



CONTINUING
PROFESSIONAL
DEVELOPMENT
GUIDELINE



Association of Professional Engineers and Geoscientists of British Columbia



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EXECUTIVE SUMMARY

Under the APEGBC *Code of Ethics*, members are responsible for undertaking Continuing Professional Development (CPD) that is relevant to their practice. This Guideline outlines expectations with respect to the types of activities and amount of professional development that practicing members should be undertaking. It is designed to provide flexibility to meet members' unique requirements. Compliance with this Guideline is recommended but not mandatory. Members who choose to comply with this Guideline can indicate this on the Annual Dues form.

Applicability

This Guideline applies to the following members:

- Members with practice rights
- Full members who are unemployed but intend to practice
- Life members with practice rights
- Provisional members
- Members-in-training
- All licencees

Hours and Eligible Activities

To comply with this Guideline, members are required to complete an average of 30 Professional Development Hours (PDH) per year (90 PDH on a 3-year rolling average) in at least two of the following four categories. A maximum of 20 PDH can be claimed in any one category in a calendar year.

Eligible CPD activities include:

- Formal Methods (e.g. structured courses, programs or seminars that are at least 4 hours in length).
- Informal Methods (e.g. self-directed study, journal reading, seminars, conferences, technical field trips, trade shows).
- Participation (e.g. mentoring, committee meetings).
- Presentations and Contributions to Knowledge (e.g. presentations, writing papers, developing codes and standards).

Reporting

Members can sign a form each year confirming their compliance with this program. Members are responsible for keeping records of their CPD and may use APEGBC's CPD On-line Reporting Centre if they wish. Supporting documentation must be kept on file for audit purposes for four years. Surplus acceptable PDH can be transferred to future reporting years. PDH must be used within three years of the activity.

Compliance and Auditing

Members who are selected for Practice Review through the current selection process need to provide supporting information with respect to their CPD activities.

1. INTRODUCTION

Professional Engineers and Professional Geoscientists registered with APEGBC are expected to maintain their competence under the *Code of Ethics*:

Tenet Six

Professional Engineers and Professional Geoscientists shall keep themselves informed in order to maintain their competence, strive to advance the body of knowledge within which they practice and provide opportunities for the professional development of their associates.

1.1 The Value of Continuing Professional Development

It is generally accepted that a person's ability to maintain high levels of professional competence is achieved by continually upgrading his or her skills and knowledge. Continuing Professional Development (CPD) has many benefits because it:

- Fosters excellence in the professions.
- Provides a mechanism through which professionals are accountable for remaining current in their practice, thus improving the professions' credibility with the public.
- Enhances and/or expands the domain of practice.
- Enhances professional image.
- Facilitates practice mobility.
- Facilitates upward movement in the value chain to clients and employers.
- Improves marketability.

1.2 What is Continuing Professional Development?

CPD simply means *learning* – by whatever means necessary – that helps you fulfill your present or future roles more effectively, maintain a sufficiently high standard of professional competence, and remain current in an ever-competitive job market. This will usually comprise a combination of formal and informal activities such as courses at educational training institutions, attendance at conferences, participation in committees and self-directed study.

Members have a personal responsibility to develop and maintain their knowledge and skills to ensure competence throughout their careers. This can be achieved through a program of Continuing Professional Development, which will provide:

- A means by which you can take responsibility for your lifelong learning.
- A means by which you can improve your employability and professional practice.
- A framework to identify and plan for acquiring further skills needed.
- A method to plan career changes.
- A vehicle to ensure that professional standards are maintained.

Simply put, CPD is an investment in your future.

2. CONTINUING PROFESSIONAL DEVELOPMENT AT APEGBC

In Canada, the engineering and geoscience professions enjoy the privilege of self-regulating status, similar to other respected professions such as medicine, law, accounting, and dentistry, and have long been recognized as defenders of the safety, health and welfare of the public. Provincial governments, which are responsible for the regulation of most professional regulatory bodies, expect self-regulating bodies to put the public's interest first and foremost. By virtue of professional designation, it is both a public and government expectation that regulated professionals maintain continued competency, and that regulatory bodies monitor the professional development activities of their members.

