



PROFESSIONAL ENGINEERS & GEOSCIENTISTS NEWFOUNDLAND & LABRADOR  
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## *Continuing Professional Development Requirements for Engineers and Geoscientists*

Professional Engineers & Geoscientists

Newfoundland and Labrador

Issued by the PEGNL Board April 2022

## For Engineers and Geoscientists

## Table of Contents

1. Introduction .....	3
1.1 PEGNL .....	3
1.2 Continuing Professional Development (CPD) Requirements.....	3
1.3 Definitions .....	4
1.4 Responsibilities of Professional Members and Permit Holders.....	4
2. Continuing Professional Development (CPD) Program .....	5
2.1 Policy Statement .....	5
2.2 Annual Reporting.....	5
2.3 Exemptions.....	6
3. CPD Planning.....	6
3.1 General .....	6
3.2 Goals.....	6
4. Reporting CPD Online .....	7
4.1 CPD Report .....	7
4.2 Level of Effort .....	7
4.3 Professional Development Program Report .....	8
4.3.1 Professional Work .....	8
4.3.2 Formal Activities.....	8
4.3.3 Informal Activities .....	9
4.3.4 Participation.....	9
4.3.5 Presentations .....	10
4.3.6 Contributions to Knowledge.....	10
4.3.7 Ethical Practice (Mandatory) .....	10
4.4 Carry Over .....	11
5. Record Keeping and Reporting.....	13
6. Role of the Employer .....	13
7. Program Monitoring .....	14
7.1 Annual Audit.....	14

**For Engineers and Geoscientists**

---

7.2	In-Depth Review .....	15
8.	Confidentiality .....	16
9.	Further Information .....	16
	Appendix A – Online PD Portal Instructions .....	17

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## For Engineers and Geoscientists

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# 1. Introduction

## 1.1 PEGNL

**Professional Engineers and Geoscientists Newfoundland & Labrador (PEGNL)** is mandated to regulate the practices of engineering and geoscience in the public interest. PEGNL exists so that there will be competent and ethical practice of engineering and geoscience in Newfoundland and Labrador, and to instill public confidence in the professions. To practice engineering or geoscience in Newfoundland and Labrador a person must be registered and in good standing with PEGNL.

The Newfoundland and Labrador **Engineers and Geoscientists Act, 2008 (the Act)** and the associated **Engineers and Geoscientists Regulations, 2011** under that Act govern the practices of engineering and geoscience in the Province. PEGNL is the authority that licenses practitioners under the Act and strives to ensure the ethical conduct of professional members.

Licensing and registration systems by regulators serve three key purposes:

- The setting of standards for entry to the practice of the professions with associated admission of professionals subject to meeting those standards;
- The establishment of guidelines or standards for maintaining competency and enhancing knowledge and expertise of professional members in their practice, generally known as continuing professional development standards. The requirements of these standards shall include monitoring on a periodic basis to confirm compliance; and
- The establishment and enforcement of a discipline process to address issues of conduct deserving of sanction.

Section 38. (1)(h) of the Act authorizes PEGNL to establish a continuing professional development program for its members.

Questions or concerns relating to this document should be addressed to the Professional Standards Director at PEGNL.

## 1.2 Continuing Professional Development (CPD) Requirements

The purpose of this document is to detail the requirements of PEGNL's Continuing Professional Development (CPD) program. In the interests of the public, it is essential for professionals to engage in lifelong learning. The Engineers and Geoscientists Regulations, 2011, require that all professional members comply with the CPD program. To meet the requirements of PEGNL's CPD program, practitioners are required to:

1. obtain professional development (PD) each year sufficient to meet the program requirements and maintain competency;
2. maintain a record of PD activities; and
3. submit their detailed activity record annually.

Failure to submit the required information can result in being struck from the register, thereby losing both the right to practice and the right to title.

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## For Engineers and Geoscientists

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### 1.3 Definitions

**Act**

The Newfoundland and Labrador *Engineers and Geoscientists Act, 2008*

**Conduct Deserving of Sanction**

Conduct deserving of sanction includes: a) professional misconduct; b) professional incompetence; c) conduct unbecoming a professional member or permit holder; d) incapacity or unfitness to practice engineering or geoscience, and; e) acting in breach of the *Act*, the *Regulations* or the code of ethics made under section 9 of the *Regulations*.

