



A P E G S

*Association of Professional Engineers
& Geoscientists of Saskatchewan*

Continuing Professional Development Program

March 2021



To All Association Members

The Continuing Professional Development (CPD) program meets APEGS' statutory requirements as well as the professional obligations of our members. Section 5 of *The Engineering and Geoscience Professions Act* states that the Objects of the Association are:

- a) to ensure the proficiency and competency of members in the practice of professional engineering or the practice of professional geoscience in order to safeguard the public;
- b) to regulate the practice of professional engineering and the practice of professional geoscience by members in accordance with this *Act* and the bylaws;
- c) to promote and improve the proficiency and competency of members;
- d) to foster the practice of professional engineering and the practice of professional geoscience by members in a manner that is in the public interest.

Subsections a), c) and in part d) speak directly to the need for a CPD Program.

As well, subsection 20(2)(d) of the *Regulatory Bylaws* (the Code of Ethics) requires APEGS members to:

keep themselves informed in order to maintain their competence, strive to advance the body of knowledge with which they practice and provide opportunities for professional development of their subordinates.

Section 23.2 of the *Regulatory Bylaws* provides an outline for the APEGS' CPD Program. This outline includes participation and reporting requirements. Appendix 5 of the *Regulatory Bylaws* provides the minimum standards for the CPD Program and provides the foundation that is expanded upon in this program.

Benefits to Members

The public is demanding greater accountability from professionals. It expects professionals to engage in lifelong learning to ensure the protection of public health, safety and welfare. While a well-rounded CPD Program is important to the public, it has many benefits to the member as well.

Benefits of a CPD Program:

- It is an opportunity to annually reflect on career goals;
- It helps to justify requests for additional training;
- Tracking CPD activities helps in résumé updating;
- The record can be used to establish credibility with peers and employers;
- Updating skill sets shows flexibility and adaptability;
- Completing the requirements provides networking opportunities; and
- It assists in mobility between provincial jurisdictions.

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1. Introduction

1.1 APEGS CONTINUING PROFESSIONAL DEVELOPMENT

The APEGS Continuing Professional Development (CPD) Program establishes a benchmark to 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. A member, perhaps assisted by their employer, will be better able to assess and meet their CPD needs using this program document. Educational or training plans developed through employer processes are acceptable for use as a CPD plan.

The CPD Program provides a great deal of flexibility and plans are tailored to meet each member's specific requirements. 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 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.

Terms and acronyms used in this document are defined in Appendix A.

1.2 APPLICABILITY

Section 23.2(2) of the *Regulatory Bylaws* requires participation and annual reporting from all members, regardless of their country of residence. The requirement to engage in CPD activities begins on the date of the member's registration approval with APEGS. Table 1 illustrates who is required to participate in the CPD Program.

Table 1: Members Required to Participate in the CPD Program

Member Type	Required to Participate?
Professional Member	Yes
Members-in-Training	Yes
Licensees	Yes
Temporary Licensees	No
Licence Waiver Holders	Yes
Applicants	No
Life Members	No

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

1.3 MEMBER'S CPD PROGRAM START DATE

A member's CPD Program 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.

1.4 EXEMPTIONS

In addition to the scenarios described in Table 1 above, the following exemptions apply:

- A member applies for Life Membership at the time of receiving their annual fees notice. The member's Life Membership is approved by Council at its first meeting of the new licence year. These new Life Members are not required to report CPD activities for the previous year.
- A member resigns either during the current reporting year or as a result of receiving their annual fees notice for the following year. These former members are not required to report CPD activities for the reporting year.

In either case, if the individual reactivates their licence the CPD Program applies to them.

1.5 REINSTATEMENTS

Individuals who are reinstated as members of APEGS may have outstanding CPD requirements. Table 2 describes these requirements.

Table 2: CPD Requirements for Reinstatements

Case*	CPD Requirement
1	CPD review for previous year upon reinstatement
2	CPD review for previous year upon reinstatement
3	CPD review for reporting period prior to membership ceasing **
4	Not applicable
5	CPD review for reporting period prior to membership ceasing **
6	Not applicable
7	Not applicable
8	Not applicable
9	Not applicable

* As defined on the APEGS website under "Reinstatement"

** Will only apply to 2019 and later

2. Setting up a Program

2.1 ESTABLISHING A CPD PROGRAM

A successful CPD Program requires a candid personal assessment of current knowledge, skills, and abilities. The structure and content of a CPD Program is up to the individual member. However, to set up an effective program, members will need to complete the six essential steps presented in Table 3.

