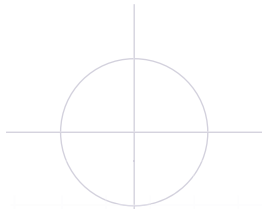
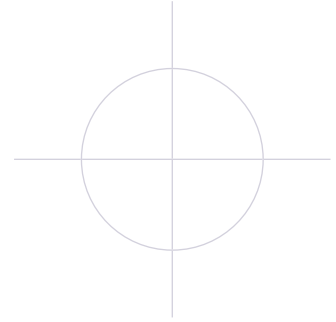


Association of Professional Engineers  
and Geoscientists of British Columbia

# Continuing Professional Development

Guideline



Professional Engineers  
and Geoscientists of BC



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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 practising 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 fee renewal form.

## APPLICABILITY

This guideline applies to the following members:

- Professional members with practice rights
- Professional members who are unemployed but intend to practise
- Life members with practice rights
- Provisional members
- All licensees.

It is acknowledged that members-in-training (EIT/GIT) are continually learning as they prepare for their roles as professional members. Members-in-training are encouraged to participate in CPD during their training years.

## HOURS AND ELIGIBLE ACTIVITIES

To comply with this guideline, members are required to complete an average of 80 professional development hours (PDHs) per year (240 PDHs on a three-year rolling total) in at least three of the six categories below. There are a maximum number of PDHs that can be claimed in any one category in a calendar year.

### Eligible CPD Activities include:

- Professional Practice
- Formal (e.g., structured courses, programs or seminars that are at least four hours in length)
- Informal (e.g., self-directed study, journal reading, seminars, conferences, technical field trips, trade shows)
- Participation (e.g., mentoring, committee meetings)
- Presentations (e.g., preparing and giving presentations)
- Contributions to Knowledge (e.g., 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. For ease of record keeping, members are encouraged to use APEGBC's CPD Online Recording Centre. Supporting documentation must be kept on file for audit purposes for four years.

Surplus acceptable PDHs can be transferred to future reporting years. PDHs 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.

## 1.0 | INTRODUCTION

Professional engineers and professional geoscientists registered with APEGBC are expected to maintain their competence under tenet six of the *Code of Ethics*:

*Members and licensees 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.*

## 2.0 | 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. Example forms are included in Appendix II to assist you.

### 2.1 | Who is Expected to Maintain Competency

Professional members with practice rights, professional members who are unemployed but intend to practice, life members with practice rights, provisional members, limited licensees, and non-resident licensees are expected to maintain competency under the *Code of Ethics*. For the purpose of this document the aforementioned persons are referred to as members.

It is acknowledged that members-in-training (EIT/GIT) are continually learning as they prepare for their roles as professional members. Members-in-training are encouraged to participate in CPD during their training years.

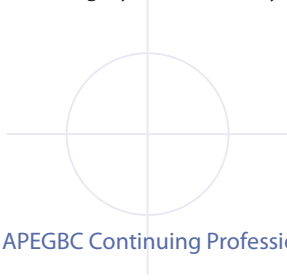
## 3.0 | APEGBC PROGRAM

### 3.1 | Total Professional Development Hours (PDHs)

To be in compliance with this guideline, members are required to complete an average of 80 hours per year (240 hours on a three-year rolling total). For example, if 70 hours are completed in the first year, and 90 hours are completed in the second year, a minimum of 80 hours are to be completed in the third year. Hours are accrued as Professional Development Hours (PDHs): There are six categories of eligible CPD activities.

- Professional Practice
- Formal
- Informal
- Participation
- Presentations
- Contributions to Knowledge.

These categories are defined on pages 7 and 8. To be in compliance with this guideline, members are required to complete activities from at least three of the six categories. Please note there are a maximum number of hours that can be claimed in any one category in a calendar year.