This Guideline explains the criteria of the APEGBC CPD program and addresses most of the questions commonly raised by members. However, since Continuing Professional Development is very much a personal matter, it is impractical to cover the circumstances of each individual. Case studies are included in Appendix II to assist you.

2.1 Who is Expected to Maintain Competency

Full practicing members, full members who are unemployed but intend to practice, life members with practice rights, provisional members, limited licencees, members-in-training (EIT/GIT), and non-resident licencees are expected to maintain competency under the *Code of Ethics*. For the purpose of this document the aforementioned persons are referred to as members.

3. APEGBC PROGRAM

3.1 Total Professional Development Hours (PDH)

To be in compliance with this Guideline, members are required to complete an average of 30 hours per year (90 hours on a 3-year rolling average). For example, if 25 hours are completed in the first year, and 40 hours are completed in the second year, a minimum of 25 hours is to be completed in the third year. Hours are accrued as Professional Development Hours (PDH) where 1 PDH = 1 hour of relevant professional development activity. A maximum of 20 PDH are applicable in any one category in a calendar year.

There are four categories of eligible CPD activities:

- Formal Methods
- Informal Methods
- Participation
- Presentations and Contributions to Knowledge

These categories are defined on pages 5 and 6. To be in compliance with this Guideline, members are required to complete activities from at least two of the four categories. A maximum of 20 hours can be claimed in any one category in a calendar year.

3.2.1 Formal (20 PDH maximum per year)

Formal activities are those provided as a structured course, program or seminar that is at least 4 hours in length. Activities claimed in this category require proof of attendance (receipt or certificate, etc.). Delivery methods might include traditional classroom settings and remote techniques such as written correspondence, video, CD-ROM, or interactive electronic exchange.

Formal activities include:

- Courses provided through accredited post-secondary institutions such as universities, technical institutes and colleges.
- Employer training programs and structured on-the-job training (e.g. Transportation of Dangerous Goods, Workplace Hazardous Materials Information System).
- Short courses, technical sessions, seminars and workshops provided by technical societies, industry or educational institutions (e.g. Edumine, IEEE courses, ASHRAE courses, LEED, BEP, Certified Professional courses, Certificate in Structural Engineering from VSEG).

3.2.2 Informal (20 PDH maximum per year)

Informal activities include:

- Self-directed study (e.g. private reading including current technical, managerial and business journals).
- Industry or post secondary institution sponsored courses, seminars, facilitated technical field trips, conferences and trade shows (courses and seminars greater than 4 hours in length may be claimed in the formal category).
- Employer training programs and structured on-the-job training (technical training done in-house, seminars on new techniques, soft skill seminars).

3.2.3 Participation (20 PDH maximum per year)

Activities that promote peer interaction and provide exposure to new ideas and technologies both enhance the profession and serve the public interest. These activities include:

- Mentoring/tutoring others.
- Attendance at meetings of technical, professional or managerial associations or societies.
- Professional activities in the community (e.g. serving on community boards or committees in a professional capacity).

3.2.4 Presentations and Contributions to Knowledge (20 PDH maximum per year)

This category includes activities that expand or develop the technical knowledge base in the disciplines of engineering or geoscience. These activities include:

- Preparation and presentation of courses or seminars.
- Development of published Codes and Standards.
- Conducting research and developing patents.
- Writing or reviewing articles and papers published in a technical journal.

3.3 Non-Eligible Activities

3.3.1 Professional Practice (Work) (No credit hours)

Active professional practice is known to be a significant factor in maintaining and improving skills, and it is acknowledged that practicing members contribute to their CPD through their normal business activities. Under APEGBC's program this experience has already been accounted for and therefore may not be included in the total number of CPD hours reported.