**Discipline**

A specific field of practice within the professions governed by the *Act* (e.g., civil engineering, electrical engineering, geology, environmental geoscience, etc.).

**PEGNL**

Professional Engineers and Geoscientists Newfoundland and Labrador

**Permit Holder**

A corporation or association of persons that holds a permit to practice under the *Act*. A permit holder has a *permit number* issued by PEGNL allowing the permit holder to offer and provide engineering or geoscience services to the public.

**Person**

An individual, as well as a corporation, company, association, firm, partnership, society or other organization.

**Professional document**

A document in any medium (e.g., paper, electronic or other) that contains or presents engineering or geoscience work as defined under the *Act*.

**Professional Member**

A professional engineer, professional geoscientist, limited licensee (engineering), or limited licensee (geoscience) entitled to engage in the practice of engineering or geoscience under the *Act*.

**Regulations**

*The Engineers and Geoscientists Regulations, 2011*

### 1.4 Responsibilities of Professional Members and Permit Holders

Professional members are responsible for practicing in accordance with the *Act*, *Regulations* and *By-laws* which includes compliance with the CPD program.

A permit holder is corporately responsible for the integrity of its work. A permit holder is also responsible to put in place a system enabling engineering or geoscience practice to be carried out competently and ethically by the professionals it employs, which includes facilitating their compliance with the CPD program.

## 2. Continuing Professional Development (CPD) Program

### 2.1 Policy Statement

PEGNL's policy on professional development is designed to embrace the concept that each Professional Member's CPD is closely tied to their current work and/or long-term career objectives, and to fulfill the requirements of Section 34 of the *Regulations* which states, in part:

- 34.(1) A Professional Member shall comply with the requirements of the association's professional development program policies established by the board.
- 34.(2) The Registrar shall cancel the registration of a Professional Member who fails to comply with subsection (1).
- 34.(3) Notwithstanding subsections (1) and (2), a professional member who files with the association a declaration in writing stating that that person is not actively engaged in the practice of a profession is exempt from the requirements of subsection (1).
- 34.(4) Notwithstanding subsections (1) and (2), the board may, in the association's professional development program policies, establish circumstances other than those set out in subsection (3) under which a professional member or member in training would be exempt from the requirements of subsection (1).

### 2.2 Annual Reporting

All PEGNL professional members must complete and submit an online CPD Program Report annually to PEGNL on or before December 31 as required by Section 7 of the *Regulations* which states, in part:

- 7.(1) The registration of a professional member shall expire annually on December 31.
- 7.(2) The registrar shall annually renew the registration of a professional member who:
  - (a) makes application for renewal of registration in accordance with section 3 including payment of required fees;
  - (b) is in professional good standing;
  - (c) meets the requirements of the professional development program established by the board; and
  - (d) continues to satisfy the applicable requirements of the Act, the Regulations and the by-laws for eligibility for registration as a professional member
- 7.(3) A professional member who has not met the requirements for registration renewal set out in subsection (2) before the expiry date provided in subsection (1) shall be considered not to be registered under the Act, starting from that expiry date and continuing until the professional member meets the requirements for registration renewal

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## For Engineers and Geoscientists

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### 2.3 Exemptions

#### Members-in-Training

While not currently mandatory, members-in-training should participate in the program. This will establish good professional development reporting which will be mandatory upon professional licensure. **Members-in-training who do not participate will forgo the potential benefit of carrying forward any professional development hours obtained during the in-training period.**

#### Professional Members

Upon written request to the Registrar, exemptions may be available to Professional Members who meet the requirements of PEGNL's Fee Abatement and Professional Development Exemption Policy. Professional Members may apply for the exemption during the online annual renewal process. The requirements of the Professional Development Exemption Policy are displayed to the member prior to completion of the exemption application.

During the exemption period, a Professional Member is not required to attain the 80 professional development hours required annually but they are encouraged to continue availing of online learning opportunities to maintain currency during their absence. Any CPD activities undertaken during a period of exemption should be reported as these hours are eligible for carryover as outlined in section 4.4. The requirement for participation in the CPD program is suspended only for the approved exemption period.

Upon expiration of the exemption period, Professional Members must resume CPD activities in accordance with the program requirements.

## 3. CPD Planning

### 3.1 General

A successful CPD program will reflect a Professional Member's present scope of practice; years of experience; length of time in their current position; the state of technology; career path; plans for the future; and other factors pertinent to their professional practice.