### 3.1.1 | Professional Practice (50 PDHs maximum per year)

Active professional practice is known to be a significant factor in maintaining and improving skills, either where you are actually practising according to the legal definition as per the *Engineers and Geoscientists Act* or “influencing” the practice of the professions. “Influencing” means having some effect on how the professions are practised without necessarily performing technical work.

15 hours of work equals one PDH.

### 3.1.2 | Formal (30 PDHs maximum per year)

Formal activities are often for academic credit and may include an evaluation process. Where there is no evaluation, credit may be claimed in this category for activities that are at least four hours in length, such as a professional development seminar, course or workshop. Activities claimed in this category require proof of attendance (receipt or certificate, etc.). Delivery methods might include a traditional classroom setting or remote techniques such as written correspondence, webcast, video, CD-ROM, or interactive electronic exchange. Formal activities include:

- Courses offered by universities, technical institutes, colleges, suppliers, employers or technical societies;
- Short courses, technical sessions, seminars and workshops provided by associations, technical societies, industry or educational institutions.

One hour of course attendance equals one PDH.

### 3.1.3 | Informal (30 PDHs maximum per year)

Informal activities are usually shorter in duration and do not involve any evaluation, but nevertheless expand one’s knowledge, skills and judgment. Informal activities include:

- Self-directed study (e.g., private reading including current technical, managerial and business journals);
- Attendance at conferences and industry trade shows;
- Seminars, technical presentations, facilitated technical field trips, and workshops (courses and seminars greater than four hours in length may be claimed in the formal category);
- Attendance at meetings of technical, professional or managerial associations or societies;
- Structured discussion of technical or professional issues with one’s peers.

One hour of informal activity equals one PDH.

### 3.1.4 | Participation (20 PDHs 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 as an appointed mentor to a member-in-training or applicant;
- Service on public bodies that draw on professional expertise (e.g., planning boards, development appeal boards, investigative commissions, review panels or community building committees);
- Service on standing or ad-hoc committees of a technical or professional nature, or managerial associations and societies.

One hour of participation activity equals one PDH.

### 3.1.5 | Presentations (20 PDHs maximum per year)

Eligible presentations are those of a technical or professional nature that are discretionary, that is outside your normal job functions. Presentations might occur:

- At a conference, meeting, course, workshop or seminar;
- Within a company or at an event sponsored by a technical or professional organization.

Multiple deliveries of the same presentation count for only one presentation.

One hour of preparation and delivery earns one PDH.

### 3.1.6 | Contributions to Knowledge (30 PDHs maximum per year – limits apply)

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

- Development of published codes and standards (one hour of committee work equals one PDH);
- Patents (credit can be claimed only one time per patent, each patent registered equals 15 PDHs);
- Publication of papers in a peer-reviewed technical journal (each paper published equals 15 PDHs);
- A thesis at the Masters or Ph.D. level, on a one time basis, upon successful defense and approval (each thesis equals 30 PDHs);
- Publication of a book (each book equals 60 PDHs, claimed over two years);
- Publication of articles in non-reviewed journals or an internal company report (each article equals 10 PDHs. Maximum of 10 PDHs per year);
- Reviewing articles for publication (one hour of review equals one PDH. Maximum of 10 PDHs per year);
- Editing papers for publication (one hour of editing equals one PDH).

A maximum of 30 PDHs per year may be claimed in the Contributions to Knowledge category, bearing in mind the limits indicated above.

## 3.2 | Practice Review Program

APEGBC's Practice Review program is intended to be an educational and professional development process for the benefit of its membership, as well as a proactive quality assurance check on members' practices. The recipient of a practice review may claim professional development credits for actual contact time in the participation category or formal category as applicable (up to a combined maximum of 20 PDHs).



## 4.0 | REPORTING AND DOCUMENTATION

### 4.1 | Reporting Method

Members who choose to comply with this guideline can indicate this on the annual fee renewal form or online using the APEGBC Member Portal. Compliance will be noted in the member's record and in the online 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.