4. REPORTING AND DOCUMENTATION

4.1 Reporting Method

For ease of record keeping, members are encouraged to enter their CPD activities in the APEGBC On-line Reporting Centre (<http://www.apeg.bc.ca/prodev/online.html>). A paper copy of the reporting form is available to members in Appendix I for those who are unable to file on-line. Alternatively, members may generate their own forms for maintaining records of their CPD activities. Members who choose to comply with this Guideline can indicate this on the Annual Dues form. Compliance will be noted in the member's record and in the on-line Member Directory. Members who indicate compliance with the Guideline will not be asked to submit detailed records as part of the CPD reporting process. Members may be asked to provide documentation for other regulatory processes.

4.2 Documentation

Supporting documentation (e.g. certificates, receipts) should not be submitted, but must be kept on file for audit purposes for four years after the date the activity occurred.

4.3 Carry-Over Professional Development Hours

Surplus acceptable PDH are transferable to future reporting years. PDH are to be used within three years of the activity.



5. COMPLIANCE AND AUDITING

5.1 Compliance

Members can indicate their compliance with the Guideline on the Annual Dues form by signing a statement of compliance. Compliance will be noted in the member's record and in the on-line Member Directory.

5.2 Auditing

Members who are selected for Practice Review through the current selection process will be asked to provide supporting information with respect to their CPD activities. Supporting documentation could include receipts, certificates or other official documentation of attendance at seminars or courses. Some activities will not be verifiable (e.g. journal reading) and therefore will not be subject to auditing.

CONTINUING PROFESSIONAL DEVELOPMENT GUIDELINE

APPENDIX I – BLANK ACTIVITY FORM

Online form available at www.apeg.bc.ca/pd

Continuing Professional Development - DETAILED ACTIVITY RECORD

NAME:	MEMBER #:
FROM (MM/YY):	TO (MM/YY):

Formal Activity - 1 PDH per hour in course

DATE (dd/mm/yr)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
PERIOD SUBTOTAL					

PDH/year that may be claimed **20 max**

Informal Activity - 1 PDH per hour of activity

DATE (dd/mm/yr)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
PERIOD SUBTOTAL					

PDH/year that may be claimed **20 max**

Participation - 1 PDH per hour of activity

DATE (dd/mm/yr)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
PERIOD SUBTOTAL					

PDH/year that may be claimed **20 max**

Presentations and Contributions to Knowledge - 1 PDH per hour of activity

DATE (dd/mm/yr)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
PERIOD SUBTOTAL					

PDH/year that may be claimed **20 max**

TOTAL FOR ALL ACTIVITIES DURING ANNUAL PERIOD			
TOTAL HOURS CARRIED OVER FROM PREVIOUS YEARS			
TOTAL HOURS CLAIMED FOR THIS PERIOD			

Signature _____

Date _____

CONTINUING PROFESSIONAL DEVELOPMENT GUIDELINE

APPENDIX II – EXAMPLE FORMS

Continuing Professional Development - DETAILED ACTIVITY RECORD

NAME:	EXAMPLE 1 - Engineering Manager	MEMBER #:	M12345
FROM (MM/YY):	January 2005	TO (MM/YY):	December 2005

Formal Activity - 1 PDH per hour in course

DATE	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	PDHs Earned	PDHs Claimed	Carry Over to Next Period
01/05 - 04/05	Corporate Strategy	UBC - Sauder School of Bus.	36	20	16
13-Mar-05	WHMIS	Employer	2	0	2
PERIOD SUBTOTAL			38	20	18

PDH/year that may be claimed **20 max**

Informal Activity - 1 PDH per hour of activity

DATE	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	PDHs Earned	PDHs Claimed	Carry Over to Next Period
May 23 & 24/05	Project Management Seminar	Project Management Institute	4	4	0
PERIOD SUBTOTAL			4	4	0

PDH/year that may be claimed **20 max**

Participation - 1 PDH per hour of activity

DATE	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	PDHs Earned	PDHs Claimed	Carry Over to Next Period
01/05 - 12/05	Mentor	APEGBC	12	6	6
01/05 - 06/05	Community Planning Board	City of Richmond	8	0	8
PERIOD SUBTOTAL			20	6	14

PDH/year that may be claimed **20 max**

Presentations and Contributions to Knowledge - 1 PDH per hour of activity

DATE	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	PDHs Earned	PDHs Claimed	Carry Over to Next Period
PERIOD SUBTOTAL			0	0	0