Table 3: Essential Steps for Creating an Effective CPD Program

STEP ONE Identify where you are	What combination of professional responsibilities, knowledge, skills and abilities do you currently have?
STEP TWO Identify current competencies and future professional goals	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.
STEP THREE Plan your program	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 changes in knowledge bases, work environments and technology?
STEP FOUR Execute the plan	Undertake CPD activities identified by your plan.
STEP FIVE Record and report your activities.	What activity categories are covered? Which categories need more attention? Is greater balance or specialized attention to activities required?
STEP SIX Repeat this process on an annual basis	Return to step one on an annual basis to re-evaluate your CPD Program and make adjustments, where applicable, to better meet the ongoing changes within your career.

2.2 SCOPE OF PRACTICE

Each member's CPD Program is required to have a well-defined individual scope 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.

Members who currently hold Permission to Consult and/or are Engineering Licensees or Geoscience Licensees will have a scope of practice already defined (Field of Practice). This scope of practice must be used for their CPD Program.

All other members must self-declare their scope of practice. To define a scope of practice, describe the current position and related areas of practice in professional engineering or

professional geoscience. A member's scope of practice may be dynamic and has the potential to change throughout the course of their career. Scope of practice examples can be found in Appendix B.

Once a scope of practice has been self-declared, the scope of practice textbox on the CPD page of the member's online profile shall be completed and maintained. Members who hold Permission to Consult and/or are Engineering Licensees or Geoscience Licensees cannot change their scope of practice without approval from APEGS.

2.3 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. Judgment should be used in selecting activities that relate to the individual's scope 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 is needed 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.

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

- Member name
- Job title
- Scope of practice description
- A list of learning activities planned for the calendar year

Remember that CPD activities must relate to the individual member's scope of practice.

3. Annual Requirements

3.1 PROGRAM REQUIREMENTS

A credible CPD Program should establish minimum levels of professional development effort. A “credit” is the unit of measurement. To be in compliance with the CPD program, members are required to meet the minimum requirements outlined in Table 4 annually. Members are required to complete all CPD activities between January 1st and December 31st of the reporting year.

Table 4: Annual Requirements for a CPD Program*

	Credit requirement	Minimum number of activity categories required	Annual ethics component required?	Annual reporting of CPD credits required?
Members-in-Training	80	3	Yes	Yes
Professional Members	80	3	Yes	Yes
Licensees	80	3	Yes	Yes
Licence Waiver Holders**	30***	2	Yes	Yes
Temporary Licensees	Not applicable			
Life Members	Not applicable			
Applicants	Not applicable			

*Members joining APEGS part way through the reporting year may prorate requirements. See Section 4.5.

** The licence waiver holder requirements apply to any Member-in-Training, Professional Member or Engineering or Geoscience Licensee who has been granted a licence waiver for the entire year.

*** Members receiving Employment Insurance (EI) are to ensure that they are adhering to the requirements of the EI program prior to undertaking any CPD activities.

Most members will earn more than the annual credit requirements. Only report required credits and bank excess credits for future use. See Section 4.4.

3.2 ACTIVITY CATEGORIES

There are six activity categories recognized as contributing to continuing professional development that provide the framework for credit reporting. Eligible activities can take place anywhere in the world.

Only activities undertaken after becoming an APEGS member are eligible for CPD credits.

3.2.1 Professional Practice

The practices of professional engineering and professional geoscience are defined in *The Engineering and Geoscience Professions Act*, ss. 2(m) and 2(n). It is recognized that not all APEGS' licensed members' work activities fall within these definitions. It is therefore incumbent upon the member to properly define their scope of practice as referenced in Section 2.2 above.

Active professional practice is a significant factor contributing to maintaining and improving skills. It is appropriate for a member to receive credit for professional practice since significant learning occurs "on the job". It is reasonable to assume that one hour of learning is achieved for every 15 hours of professional practice.