For ease of record keeping, members are encouraged to enter their CPD activities in the APEGBC Online Recording Centre ([www.apeg.bc.ca/pd](http://www.apeg.bc.ca/pd)). A paper copy of the activity form is available to members in Appendix I for those who are unable to file online. Alternatively, members may generate their own forms for maintaining records of their CPD activities.

### 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 PDHs are transferable to future reporting years. PDHs may be carried forward for a maximum of two years from the date of completing the activity.

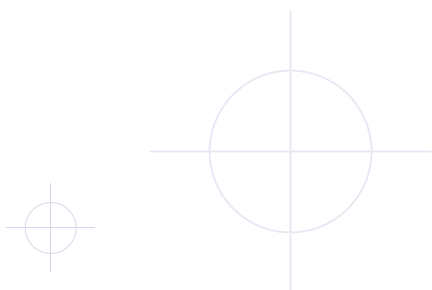
## 5.0 | COMPLIANCE AND AUDITING

### 5.1 | Compliance

Members can indicate their compliance with the guideline on the annual fee renewal form by signing a statement of compliance. Compliance will be noted in the member's record and in the online 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.



## 6.0 | 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 online 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.

## SUMMARY OF CPD CATEGORIES

Category	Hours	Maximum Per Year
Professional Practice	15 hours = 1 PDH	50 PDHs
Formal	1 hour = 1 PDH	30 PDHs
Informal	1 hour = 1 PDH	30 PDHs
Participation	1 hour = 1 PDH	20 PDHs
Presentations	1 hour = 1 PDH	20 PDHs
Contributions to Knowledge	Limits Apply	30 PDHs
Development of published codes and standards	1 hour = 1 PDH	
Patents	1 patent = 15 PDHs	
Publication of papers in a peer-reviewed technical journal	1 paper = 15 PDHs	
Thesis at Masters or Ph.D. level (successfully defended and approved)	1 thesis = 30 PDHs	
Publication of a book (PDHs claimable over two years)	1 book = 60 PDHs	
Publication of articles in non-reviewed journals or internal company report	1 article = 10 PDHs (max of 10 PDHs/yr)	
Reviewing articles for publication	1 hour = 1 PDH (max of 10 PDHs/yr)	
Editing papers for publication	1 hour = 1 PDH	

# APPENDIX I – BLANK ACTIVITY FORM

Online form available at [www.apeg.bc.ca/pd](http://www.apeg.bc.ca/pd)

## Continuing Professional Development - DETAILED ACTIVITY RECORD

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

### Professional Practice - 1 PDH per 15 hours of professional practice (50 PDHs maximum per year)

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

PDHs/year that may be claimed 50 max

### Formal Activity - 1 PDH per hour in course (30 PDHs maximum per year)

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

PDHs/year that may be claimed 30 max

### Informal Activity - 1 PDH per hour of activity (30 PDHs maximum per year)

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

PDHs/year that may be claimed 30 max

Participation - 1 PDH per hour of activity (20 PDHs maximum per year)

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

PDHs/year that may be claimed 20 max

Presentations - 1 PDH per hour prep and delivery (20 PDHs maximum per year)

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

PDHs/year that may be claimed 20 max

Contributions to Knowledge (30 PDHs maximum per year - limits apply)

Development of published Codes or Standards - 1 PDH per hour of committee work; 15 PDHs per patent; 15 PDHs per article published in peer reviewed journal; 30 PDHs per thesis dissertation; 60 PDHs per published book; 10 PDHs per article published in non-reviewed journal; 1 PDH per hour of review articles for publication; 1 PDH per hour of editing articles for publication.