The key to building and maintaining a successful CPD program is firmly based in the concepts of planning, measurement and analysis. Professional Members should assess their education, training and experience to date and determine what development activities would be appropriate to help improve their professional practice. Time should be taken to ensure that the activities will align with professional development goals.

There is no prescribed route for achieving professional development goals. There are minimums defined in this document, but it is the responsibility of all Professional Members to define the goals that make sense for their specific professional development.

### 3.2 Goals

A Professional Development "Goal" is an end point that will result in an improvement to professional practice.

## For Engineers and Geoscientists

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Improvement is a general term and may mean keeping current with technological changes if the practice is heavily dependent on technology, maintaining competency with changing standards or regulations, or it may mean developing new skills because of a change in the scope of practice, or moving into a new position.

Goals may be long-term, short-term or a combination of the two. To meet the requirements of the CPD program, Professional Members should think about where they are and where they want or need to be.

Some examples of goals include completing a post graduate degree, obtaining a designation such as Project Management Professional (PMP), developing a technical specialty within a discipline, and maintaining competency in the face of changing technology by taking a series of selected formal courses or seminars.

Once goals have been defined, activities should be identified that will lead to achievement of these goals. Some suitable activities include completing a prescribed post-secondary course; attending a series of seminars; completing industry-sponsored or in-house courses; and/or completing personal development courses such as time management or public speaking.

## 4. Reporting CPD Online

### 4.1 CPD Report

All PEGNL professional members must complete a CPD Program Report online through the member's portal annually on or before December 31. To simplify the annual reporting process, members are strongly encouraged to log activities online through their member portal as the activities are completed. This makes year-end reporting fast and simple. The report will include:

#### **Logging of activities**

Each activity must be logged individually in the appropriate category. A description of the type of activity acceptable in each category is provided at the top of each entry page in the online system and is detailed in section 4.3 of this document. It should be read prior to activity entry to ensure you are in the correct category.

#### **Discipline of Practice**

Identify or update the current discipline of practice and, if appropriate, sub-discipline.

#### **Current Employment**

Identify or update the current job title and employer; enter additional information under Duties and Responsibilities providing details with respect to professional practice.

### 4.2 Level of Effort

Credible continuing professional development programs define minimum levels of effort. The unit of measure for this effort is time, expressed as a Professional Development Hour (PDH). PEGNL recognizes seven general activity categories as contributing to continuing professional development. These are listed below with corresponding PDHs and summarized in Table 1 on page 12.

To meet the program requirements:

- Professional members must accumulate at least 80 PDHs per year which must include a minimum of 2 PDHs under the Ethical Practice category;



### For Engineers and Geoscientists

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- All claimed PDHs must fall within the maximum number allotted for any given activity category; and
- the same activity cannot be included in more than one category.

Professional members who are unable to meet the 80 PDHs requirement in a given year may apply for a deferral during the annual renewal where they must agree to recover their deficient hours in the following year, while also obtaining the 80 PDHs requirement for that year. This agreement is automatically generated through the online reporting system if the professional member falls short of the minimum requirement in a given year. **Deferrals cannot be carried forward.**

#### 4.3 Professional Development Program Report

Completion and submission of the online Professional Development Program Report is a mandatory requirement for annual license renewal for Professional Members. The Report is accessed through the member's log-in on the PEGNL website by clicking on the PD Portal and then the reporting year. Activities may be added throughout the year as they are completed but the completed Professional Development Program Report must be submitted by the end of the appropriate calendar year. The deadline for submission of the online CPD Program Report is December 31.

The following sections outline categories of activities and levels of effort suitable for a CPD Program. The activities listed are not all-inclusive but they should be used as a general guide for the selection of the correct category of your activities.

Professional Members should use their judgment in selecting activities that relate to their individual scope of practice and that best contribute to their continued learning and long-term professional goals.

**All professional members are required to claim a minimum of 2 PDHs per year in Ethical Practice training as per clause 4.3.7**

##### 4.3.1 Professional Work

While most Professional Members either directly practice or manage the practice of Engineering or Geoscience, some Professional Members work in management positions in organizations where they may not be directly managing Engineering or Geoscience. Engineers and Geoscientists bring to their positions a degree of knowledge and a specific skillset acquired through the education and experience gained in the course of their careers. The application of this knowledge and skillset is considered to be professional practice and is appropriate to claim for Professional Work in this category.