15 hours of professional work within a member's scope of practice = 1 credit
A maximum of 50 credits per year may be claimed in this category

3.2.2 Formal Activity

Formal activities are those provided as a structured course or program, often for credit, occasionally with an evaluation process. 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. Formal activities could include:

- post-secondary credit and non-credit courses provided through universities, technical institutes, and colleges;
- industry sponsored courses, programs, webinars, and seminars;
- employer training programs and structured on-the-job training;
- short courses provided by technical societies, industry, or educational institutions; and
- verifiable ethics training (See Section 3.3).

Formal activities must be verifiable. Typically, these activities would be verifiable by the receipt of a certificate of completion or other similar document. Refer to the definition in Appendix A.

Every hour spent in attendance at a course = 1 credit
For post-secondary studies, 1 hour in class or lab = 1 credit
For courses offering Continuing Education Units (CEUs), each CEU = 10 credits
A maximum of 30 credits per year may be claimed in this category

3.2.3 Informal Activity

These are activities not normally offered by an educational institution or other formal organizations, but that expand your knowledge, skills or judgment. They include:

- self-directed study such as reading technical journals, publications directed at professionals (e.g. *The Professional Edge*), books, manuals;
- learning new software;
- 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.

Each hour of informal activity = 1 credit

A maximum of 30 credits per year may be claimed in this category

3.2.4 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. These activities include:

- acting as a mentor to a Member-in-Training or other less experienced professional member or technologist;
- serving as a supervisor to a graduate student in preparation of a thesis;
- acting as a mentor to an undergraduate in an engineering or geoscience university program;
- 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 service = 1 credit

Claim a maximum of 10 credits per year for community service activities

A maximum of 20 credits per year may be claimed in this category

3.2.5 Presentations

These activities are either technical or professional presentations made outside a member's normal job functions. Count both preparation and presentation of material. Eligible presentations¹ 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.

Each hour of preparation and delivery = 1 credit

A maximum of 20 credits per year may be claimed in this category

¹ Presentation completion must be verifiable. Refer to Appendix A for the definition of verifiable.

3.2.6 Contribution to Knowledge

Contribution to knowledge includes activities that expand or develop the technical knowledge base in the disciplines of engineering and geoscience. Contributions could include:

- development of published codes and standards - 1 credit per hour of committee work
- patents - 15 credits per patent registered
- publication of papers in a peer-reviewed technical journal, or textbook chapter² - 15 credits per paper published
- publication of articles in non-reviewed journals³ - 10 credits per article, to a maximum of 10 credits per year
- publication of a technical textbook⁴ - 60 credits per book published, to a maximum of 30 credits a year
- reviewing articles for publication - 1 credit per hour of review, to a maximum of 10 credits per year
- editing papers for publication - 1 credit per hour of editing, to a maximum of 10 credits per year

A maximum of 30 credits per year may be claimed in this category

3.3 ANNUAL ETHICS COMPONENT

The consideration of ethical issues is an important element of engineering and geoscience practice. The majority of complaints received by professional associations relate to professional misconduct, rather than professional incompetence.

Proof of participating in regular ethics training may assist members in potential complaints related to professional misconduct.

On an annual basis, members are required to complete **verifiable** ethics training. Acceptable activities to satisfy the ethics requirement include:

- APEGS Law & Ethics seminar⁵;
- PD Day ethics course(s);
- employer provided program⁶;
- teaching an ethics class;
- review of ethics at meetings (i.e. ethical moment similar to safety moment)⁷;

² Verifiable evidence may be requested during an Assurance Review. See Appendix A for the definition of verifiable.

³ Verifiable evidence may be requested during an Assurance Review. See Appendix A for the definition of verifiable.

⁴ Verifiable evidence may be requested during an Assurance Review. See Appendix A for the definition of verifiable.

⁵ Licensee applicants are not eligible to claim this activity as it is taken prior to approval of APEGS membership.

⁶ Examples include reviews of corporate policies on privacy, use of corporate computers, client relations, ethics, etc.

⁷ Attendance, topic and duration of discussion must be documented in minutes.

- online ethics module(s)⁸;
- attendance at other ethics conferences / workshops; or
- continuing education offerings related to ethics.

It is expected that annual ethics training be at least one cumulative hour. Once the ethical training has been completed, members are required to log into the CPD page of their online profile and check the box to indicate they have completed the requirement for the current calendar year. Members shall then record the hours spent on ethics training in the Formal Activity category.