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

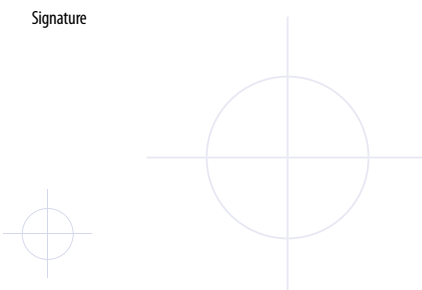
TOTAL FOR ALL ACTIVITIES DURING ANNUAL PERIOD

TOTAL HOURS CARRIED OVER FROM PREVIOUS YEARS

TOTAL HOURS CLAIMED FOR THIS PERIOD


Signature

Date



# APPENDIX II – EXAMPLE FORMS

Online form available at [www.apeg.bc.ca/pd](http://www.apeg.bc.ca/pd)

## Continuing Professional Development - DETAILED ACTIVITY RECORD

NAME:	<i>Example 1 – Engineering Manager</i>	MEMBER #:	<i>123456</i>
FROM (MM/YY):	<i>01/10</i>	TO (MM/YY):	<i>12/10</i>

### Professional Practice - 1 PDH per 15 hours of professional practice (50 PDHs maximum per year)

DATE (dd/mm/yy)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
<i>2010</i>	<i>Professional Practice</i>	<i>Employer</i>	<i>80</i>	<i>50</i>	<i>30</i>
PERIOD SUBTOTAL			<i>80</i>	<i>50</i>	<i>30</i>

PDHs/year that may be claimed 50 max

### Formal Activity - 1 PDH per hour in course (30 PDHs maximum per year)

DATE (dd/mm/yy)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
<i>04/01/10-30/04/10</i>	<i>Project Management Tools and Techniques</i>	<i>UBC – Sauder School of Business</i>	<i>24</i>	<i>24</i>	<i>0</i>
<i>08/03/10</i>	<i>Leading People to Peak Performance</i>	<i>APEGBC</i>	<i>7.5</i>	<i>6</i>	<i>1.5</i>
<i>04/02/10-05/02/10</i>	<i>Project Management Seminar</i>	<i>Project Management Institute</i>	<i>14</i>	<i>0</i>	<i>14</i>
PERIOD SUBTOTAL			<i>45.5</i>	<i>30</i>	<i>15.5</i>

PDHs/year that may be claimed 30 max

### Informal Activity - 1 PDH per hour of activity (30 PDHs maximum per year)

DATE (dd/mm/yy)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
<i>05/03/10</i>	<i>BCWWA 2010 Conference/Trade Show</i>	<i>BCWWA</i>	<i>8</i>	<i>8</i>	<i>0</i>
<i>07/08/10</i>	<i>Vancouver Branch - Tour of False Creek Energy Utility Centre</i>	<i>APEGBC</i>	<i>2</i>	<i>2</i>	<i>0</i>
PERIOD SUBTOTAL			<i>10</i>	<i>10</i>	<i>0</i>

PDHs/year that may be claimed 30 max

Participation - 1 PDH per hour of activity (20 PDHs maximum per year)

DATE (dd/mm/yy)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
01/10-06/10	Community Planning Board	City of Richmond	12	12	0
PERIOD SUBTOTAL			12	12	0

PDHs/year that may be claimed 20 max

Presentations - 1 PDH per hour prep and delivery (20 PDHs maximum per year)

DATE (dd/mm/yy)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
21/10/10	Annual Conference Management Speaker	APEGBC	10	10	0
PERIOD SUBTOTAL			10	10	0

PDHs/year that may be claimed 20 max

Contributions to Knowledge (30 PDHs maximum per year - limits apply)

Development of published Codes or Standards - 1 PDH per hour of committee work; 15 PDHs per patent; 15 PDHs per article published in peer reviewed journal; 30 PDHs per thesis dissertation; 60 PDHs per published book; 10 PDHs per article published in non-reviewed journal; 1 PDH per hour of review articles for publication; 1 PDH per hour of editing articles for publication.