PDH/year that may be claimed **20 max**

TOTAL FOR ALL ACTIVITIES DURING ANNUAL PERIOD	62	0	32
TOTAL HOURS CARRIED OVER FROM PREVIOUS YEARS	0	0	0
TOTAL HOURS CLAIMED FOR THIS PERIOD		30	

Signature _____

Date _____

CONTINUING PROFESSIONAL DEVELOPMENT GUIDELINE

APPENDIX II – EXAMPLE FORMS

Continuing Professional Development - DETAILED ACTIVITY RECORD

NAME:	EXAMPLE 2 - Mining Geologist	MEMBER #:	M12346
FROM (MM/YY):	January 2005	TO (MM/YY):	December 2005

Formal Activity - 1 PDH per hour in course

DATE	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	PDHs Earned	PDHs Claimed	Carry Over to Next Period
02/05 - 07/05	Quality Control of Assay Data	Edumine	25	15	10
PERIOD SUBTOTAL			25	15	10

PDH/year that may be claimed **20 max**

Informal Activity - 1 PDH per hour of activity

DATE	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	PDHs Earned	PDHs Claimed	Carry Over to Next Period
12/03/05	Seminar on National Instrument 43-101	BCSC	2	2	0
16/04/05	Read article on Accounting for Ground Related Problems in Mine Production Systems Planning	Mineral Resource Engineering Journal	0.5	0.5	0
14/06/05	Read various articles in June 05 issue	Canadian Institute of Mining	1.5	1.5	0
14/09/05	Read various articles in Sept 05 issue	Canadian Institute of Mining	2	0	2
PERIOD SUBTOTAL			6	4	2

PDH/year that may be claimed **20 max**

Participation - 1 PDH per hour of activity

DATE	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	PDHs Earned	PDHs Claimed	Carry Over to Next Period
01/05 - 12/05	Geoscience Committee meetings	APEGBC	8	8	0
PERIOD SUBTOTAL			8	8	0

PDH/year that may be claimed **20 max**

Presentations and Contributions to Knowledge - 1 PDH per hour of activity

DATE	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	PDHs Earned	PDHs Claimed	Carry Over to Next Period
03/05	Review article on Mining Quality Assurance Methods	Canadian Institute of Mining	10	3	7
PERIOD SUBTOTAL			10	3	7

PDH/year that may be claimed **20 max**

TOTAL FOR ALL ACTIVITIES DURING ANNUAL PERIOD	49	30	19
TOTAL HOURS CARRIED OVER FROM PREVIOUS YEARS	0	0	0
TOTAL HOURS CLAIMED FOR THIS PERIOD		30	

Signature _____

Date _____

CONTINUING PROFESSIONAL DEVELOPMENT GUIDELINE

APPENDIX II – EXAMPLE FORMS

Continuing Professional Development - DETAILED ACTIVITY RECORD

NAME:	EXAMPLE 3 - Structural Engineer	MEMBER #:	M12347
FROM (MM/YY):	January 2005	TO (MM/YY):	December 2005

Formal Activity - 1 PDH per hour in course

DATE	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	PDHs Earned	PDHs Claimed	Carry Over to Next Period
01/05 - 04/05	Timber Design	VSEG	24	20	4
12/11/05	BC Codes and Practices Exam	APEGBC	6	0	6
PERIOD SUBTOTAL			30	20	10

PDH/year that may be claimed **20 max**

Informal Activity - 1 PDH per hour of activity

DATE	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	PDHs Earned	PDHs Claimed	Carry Over to Next Period
13/10/05	BC Codes and Practices Prep Course	APEGBC	4	0	4
16/04/05	Read Structure Magazine Mar 05 issue	NCSEA	1.5	0	1.5
16/06/05	Read Structure Magazine June 05 issue	NCSEA	1.5	0	1.5
20/08/05	Read Structure Magazine Aug 05 issue	NCSEA	1.5	0	1.5
30/09/05	Read Structure Magazine Sept 05 issue	NCSEA	1.5	0	1.5
03/05-06/05	Structural Analysis and Control on-line learning	MIT Open Courseware	36	10	26
PERIOD SUBTOTAL			46	10	36

