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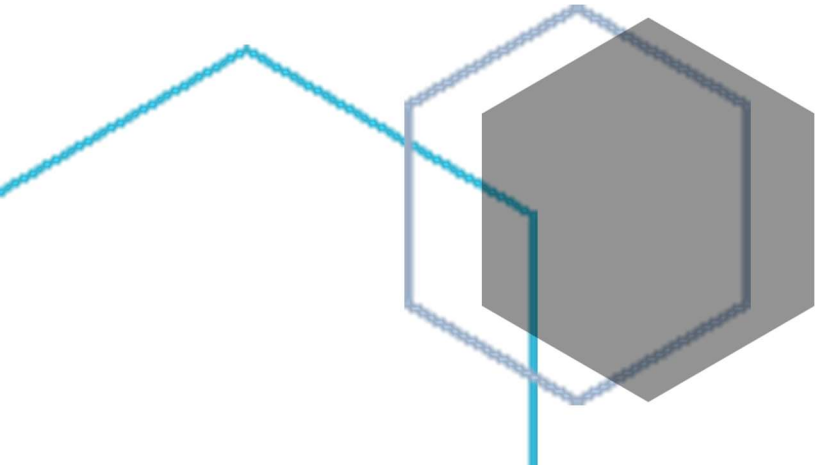
PROFESSIONAL ENGINEERS & GEOSCIENTISTS NEWFOUNDLAND & LABRADOR  
professional excellence. public trust.

## *Continuing Professional Development Requirements for Engineers and Geoscientists*

Professional Engineers & Geoscientists

Newfoundland and Labrador

Issued September 2024



For Engineers and Geoscientists

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Revision History

Rev #	Date	Description of Revision	Author
1	Apr 6, 2023	Initial Release – For Member Consultation	B. Hunt
2	May 5, 2023	For Board Approval	B. Hunt
3	Nov 21, 2023	Minor Grammatical Edits and addition of Table 1	B. Hunt
4	Mar 22, 2024	Updated for new 2024 Engineers and Geoscientists Regulations	B. Hunt

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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. In addition, companies (including sole proprietors) offering engineering and geoscience services outside of their organizations (i.e., to any natural or legal entity external to their company) also require a PEGNL permit to practice

The Newfoundland and Labrador *Engineers and Geoscientists Act, 2008 (the Act)* and the associated *Engineers and Geoscientists Regulations, 2024* 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 competent practice and ethical conduct of professional members and permit holders.

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

As a regulator of the professions with a mandate to ensure public protection, PEGNL's Continuing Professional Development (CPD) program must be focused on regulatory compliance, continuing competency and ensuring professionals engage in lifelong learning.

The Engineers and Geoscientists Regulations, 2024, require that all professional members comply with the CPD program. To meet the requirements of PEGNL's CPD program, practitioners must:

1. complete professional development (PD) each year sufficient to meet the program requirements and maintain competency;

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2. maintain a record of PD activities and proof of completion for at least three (3) years; and
3. submit their detailed activity record annually.

Failure to submit the required information can result in license suspension, 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*

**Board**

The board of directors of PEGNL as defined in the *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* entitling them to 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, 2024*

### 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 responsible for putting 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.

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### Continuing Professional Development (CPD) Program Requirements

#### 2.1 Why is CPD Necessary?

CPD is designed to embrace the concept that each professional member is required to maintain currency in their field of practice and ongoing competency in the profession, with the goal of enhancing protection of the public welfare and the environment, and fulfilling the requirements of Section 20 of the *Regulations*, which states, in part:

- 20.(1) *Every professional member shall participate in and satisfy the requirements of the a professional development program established by the board.*
- 20.(2) *The board may cancel the registration of a professional member who fails to comply with subsection (1).*
- 21. *The board may exempt a professional member from the professional development program established by the board where the professional member applies in writing to the board for an exemption.*

Factors affecting the practices of the engineering and geoscience professions are constantly changing, and professional members must respond to these changes. The changes may have impacts on the professions such as changes to regulations, codes, and standards or they may have impacts on the public interest and how engineers and geoscientists practice their professions, such as environmental protection, indigenous rights recognition, climate change and cyber security threats. New techniques and technologies are rapidly evolving, and professionals must keep pace with these changes.