**A maximum of 50 PDHs may be claimed for professional work.**

**One PDH is earned for each 15 hours of work that is considered professional practice.**

**Excess PDHs in this category are NOT eligible to be carried forward to future years.**

##### 4.3.2 Formal Activities

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### For Engineers and Geoscientists

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Formal activities are those provided as a structured course or program, often for credit, with a specific syllabus, defined learning outcomes, and sometimes with an evaluation process.

All Professional Members should strive to include some formal activities within their continuing professional development program. Delivery methods might include traditional classroom settings; or remote delivery methods such as online learning or distance education. Formal activities include, but are not limited to:

- courses provided through universities, technical institutions and colleges;
- employer training programs;
- short courses provided by technical societies, industry, or educational institutions.

**One PDH is earned for every contact hour (each course attendance hour). For courses offering Continuing Education Units (CEUs), each CEU equates to 10 PDHs. A maximum of 40 PDHs per year may be claimed for Formal Activities.**

#### **4.3.3 Informal Activities**

Informal activities are not normally offered by an educational institution or in a structured educational environment, but nevertheless expand career-related knowledge and skills. They include, but are not limited to:

- self-directed study (the planning, learning outcomes, and their relevance and impact must be documented);
- attendance at conferences, technical sessions, talks, seminars, workshops, and industry trade shows;
- attendance at meetings of technical, professional or managerial associations or societies;
- structured technical or professional discussions, such as lunch & learns, lessons learned, study groups, formal design reviews, etc.

**One PDH is earned for every two hours of informal activity.  
A maximum of 30 PDHs per year may be claimed for Informal Activities.**

#### **4.3.4 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 focus on community involvement which promotes professional development skills such as leadership and communication and can include the following:

- acting as a mentor to an engineering or geoscience student, member-in-training or other less experienced professional member, or to a technician/technologist;
- service on public bodies that draws on professional expertise;
- service on boards or committees of professional, charitable or community-based organizations;
- elected public service;

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### For Engineers and Geoscientists

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- service on standing or ad-hoc committees of technical, professional or managerial associations or societies.

**NOTE:** Volunteer service such as coaching sports, singing in choirs, collecting for charities are NOT acceptable forms of participation.

**One PDH is earned for every two hours of participation or service.**

**A maximum of 15 PDHs per year may be claimed for Participation activities.**

#### **4.3.5 Presentations**

These are technical or professional presentations that require both preparation and presentation of material. These presentations would not normally be considered as one of the primary elements of a Professional Member's professional practice. Presentations may consist of technical and professional presentations at conferences, meetings, workshops, seminars, courses, etc. which are not the primary element of the Professional Member's professional practice

**Five PDHs are earned for each hour of presentation time (this recognizes both the preparation and presentation time).**

**A maximum of 20 PDHs per year may be claimed for Presentation activities.**

#### **4.3.6 Contributions to Knowledge**

Activities which expand or develop the technical knowledge base in engineering and geoscience must be recognized. Contributions may include:

- development of codes and standards through participation on a standards committee or a code committee (**one PDH per hour of committee work**);
- development of patented products or processes (**15 PDHs per product or process developed with patent registered**);
- publication of papers in a peer-reviewed technical journal (**30 PDHs per paper published**);
- publication of articles in non-reviewed journals (**10 PDHs per article; a maximum of 10 PDHs per year may be recorded**);
- reviewing/editing papers/articles for publication in peer-reviewed or non-reviewed journals (**1 PDH per hour of review; a maximum of 10 PDHs per year may be recorded**);
- research as part of a post-graduate program of study at a university (**1 PDH for each 2 hours of research**).

**A maximum of 30 PDHs per year may be claimed for Contributions to Knowledge activities.**

#### **4.3.7 Ethical Practice (Mandatory)**

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 (largely ethical issues) as opposed to professional incompetence.

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### For Engineers and Geoscientists

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The protection of the public is best served by members who are well versed in ethical practice. In addition to training in ethics, examples of training that may lead to more ethical practice include:

- diversity training which considers the viewpoints of people with diverse backgrounds;
- sustainable development training which helps minimize the potential environmental, social and economic impacts of your work; and
- respectful workplace training to ensure a safe and respectful work environment.