PDH/year that may be claimed **20 max**

Participation - 1 PDH per hour of activity

DATE	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	PDHs Earned	PDHs Claimed	Carry Over to Next Period
01/05 - 12/05	DSE Executive Meetings	APEGBC	20	0	20
PERIOD SUBTOTAL			20	0	20

PDH/year that may be claimed **20 max**

Presentations and Contributions to Knowledge - 1 PDH per hour of activity

DATE	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	PDHs Earned	PDHs Claimed	Carry Over to Next Period
PERIOD SUBTOTAL			0	0	0

PDH/year that may be claimed **20 max**

TOTAL FOR ALL ACTIVITIES DURING ANNUAL PERIOD	96	30	66
TOTAL HOURS CARRIED OVER FROM PREVIOUS YEARS	0	0	0
TOTAL HOURS CLAIMED FOR THIS PERIOD		30	

Signature _____

Date _____

CONTINUING PROFESSIONAL DEVELOPMENT GUIDELINE

APPENDIX II – EXAMPLE FORMS

Continuing Professional Development - DETAILED ACTIVITY RECORD

NAME:	EXAMPLE 4 - Management Consultant	MEMBER #:	M12345
FROM (MM/YY):	January 2005	TO (MM/YY):	December 2005

Formal Activity - 1 PDH per hour in course

DATE	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	PDHs Earned	PDHs Claimed	Carry Over to Next Period
13/01/05	Presentation Skills seminar	BCIT Continuing Studies	8	8	0
03/03/05	MS Excel Advanced	CDI	8	8	0
08/04/05	Strategic Planning seminar	SFU Continuing Studies	16	4	12
PERIOD SUBTOTAL			32	20	12

PDH/year that may be claimed **20 max**

Informal Activity - 1 PDH per hour of activity

DATE	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	PDHs Earned	PDHs Claimed	Carry Over to Next Period
16/04/05	Internet Search - Strategic Planning articles		10	10	0
30/03/05	Read various articles on marketing, strategic management	various	20	0	20
PERIOD SUBTOTAL			30	10	20

PDH/year that may be claimed **20 max**

Participation - 1 PDH per hour of activity

DATE	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	PDHs Earned	PDHs Claimed	Carry Over to Next Period
PERIOD SUBTOTAL			0	0	0

PDH/year that may be claimed **20 max**

Presentations and Contributions to Knowledge - 1 PDH per hour of activity

DATE	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	PDHs Earned	PDHs Claimed	Carry Over to Next Period
02/04/05	Quality Assurance seminar presenter	APEGBC	8	0	8
15/05/05	Project Management course presenter	SFU Continuing Studies	36	0	36
PERIOD SUBTOTAL			44	0	44

PDH/year that may be claimed **20 max**

TOTAL FOR ALL ACTIVITIES DURING ANNUAL PERIOD	106	30	76
TOTAL HOURS CARRIED OVER FROM PREVIOUS YEARS	0	0	0
TOTAL HOURS CLAIMED FOR THIS PERIOD		30	

Signature _____

Date _____

APPENDIX III - THE CPD PROCESS

Continuing Professional Development is a continuous cycle:



1. Review What You Need to Learn

- Take stock of your past experience and performance.
- Identify your current skills, knowledge and competencies, and what you think you need for the future.
- Factor in short and long-term career intentions, employer's business intentions, and guidelines and requirements of APEGBC and other relevant professional institutions.
- Prioritize needs, set target dates, and identify appropriate development activities.
- Commit your plan to writing in the form of an Action Plan. Include any resources and support you may need to achieve your targets (i.e. money, family, work, time).
- Periodic review will vary, but it should be done at least annually.

2. Plan How You Are Going to Learn

- Assess the range of learning opportunities available and the resources required. Will it involve taking an on-line course? Working on a professional committee? Reading professional journals? Will your company pay for it or will you be paying your own way? Can you get time off from work, or will you have to squeeze it in between meetings?
- Prioritize the possibilities.

