#### **CONTINUING PROFESSIONAL DEVELOPMENT PROGRAM**

#### **APPLICATION FOR VARIATION REQUEST**

**Deadline to Apply: September 30th of the request year**

## Applicant Information

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Designation: | | □ Professional Member □ Member-in-Training □ Licensee □ Temporary Licensee | | | | | |
| Full Name: |  | |  |  | Member Number: | |  |
|  | Last | | First | M.I. |  | |  |
| Home  Address: |  | | | | |  | |
|  | Street Address | | | | | Apartment/Unit # | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  | | |
|  | City | Province/State | | Postal/ZIP Code |

|  |  |  |  |
| --- | --- | --- | --- |
| Phone: |  | Email: |  |

## Variation Type Request

**Please indicate the reason for your request: Provide a brief description for request:**

*(Reason definitions are found on Page 2)**(if additional space needed, please attach a second page)*

|  |  |  |
| --- | --- | --- |
|  | Employment Leave |  |
|  | Returning to full-time post-secondary study |  |
|  | Short Term Medical Leave |  |
|  | Long Term Medical Leave |  |
|  | In Saskatchewan (non-practicing) |  |
|  | Out of Province (non-practicing) |  |
|  | Under-employed (Case #1) |  |
|  | Under-employed (Case #2) |  |
|  | Under-employed (Case #3) |  |
|  | Under-employed (Case #4) |  |
|  | Retired |  |
|  | Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |

## Request Details

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| CPD credit amount attainable for current year: |  | Year for Variation Request: |  | If working, approximately how many hours or months will you work this year? |  | Do you have banked credits from the previous two years?\* |
|  |  |  |  |  |  | Yes / No |
|  |  |  |  |  |  | \*If yes, banked credits must be used before applying for a Variation |
| **Note: Variation Request is valid from January 1 to December 31 and must be applied for annually.** | | | | | | |

## Certification

I hereby certify all information in this application to be true and complete to the best of my knowledge, and that I have not withheld any information that may have a bearing upon the consideration of this application.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |

|  |  |
| --- | --- |
| **Category** | **Category Description** |
| Employment Leave | As defined in Sask. Employment Act e.g. parental leave, compassionate leave, etc. |
| Medical Leave | less than 90 consecutive days or as defined by individual's plan |
|  | greater than 90 consecutive days or as defined by the individual's plan |
| Return to full time post-secondary study | Full time as defined by institution  Note: 1 credit hour = 1 CPD credit under Formal Activity |
| In Province (non-practicing) | Not actively working in Saskatchewan at all Not actively practising Engineering or Geoscience elsewhere Waiver eligible but have chosen not to be |
| Out of Province (non-practicing) | Lives outside of Saskatchewan Not actively practising Engineering or Geoscience elsewhere Waiver eligible but have chosen not to be |
| Under-employed | **Case #1**  Lives in Saskatchewan Actively practicing Engineering or Geoscience Working less than full-time hours |
|  | **Case #2**  Lives in Saskatchewan Working outside the professions Not actively practicing Engineering or Geoscience Not eligible for license waiver |
|  | **Case #3**  Lives outside of Saskatchewan Actively practicing engineering or geoscience Working less than full-time hours |
|  | **Case #4**  Lives outside of Saskatchewan Working outside the professions Not actively practicing Engineering or Geoscience |
| Retired | Not actively working at all Not yet eligible for Life Member status |
| Other | Case by case |