On an annual basis, members are required to claim verifiable ethical practice training. Acceptable activities to satisfy this requirement include:

- PEGNL's on-line ethics courses;
- Employer-provided programs covering ethics, diversity, sustainable development, respectful workplace or similar topics;
- teaching a class in ethical practice (or the noted components);
- discussion at meetings of ethical practice (or the noted components);
- online ethics, diversity, respectful workplace and/or sustainable development module(s);
- attendance at ethics, diversity, respectful workplace and/or sustainable development conferences/workshops or continuing education offerings;
- other programs demonstrated to be related to ethical practice

**One PDH is earned for every hour of training.**

**A maximum of 15 PDHs per year may be claimed for Ethical Practice activities.**

**A minimum of 2 PDHs must be claimed per year for Ethical Practice activities.**

#### 4.4 Carry Over

PDH credits accumulated in excess of those claimed in any category, with the exception of the Professional Work category, may be carried forward for a maximum of two years from the date of original submission.

## For Engineers and Geoscientists

Table 1

**PD Report Details Required**

CATEGORY	EXAMPLES OF ACTIVITIES	DETAILS REQUIRED IN PD REPORT
Professional Work	Engineering or geoscience practice.	Provide a detailed description of duties that confirms conformance with engineering/geoscience practice. Different employers or different positions should be entered as separate activities. Can include volunteer technical work that exceeds the maximum amount in the Participation category
Formal	Structured courses or programs, including those provided by universities, colleges, industry and technical societies, etc.	List each course attended as a separate <b>Formal</b> activity item with actual date of course, details of the course and entity providing the course.
Informal	Self-directed study; conferences, technical sessions, seminars, technical, professional & management association meetings, structured technical or professional discussions, etc.	List each topic of study, each structured discussion or each conference/meeting attended as a separate <b>Informal</b> activity item with actual dates of occurrence. <ul style="list-style-type: none"> <li>For self-directed study or structured discussions include details of the material or topics covered.</li> <li>For conferences/meetings list details of the event, hosting entity (do not use acronyms) and topics covered</li> </ul>
Participation	Mentoring, service on public bodies, service on professional, charitable or other community-based organizations with focus on leadership and communication skills.	List each instance as a separate <b>Participation</b> activity complete with an activity description and dates of participation. If it is not obvious from the title of the volunteer position, please clarify further and state how it qualifies as a leadership position. For mentoring, provide dates you acted as a mentor and a list of people mentored with job titles and contact information.
Presentations	Technical and professional presentations at conferences, meetings, workshops, seminars, courses, etc. which are not the primary element of the Professional Member's professional practice.	List each instance as a separate <b>Presentation</b> activity complete with the title of the presentation, the date delivered, and the audience presented to. If the same presentation is delivered more than once, it can only be claimed as a single presentation. For course instructors course delivery is considered Professional Work and may not be claimed under this category.
Contributions to Knowledge	Activities that expand or develop technical knowledge such as development of codes and standards, patents, published papers and articles, editing papers, research, etc.	Each activity undertaken must be listed as a separate <b>Contribution to Knowledge</b> activity. For the development of codes and standards, list the committee, the organization and

### For Engineers and Geoscientists

		the dates of the meetings and preparation work; for patents, provide the registration number and date of registration; for publishing articles and papers or reviewing them for publication, list each individually with the title, the publish date and the publication medium; for research, provide the post-graduate degree program, research topic and dates working on research.
Ethical Practice	PEGNL's on- line ethics courses, employer provided programs covering ethics, diversity, sustainable development or respectful workplace, teaching a class in ethical practice (or the noted components), discussion at meetings of ethical practice (or the noted components), online ethics, diversity, respectful workplace and/or sustainable development module(s), ethics, diversity, respectful workplace and/or sustainable development conferences/workshops or continuing education offerings, other programs demonstrated to be related to ethical practice.	List each instance as a separate <b>Ethical Practice</b> activity complete with actual dates of participation. For courses, provide the course title and who delivered it; for meetings, list the topic discussed; for conferences and workshops, provide the title, location and host of the conference/workshop.

## 5. Record Keeping and Reporting

Professional Members are required to maintain a complete record of their continuing professional development program. This file should also contain documentation which can be used to verify reported CPD activities including registration forms; course syllabi; detailed lists of self-study materials; specific dates and other information about seminars, workshops, trade shows, presentations or other documents required for audit verification as shown in Table 2. All documentation shall be retained for at least three years.