3. Do It

- Attend activities such as morning seminars or make an ongoing volunteer commitment.
- Ensure that you develop all aspects of your career. It is natural to assume that activities will be directly related to engineering or geoscience; however, don't disregard the interpersonal and management skills that you may require. Subjects such as communication, health and safety, finance, leadership, or language skills can be equally valid additions to your career portfolio.

4. Record Your Achievements

- Record your activities in electronic format through a secure, confidential section of the APEGBC website. For those without Internet access, a paper copy of the reporting form can be found in Appendix I.
- Record the learning outcomes if you wish, including those that may have been unexpected or not included in the course description. This may be a valuable reference at a later date.

5. Assess Your Progress

- Determine if you actually learned or developed new skills, met your learning objectives, and met your CPD requirements.

Review your learning requirements regularly and take appropriate action. The learning doesn't stop with a single course or activity. It is a continuous cycle that lasts a lifetime. Life changes – your goals and priorities will too.

CONTINUING PROFESSIONAL DEVELOPMENT GUIDELINE

BLANK ACTIVITY FORM

Online form available at www.apeg.bc.ca/pd

Continuing Professional Development - DETAILED ACTIVITY RECORD

NAME:	MEMBER #:
FROM (MM/YY):	TO (MM/YY):

Formal Activity - 1 PDH per hour in course

DATE (dd/mm/yr)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
PERIOD SUBTOTAL					

PDH/year that may be claimed **20 max**

Informal Activity - 1 PDH per hour of activity

DATE (dd/mm/yr)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
PERIOD SUBTOTAL					

PDH/year that may be claimed **20 max**

Participation - 1 PDH per hour of activity

DATE (dd/mm/yr)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
PERIOD SUBTOTAL					

PDH/year that may be claimed **20 max**

Presentations and Contributions to Knowledge - 1 PDH per hour of activity

DATE (dd/mm/yr)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
PERIOD SUBTOTAL					

PDH/year that may be claimed **20 max**

TOTAL FOR ALL ACTIVITIES DURING ANNUAL PERIOD			
TOTAL HOURS CARRIED OVER FROM PREVIOUS YEARS			
TOTAL HOURS CLAIMED FOR THIS PERIOD			

Signature _____

Date _____

CONTINUING PROFESSIONAL DEVELOPMENT GUIDELINE

BLANK ACTIVITY FORM

Online form available at www.apeg.bc.ca/pd

Continuing Professional Development - DETAILED ACTIVITY RECORD

NAME:	MEMBER #:
FROM (MM/YY):	TO (MM/YY):

Formal Activity - 1 PDH per hour in course

DATE (dd/mm/yr)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
PERIOD SUBTOTAL					

PDH/year that may be claimed **20 max**

Informal Activity - 1 PDH per hour of activity

DATE (dd/mm/yr)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
PERIOD SUBTOTAL					

PDH/year that may be claimed **20 max**

Participation - 1 PDH per hour of activity

DATE (dd/mm/yr)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
PERIOD SUBTOTAL					

PDH/year that may be claimed **20 max**

Presentations and Contributions to Knowledge - 1 PDH per hour of activity

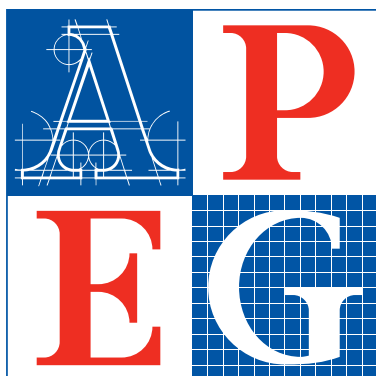
DATE (dd/mm/yr)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
PERIOD SUBTOTAL					

PDH/year that may be claimed **20 max**

TOTAL FOR ALL ACTIVITIES DURING ANNUAL PERIOD			
TOTAL HOURS CARRIED OVER FROM PREVIOUS YEARS			
TOTAL HOURS CLAIMED FOR THIS PERIOD			

Signature _____

Date _____



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and Geoscientists of BC**

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