



THE ASSOCIATION OF
PROFESSIONAL
ENGINEERS AND
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APEC/EMF REGISTER PROFESSIONAL ENGINEER **CONTINUING PROFESSIONAL DEVELOPMENT REPORT**

Name: _____

The APEC/EMF Continuing Professional Development (CPD) Program requires reporting of the following information. To ensure qualification for inclusion on the register, an applicant must either show that she/he is registered in a jurisdiction with a mandatory Continuing Professional Development program, and she/he is in compliance with those requirements *or* must provide documentary evidence that they have complied with the Engineers Canada Guideline on Continuing Professional Development.

Please check one:

- ☐ I am in compliance with the mandatory Continuing Professional Development Program
in _____ .
jurisdiction

OR

- ☐ I have completed the required information below:

Professional Development Hours:

Please indicate the number of Professional Development Hours that you wish to claim in each category, for at least the most recent 12 month period. A minimum of 240 hours over three years must be claimed with activities claimed in three of the six categories annually. Category definitions are outlined in the CPD Guideline.

Please attach more sheets if necessary to provide a detailed description of your activities.

Description of Activity	Professional Practice (Max. 50/yr)	Formal Activity (Max. 30/yr)	Informal Activity (Max. 30/yr)	Participation (Max. 20/yr)	Presentations (Max. 20/yr)	Contributions to Knowledge (Max. 30/yr)	Total

If you have not completed the required number of professional development hours, please attach a separate sheet explaining the reasons.

Signature _____

Date _____

*Please affix your
professional seal here:*

CONTINUING PROFESSIONAL DEVELOPMENT

APEC/EMF GUIDELINE AND REPORTING

INDIVIDUAL ENGINEER'S ACQUISITION OF KNOWLEDGE

It is recognized that engineers work in a changing and dynamic environment. The need to maintain competence in one's area of expertise will drive the ongoing acquisition and assimilation of knowledge. To be relevant, the knowledge gained must be focused on current or intended future professional activity.

There is no single method for maintaining and enhancing the currency of one's knowledge in a specific area of practice. The unique circumstances of each engineer, and association, will dictate the means by their licensees remain up-to-date. The following elements constitute recommended activities for continuing professional development:

Practice of engineering:

- Technical work in one's field of specialization.

Formal activity:

- Attendance at and provision of seminars, conferences, workshops, university courses, in-house instruction, and development programs

Informal activity:

- Self-directed learning, reading, discussions with one's peers, participation in meetings and committees.
- Publication
- Preparation and publication of papers, journals, or Codes or Standards.

Participation:

- Active participation in professional or technical societies.

VALUE TO PROFESSIONAL PRACTICE

The following criteria may be used by Engineers/Professional Engineers to judge the merit of any proposed continuing education or professional development activity.

Acceptable continuing education and professional development should embody at least some aspects of the following:

- Application of Theory
- Practical Experience
- Management of Engineering
- Communication Skills
- Social Implications of Engineering

These criteria are adapted from the Engineers Canada/Ingénieurs Canada Guideline on Admission to the Practice of Engineering in Canada. The guideline includes numerous examples to illustrate each of the criteria.

KEEPING RECORDS AND REPORTING

Each practicing professional is expected to maintain a complete record of their continuing professional development program. It is expected that your records would contain the following information:

- your individual scope of practice
- your program plan
- your record of completed activities and number of PDHs earned

PROGRAM PLAN AND CONTENT

Once you have identified your scope of practice, the next step is to develop a program to address any required knowledge or skill maintenance or improvement, or the acquisition of new abilities. In effect, this requires developing a personalized training program. The most important principle to remember is that your professional development activities must be related to your scope of practice. The following section provides categories of activity and levels of effort suitable for a continuing professional development program. The activities listed are not inclusive; rather, they are intended to give general guidance for the selection of activities. These lists also identify activities that comprise lifelong learning. Given the diversity of member practice, some activities may be more appropriate for you than others. Use your own judgment in selecting activities that relate to your individual scope of practice and that work best for your continued learning.