APEGS offers regular seminars on ethics and is willing to present at employers' request. APEGS also provides members with free access to online ethics modules, accessible through the APEGS website homepage.

⁸ It is preferred that members complete online ethics modules individually.

4. Record Keeping and Reporting

4.1 REQUIREMENTS

To meet the requirements of the CPD Program, records shall clearly document the following information:

- individual scope of practice;
- CPD Plan; and
- a detailed record of completed activities and number of credits earned.

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.

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). Examples of completed Annual Activity Trackers can be found on the APEGS website.

Each member is required to maintain a detailed record of their CPD Program activities. These records will not normally be submitted to APEGS but may be requested as further verification of the member's CPD activity. See Section 7.

4.3 REPORTING ANNUALLY

Members are required to log into the CPD page of their online profile and report their annual CPD credits by January 31st of the year following the calendar year for which they are reporting. The level of detail a member is required to provide to APEGS will depend on their individual circumstances. Table 5 outlines the reporting requirements.

The following exemptions apply to Table 5:

- Members-in-Training belonging to other jurisdictions in which they do not have CPD reporting requirements are not allowed to check the "Reporting Elsewhere" box with APEGS. They must report their CPD activities to APEGS.
- Members who live outside of Saskatchewan and are not reporting their CPD activities to any other jurisdiction are required to report their CPD activities to APEGS. Members that have obtained an exemption or variation in another jurisdiction may check the "Reporting Elsewhere" box.

Table 5: Annual Reporting Requirements

Scenario	License Conditions				Reporting Requirement
	Preferred Address is in Saskatchewan	APEGS Member	APEGS Licence Waiver	Licensed and Practicing in another Canadian Jurisdiction*	Level of Information Required to Report to APEGS
1	Yes	Yes	No	No	Report credits to APEGS
2	Yes	Yes	Yes	No	Report credits to APEGS
3	Yes	Yes	No	Yes	Report credits to APEGS
4	Yes	Yes	Yes	Yes	Report credits to APEGS
5	No	Yes	No	No	Report credits to APEGS**
6	No	Yes	Yes	No	Report credits to APEGS**
7	No	Yes	No	Yes	Allowed to check the "Reporting Elsewhere" box***
8	No	Yes	Yes	Yes	Allowed to check the "Reporting Elsewhere" box***

*Licensed by an engineering or geoscience regulator.

** Includes licensed members and non-practicing members in other jurisdictions

*** If a member checks the "Reporting Elsewhere" box, it is optional to enter CPD activity credits with 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 APEGS 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 their member ID number from that jurisdiction to APEGS.

Falsifying a CPD report to APEGS may result in the member being reported to the APEGS Investigation Committee for Professional Misconduct for violating the Code of Ethics.

4.4 BANKING CREDITS

If a member has earned excess credits in the reporting year, they can bank those credits 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.

Credits reported online to APEGS during a reporting year will be considered claimed credits. Members shall track all earned credits for the year in their own records. Only report the annual credit requirements to APEGS. Once credits have been reported to APEGS, they can no longer be used. It is the member's responsibility to track credits and claim them appropriately, and bank excess credits. Banked credits can then be used in future years.

Banked credits may allow members to continue to meet the program requirements in the event of a lean credit year or a waiver year. It is beneficial to use banked credits first.

4.5 CREDIT REQUIREMENTS FOR NEW MEMBERS

If a member has joined APEGS after the beginning of the calendar year, they are required to complete the annual ethics component and a pro-rated amount of CPD credits. The annual credit requirements for a member's first year will be calculated as per Table 6. 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 15th of the month, count the month in which the member joined; or
- If the member joined after the 15th of the month, begin counting the month after which the member joined.

For example, if the member joined on May 23rd, they would count 7 months (June – December). If the member joined on July 10th, they would count 6 months (July – 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.

4.6 CREDIT REQUIREMENTS FOR WAIVER HOLDERS

License waiver holders are required to participate in the CPD Program because it preserves the ability for the member to return to practice without supervised recent experience.

Waiver holders require a minimum of 30 credits annually obtained outside of professional practice including one hour of verifiable ethics training, which shall be claimed under Formal Activity as part of the 30 credits.

If a waiver holder returns to practice part way through the year, their CPD requirements will be based on a calculation using data from Table 6. For example, if a member was a waiver holder for 4 months and was licensed for 8 months, they would require 63 credits in a minimum of 3 categories.