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

TOTAL FOR ALL ACTIVITIES DURING ANNUAL PERIOD

157.5      112      45.5

TOTAL HOURS CARRIED OVER FROM PREVIOUS YEARS

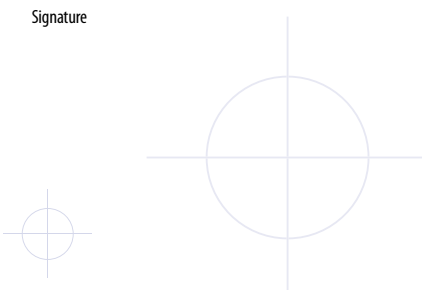
0      0

TOTAL HOURS CLAIMED FOR THIS PERIOD

112

Signature

Date



## APPENDIX II – EXAMPLE FORMS (CONT'D)

Online form available at [www.apeg.bc.ca/pd](http://www.apeg.bc.ca/pd)

### Continuing Professional Development - DETAILED ACTIVITY RECORD

NAME:	<i>Example 2 – Mining Geologist</i>	MEMBER #:	<i>123457</i>
FROM (MM/YY):	<i>01/10</i>	TO (MM/YY):	<i>12/10</i>

#### Professional Practice - 1 PDH per 15 hours of professional practice (50 PDHs maximum per year)

DATE (dd/mm/yy)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
<i>2010</i>	<i>Professional Practice</i>	<i>Employer</i>	<i>80</i>	<i>50</i>	<i>30</i>
PERIOD SUBTOTAL			<i>80</i>	<i>50</i>	<i>30</i>

PDHs/year that may be claimed 50 max

#### Formal Activity - 1 PDH per hour in course (30 PDHs maximum per year)

DATE (dd/mm/yy)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
<i>01/22/10</i>	<i>Exploration &amp; Mining 101</i>	<i>AME BC</i>	<i>7</i>	<i>7</i>	<i>0</i>
<i>04/04/10</i>	<i>Common Rocks, Minerals &amp; Ores</i>	<i>Edumine</i>	<i>8</i>	<i>8</i>	<i>0</i>
PERIOD SUBTOTAL			<i>15</i>	<i>15</i>	<i>0</i>

PDHs/year that may be claimed 30 max

#### Informal Activity - 1 PDH per hour of activity (30 PDHs maximum per year)

DATE (dd/mm/yy)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
<i>26/01/10-28/01/10</i>	<i>Mineral Exploration Roundup</i>	<i>AME BC</i>	<i>21</i>	<i>21</i>	<i>0</i>
<i>05/01/10</i>	<i>Read articles in January 2010 issue</i>	<i>Canadian Institute of Mining</i>	<i>2</i>	<i>2</i>	<i>0</i>
<i>06/07/10</i>	<i>Read articles in June 2010 issue</i>	<i>Canadian Institute of Mining</i>	<i>1.5</i>	<i>1.5</i>	<i>0</i>
<i>20/05/10-21/05/10</i>	<i>CIM Conference and Exhibition</i>	<i>Canadian Institute of Mining</i>	<i>14</i>	<i>5.5</i>	<i>8.5</i>
PERIOD SUBTOTAL			<i>38.5</i>	<i>30</i>	<i>8.5</i>

PDHs/year that may be claimed 30 max

Participation - 1 PDH per hour of activity (20 PDHs maximum per year)

DATE (dd/mm/yy)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
01/10-12/10	<i>Geoscience Committee Meetings</i>	<i>City of Richmond</i>	8	8	0
PERIOD SUBTOTAL			8	8	0

PDHs/year that may be claimed 20 max

Presentations - 1 PDH per hour prep and delivery (20 PDHs maximum per year)

DATE (dd/mm/yy)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
28/01/10	<i>Speaker for Geoscience Industry Night</i>	<i>APEGBC</i>	2	2	0
PERIOD SUBTOTAL			2	2	0

PDHs/year that may be claimed 20 max

Contributions to Knowledge (30 PDHs maximum per year - limits apply)

Development of published Codes or Standards - 1 PDH per hour of committee work; 15 PDHs per patent; 15 PDHs per article published in peer reviewed journal; 30 PDHs per thesis dissertation; 60 PDHs per published book; 10 PDHs per article published in non-reviewed journal; 1 PDH per hour of review articles for publication; 1 PDH per hour of editing articles for publication.