Continuing professional development activities will relate to your individual scope of practice. They may also embody some or all of the following concepts: application or development of technical theory, learning of new concepts, practical experience, management of engineering, communication and interpersonal skills, public, community and professional service.

ACTIVITY CATEGORIES AND LEVELS OF EFFORT

A credible continuing professional development program must define minimum levels of effort. The unit of measure for this effort is time: a Professional Development Hour (PDH). Engineers Canada recognizes six general activity categories as contributing to continuing professional development. These are listed below with corresponding PDHs.

To encourage planning over a few years, a typical program has a three-year rolling time period. Here are some guidelines for ensuring that you have met the program requirements. You must accumulate at least 240 PDHs over three years. You are strongly encouraged to accumulate at least 80 PDHs per year. You must be active in at least three of the six categories. Note the maximum allowed PDHs in each category when developing your plan. Be careful not to count the same effort in more than one activity. Once you are in the third or subsequent year of the program, you must maintain a rolling average of a minimum of 240 PDHs over three years.

1 . Professional Practice

Active professional practice is known to be a significant factor contributing to maintaining and improving skills. As such, it earns PDHs as follows One PDH is earned for each 15 hours of professional work within your scope of practice. A maximum of 50 PDHs per year may be claimed in this category.

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 continuing professional development program. Delivery methods might include traditional classroom settings, and remote techniques such as written correspondence, video, or interactive electronic exchange. Formal activities could include courses provided through universities, technical institutes and colleges industry sponsored courses, programs and seminars, employer training programs and structured on-the-job training, short courses provided by technical societies, industry or educational institutions. Every hour spent in attendance at the course (contact hour) earns one PDH. For courses offering Continuing Education Units (CEUs), each CEU will equate to 10 PDHs. A maximum of 30 PDHs per year may be claimed in this category.

3. Informal Activity

These are activities not normally offered by an educational institution or other non-structured course, but which nevertheless expand your knowledge, skills or judgment. They include self-directed study, attendance at conferences, technical sessions, talks, seminars, workshops and industry trade shows attendance at meetings of technical, professional or managerial associations or societies structured discussion of technical or professional issues with one's peers. Each hour of informal activity earns one PDH. A maximum of 30 PDHs per year may be claimed in this category.

4. Participation

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 acting as a mentor to a Member-in-Training or other less experienced professional member or technologist service on public bodies that draw on your professional expertise (i.e., planning board, development appeal board, investigative commissions, review panels or community building committees); activities that contribute to the community which require professional and ethical behaviour, but not necessarily the application of technical knowledge, including active service for professional, service, charitable, community or church organizations, coaching league sports teams, or elected public service on municipal, provincial or federal levels or school boards; service on standing or ad-hoc committees of technical, professional or managerial associations, or societies: 1 PDH per hour of service, a maximum of 10 PDHs per year may be claimed. A maximum of 20 PDHs per year may be claimed for the participation category.

5. Presentations

These are technical or professional presentations that you make outside your normal job functions. Both preparation and presentation of material would be expected. Presentations might occur at a conference or meeting a course, workshop or seminar either within your company, or at an event sponsored by a technical or professional organization. Each hour of preparation and delivery earns one PDH. A maximum of 20 PDHs per year may be claimed in this category.

6. Contributions to Knowledge

Engineers Canada acknowledges that activities that expand or develop the technical knowledge base in must be recognized. It also realizes that not every member is able to make such a contribution outside his or her normal job function. Contributions could include development of published Codes and Standards, one PDH per hour of committee work; patents 15 PDHs per patent; registered; publication of papers in a peer-reviewed technical journal, 15 PDHs per paper published; publication of articles in non-reviewed journals, 10 PDHs per article (a maximum of 10 PDHs per year may be claimed); reviewing articles for publication, 1 PDH per hour of review (a maximum of 10 PDHs per year may be claimed); editing papers for publication, 1 PDH per hour of editing; A maximum of 30 PDHs per year may be claimed in this category.