CPD is a mandatory requirement for practicing professional members. While most professional members either practice or manage the practice of Engineering or Geoscience, some professional members do not practice directly but use their professional and technical knowledge and experience in management positions or as board members. In either case, licensed Engineers and Geoscientists utilize knowledge and specific skillsets acquired through continued education and experience gained throughout their careers. Maintenance and growth of this knowledge and skillsets for licensed professionals who are leaders, managers or board members is just as important as for those working in technical positions.

To assist professional members in meeting the currency and competency requirements of the professions, the four Atlantic Canadian regulators of engineering and geoscience have agreed to conform to common principles in their CPD Programs<sup>1</sup>.

#### 2.2 Reporting Requirements

All PEGNL professional members must complete and submit an online CPD Program Report annually to PEGNL on or before the renewal date established in the *Regulations*, and as required by *Regulations* Sections 20.(2) (as noted above) and 19.(2) of the which states, in part:

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<sup>1</sup> Each regulator will have different reporting methods in the short term, and thus for now professional members will be required to conform to the reporting methods for each jurisdiction in which they are licensed. It is the intent of the Regulators to align their reporting systems so that professional members will only need to report PD in their home jurisdiction if they are registered with multiple Atlantic Regulators.

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- 7.(1) *The board may cancel the registration of a professional member where the professional member ceases to satisfy a requirement of registration under the Act or these regulations.*

### 2.3 Level of Effort Required

The continuing professional development program requires a specified minimum level of input, expressed as a Professional Development Hour (PDH). A PDH is defined as any hour spent on professional development. Professional members may report activities in up to four areas of learning as listed in Section 4 below with the Ethical Practice and Regulatory Learning areas having mandatory minimums.

**To meet the program requirements:**

- **Professional members must report at least 30 PDHs per year which must include a minimum of 2 PDHs under the Ethical Practice category and 1 PDH under the Regulatory Knowledge category; and**
- **the same activity cannot be claimed in more than one category or split between multiple categories.**

### 2.4 Deferrals

Professional members who are unable to meet the 30 PDHs requirement in a given year may apply for a deferral and sign an agreement to recover their deficient hours in the following year, while also obtaining the 30 PDHs requirement for that year. The deferral agreement is part of the online CPD renewal and will be available to those who meet the minimums for Ethical Practice and Regulatory learning but are unable to meet the 30 PDH total. **Deferrals will not be granted for two consecutive years.**

### 2.5 Carryover

PDH credits accumulated in Technical Learning and Non-Technical Learning in excess of those claimed in that area may be carried forward for a maximum of one year from the date of original completion. Carryover is not permitted in Ethical or Regulatory Learning as professional members should refresh their ethical and regulatory knowledge annually. People granted exemptions from professional development reporting for parental or sick/disability leave will retain any available carryover accumulated prior to the start of their leave.

### 2.6 Exemptions

#### **Members-in-Training**

Members-in-Training are not required to submit professional development reports. However, members-in-training are encouraged to participate in the program so that they understand the requirements and establish good professional development reporting practice which will be

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mandatory upon professional licensure. **Members-in-training who do not participate will lose the potential benefit of carrying forward any professional development hours obtained during the in-training period.**

### Professional Members

Upon written request, exemptions may be available to professional members who meet the requirements of PEGNL's Professional Development Exemption Policy in Appendix A. professional members may apply for an exemption during the annual online renewal process.

During the exemption period, professional members should continue to avail themselves of online learning opportunities to maintain currency during their absence. Any CPD activities undertaken during a period of exemption should be reported in the online portal as these hours are eligible for carryover as outlined in subsection 2.5. 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.

