction.

Members-in-Training belonging to other jurisdictions in which they do not have CPD reporting requirements must report their CPD credit details to APEGS.

## 4.4 Banking Credits

If a member has earned credits above their annual requirements in the reporting year, they can bank those credits. Banked credits are valid for a maximum of two years after the year in which they were earned. Banked credits not claimed within the following two-year window will expire. It is the member’s responsibility to track banked credits and claim them as appropriate.

Members shall track all earned credits for the year in their records. Credits to be claimed for the year are to be reported online and all excess credits are to be banked. Banked credits are to be tracked offline in the member’s tracking documents and then reported online when needed.

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### **CPD Tip:**

***Most members will earn more than their annual credit requirement but should only report their required credits.***

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Banking is not permitted for the annual ethics requirement as members are required to refresh their ethical knowledge annually.

For example, a licensed member who earns 50 credits in a calendar year should only report 30 credits in 2 categories in their online record for that year. The remaining 20 credits would be banked and tracked offline by the member. Banked credits can be claimed online at any time within the following two years as appropriate.

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<sup>12</sup> In APEGS Central, the member self-serve portal, members can list multiple address locations. If only one address is entered, this is considered their preferred address. If multiple addresses are added, members are asked to denote which address is their preferred address to receive all APEGS correspondence. The address denoted as the preferred address will be used for the APEGS CPD Program to determine “Reporting Elsewhere” eligibility.

## 4.5 Credit Requirements for New Members

Members joining APEGS after the beginning of the calendar year are required to complete the annual ethics component and a pro-rated amount of CPD credits. Only activities undertaken after a member has joined APEGS are eligible for credit. The annual credit requirements for a member's first year will be determined as per Table 4. Members joining part way through the month should round up or down to the closest full month as follows:

- If the member joined on or before the 15<sup>th</sup> of the month, count the month in which the member joined; or
- If the member joined after the 15<sup>th</sup> of the month, begin counting the month after which the member joined.

For example, if the member joined on May 10<sup>th</sup>, they would count 8 months (May – December). If the member joined on May 23<sup>rd</sup>, they would count 7 months (June – December).

The exception is for a member who joins at any time during the month of December. In this case, the member shall count the time as one month.

**Table 4: CPD Credit Requirements for New Members**

Number of months as an APEGS member	CPD Credit Requirements	Minimum number of verifiable credits required
12 months	30	12
11 months	25	10
10 months	25	10
9 months	20	8
8 months	20	8
7 months	15	6
6 months	15	6
5 months	10	4
4 months	10	4
3 months	5	2
2 months	5	2
1 month	Verifiable Ethics Training Only	-

Here is an example scenario to assist members with calculating their CPD requirements for their first year of membership:

Example: A new member joins APEGS on September 3<sup>rd</sup>.

- The individual will be a member for four months (September – December).
- According to Table 4, the member is required to obtain and report at least 10 credits (4 of the 10 credits are to be verifiable), obtained from at least two activity categories, and one hour of verifiable ethics training.
- Only activities that took place between September 3 – December 31 are eligible for credit that year.

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#### **4.6 Credit Requirements for Members Working Outside of Engineering or Geoscience**

Members working outside of engineering or geoscience are still required to participate in the CPD Program. Those members who are not able to meet the annual credit requirements are eligible to apply for a CPD Variation. See Section 5.

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## 5. VARIATION PROGRAM

### 5.1 What is a variation

Special consideration may be given to members with extenuating circumstances who may be unable to meet their annual CPD requirements. In these cases, a member can apply for a CPD Variation to have their annual requirements reduced for a single reporting cycle. Full program requirements will apply to the following year unless a new Variation is applied for and approved.

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**CPD Tip:**

*Excess credits can be banked for a maximum of two years after they were earned.*

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### 5.2 Eligibility

Any member to whom the CPD Program applies can apply for a CPD Variation.

Members who are eligible to report using the “Reporting Elsewhere” option, see Section 4.3, need not apply for a CPD Variation with APEGS if they are meeting the other jurisdictions’ CPD requirements.

Members must use their banked credits before applying for a Variation. See Section 4.4.

### 5.3 Application

Members eligible to apply for a Variation must do so by completing a Variation Request Form. The Variation Request Form is available for download from the APEGS website. Completed Variation Request Forms are submitted to APEGS for consideration. An example of a completed Variation Request Form can be found on the APEGS website.