This is calculated as follows:

10 credits from Licence Waiver Column (4 months) + 53 credits from Licensed Column (8 months) = 63 credits total

APEGS uses the licence waiver holder requirements as a benchmark for determining the number of categories a member requires. If the total number of credits is:

- greater than 30, then a member is required to obtain credits in at least three categories, which may include professional practice;
- between the values of 14-30, a minimum of two categories are required; or
- 13 credits or less, a minimum of one category is required.

Table 6: CPD Credit Requirements for New Members

Number of months as an APEGS member	Licensed Members	Licence Waiver Holders*
12 months	80	30*
11 months	73	28*
10 months	67	25*
9 months	60	23*
8 months	53	20*
7 months	47	18*
6 months	40	15*
5 months	33	13*
4 months	27*	10*
3 months	20*	8*
2 months	13**	5**
1 month	Verifiable ethics training (1 Formal Activity credit)	

* Credits required from only two activity categories.

** Credit required from only one activity category.

4.7 CREDIT REQUIREMENTS FOR MEMBERS WORKING PART-TIME IN ENGINEERING OR GEOSCIENCE

Members not eligible for a licence waiver because they are working part-time in 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.

Members working part-time in engineering or geoscience are required to report credits in a minimum of three categories, and complete the annual verifiable ethics requirement.

4.8 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.

4.9 CREDIT REQUIREMENTS FOR MEMBERS WITH RETROACTIVE FEE REMISSIONS

There are some instances when a licence waiver is approved for a member retroactively. In such cases, the member shall calculate their CPD credit requirements as described in Section 4.6.

5. Variation Program

5.1 ELIGIBILITY

Special consideration may be given to members with extenuating circumstances who may be unable to meet their annual CPD requirements. Members shall use their banked credits prior to applying for a Variation. See Section 4.4. Table 7 outlines the circumstances in which members may request a variation.

Licence waiver holders need only apply for a CPD Variation if they are not able to meet the reduced requirement of 30 credits in at least 2 CPD activity categories plus one-hour of verifiable ethics training. If a licence waiver holder can meet these requirements, they need not apply for a CPD Variation.

Members who are eligible to check the “Reporting Elsewhere” box (see Table 5), need not apply for a CPD Variation with APEGS.

5.2 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. The completed Variation Request Form shall be 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 APEGS by **September 30th** of the reporting year. After the deadline, Variation requests will not be accepted and members who cannot meet the CPD requirements for the reporting year are required to submit a Remediation Plan describing how they will correct the deficiency in the following reporting year. Note: completion of the deficiencies addressed in the Remediation Plan will be in addition to the CPD requirements for the following reporting year. See Section 6.

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. For example:

- A member licensed for the full year would suggest a value less than 80; or
- A licence waiver holder (full year) would suggest a value less than 30.

To calculate the credits attainable each year, and to properly apply for a Variation, members should apply the following logic:

CPD credit requirements are calculated in two parts, professional practice and professional development done outside professional practice. The Professional Practice category is pro-rated based on how many months of work are performed during the year.

For example, if a member works a total of 560 hours in a year, applying the rule of 1 CPD credit per 15 hours worked (see Section 3.2.1) equates to 37 credits. So, this member would require:

Table 7: Circumstances in which members may request a variation

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
In Province (non-practicing)	Not actively working in Saskatchewan at all Not actively practicing Engineering or Geoscience elsewhere Waiver eligible but have chosen not to be
Out of Province (non-practicing)	Lives outside of Saskatchewan Not actively practicing Engineering or Geoscience elsewhere Waiver eligible but have chosen not to be
Under-employed	Lives in Saskatchewan Actively practicing Engineering or Geoscience Working less than full-time hours
	Lives in Saskatchewan Working outside the professions Not actively practicing Engineering or Geoscience Not eligible for licence waiver
	Lives outside of Saskatchewan Actively practicing engineering or geoscience Working less than full-time hours
	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

37 Professional Practice credits + 30 credits (from the remaining 5 categories) =
67 credits

5.3 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 Director, the CPDCC, or the registrar. The member will be notified of the decision in writing.

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 to APEGS within 30 days 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, 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.