## 6. Role of the Employer

The employer has a role to play in Professional Development, and Permit to Practice holders have an obligation to ensure that professionals in their employ maintain and improve their skills. All employers of professionals are encouraged to support their continuing professional development efforts. Professional Members are encouraged to discuss their program plans with their employers or mentors. Through discussion and mutual agreement, the employer and professional can decide on appropriate professional development undertakings and the type and level of employer support that is appropriate. Employer support will result in an employee with an ongoing interest in life-long learning which, in turn, provides increased value and commitment to the employer.

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;
- assistance in documenting activities and levels of effort through company performance-management systems;

## For Engineers and Geoscientists

- financial support of activities;
- allowing time to participate in activities;
- encouragement of professional development of employees; and/or
- encouragement of employee life-long learning.

Even though the employer has a role to play, the primary responsibility for a continuing professional development program and for maintaining competence rests with the individual professional.

## 7. Program Monitoring

All Professional Development Program Reports submitted online are reviewed for general compliance by PEGNL. More in-depth reviews of selected individual Professional Members' programs can be undertaken based on this compliance review or:

- by random selection as part of an annual audit;
- as part of a review of a high-risk industry;
- when an exempted Professional Member resumes practice;
- in response to a specific complaint; or
- as part of a Practice Review or Discipline-related Investigation.

When reviews are initiated, Professional Members are required to submit information to verify their activities. PEGNL staff, volunteer Professional Members or other experts may participate in the review process.

### 7.1 Annual Audit

A random audit of Professional Development Program Reports is conducted annually. Audit selection of a percentage of PEGNL Professional Members is conducted through a computer-generated random selection. Those selected for audit are required to provide verification of all of the activities listed on their Professional Development Program Report submission for the year being audited. Table 2 lists typical examples of the types of verification required during an audit. It is not intended to be an exhaustive list and auditors can request additional back-up.

**Table 2**

### ***Typical Verification Documents Required During Audits***

CATEGORY	SUB-CATEGORY	EXAMPLES OF ACCEPTABLE DOCUMENTATION
1. Professional Work		<ul style="list-style-type: none"> <li>• Short documentation of nature of work or job description that reflects appropriate work</li> <li>•</li> </ul>
2. Formal Activity	Structured Course	<ul style="list-style-type: none"> <li>• A completion certificate from the institution with the person's name</li> <li>• Other documentation with the member's name i.e., course receipts, proof of enrolment, etc.</li> </ul>
	Employer's Course	<ul style="list-style-type: none"> <li>• A completion certificate with the member's name and/or a letter of completion from employer</li> </ul>

## For Engineers and Geoscientists

3. Informal Activity	Technical Meeting	<ul style="list-style-type: none"> <li>Email from meeting organizer including the member's name on the distribution list and describing the content of the meeting</li> <li>Confirmation via email or similar from a fellow participant or supervisor of attendance by audited person</li> </ul>
	Conference	<ul style="list-style-type: none"> <li>Conference program and confirmation of registration, or receipts, and / or flight records</li> <li>Confirmation via email or similar from a fellow participant or supervisor of attendance by member</li> </ul>
	Self-Directed Study	<ul style="list-style-type: none"> <li>Identify publications for articles associated with member professional technical association</li> <li>Outline for the self-study course</li> </ul>
4. Participation	Mentoring	<ul style="list-style-type: none"> <li>Company record of attendance at a mentoring seminar</li> <li>Name of person(s) being mentored with: ((1) email with names of both parties mentioned with respect to mentoring or (2) contact information for the person being mentored or (3) evaluation information with sign-off by mentor/ mentee)</li> <li>Confirmation via email or similar from supervisor of mentoring specific person(s) by member</li> </ul>
	Technical Committee Participation	<ul style="list-style-type: none"> <li>Meeting minutes showing participation / meeting agenda</li> <li>Confirmation via email or similar from a fellow participant or supervisor of attendance by a member</li> </ul>
	Volunteer / Business Board of Directors	<ul style="list-style-type: none"> <li>Meeting minutes / agenda with name evident / formal board listing</li> <li>Evidence of significant management level / board level work, or of technical work for volunteer organization</li> <li>Travel expense documentation if travel is required for a Board meeting.</li> <li>Confirmation via email or similar from a fellow participant or chair of contribution / attendance by member</li> </ul>
5. Presentations	Presenter	<ul style="list-style-type: none"> <li>Schedule of events with name as a presenter (email / letter / poster/ etc.)</li> <li>Copy of presentation with member name</li> <li>Confirmation via email or similar from a fellow participant or supervisor of presentation by member</li> </ul>
6. Contributions to Knowledge		<ul style="list-style-type: none"> <li>Cover page of report and executive summary with member name</li> <li>Abstract from formal paper with member name</li> <li>Patent application with member's name.</li> <li>Re-creation / revision of an industry standard / guideline, minutes of meetings of committee or name associated with the standard for the time period being claimed.</li> </ul>
7. Ethical Practice		<ul style="list-style-type: none"> <li>Certificate showing completion of PEGNL online ethics modules in the appropriate calendar year</li> <li>Certificate confirming attendance at ethics, diversity, respectful workplace and/or sustainable development conferences / workshops</li> <li>Confirmation via email or similar from a fellow participant or chair of contribution / attendance by member</li> <li>Certificate of completion of continuing education offerings related to ethics, diversity, respectful workplace and/or sustainable development</li> </ul>

