Continuing Professional Development Requirements for New Brunswick

Effective January 1, 2024

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1. Continuing Professional Development (CPD) Program Requirements

1.1 General

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

The ***Engineering and Geoscience Professions Act, 2015*** *(the Act)* and the associated ***bylaws*** govern the practices of engineering and geoscience in New Brunswick. APEGNB 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 7(1)(j) of the *Act* authorizes APEGNB to establish continuing competency requirements for members, licencees and holders of certificates of authorization.

Questions or concerns relating to this document should be addressed to the Director of Professional Affairs at APEGNB.

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

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.

CPD is a requirement for all engineers and geoscientists who are practicing as defined by the *Act*. It is also a requirement for Limited Licencees. While most professionals either practice or manage the practice of Engineering and/or Geoscience, some 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 are expected to exercise knowledge and a specific skillset acquired through continued education and experience gained during their careers. The status and confidence afforded to the licensed professional as they apply their knowledge and skillsets is an extension of professional practice; maintenance and growth of this knowledge and their skillsets is just as important for licensed professionals who are leaders, managers, or board members as it is for those working in technical positions.

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

The APEGNB by-laws require that all professional members comply with the CPD program. To meet the requirements of APEGNB's CPD program, practitioners must:
1. complete professional development (PD) each year sufficient to meet the program requirements and maintain competency;
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.

New Brunswick's Non-Resident Licencees are not required to submit their hours but must complete an annual declaration to confirm that they are compliant with the CPD requirements in their home jurisdiction. Similarly, Retired Members who have no employment income and Members In-Training are not required to complete CPD hours.

Registrants in the first year of their professional membership are required to complete the mandatory Ethical Practice Learning and Regulatory Learning requirements.

Logging of activities
Members shall log each activity individually in one of the four areas of learning detailed in subsection 1.5 of this document.

Current Employment
Members shall identify or update their current job title and employer.

1.2 Level of Effort Required and Deferrals

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. PDH is calculated on a 1:1 ratio (hour per hour). Professional Members and those with a Limited Licence in New Brunswick may report activities in up to four areas of learning as listed in subsection 1.5 below with the Ethical Practice and Regulatory Learning areas having mandatory minimums. **Limited Licencees should ensure their professional development learning is directly related to their defined scope of practice.**

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 Learning category and 1 PDH under the Regulatory Learning category; and**

- **the same activity cannot be claimed in more than one category.**

Professional members who are unable to meet the 30 PDHs requirement in a given year may apply for a deferral by December 31st and sign an agreement (see Appendix B) in which they agree to recover their deficient hours in the following year, while also obtaining the 30 PDHs requirement for that year. Ethical Practice Learning and Regulatory Learning may NOT be deferred and must be completed each year. To be granted a deferral, a signed deferral agreement will be required. **Deferrals will not be granted for two consecutive years.**

1.3 Exemptions

Members-in-Training

Members-in-Training may be exempt from professional development in some jurisdictions in the Atlantic region. Regardless of this, members-in-training are encouraged to participate in the program to understand the requirements and establish skilled professional development reporting which will be mandatory upon professional licensure. Members-in-training who do not participate will forego the potential benefit of carrying forward any professional development hours obtained during the last year of their in-training period.

Professional Members

Upon written request, exemptions may be available to Professional Members who meet the requirements of the **Professional Development Exemption Policy** in Appendix A. Professional Members may apply for the exemption during their annual renewal on the form required by the jurisdiction(s) in which they are licensed.

Unless otherwise approved by APEGNB, Ethical Practice Learning and Regulatory Learning are NOT eligible for exemption and must be completed each year.

During the exemption period, Professional Members should continue to pursue 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 subsection 1.6. 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.

1.4 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 educate themselves is not necessary. Formal courses, self-directed learning, seminars, podcasts, workshops, presentations, participation on technical committees, mentorship and paper publication are some of the methods that can be employed. Professional members are encouraged to use multiple learning methods and must be familiar with the types of back-up requirements for each method as listed in Table 1. Participation in CPD must be verifiable.

1.5 Areas of Learning

The program allows CPD to be completed in four areas of learning. 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 in their pursuit of public protection.

Each professional member must identify the best mix of learning to fit their specific roles and responsibilities to maintain competency and meet their obligations as professional members.

For example, professional members in strictly technical roles may choose primarily Technical Learning to maintain competency, combined with enough Ethical Practice Learning and Regulatory Learning to meet the mandatory minimum and to stay knowledgeable about their responsibilities. They may also choose Communications and Leadership Learning to fulfill their job duties and communicate effectively in their roles. In contrast, professional members in management roles may benefit more from focusing on Communications and Leadership Learning combined with the mandatory categories to meet their CPD Program.