DATE (dd/mm/yy)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
03/12/10	<i>Review article on Mining Quality Assurance Methods</i>	<i>Canadian Institute of Mining</i>	10	10	0
16/10/10-17/10/10	<i>Review technical paper on A Time Value Framework for Mineral Reporting</i>	<i>Canadian Institute of Mining</i>	10	10	0
PERIOD SUBTOTAL			20	20	0

TOTAL FOR ALL ACTIVITIES DURING ANNUAL PERIOD

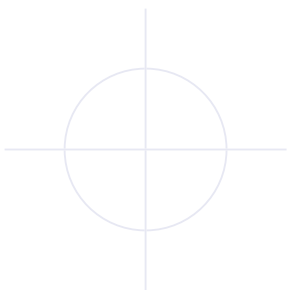
163.5	125	38.5
0	0	0
	125	

TOTAL HOURS CARRIED OVER FROM PREVIOUS YEARS

TOTAL HOURS CLAIMED FOR THIS PERIOD

Signature

Date



## APPENDIX II – EXAMPLE FORMS (CONT'D)

Online form available at [www.apeg.bc.ca/pd](http://www.apeg.bc.ca/pd)

### Continuing Professional Development - DETAILED ACTIVITY RECORD

NAME:	<i>Example 3 – Structural Engineer</i>	MEMBER #:	<i>123458</i>
FROM (MM/YY):	<i>01/10</i>	TO (MM/YY):	<i>12/10</i>

#### Professional Practice - 1 PDH per 15 hours of professional practice (50 PDHs maximum per year)

DATE (dd/mm/yr)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
<i>2010</i>	<i>Professional Practice</i>	<i>Employer</i>	<i>80</i>	<i>50</i>	<i>30</i>
PERIOD SUBTOTAL			<i>80</i>	<i>50</i>	<i>30</i>

PDHs/year that may be claimed 50 max

#### Formal Activity - 1 PDH per hour in course (30 PDHs maximum per year)

DATE (dd/mm/yr)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
<i>18/01/10</i>	<i>2010 Canadian Highway Bridge Design Code Workshop</i>	<i>CSCE</i>	<i>7</i>	<i>7</i>	<i>0</i>
PERIOD SUBTOTAL			<i>7</i>	<i>7</i>	<i>0</i>

PDHs/year that may be claimed 30 max

#### Informal Activity - 1 PDH per hour of activity (30 PDHs maximum per year)

DATE (dd/mm/yr)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
<i>28/06/10</i>	<i>Performance-Based Seismic Design of Mid-Rise Light Frame Wood Buildings</i>	<i>NEES/EERI</i>	<i>2</i>	<i>2</i>	<i>0</i>
<i>02/05/10</i>	<i>Read Structural Connection April 2010 issue</i>	<i>NCSEA</i>	<i>1</i>	<i>1</i>	<i>0</i>
<i>05/07/10</i>	<i>Read Structural Connection June 2010 issue</i>	<i>NCSEA</i>	<i>1.5</i>	<i>1.5</i>	<i>0</i>
<i>01/12/10</i>	<i>Read Structural Connection October 2010 issue</i>	<i>NCSEA</i>	<i>1.5</i>	<i>1.5</i>	<i>0</i>
<i>22/10/10</i>	<i>APEGBC Annual Conference 2010</i>	<i>APEGBC</i>	<i>7</i>	<i>7</i>	<i>0</i>
PERIOD SUBTOTAL			<i>13</i>	<i>13</i>	<i>0</i>

PDHs/year that may be claimed 30 max

Participation - 1 PDH per hour of activity (20 PDHs maximum per year)

DATE (dd/mm/yr)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
01/10-12/10	SEABC Committee Meetings	SEABC	15	15	0
PERIOD SUBTOTAL			15	15	0