## 2. Learning Methods

While continuing education is important for reinforcing knowledge in key technical, leadership, ethical, and regulatory areas that support the protection of the public and the environment, dictating how members choose to educate themselves is unnecessary. Formal courses, self-directed learning, seminars, podcasts, workshops, presentations, participation on technical committees, mentorship and paper publication are some of the methods that may be employed. Professional members are encouraged to use multiple learning methods and to familiarize themselves with the documentation requirements for each method as listed in Table 2 in section 5.1.

## 3. Professional Development Categories and Activity Reporting

### 4.1 General

The program allows CPD to be completed in four areas of learning as detailed in subsections 4.2 to 4.5 below. Professional members should use their judgment in selecting activities that relate to their individual scope of practice and that contribute to their regulatory compliance and continuing competency.

To maintain competency and meet professional obligations, each professional member must identify the best mix of learning to fit their specific roles and responsibilities. For example, professional members in strictly technical roles may choose primarily Technical Learning to maintain competency, combined with enough Ethical Learning and Regulatory Learning to meet the mandatory minimum. They may also choose some Non-Technical Learning activities to fulfill their job duties and to improve communication skills. In contrast, professional



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members in management roles may benefit more from focusing on Non-Technical Learning combined with the mandatory categories to meet their CPD Program requirements.

It should be noted that some activities can potentially be classified under multiple categories (e.g., a course on a code or standard could be counted as technical or as regulatory). For reporting purposes, all hours for that activity must be reported in one category and cannot be spread out over multiple categories.

Activity descriptions in the online professional development report must detail a specific activity and contain sufficient information to assess the acceptability of the activity to your professional development; they cannot be general statements. As an example, capturing all informal technical learnings in a single general statement for the full year and claiming all your technical PDH on that general statement is not acceptable. Table 1 provides some typical examples of acceptable and unacceptable activity reporting.

**Table 1**  
**Online Reporting Activity Descriptions**

Acceptable Activity Description	Unacceptable Activity Description
Connections East Webinar - Dyno Nobel Presentation on Blasting Risk Management	Connections East Webinar
Provide technical review/assistance to Junior engineer completing an arc flash analysis. Completed a thorough review of work and held a meeting to discuss improvements and how to use SKM software. (Joe Engineer, Project Engineer) 5PDH	Mentoring EITs and junior engineers at the workplace. 50 PDH
Discussed implications of changes to CSA Standard Z8000 with colleagues John Eng1 and Jane Geo1. 2 PDH	Constantly discussing projects and technical aspects with colleagues, clients and vendors. 25 PDH
PEGNL Learning Modules – Code of Ethics – Module 2 - Conflict of Interest	PEGNL Course
Discussed the ethical implications of XYZ Project with Eng1 and Geo1. 2 PDH	I always operate in an ethical and respectful manner. 20 PDH
Reviewed American Society of Heating, Refrigeration and Air Conditioning Engineers (ASHRAE) article on Cybersecurity for Building Automation Systems. 2PDH	Read technical articles and journals. 30 PDH
Reviewed National Building Code of Canada sections on determining applicable seismic hazard values 2 PDH	Structural engineering self-study 30 PDH
Reviewed standards A, B, C and D and reviewed <list of journal articles> in preparation for XYZ project	Research for new project

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Served on the Board of the XYZ Hockey Association.	Coached minor Hockey (General volunteer work is not an accepted activity, it must involve senior leadership level input.)
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**4.2 Ethical Practice Learning (Mandatory)**

**All professional members are required to complete and claim a minimum of 2 PDHs per year in Ethical Practice Learning.**

The consideration of ethical issues is an essential element of engineering and geoscience practice. Most 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, professional development in the following areas may also lead to more ethical practice:

- Diversity - considering the viewpoints of people with diverse backgrounds;
- Sustainable Development - minimizing the potential environmental, social, and economic impacts of your work; and
- Respectful Workplace - ensuring a safe and respectful work environment.