6. Remediation Program

6.1 PLAN PURPOSE

CPD Remediation Plans are required in the following situations:

- A member self-identifies that they will not fulfill their annual CPD requirements after the Variation Program application deadline for the reporting period;
- APEGS identifies members that have not met their annual CPD requirements for the previous reporting period during the annual compliance review. These members will be given the option to comply or submit a Remediation Plan; or
- Members do not comply with the CPD Program requirements and a Remediation Plan is assigned to them at the registrar's discretion.

6.2 PLAN INITIATION

Remediation Plans may be initiated by the member, the CPDCC, or the registrar. In all situations, completion of the Remediation Plan Form found on the APEGS website (www.apegs.ca) is required. An example of a completed Remediation Plan can be found on the APEGS website.

The Remediation Plan must identify the following:

- Areas of deficiency;
- Plans to correct the deficiency; and
- Deadline for completion.

If the member is the initiator of the Remediation Plan, the Plan and the member's detailed record of their CPD activities for the deficient year must be submitted to the CPDCC for consideration (via email at cpd@apegs.ca or via mail to the APEGS office).

If the CPDCC or the registrar are the initiator of the Remediation Plan, the member will be informed of the Plan requirements and conditions in writing by letter.

Conditions of the approved Remediation Plan are in addition to the current reporting year's CPD requirements.

6.3 PLAN APPROVAL / ACCEPTANCE

6.3.1 Remediation Plan Initiated by Member

Once the Remediation Plan is received by APEGS, it will be reviewed. The Remediation Plan may be reviewed by the Director, the CPDCC, or the registrar. The member will be notified of the decision in writing.

In circumstances where additional information is required before the Remediation Plan review can proceed, the member will be contacted. If the requested information is not received from

the member within 30 days, the Remediation Plan will expire. If a Remediation Plan expires, a new Remediation Plan must be submitted which includes the requested information.

6.3.2 Remediation Plan Initiated by the CPDCC and/or the Registrar

A Remediation Plan will be assigned to a member in a formal letter from APEGS. When a Remediation Plan is assigned, the member must:

- Sign the Remediation Plan accepting the conditions and return a signed copy to APEGS (via email at cpd@apegs.ca or via mail to the APEGS office) within 30 days from the date of the letter; or
- If the conditions are not acceptable, notify the registrar in writing and propose an alternative Remediation Plan.

Remediation Plan details will be included in the formal letter from APEGS.

6.4 PLAN 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.

Once the online reporting is complete, the member must notify APEGS in writing, either via email to cpd@apegs.ca or via letter to the APEGS office.

7. Review Program

7.1 PROGRAM OVERVIEW

APEGS members' CPD reports will be reviewed annually. Each member's CPD report will undergo a **compliance review** (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 CPD COMPLIANCE REVIEW

7.2.1 Annual Compliance Review 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. 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 Compliance Review Process will include verifying that the member was eligible to do so. See Table 5 in 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

In the event of non-compliance, members will be notified in writing. Notification progresses in three stages:

Notice #1 – provides 30 days to fully comply or provide a Remediation Plan;

Notice #2 – may allow an additional 30 days to fully comply or provide a Remediation Plan; and

Notice #3 – provides further instruction, at the registrar's discretion.

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
- an administrative suspension of licence.

In the event of a suspension of licence, a member will be reinstated after successful fulfillment of remedial conditions as directed by the registrar.

7.3 CPD ASSURANCE REVIEW

7.3.1 Annual CPD Assurance Process

The CPDCC may review a random sample of members' CPD records annually. This CPD Assurance Review includes a request for detailed CPD records. Members are required to keep detailed records of their CPD activities. The scope of the CPD Assurance Review may include the last three years of records.

At a minimum, the Assurance Review will require members to submit the following:

- CPD Plans for the requested period (see Section 2.3);
- Detailed CPD activity records (see Section 4.2);
- Verification records for Formal Activity, Presentations, and Contribution to Knowledge activities claimed; and
- Verification records for the annual ethics training.

In the event of an assurance review, members are required to cooperate with the CPDCC and provide any requested records.

The CPDCC will review submissions and may:

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

If deficiencies are identified, the CPDCC may:

- provide coaching on opportunities for improvement; and/or
- collaborate with the member on a remediation plan.

In certain circumstances, deficiencies may be alternatively addressed at the registrar's discretion.