## 7.2 In-Depth Review

In-depth reviews confirm that the Professional Member has a meaningful continuing professional development program in place, and that the program meets the intent of



### For Engineers and Geoscientists

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PEGNL's CPD program. If the program is subject to an in-depth review and found to be satisfactory, the Professional Member will be so advised. If the program is found to be unsatisfactory, a request for improvement may be made and a reasonable amount of time given for that improvement.

#### **8. Confidentiality**

Submitted records are held in confidence. If a Professional Member's program involves proprietary information, upon request, further arrangements can be made to ensure confidentiality.

#### **9. Further Information**

For more information, please visit our website at [www.pegnl.ca](http://www.pegnl.ca) or contact our office.

## For Engineers and Geoscientists

## Appendix A – Online PD Portal Instructions

1. Go to the PEGNL website, log on, click on PD Portal on the blue bar and, on the subsequent page click on the reporting year.
2. Begin the reporting process by clicking the appropriate category in the “Create a new PD Record” section as shown below:

Create a new PD record

Professional Work	Formal PD	Informal PD	Participation	Presentations	Contributions to Knowledge	Ethical Practice
-------------------	-----------	-------------	---------------	---------------	----------------------------	------------------

3. Complete the information as indicated below noting that you must insert actual hours in the boxes indicated, not PD hours. The system will calculate PD hours based on the actual hours spent on a task. After completing each activity click Save and Return then click on the next activity category:

- a. Professional Work (repeat only if more than one employer in a year)

Date From

Date Thru

Employer and Job Title

255 characters left

Actual Hours

Complete duration

Complete description

Actual hours worked

- b. Formal PD (repeat for each activity)

\* Date From

\* Date Thru

\* Description

\* Actual Hours

or

CEU Earned

Start & end date of each activity

Detailed description

Actual hours of attendance

Use only if structured course with CEUs listed in the curriculum

- c. Informal PD/Participation/ Presentation (repeat for each activity in each category)

Date From

Date Thru

Description

Actual Hours

Start and end date of each activity in each category

Complete description

Actual hours on activity or presenting

## For Engineers and Geoscientists

## d. Contributions to Knowledge

\* Date From 01/01/2019

\* Date Thru 12/31/2019

\* Description

Contribution Type

\*

0

Start and end date of each activity

Complete description

Select from drop down box

See Section 4.3.6 of the CPD Requirements  
For patents and publishing of papers and articles enter applicable number for each. For all others enter actual hours.