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

- Online or in-person ethics courses;
- Employer-provided programs covering ethics, diversity, sustainable development, respectful workplace, or related 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
- participation in employer or professional committees/organizations that promote equity, diversity, respectful workplace or sustainable development (including participation in employer EDI committee, serving on board of a sustainable development organization or delivering a presentation on engineering ethics)

Activities which would not be acceptable include:

- Claiming you acted ethically as part of your daily practice; this is an expectation;
- Claiming general ethical discussions throughout the year, activities must be specific and include actual topics discussed.

**4.3 Regulatory Learning (Mandatory)**

**All professional members are required to complete and claim a minimum of 1 PDH per year in Regulatory Learning**

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Members must be knowledgeable regarding applicable regulatory requirements, including the Engineers and Geoscientists Act, Regulations, PEGNL By-Laws, codes, practice standards and guidelines, and requirements of other relevant legislation. They must also be aware of what constitutes a self-regulated profession and their role in self-regulation.

Acceptable activities to satisfy this requirement include:

- Courses developed by or for engineering and/or geoscience regulators;
- Making or reviewing changes in regulations, national or provincial codes and standards, codes governing the professions or practice standards and guidelines;
- Attending seminars or refresher courses on regulations, national or provincial codes and standards, codes governing the professions or practice standards and guidelines;
- Serving on Boards or Committees of organizations having a regulatory focus (Provincial/Territorial engineering or geoscience regulator, Engineers Canada, Geoscientists Canada, Federal Regulatory Boards).

### 4.4 Technical Learning

Technical learning is the core learning necessary to maintain technical competency and keep pace with the changes which impact the practice of the professions. Activities in this category relate to advancing a member's technical and professional knowledge and skills.

Protection of the public is served when members continue to improve their knowledge of their areas of practice for the benefit of their clients and employers, stay current with changes to regulations, codes and standards related to the practice of the professions and who keep up with trends and changes in their profession. Examples of such areas of training include:

- Technical regulations, codes, and standards;
- Technical risk management and safety;
- Professional practice guideline reviews specific to area(s) of practice;
- Sustainability and climate change;
- New or emerging technologies;
- Updated, new or emerging applications, processes, methods, tools and equipment related to the practice of the professions;
- Environment, Social and Governance (ESG) learnings
- Courses provided by technical societies;
- Technical courses provided by employers;
- Research as part of a post-graduate university program;
- First time development and delivery of technical training or presentations
- Volunteering with technical or professional organizations/associations;
- Volunteering on a PEGNL practice-related committee; and
- Patents.

Learning opportunities covering these areas include:

- Formal technical education (e.g., certification programs)

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- Technical sales seminars, product demonstrations
- Reading technical journals
- Attending talks and seminars on technical topics
- Attending professional development offerings at conferences delivered by technical societies/associations relevant to area(s) of practice (e.g., IEEE, ASHRAE, Canadian Geotechnical Society, Geological Association of Canada, NFPA, CIM, PDAC).
- Attending short seminars, webinars, podcasts and presentations applicable to your field of practice.

Activities which would not be deemed acceptable:

- Multiple deliveries of the same technical presentation
- First aid or WHMIS training

### 4.5 Non-Technical Learning

Non-technical learning activities include communication, leadership, team-building or other soft skills related to advancing a member's professional abilities in management and non-technical knowledge. It can include learning or improving management skills in any of project management, team management, financial management, conflict management, business management, or time management; oral and written communication skills; and stakeholder engagement and consultation.

Acceptable activities to satisfy this requirement include:

- Formal business, governance, and leadership training programs, including MBA or other certification programs
- Short seminars, webinars, and presentations teaching business, communications, and leadership skills
- Presenting on business, governance, communications, and leadership topics
- Volunteer service on Boards
- Mentoring to assist in career development.

Activities which would not be deemed acceptable:

- Volunteer service such as coaching sports, singing in choirs or collecting for charities.

## 4. 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 may 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

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- 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.