Variation requests must be received by **September 30<sup>th</sup>** of the reporting year. After the deadline, Variation requests will not be accepted. Members who do not receive a Variation approval are required to meet the minimum requirements as specified by the CPD program.

Before applying for a Variation, members must have used all banked CPD credits from the previous two years. When applying for a Variation, the member must determine the number of credits attainable for the reporting year and submit that value to APEGS.

### 5.4 Approval

Once the Variation Request is received, it will be reviewed. Depending on the nature of the request, the CPD Variation may be reviewed by the APEGS CPD Department, the CPDCC, or the Registrar. The member will be notified of the decision in writing.

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In circumstances where additional information is required before a Variation Request can proceed, the member will be contacted. If the requested information is not received from the member within 30 days, the Variation Request will expire. If a Variation Request expires, a new Variation Request must be submitted, which includes the requested information.

If the CPDCC assigns an alternate Variation and requires the member to provide written acknowledgement of the new conditions, the member must return the agreement letter within

30 days<sup>13</sup> or the Variation expires, and the original program requirements are reassigned. The member must submit a new Variation Request if they require their file to be reassessed.

In some cases, members may be issued a CPD Variation contract as part of their approval. These contracts must be signed by the member and returned to APEGS within 30 days<sup>14</sup>, or the approval will be void. In such cases, the member must resubmit a CPD Variation Request.

It is important to note that Variation Request approvals are only valid for the calendar year for which they were approved. If the situation extends into another calendar year, a new Variation Request Form must be submitted to APEGS for consideration.

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<sup>13</sup> The agreement letter must be received by the APEGS office within 30 days to remain valid.

<sup>14</sup> The Variation contract must be received by the APEGS office within 30 days to remain valid.

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## 6. REMEDIATION PROGRAM

### 6.1 Purpose

When a member does not meet the annual program requirements, a remediation plan may be assigned by the Registrar to bring a member back into compliance with the CPD Program.

A CPD remediation plan outlines specific activities the member must fulfill to maintain compliance with the CPD Program. Note that these remedial activities will be in addition to a member's regular requirements for that year.

### 6.2 Process

When a remediation plan is assigned to a member, details of the remediation plan including activities and reporting deadlines will be provided by APEGS.

### 6.3 Completion

When the member has fulfilled the remediation plan conditions, the member will record the CPD activities in their online profile for the deficient reporting year.

Members who have been assigned a remediation plan may be subject to an assurance review to verify activities have been completed.

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#### **CPD Tip:**

***Completion of an assigned remediation plan is in addition to the current year's CPD requirements.***

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## 7. REVIEW PROGRAM

### 7.1 Program Overview

APEGS members' CPD reports will be reviewed annually. Each member's CPD report will undergo a **verification check**, see Section 7.2. In addition, an annual sample of APEGS members may also be subject to an **assurance review** of their reporting, see Section 7.3.

### 7.2 Annual Verification Check

#### 7.2.1 Annual Verification Check Process

All APEGS members automatically undergo an annual review of their online CPD reporting to ensure compliance. This review will ensure members are reporting their CPD activities in compliance with the CPD Program as per section 23.2 of the Regulatory Bylaws. The purpose of the review is to verify that APEGS members are fulfilling the CPD Program requirements by:

- reporting their CPD activities;
- achieving the required number of credits and activity categories; and
- completing the annual ethics training requirement.

For those members who checked the "Reporting Elsewhere" box, the verification checks will include verifying that the member was eligible to do so. See Section 4.3.

A random sample of those members eligible to check the "Reporting Elsewhere" box will be selected for review. The jurisdiction to which the member indicated that they reported will be contacted to confirm that the member is compliant.

#### 7.2.2 Non-Compliance

Members who have not met the requirements of the CPD Program will be notified in writing.

As noted in the Regulatory Bylaws, failure to meet the requirements of the CPD Program may, at the discretion of the Registrar, result in:

- a remediation plan being assigned with which the member must comply; or
- suspension of the member's licence.

A member whose licence has been suspended due to not meeting the requirements of the CPD Program is deemed not compliant with CPD Program until the licence suspension is removed. The Registrar will instruct the member in writing on the steps necessary to have the licence suspension removed.



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## 7.3 CPD Assurance Review

### 7.3.1 Annual CPD Assurance Process

A random sample of members' CPD records will be selected annually. This CPD assurance review includes a request for detailed CPD records and verification of claimed credits. The scope of the CPD assurance review may include the last three years of records.