7.3.2 Communication of Findings

Members who undergo a CPD Assurance Review will be notified of the results in a formal written report 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 of the CPDCC may result in the member being referred to Council for further action. Falsification of records may result in the member being referred to the APEGS Investigation Committee.

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 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.

9. For More Information

Members who have specific questions or concerns about CPD, should call or e-mail the APEGS office (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.

10. Version Control

References:

CPD5.0_CPD Variation Request Policy

CPD6.0_CPD Review Policy

CPD6.1_CPD Registrar's Action Policy

Owner: Director responsible for the CPD Program

Revision History:

Rev. No.	Date	Brief Description	Author
1	September 2018	Initial Issue	CPDCC
2	April 2020	Updated to provide clarification based on feedback received during inaugural year. Added Remediation Plan section.	CPDCC
3	March 2021	Annual update of program document	CPDCC

This is a controlled document. Printed versions may not be the most current version. Printed versions are only valid on the date printed.

Printed Date: 12-Apr-21

Appendix A

Definitions

Definitions

In this document:

- (a) **“Cooperate”** means to comply with the requests of the PDC related to compliance reviews of CPD activities, such as 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 or not 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) **“Scope of Practice”** means a well-defined description of your current or anticipated area of practice.
- (i) **“Under-employed”** means not working full-time in the professions. Examples would include working part-time in the profession(s), 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 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.

Appendix B

Scope of Practice – Examples

- i. Engineering Examples**
- ii. Geoscience Examples**

Examples of Scopes of Practice - Engineering

- Chemical Engineering, process design: well site facilities.
- Civil Engineering: municipal water supply distribution and treatment facilities.
- Civil Engineering: municipal sanitary sewage collection and treatment facilities.
- Civil Engineering: geotechnical, terrain and terrain stability mapping plus on-site terrain and terrain stability assessments.
- Civil Engineering: structural design of precast pre-stressed concrete products.
- Civil Engineering: structural component design for buildings of one to three storeys for industrial use.
- Civil Engineering: foundation design and inspection of residential buildings.
- Electrical Engineering: control and instrumentation systems for natural gas transportation and natural gas processing plants.
- Electrical Engineering: solid state induction motor starters.
- Electrical Engineering: Teaching and Research.
- Engineering Physics: Teaching and Research.
- Environmental Engineering: Phase I and II environmental site assessments; contaminated site remediation.
- Mechanical Engineering: petroleum distribution facilities and service stations (excluding refining process).
- Mechanical Engineering: HVAC, plumbing, fire protection, and energy management systems for one-to-three storey industrial buildings.
- Mechanical Engineering: machine design and finite element analysis for agricultural products.
- Mechanical Engineering, stress analysis: stress and vibration testing analyses on machine components.
- Metallurgical Engineering: corrosion mitigation; pressure equipment, piping and associated components for petrochemical and oil and gas facilities.
- Mine Engineering: materials handling and pumping/piping systems for potash mines.
- Petroleum Engineering: oil and gas reservoirs, reserves, production rates and economic values.
- Petroleum Engineering: oil and gas well drilling, completion, work-over and abandonment.

- Management: Engineering management, business development, project management, risk management, contract management, project proposals, engineering economics, internal/external stakeholder relations

Examples of Scopes of Practice - Geoscience

- Environmental Geoscience: hydrology, soil and remediation
- Environmental Geoscience: groundwater modeling, supply and dewatering
- Environmental Geoscience: site assessment and remediation
- Geochemistry: exploration and quality assurance for gold, uranium, diamond and nickel
- Geology: geological surveys and doing ore reserve estimations for base/precious metals.
- Geology: mineral exploration and development for uranium.
- Geology: mineral exploration, data interpretation and mapping
- Geology: wellsite geology
- Geology: hydrogeology and groundwater development
- Geology: soil geochemistry
- Geology: petroleum well site analysis and supervision
- Geology: mineral exploration, economics, mapping
- Geological Engineering: drilling and well placement for oil and gas
- Geophysics: resource and environmental exploration
- Geophysics: seismic and log interpretation
- Geophysics: mineral exploration
- Geoscience: Hydrogeology, groundwater assessments and regulatory compliance
- Geoscience: oil and gas exploration and development
- Petroleum Geology: exploration, development and reporting on oil and gas reserves
- Management: Geoscience management, business development, project management, risk management, contract management, project proposals, geoscience economics, internal/external stakeholder relations