PDHs/year that may be claimed 20 max

Presentations - 1 PDH per hour prep and delivery (20 PDHs maximum per year)

DATE (dd/mm/yr)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
PERIOD SUBTOTAL			0	0	0

PDHs/year that may be claimed 20 max

Contributions to Knowledge (30 PDHs maximum per year - limits apply)

Development of published Codes or Standards - 1 PDH per hour of committee work; 15 PDHs per patent; 15 PDHs per article published in peer reviewed journal; 30 PDHs per thesis dissertation; 60 PDHs per published book; 10 PDHs per article published in non-reviewed journal; 1 PDH per hour of review articles for publication; 1 PDH per hour of editing articles for publication.

DATE (dd/mm/yy)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
04/08/10	Article on Guidelines for Part 9 Buildings in BC for Innovation Magazine	APEGBC	12	12	0
PERIOD SUBTOTAL			12	12	0

TOTAL FOR ALL ACTIVITIES DURING ANNUAL PERIOD

127	97	30
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TOTAL HOURS CARRIED OVER FROM PREVIOUS YEARS

0	0	0
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TOTAL HOURS CLAIMED FOR THIS PERIOD

	97	
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Signature

Date

## APPENDIX II – EXAMPLE FORMS (CONT'D)

Online form available at [www.apeg.bc.ca/pd](http://www.apeg.bc.ca/pd)

### Continuing Professional Development - DETAILED ACTIVITY RECORD

NAME:	<i>Example 4 – Management Consultant</i>	MEMBER #:	<i>123459</i>
FROM (MM/YY):	<i>01/10</i>	TO (MM/YY):	<i>12/10</i>

#### Professional Practice - 1 PDH per 15 hours of professional practice (50 PDHs maximum per year)

DATE (dd/mm/yy)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
<i>2010</i>	<i>Professional Practice</i>	<i>Employer</i>	<i>80</i>	<i>50</i>	<i>30</i>
PERIOD SUBTOTAL			<i>80</i>	<i>50</i>	<i>30</i>

PDHs/year that may be claimed 50 max

#### Formal Activity - 1 PDH per hour in course (30 PDHs maximum per year)

DATE (dd/mm/yy)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
<i>13/01/10</i>	<i>MS Excel Advanced</i>	<i>CDI College</i>	<i>7</i>	<i>7</i>	<i>0</i>
<i>15/01/10</i>	<i>Effective Business Writing</i>	<i>CDI College</i>	<i>7</i>	<i>7</i>	<i>0</i>
<i>03/03/10</i>	<i>Strategic Planning seminar</i>	<i>SFU Continuing Studies</i>	<i>8</i>	<i>8</i>	<i>0</i>
<i>15/10/10</i>	<i>Presentation Skills seminar</i>	<i>BCIT Continuing Studies</i>	<i>7</i>	<i>7</i>	<i>0</i>
PERIOD SUBTOTAL			<i>29</i>	<i>29</i>	<i>0</i>

PDHs/year that may be claimed 30 max

#### Informal Activity - 1 PDH per hour of activity (30 PDHs maximum per year)

DATE (dd/mm/yy)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
<i>09/06/10</i>	<i>Internet Search – Strategic Planning articles</i>		<i>6</i>	<i>6</i>	<i>0</i>
<i>30/11/10-15/12/10</i>	<i>Read various articles on strategic management, leadership</i>	<i>Various</i>	<i>15</i>	<i>15</i>	<i>0</i>
<i>18/04/10</i>	<i>Vancouver Branch – How to Get Your Point Across in 30 Seconds or Less Seminar</i>	<i>APEGBC</i>	<i>3</i>	<i>3</i>	<i>0</i>
PERIOD SUBTOTAL			<i>24</i>	<i>24</i>	<i>0</i>

PDHs/year that may be claimed 30 max

Participation - 1 PDH per hour of activity (20 PDHs maximum per year)