Members selected for an assurance review may be required to submit the following:

- Detailed CPD activity records, see Section 4.2;
- Verification records for Formal Activity, Presenting, and/or Technical Publications, Patents and Codes activities claimed; and
- Verification records for the one-hour of annual ethics training.

APEGS will review submissions and may:

- determine that compliance with the program has been met; or
- identify deficiencies.

If deficiencies are identified, APEGS may, at the Registrar's discretion:

- provide coaching on opportunities for improvement;
- assign a remediation plan with which the member must comply. Failure to comply may result in further enforcement action.

### 7.3.2 Communication of Findings

Members who undergo a CPD assurance review will be notified of the results by APEGS.

## 7.4 Member's Duty During Review

During either review process, members may be requested to provide records and additional information to aid in the review. Failure to cooperate with the requests may result in the member being administratively suspended. Falsification of records may result in further enforcement action.

## 7.5 Administrative Suspension of Licence

The following conditions will apply to a member whose licence has been suspended by the Registrar for failure to meet the requirements of the CPD Program:

- The APEGS register will show the member as administratively suspended.
- The member is deemed not compliant with the CPD Program until the licence suspension is removed.
- The member will be unable to renew their annual membership with APEGS or obtain a licence until the licence suspension is removed.
- The member does not have the right to independently practice professional engineering or professional geoscience in Saskatchewan and cannot take responsibility for any work, including sealing any documents.
- If the member has a digital signature through Notarius, it will be revoked and the member will have to reapply for a digital signature and pay the associated fees after the suspension has been removed.

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- If the member is a licence waiver holder when the administrative suspension was applied, the member will not be allowed to reinstate their licence until the administrative suspension is lifted.
  - If the member is a member-in-training, they may continue to submit work experience, but they cannot write the Professional Practice Exam, or apply for professional status until the administrative suspension has been lifted.
  - The member's application for registration in other Canadian jurisdictions through Inter-Association Mobility may be impacted. If APEGS is asked to provide confirmation of registration, APEGS will report that the member has been administratively suspended for CPD non-compliance.
  - The member may not be designated as Official Representative on a Certificate of Authorization (*The Engineering and Geoscience Professions Act*, Section 22(4)(a)).
  - If the member is the only Official Representative on a Certificate of Authorization, the Certificate of Authorization will be revoked, and the company must cease to engage in the practice professional engineering or professional geoscience in Saskatchewan (*The Engineering and Geoscience Professions Act*, Section 22(6)).
  - The member's employer may be contacted and informed of the member's administrative suspension status.
  - If administratively suspended, members may be ineligible to volunteer for APEGS committees or be elected to Council. Members who currently sit on an APEGS committee or Council may be suspended from their volunteer role until the administrative suspension is lifted.

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## 8. ROLE OF THE EMPLOYER

APEGS encourages employers to support the CPD efforts of their employees. Members should discuss their professional development objectives with their employer, supervisor, or mentor. Through discussion and agreement, the member and their employer can decide on professional development activities and the type and level of employer support.

Among other things, employer support can include:

- consultation with the employee during the development of the employee's program;
- provision of learning opportunities;
- assistance in developing job expectations and responsibilities;
- periodic review of employee performance and progress;
- incorporation of CPD into annual performance reviews;
- assistance in documenting activities and levels of effort through company performance management systems;
- financial support of activities;
- allowing time to participate in activities;
- encouragement of professional development of employees; and
- encouragement of employee lifelong learning.

It is important to note that even though the employer has a role to play in defining requirements, the primary responsibility for developing a CPD Program and maintaining competence rests with the individual member.

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## 9. FOR MORE INFORMATION

Members who have specific questions or concerns about CPD should contact the APEGS office ([cpd@apegs.ca](mailto:cpd@apegs.ca)).

APEGS offers regular seminars on CPD and reporting requirements and is willing to present at employer locations in Saskatchewan.

CPD forms and examples are available for download from the Continuing Professional Development section of our website, [www.apegs.ca](http://www.apegs.ca).

