

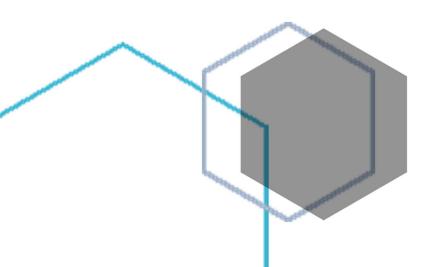
PROFESSIONAL ENGINEERS & GEOSCIENTISTS NEWFOUNDLAND & LABRADOR professional excellence. public trust.

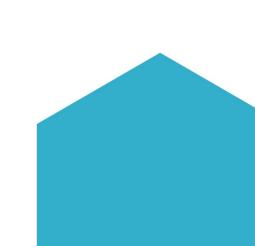
# Continuing Professional Development Requirements for Engineers and Geoscientists

**Professional Engineers & Geoscientists** 

Newfoundland and Labrador

Issued by the PEGNL Board April 2022





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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.

#### 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

# 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 intraining 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.

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;

- 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

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-intraining 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 communitybased organizations;
- elected public service;

 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.

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.

Table 1
PD Report Details Required

CATEGORY	EXAMPLES OF ACTIVITIES	DETAILS REQUIRED IN PD REPORT
Professional	Engineering or geoscience practice.	Provide a detailed description of duties
Work		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	List each course attended as a separate
	provided by universities, colleges, industry and technical	Formal activity item with actual date of
	societies, etc.	course, details of the course and entity
	,	providing the course.
Informal	Self-directed study; conferences, technical sessions,	List each topic of study, each structured
	seminars, technical, professional & management	discussion or each conference/meeting
	association meetings, structured technical or	attended as a separate Informal activity
	professional discussions, etc.	item with actual dates of occurrence.
		For self-directed study or structured
		discussions include details of the
		material or topics covered.
		For conferences/meetings list details
		of the event, hosting entity (do not
		use acronyms) and topics covered
Participation	Mentoring, service on public bodies, service on	List each instance as a separate
	professional, charitable or other community-based	Participation activity complete with an
	organizations with focus on leadership and	activity description and dates of
	communication skills.	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	List each instance as a separate
	conferences, meetings, workshops, seminars, courses,	<b>Presentation</b> activity complete with the
	etc. which are not the primary element of the	title of the presentation, the date
	Professional Member's professional practice.	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	Activities that expand or develop technical knowledge	Each activity undertaken must be listed
to Knowledge	such as development of codes and standards, patents,	as a separate <b>Contribution to</b>
	published papers and articles, editing papers, research,	Knowledge activity. For the
		, , , , , , , , , , , , , , , , , , , ,
	etc.	development of codes and standards,

		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 Ethical Practice 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 performancemanagement systems;

- 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		Short documentation of nature of work or job description that reflects appropriate work
2.Formal Activity	Structured Course	<ul> <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	A completion certificate with the member's name and/or a letter of completion from employer

3.Informal Activity	Technical Meeting	Email from meeting organizer including the member's name on the distribution list and describing the content of the meeting     Confirmation via email or similar from a fellow participant or supervisor of attendance by audited person
	Conference	Conference program and confirmation of registration, or receipts, and / or flight records     Confirmation via email or similar from a fellow participant or supervisor of attendance by member
	Self-Directed Study	Identify publications for articles associated with member professional technical association     Outline for the self-study course
4.Participation	Mentoring	Company record of attendance at a mentoring seminar     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)     Confirmation via email or similar from supervisor of mentoring specific person(s) by member
	Technical Committee Participation	Meeting minutes showing participation / meeting agenda     Confirmation via email or similar from a fellow participant or supervisor of attendance by a member
	Volunteer / Business Board of Directors	Meeting minutes / agenda with name evident / formal board listing     Evidence of significant management level / board level work, or of technical work for volunteer organization     Travel expense documentation if travel is required for a Board meeting.     Confirmation via email or similar from a fellow participant or chair of contribution / attendance by member
5.Presentations	Presenter	Schedule of events with name as a presenter (email / letter / poster/etc.)     Copy of presentation with member name     Confirmation via email or similar from a fellow participant or supervisor
6.Contributions to Knowledge		Cover page of report and executive summary with member name     Abstract from formal paper with member name     Patent application with member's name.     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.
7.Ethical Practice		Certificate showing completion of PEGNL online ethics modules in the appropriate calendar year     Certificate confirming attendance at ethics, diversity, respectful workplace and/or sustainable development conferences / workshops     Confirmation via email or similar from a fellow participant or chair of contribution / attendance by member     Certificate of completion of continuing education offerings related to ethics, diversity, respectful workplace and/or sustainable development

