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

## Section 1: Applicant Information

|  |  |
| --- | --- |
| Designation: |  [ ]  Professional Member [ ]  Member-in-Training [ ]  Engineering/Geoscience Licensee  |
| Full Name: |  |  |  | Member Number: |  |
|  | Last | First | M.I. |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Email:  |   |  | Country of Residence: |  |

## Section 2: Variation Request Details

1. **Please indicate the reason for your request:** *(Refer to page 2 for Reason descriptions)*

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  | **Employment Leave**  |  | **Under-employed** (*select one of the below options*):  [ ]  Case #1 [ ]  Case #2 [ ]  Case #3 [ ]  Case #4 |
| [ ]  | **Returning to full-time post-secondary study** |  | **Medical Leave** (*select one of the below options*): [ ]  Less than 90 days [ ]  Greater than 90 days |
| [ ]  | **Retired** |  | **Non-Practicing** (*select one of the below options*): [ ]  In Saskatchewan [ ]  Outside Saskatchewan |
| [ ]  | **Other**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |

**B. CPD Variation Year and CPD Request**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Year for Variation Request: | 20\_\_\_\_\_\_\_ |  | Amount of CPD credits requested for the application year: |  |

**C. CPD Credit Request** *(Complete the table below):*

* If you have banked credits, complete the “banked credits” columns. If you have no banked credits, leave those columns blank.
* All applicants must complete the “Credits Earned This Year” column and the “Row Total” column.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Banked credits from two (2) years ago | Banked credits from one (1) year ago | Credits earned this year (to date) (**required field)** | Row Total**(required field)** |
| Professional Practice |  |  |  |  |
| Formal Activity |  |  |  |  |
| Informal Activity |  |  |  |  |
| Participation |  |  |  |  |
| Presentations |  |  |  |  |
| Contribution to Knowledge |  |  |  |  |
| **Total:** |  |
| If you are working as an engineer or geoscientist, how many hours do you anticipate working in the profession this calendar year? |  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hours |

## Section 3: Situation Details

|  |
| --- |
| **Describe why you require a Variation for the above specified year:** (if more space is needed, attach a second page) |
|  |

**D. Working in the Professions**

|  |  |
| --- | --- |
| If you are working as an engineer or geoscientist, how long will you work in the profession this calendar year? | \_\_\_\_\_\_\_ hours  |
|  |  |

##  Section 4: 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: |  |

**Variation Reason Descriptions:**

|  |  |
| --- | --- |
| **Category** | **Category Description** |
| Employment Leave | As defined in Sask. Employment Acte.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 allNot actively practising Engineering or Geoscience elsewhereWaiver eligible but have chosen not to be |
| Out of Province(non-practicing) | Lives outside of SaskatchewanNot actively practising Engineering or Geoscience elsewhereWaiver eligible but have chosen not to be |
| Under-employed | **Case #1**Lives in SaskatchewanActively practicing Engineering or GeoscienceWorking less than full-time hours |
|   | **Case #2**Lives in SaskatchewanWorking outside the professionsNot actively practicing Engineering or GeoscienceNot eligible for license waiver |
|   | **Case #3**Lives outside of SaskatchewanActively practicing engineering or geoscienceWorking less than full-time hours |
|   | **Case #4**Lives outside of SaskatchewanWorking outside the professionsNot actively practicing Engineering or Geoscience |
| Retired | Not actively working at allNot yet eligible for Life Member status |
| Other | Case by case |

**Variation Program – Important Notes:**

* Deadline to apply for a Variation is September 30th of each year. Applications will not be accepted after this date.
* Approved Variations are only valid for the year they are applied for. If the situation extends beyond the calendar year, a separate application must be submitted for each subsequent year.