

# Continuing Professional Development (CPD) Annual Report



# APEGGA

The Association of Professional Engineers, Geologists and Geophysicists of Alberta

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Member No:  
Access Code:

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## MANDATORY REPORTING REQUIREMENT

Please read carefully

All Professional Members, Licensees, and Registered Professional Technologists are required to report their professional development hours annually. The following are exempt from this requirement:

- Students, Examination Candidates, MITs and Life Members
- Professional Members, Licensees and RPTs who have filed a "non-practicing" declaration.

If you are not engaged in active practice and wish to be exempted from **future** CPD reporting requirements, please complete and submit the *Non-Practicing Declaration* on the reverse after having read it carefully. **Please note that practicing is not considered as being limited to stamping professional documents; it includes all activities contained in the definitions of "practice" under the Engineering, Geological and Geophysical Professions Act.**

If you had previously declared yourself to be non-practicing and intend **to resume practice at any time**, you must obtain permission **before** doing so. Please contact the Professional Practice Department and request an application for resumption of practice.

### Professional Development Hours (PDH's)

You must claim a minimum of 240 PDH's over three years, in at least three of the six categories. Please do not send any supporting documentation. You should, however, keep a detailed log of your activities for 3 years in the event you are required to produce it in the future. Activities included in each category are outlined in the CPD Guideline on the web site at "<http://www.apegga.org/pdf/guidelines/08.pdf>".

Annual Period	Professional Practice (max 50/yr)	Formal Activity (max 30/yr)	Informal Activity (max 30/yr)	Participation (max 20/yr)	Presentations (max 20/yr)	Contributions to Knowledge (max 30/yr)	Total

You may submit your annual dues, change your contact information, and report PDHs for the past year by mail or fax to the address above or by going on-line at [www.apegga.org](http://www.apegga.org) and using your Access Code above.

## NON-PRACTICING DECLARATION

I, \_\_\_\_\_, member number M \_\_\_\_\_, hereby declare that I am not actively engaged in the  
Print Name

practice of engineering, geology or geophysics as regulated under the *Engineering, Geological and Geophysical Professions Act* in the province of Alberta.

By filing this declaration with the Association, I understand that I am exempt from the requirements of the Continuing Professional Development Program.

I understand that this exemption is only effective for one year from the date my declaration is received by the Association. I also understand that I may renew the exemption by filing a new declaration when this exemption expires.

Although I may use the professional title to which my registration with the Association entitles me, I understand that I am not allowed to engage in the practice of engineering, geology or geophysics while this exemption is in effect.

I undertake to immediately notify the Association in writing if I intend, at any time, to resume the practice of engineering, geology or geophysics. I understand that the Practice Review Board can require me to comply with any conditions that the Board may set prior to allowing me to resume the practice of engineering, geology or geophysics.

\_\_\_\_\_  
*Signed*

\_\_\_\_\_  
*Dated*

**Please mail this original signed declaration to:** APEGGA Professional Practice Department, 1500 Scotia One, 10060 Jasper Avenue, Edmonton, Alberta, T5J 4A2.

### **Definitions of "practice" as per the *Engineering, Geological, and Geophysical Professions Act***

#### **1(q) "practice of engineering" means**

- (i) reporting on, advising on, evaluating, designing, preparing plans and specifications for or directing the construction, technical inspection, maintenance or operation of any structure, work or process
  - (a) that is aimed at the discovery, development or utilization of matter, materials or energy or in any other way designed for the use and convenience of humans, and
  - (b) that requires in that reporting, advising, evaluating, designing, preparation or direction the professional application of the principles of mathematics, chemistry, physics or any related applied subject, or
- (ii) teaching engineering at a university;

#### **(r) "practice of geology" means**

- (i) reporting, advising, evaluating, interpreting, geological surveying, sampling or examining related to any activity
  - (a) that is aimed at the discovery or development of oil, natural gas, coal, metallic or non-metallic minerals, precious stones, other natural resources or water or that is aimed at the investigation of geological conditions, and
  - (b) that requires in that reporting, advising, evaluating, interpreting, geological surveying, sampling or examining, the professional application of the principles of the geological sciences, or
- (ii) teaching geology at a university;

#### **(s) "practice of geophysics" means**

- (i) reporting on, advising on, acquiring, processing, evaluating or interpreting geophysical data, or geophysical surveying that relates to any activity
  - (a) that is aimed at the discovery or development of oil, natural gas, coal, metallic or non-metallic minerals or precious stones or other natural resources or water or that is aimed at the investigation of sub-surface conditions in the earth, and
  - (b) that requires in that reporting, advising, evaluating, interpreting, or geophysical surveying, the professional application of the principles of the geophysical sciences, or
- (ii) teaching geophysics at a university;