# 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

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

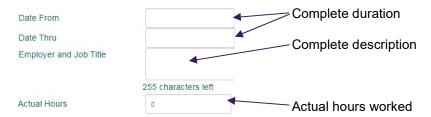
For more information, please visit our website at <a href="www.pegnl.ca">www.pegnl.ca</a> or contact our office.

# **Appendix A – Online PD Portal Instructions**

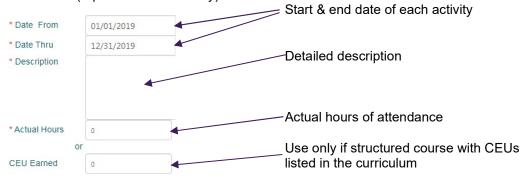
- 1. Go to the PEGNL website, log on, click on PD Portal on the blue bar and, on the subsequent page click on the reporting year.
- 2. Begin the reporting process by clicking the appropriate category in the "Create a new PD Record" section as shown below:



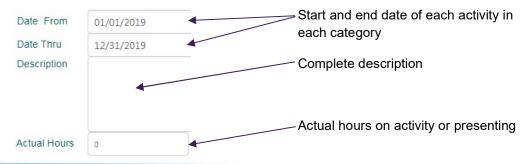
- 3. Complete the information as indicated below noting that you must insert actual hours in the boxes indicated, not PD hours. The system will calculate PD hours based on the actual hours spent on a task. After completing each activity click Save and Return then click on the next activity category:
  - a. Professional Work (repeat only if more than one employer in a year)

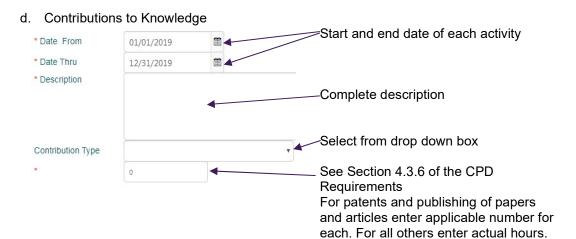


b. Formal PD (repeat for each activity)

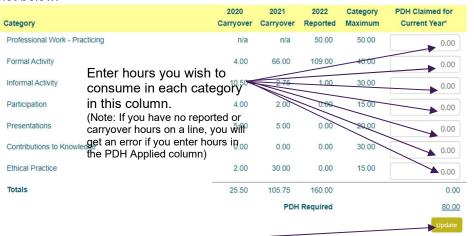


c. Informal PD/Participation/ Presentation (repeat for each activity in each category)

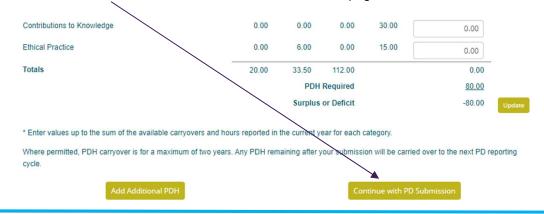




- e. Ethical Practice Complete as per item c. above
- 4. After completing all activities in all categories, click on Proceed to Next Step in PD Reporting and then complete the information on discipline and current employment. Complete the PDH Applied column in the Annual Activity Record toward the bottom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



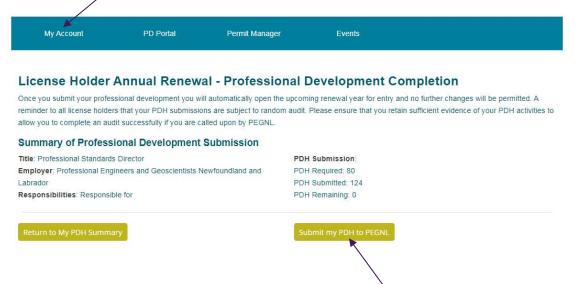
- 5. Click Update to ensure your total meets or exceeds 80 in the PDHs Applied column. If it is less than 80 at yea- end submission time, you will have to agree to make up the deficiency in the following year on the next page. If it is more than 80, reduce the applied hours to maximize carryover available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



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



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.



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.