**5.1 Annual Audit**

A random audit of Professional Development Program Reports is conducted annually. PEGNL professional members are selected for audit through a computer-generated random selection. Those selected are required to provide verification of all activities listed on their Professional Development Program Report submission for the year being audited. Table 1 below lists typical examples of the types of verification required during an audit. It is not intended to be an exhaustive list as members may provide alternative documentation and auditors may request additional back-up. Failure to participate with the audit requirements can result in suspension.

**Table 2**

***Typical Verification Documents Acceptable for Audits***

Learning Method	Examples of Acceptable Documentation
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).</li> <li>• Exam results or transcripts.</li> <li>• Course material and notes.</li> </ul>
Employer’s Course	<ul style="list-style-type: none"> <li>• A completion certificate with the member’s name.</li> <li>• Confirmation of completion from employer or supervisor.</li> <li>• Copies of course materials</li> </ul>
Structured Technical or Professional Discussion	<ul style="list-style-type: none"> <li>• Meeting agenda showing topics discussed.</li> <li>• Notes or minutes from the meeting/discussion.</li> <li>• Confirmation via email or similar from a fellow participant or supervisor of attendance by a member.</li> </ul>
Technical Meeting/ Professional or Management Association	<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/ Workshops/ Seminars	<ul style="list-style-type: none"> <li>• Event program and confirmation of registration, receipts, and / or flight records.</li> <li>• Confirmation via email or similar from a fellow participant or supervisor of attendance by member.</li> </ul>

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Self-Directed Study	<ul style="list-style-type: none"> <li>• Identify publications reviewed for articles associated with a professional technical association.</li> <li>• Technical journal subscriptions and articles reviewed.</li> <li>• Outline for the self-study course and notes.</li> <li>• Hyperlinks or course screenshots for online learning where certificates are not provided</li> </ul>
Mentoring	<ul style="list-style-type: none"> <li>• Correspondence from mentored person confirming mentoring hours</li> <li>• Confirmation from a supervisor that mentoring was performed as reported</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 of contribution/attendance via email or similar from a fellow participant or chair</li> </ul>
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 and speaking notes.</li> <li>• Confirmation via email or similar from a fellow participant or supervisor of presentation by member</li> </ul>
Contributions To Knowledge	<ul style="list-style-type: none"> <li>• Cover page of report and executive summary with member name.</li> <li>• Abstract from published 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>

**5. 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 the continuing professional development efforts of their employees. 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;

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- periodic review of employee performance and progress;
- assistance in documenting activities and levels of effort through company performance-management 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.

#### **6. 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.

#### **7. Further Information**

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

## Appendix A – Professional Development Report Exemptions

Professional members who are:

- On parental leave; or
- On sick or disability leave

may apply for an exemption from reporting professional development hours if they are off work more than six months in a calendar year.

Professional Development Hours exemptions may be granted for a second consecutive year in exceptional circumstances but only by contacting the regulator with which you are licensed. Professional members who are absent from work for more than twelve consecutive months may resign in good standing and request reinstatement on their return to work.

Professional members granted relief under this policy will remain bound by the Act, Regulations, and By-laws, including the Code of Ethics, appropriate to the licenses they hold.



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## Appendix B – Online Portal Instructions

1. Go to the member log in page <https://members.pegnl.ca>, click Sign In and then enter your PEGNL member number as your username and then enter your password. Instructions are on the log in page for resetting your password if you don't remember it. On the welcome page, click PD Portal on the blue bar. 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

Regulatory Learning

Ethical Practice

Technical Learning

Non-Technical Learning

3. Enter the date of the activity and, in the Activity Description box (as shown below), enter a description of the professional development activity following the requirements listed near the top of the page for the activity type. In the box below the Activity Description, record the actual hours spent on that activity. When completed, click Save and Return at the bottom of the page to enter your next activity.

\* Date of Activity

If entering more than one activity in this category, click Save and Return to add additional activities.

\* Activity Description

255 characters left

\* Actual Hours

4. After completing all activities in all categories, click on Proceed to Next Step in PD Reporting. On the next page, complete the information on your current employment and click Save Changes.

