



CPD REMEDIATION PLAN

If a member has not met the annual CPD requirements for the calendar year, a CPD Remediation Plan is required. The purpose of the Remediation Plan is to state what corrective actions the member must take the following year to bring the member back into compliance with the CPD Program. Note that these actions are in addition to the current year's CPD Program requirements.

Section A:

Date: _____

Member Name: _____

Member Number: _____

Member Email: _____

CPD Reporting Period: _____

Number of credits obtained for reporting period: _____

Number of credits **short** for reporting period: _____

Number of categories obtained for reporting period: _____

Number of categories **short** for reporting period: _____

The CPD Remediation Plan outlined below has been initiated by: _____ Member _____ CPD Compliance Committee _____ Registrar

Section B:

Item #	Remedial Activity to be Completed	Number of Earned Credits Anticipated	CPD Activity Category to be Credited	Proposed Deadline for Completion	Date Item Completed

Use another page if more room is required.

The above remediation plan has been agreed to by the following parties:

_____ Member

_____ CPD Compliance Committee (Chair)

_____ Registrar (if initiated by him/her)



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Instructions:

1) Section A:

- Complete the top section of the plan in full.
- To determine your annual credit and category requirements, refer to Table 6 in the [CPD Program document](#).

2) Section B:

- List specific actions you will undertake to earn professional development credit. Each action is to be assigned a deadline for completion.
- To determine what CPD Activity Category each action will be assigned, refer to Section 3.2 and 3.3 of the CPD Program document.
- See below for an example of a completed Remediation Plan.

Section B:					
Item #	Remedial Activity to be Completed	Number of Earned Credits Anticipated	CPD Activity Category to be Credited	Proposed Deadline for Completion	Date Item Completed
1	APEGS Ethics Module #2 – Conflict of Interest	1	Formal Activity and Ethics Credit	March 15, 2021	
2	Complete the company’s in-house training program on confidentiality	3	Formal Activity	March 30, 2021	
3	Attend the APEGS Annual Business Meeting	2	Participation	May 2021	
4	Coach kids’ community soccer (1 hour a week for 5 weeks)	5	Participation	May 31, 2021	

3) Submission of the CPD Remediation Plan:

- Submit your filled in CPD Remediation Plan to APEGS at cpd@apegs.ca
- The CPD Remediation Plan will be reviewed by the CPD Compliance Committee. The proposed plan will either be approved as is, or a different Plan will be assigned if the proposal does not meet acceptable standards.

4) Completion of the CPD Remediation Plan:

- When the conditions of the Remediation Plan have been completed, an updated CPD Remediation Plan is to be submitted to APEGS at cpd@apegs.ca and your online CPD report is to be updated.