DATE (dd/mm/yy)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
2010	CMC-BC Committee	CMC-BC	15	15	0
PERIOD SUBTOTAL			15	15	0

PDHs/year that may be claimed 20 max

Presentations - 1 PDH per hour prep and delivery (20 PDHs maximum per year)

DATE (dd/mm/yy)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
15/06/10	Project Management Speaker	Royal Roads College	7	7	0
10/05/10	Managerial Presentations	CMC-BC	15	13	2
PERIOD SUBTOTAL			22	20	2

PDHs/year that may be claimed 20 max

Contributions to Knowledge (30 PDHs maximum per year - limits apply)

Development of published Codes or Standards - 1 PDH per hour of committee work; 15 PDHs per patent; 15 PDHs per article published in peer reviewed journal; 30 PDHs per thesis dissertation; 60 PDHs per published book; 10 PDHs per article published in non-reviewed journal; 1 PDH per hour of review articles for publication; 1 PDH per hour of editing articles for publication.

DATE (dd/mm/yy)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
2010	Thesis for MBA	University of British Columbia	30	30	0
PERIOD SUBTOTAL			30	30	0

TOTAL FOR ALL ACTIVITIES DURING ANNUAL PERIOD

TOTAL HOURS CARRIED OVER FROM PREVIOUS YEARS

TOTAL HOURS CLAIMED FOR THIS PERIOD

200	168	32
0	0	0
	168	

Signature

Date

# CODE OF ETHICS

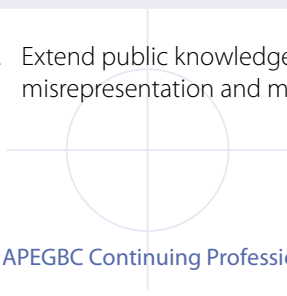
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*The purpose of the Code of Ethics is to give general statements of the principles of ethical conduct in order that members and licensees may fulfill their duty to the public, to the profession and their fellow members and licensees.*

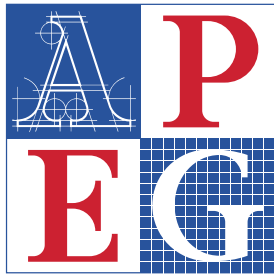
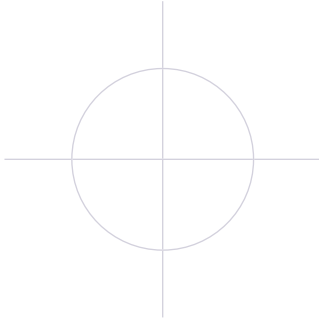
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Members and licensees shall act at all times with fairness, courtesy and good faith to their associates, employers, employees and clients, and with fidelity to the public needs. They shall uphold the values of truth, honesty and trustworthiness and safeguard human life and welfare and the environment. In keeping with these basic tenets, members and licensees shall:

1. Hold paramount the safety, health and welfare of the public, the protection of the environment and promote health and safety within the workplace;
2. Undertake and accept responsibility for professional assignments only when qualified by training or experience;
3. Provide an opinion on a professional subject only when it is founded upon adequate knowledge and honest conviction;
4. Act as faithful agents of their clients or employers, maintain confidentiality and avoid a conflict of interest but, where such conflict arises, fully disclose the circumstances without delay to the employer or client;
5. Uphold the principle of appropriate and adequate compensation for the performance of engineering and geoscience work;
6. 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;
7. Conduct themselves with fairness, courtesy and good faith towards clients, colleagues and others, give credit where it is due and accept, as well as give, honest and fair professional comment;
8. Present clearly to employers and clients the possible consequences if professional decisions or judgments are overruled or disregarded;
9. Report to their association or other appropriate agencies any hazardous, illegal or unethical professional decisions or practices by members, licensees or others; and
10. Extend public knowledge and appreciation of engineering and geoscience and protect the profession from misrepresentation and misunderstanding.







**The Association of  
Professional Engineers  
and Geoscientists of BC**

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