## e. Ethical Practice – Complete as per item c. above

4. After completing all activities in all categories, click on Proceed to Next Step in PD Reporting and then complete the information on discipline and current employment. Complete the PDH Applied column in the Annual Activity Record toward the bottom of the page as shown in the screenshot below:

Category	2020 Carryover	2021 Carryover	2022 Reported	Category Maximum	PDH Claimed for Current Year*
Professional Work - Practicing	n/a	n/a	50.00	50.00	0.00
Formal Activity	4.00	66.00	109.00	40.00	0.00
Informal Activity	10.50	2.75	1.00	30.00	0.00
Participation	4.00	2.00	0.00	15.00	0.00
Presentations	5.00	5.00	0.00	20.00	0.00
Contributions to Knowledge	0.00	0.00	0.00	30.00	0.00
Ethical Practice	2.00	30.00	0.00	15.00	0.00
<b>Totals</b>	<b>25.50</b>	<b>105.75</b>	<b>160.00</b>		<b>0.00</b>
<b>PDH Required</b>					<b>80.00</b>
					<b>Update</b>

Enter hours you wish to consume in each category in this column.  
(Note: If you have no reported or carryover hours on a line, you will get an error if you enter hours in the PDH Applied column)

5. Click Update to ensure your total meets or exceeds 80 in the PDHs Applied column. If it is less than 80 at year-end submission time, you will have to agree to make up the deficiency in the following year on the next page. If it is more than 80, reduce the applied hours to maximize carryover available for subsequent years.
6. Click Continue with PD Submission at the bottom of the page.

Contributions to Knowledge	0.00	0.00	0.00	30.00	0.00
Ethical Practice	0.00	6.00	0.00	15.00	0.00
<b>Totals</b>	<b>20.00</b>	<b>33.50</b>	<b>112.00</b>		<b>0.00</b>
<b>PDH Required</b>					<b>80.00</b>
<b>Surplus or Deficit</b>					<b>-80.00</b>
					<b>Update</b>

\* Enter values up to the sum of the available carryovers and hours reported in the current year for each category.

Where permitted, PDH carryover is for a maximum of two years. Any PDH remaining after your submission will be carried over to the next PD reporting cycle.

**Add Additional PDH**

**Continue with PD Submission**

## For Engineers and Geoscientists

- a. If you have completed your professional development for the year and you are short of the 80 hour requirement, you will be directed to the page below where you will have to add additional PD or agree to make up the shortfall in the coming year while still meeting your obligations for the coming year by ticking the box, filling in your name and clicking Apply for Deferral of PDH Requirements.

### Membership Renewal - Professional Development Incomplete!

Your professional development submission for this renewal period is incomplete. You have a deficit of **0 Professional Development Hours**. Your options are as follows:

#### 1. Add Additional Professional Development Hours

Members may add additional Professional Development Hours to reach the minimum requirement of 80 hours per year.

[Add additional PDH](#)

#### 2. Professional Development Deferral

If you are unable to meet your Professional Development obligations for the current renewal period, you are permitted to defer any number of PDHs to the following year, subject to PEGNL approval. When choosing this option please bear in mind that:

- Your deficit of PDH will automatically be transferred to the upcoming renewal period, for example, if you have a deficit of 20 PDH for this year you will need to complete 100 PDH next year (80 + 20).
- **You will be required to complete your PDH requirements next year without any further deferral.**

If you wish to apply for this option, please complete the declaration below and add your signature as evidence of your agreement with the terms of the undertaking.

☒ I hereby agree to complete a minimum of **80 + 0 Professional Development Hours** for the upcoming year. I understand that my license will not be eligible for renewal in the coming year if this requirement is not met. I further understand that this exception to the standard Professional Development policy is subject to PEGNL review and approval.

\* Signature:

(Type your full name)

[Return to PDH Submission](#)

[Apply for Deferral of PDH Requirements](#)

7. If you are not at year end and you wish to be able to add or edit your activities, stop at this point, return to My Account at the top of the page and then sign out.

[My Account](#)

[PD Portal](#)

[Permit Manager](#)

[Events](#)

### License Holder Annual Renewal - Professional Development Completion

Once you submit your professional development you will automatically open the upcoming renewal year for entry and no further changes will be permitted. A reminder to all license holders that your PDH submissions are subject to random audit. Please ensure that you retain sufficient evidence of your PDH activities to allow you to complete an audit successfully if you are called upon by PEGNL.

#### Summary of Professional Development Submission

**Title:** Professional Standards Director

**Employer:** Professional Engineers and Geoscientists Newfoundland and Labrador

**Responsibilities:** Responsible for

**PDH Submission:**

PDH Required: 80

PDH Submitted: 124

PDH Remaining: 0

[Return to My PDH Summary](#)

[Submit my PDH to PEGNL](#)

8. If you are making your final submission for the year, click Submit my PDH to PEGNL on the following page. Note that you will not be able to make further changes to your report after clicking this button.