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# **APPENDIX A**

# **DEFINITIONS**

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## DEFINITIONS

In this document:

- (a) “**Cooperate**” means to comply with the requests of the CPDCC related to compliance reviews of CPD activities, such as the provision of supporting documentation by specified deadlines.
- (b) “**CPD**” means Continuing Professional Development.
- (c) “**CPDCC**” means the Continuing Professional Development Compliance Committee
- (d) “**CPD Plan**” means outlining the continuing professional development activities required to gain or refine required knowledge, maintain, or improve required skills, or acquire new abilities.
- (e) “**CPD Program**” means a candid personal assessment of current skills, knowledge, and abilities. From this assessment, determine what knowledge, skills, or abilities are required or need to be enhanced. Once determined, then execute the CPD Plan and report activities online to APEGS.
- (f) “**Credit**” means a unit of measure for continuing professional development activities.
- (g) “**Professional Misconduct**” means any matter, conduct, or thing, whether disgraceful or dishonorable if:
  - It is harmful to the best interests of the public or the members;
  - It tends to harm the standing of the profession;
  - It is a breach of *The Engineering and Geoscience Professions Act* or the Bylaws; or
  - It is a failure to comply with an order of the Investigation Committee, the Discipline Committee, or the Council.

*(The Engineering and Geoscience Professions Act, Section 30)*
- (h) “**Area of Practice**” means a well-defined description of your current or anticipated area (scope/field) of practice.
- (i) “**Under-employed**” means not working full-time in the professions. Examples would include working part-time in the profession(s), being laid off from work in the profession(s) or doing work unrelated to the profession(s).
- (j) “**Variation**” is a special consideration given to members who are in extenuating circumstances and may be unable to meet their annual credit requirements. Members are required to complete a Variation Request Form and submit it to APEGS for approval for each year being considered.
- (k) “**Verifiable activity**” refers to learning activities that can be verified objectively. Acceptable third-party verifications include certificates of completion, employer’s record, and transcripts. Verifiable CPD records should describe the learning activity; identify the provider of the activity, where applicable; connect the member to the activity; identify when the activity took place and provide a basis for concluding that the number of reported credits is reasonable.

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## **APPENDIX B**

# **ACCEPTABLE VERIFICATION DOCUMENTS - EXAMPLES**

## EXAMPLES OF ACCEPTABLE VERIFICATION DOCUMENTS

CPD Category Examples	Examples of Activity	Examples of Acceptable Verification Documents
<b>Formal Activity</b>	<ul style="list-style-type: none"> <li>• University classes</li> <li>• Employer PD Program</li> <li>• First Aid Training</li> <li>• H2S Alive Training</li> <li>• Confined Spaces Training</li> <li>• Fall Protection Training</li> <li>• Courses offered by a Technical or Regional Society</li> <li>• Leadership courses</li> <li>• Business writing courses</li> <li>• APEGS Ethics Modules</li> <li>• APEGS Law PD Module</li> </ul>	<ul style="list-style-type: none"> <li>• Transcripts</li> <li>• Certificate of Completion with member's name</li> <li>• Print out of employee's company internal dashboard showing the courses were completed and on what date</li> </ul>
<b>Presenting</b>	<ul style="list-style-type: none"> <li>• Presenting at a conference</li> <li>• Presenting at a company-wide town hall meeting</li> <li>• Presenting for a Board of Directors</li> </ul>	<ul style="list-style-type: none"> <li>• Copy of the presentation (not always available due to privacy concerns)</li> <li>• Conference agenda showing they were scheduled to present</li> <li>• Letter from host thanking member for putting on the presentation</li> </ul>
<b>Technical Publications, Patents and Codes</b>	<ul style="list-style-type: none"> <li>• Having a patent registered</li> <li>• Publishing a textbook or textbook chapter</li> <li>• Publishing a journal article</li> </ul>	<ul style="list-style-type: none"> <li>• A copy of the registered patent</li> <li>• Copy of the journal article (or link to the journal article)</li> </ul>



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# **APPENDIX C**

## **REPORTING ACTIVITY DESCRIPTIONS - EXAMPLES**

## EXAMPLES OF ACCEPTABLE DESCRIPTIONS FOR CPD ACTIVITIES

Examples of Acceptable Activity Descriptions	Incomplete Activity Descriptions
APEGS Ethics Module 2 – Conflict of Interest	Online course
Reviewed National Building Code of Canada	Engineering self-study
Reviewed standards A, B and C in preparation for XYZ project	Research for new project
Intermediate Level Course on Microsoft Excel	Learning new software
Reading XYZ Technical Journal	Reading technical articles
Assistant hockey coach for XYZ Team	Local community service
Attended XYZ Lunch and Learn on Insurance	Attend lunch and learn
Mentoring of John Doe, Engineer-in-Training	Mentor