**Current employment**

\* Title:

\* Employer:

\* Duties and Responsibilities:

5000 characters left.

Save Changes

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- Complete the PDH Claimed for the Current Year column in the Annual Activity Record toward the bottom of the page as shown in the screenshot below, then click Update.

Category	2021 Carryover	2022 Carryover	2023 Reported	Category Maximum	PDH Claimed for Current Year*
Ethical Practice	0.00	8.00	2.00	30.00	0.00
Regulatory Learning	0.00	0.00	1.00	30.00	0.00
Technical Learning	0.00	5.50	10.00	30.00	0.00
Non-Technical Learning	0.00	5.50	30.00	30.00	0.00
<b>Totals</b>	0.00	19.00	43.00		0.00
			<b>PDH Required</b>		<b>30.00</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)

Update

- After clicking Update, ensure your Claimed total meets or exceeds the hour required in the **PDH Required** line. This number is typically 30, but can be higher if you have deferred hours from the last reporting year.

If your total Claimed hours is more than the PDH Required hours you should reduce the numbers you entered in the Claimed column to maximize the carryover available for next year's report.

If your total Claimed is less than the 30 **PDH Required**, you should review your activities and hours claimed to ensure you have claimed all available hours.

- If you have claimed all available hours and met the minimum mandatory requirements for Regulatory Learning and Ethical Practice, you should now click Continue with PD Submission at the bottom of the page.

Category	2021 Carryover	2022 Carryover	2023 Reported	Category Maximum	PDH Claimed for Current Year*
Ethical Practice	0.00	8.00	2.00	30.00	2
Regulatory Learning	0.00	0.00	1.00	30.00	1
Technical Learning	0.00	5.50	10.00	30.00	10
Non-Technical Learning	0.00	5.50	30.00	30.00	17
<b>Totals</b>	0.00	19.00	43.00		30.00
			<b>PDH Required</b>		<b>30.00</b>

Update

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

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

Add Additional PDH

Continue with PD Submission

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- 8. If you have met the program requirements, you will see the page below. Click Submit my PDH to PEGNL to complete the PD report. If you did not meet the requirements, you will see the page noted in item 9 of these instructions

**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**

<b>Title:</b> q	<b>PDH Submission:</b>
<b>Employer:</b> q	PDH Required: 30.00
<b>Responsibilities:</b> q	PDH Submitted: 30.00
	PDH Remaining: 0.00

[Return to My PDH Summary](#)

[Submit my PDH to PEGNL](#)

- 9. If you have reported less than the PDH Required hours on the previous page but met the mandatory minimum requirements for Regulatory Learning and Ethical Practice, you will go to the page shown below where you will have to either:
  - a. add additional PD or
  - b. agree to make up the shortfall in the coming year while still meeting your obligations for the coming year.

To add additional PDH click the Add additional PDH button in 1 and you will return to the page where you select the current reporting year and then enter additional activities, starting at item 2 of these instructions.

To agree to make up the shortfall, while still meeting your obligations for next year, tick the box indicated, type you full name in the signature box and click Apply for Deferral...

**Membership Renewal - Professional Development Incomplete!**

Your professional development submission for this renewal period is incomplete. You have a deficit of **7.00 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 30 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 50 PDH next year (30 + 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 type your full name as evidence of your agreement with the terms of the undertaking.

I hereby agree to complete a minimum of **30 + 7.00 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:

By typing your name in this form you hereby consent and agree that entering your information through the use of your keypad, mouse or device constitutes your signature, acceptance and agreement as if actually signed by you in writing and has the same force and effect as a signature affixed by hand. Further, you agree that the lack of certification authority or other third party verification will not in any way affect the validity or enforceability of your signature or any resulting contract. Please ensure that you have reviewed the form for accuracy and completeness before signing.

[Return to PDH Submission](#)

[Apply for Deferral of PDH Requirements](#)