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
APEGNB Learning Modules – Code of Ethics – Module 2 - Conflict of Interest	APEGNB 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

1.5.1 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 claim verifiable Ethical Practice learning. Acceptable activities to satisfy this requirement include:

- on-line 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.

1.5.2 Regulatory Learning (Mandatory)

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

Members must be knowledgeable regarding applicable regulatory requirements, including the *Act*, Regulations, By-Laws, codes, standards, practice standards and guidelines, and requirements of other relevant legislation.

Acceptable activities to satisfy this requirement include:

- courses developed by or for engineering or geoscience regulators;
- making or reviewing changes in regulations, national or provincial codes and standards or practice standards and guidelines;
- courses that increase indigenous awareness;
- attending seminars on changes in 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, Federal Regulatory Boards, Geoscientists Canada, etc.).

1.5.3 Technical Learning (unlimited)

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 must be related to advancing a member's technical and professional knowledge and skills.

Protection of the public is best served by members who continue to explore ways to improve their knowledge of their area 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 trending changes in the technical application of engineering or geoscience. Examples of training that would apply include the areas of:

- 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;
- courses provided by engineering or geoscience technical societies;
- presentations focused on advances in geoscientific knowledge, models, and interpretations (e.g., maps, academic journals, geoscientific reports, and talks);
- geoscience field trips;
- first-time development and delivery of technical training or presentations;
- volunteering with technical or professional organizations/associations;
- volunteering on an APEGNB practice-related committee;
- research as part of a post-graduate university program; and
- patents.

Learning opportunities covering these areas include:

- Formal technical education (e.g., certification programs)
- Technical sales seminars, product demonstrations
- Reading technical journals
- Authoring, co-writing or peer reviewing a technical paper;
- Presentations to a third party (not clients) or at a conference (in person or virtual)
- Attending talks and seminars on technical topics
- First aid, WHMIS or Health & Safety training
- Cyber security training
- 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
- Presenting options to clients
- "Kick off" meetings which are part of your job

1.5.4 Communication and Leadership Learning (unlimited)

Communication and leadership learning is related to advancing a member's professional abilities including leadership, communication, team-building, management and other non-technical knowledge and skills. It can include learning or improving management skills in any project, team, financial, conflict, business, 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;
- Presentations to a third party (not clients) or at a conference (in person or virtual);
- offering a learning opportunity to others (not clients) on business, governance, communications, and leadership topics;
- 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.
- Presenting options to clients.
- Briefing leadership teams or internal committees.
- Mentoring individuals within the same organization (ie direct reports).

1.6 Carry Over

PDH credits accumulated in Technical Learning and Communications and Leadership 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 Practice Learning or Regulatory Learning as Professional Members and Limited Licencees should refresh their ethical and regulatory knowledge annually.

2. Record Keeping and Reporting

Professional Members and Limited Licencees are required to submit their CPD details on an annual basis through the *myAPEGNB.com* Member portal and are required to maintain a complete record of their continuing professional development program for a period of three years. 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 by the individual.

3. Role of the Employer

The primary responsibility for a continuing professional development program and for maintaining competence rests with the individual professional. All employers of professionals are encouraged to support their continuing professional development to ensure that professionals in their employ maintain and improve their skills. 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;
- financial support of activities;
- allowing time to participate in activities;
- encouragement of professional development of employees; and/or
- encouragement of employee life-long learning.

4. Program Monitoring

All Professional Development Program Reports submitted online are reviewed for general compliance by the Regulator. 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 or reinstated 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. Staff, volunteer Professional Members or other experts may participate in the review process.

Non-compliance is defined as failure to report PDHs through the online portal on or before January 1 of each year; failure to provide detailed records; or failure to develop and submit a detailed remediation plan, if requested. Registrants who are deemed non-compliant with the CPD program shall be removed from the Register.

4.1 Annual Audit

A random audit of Professional Development Program Reports is conducted annually. APEGNB professional members are selected for audit through a computer-generated random selection. Those selected for audit are required to provide verification of all 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 may request additional back-up. After review of the records, professional members may be asked to discuss their choices of activities and how these activities contribute to continuing Competency in their area(s) of practice. Failure to cooperate with the audit requirements can result in license suspension.

5. 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.

6. Further Information

For more information, please visit our website at www.apegnb.com or contact us at cpd@apegnb.com .

Table 2 - Typical Verification Documents Required During Audits

Category	Learning Method	Examples of Acceptable Documentation
• Technical • Leadership & Communication • Ethical • Regulatory	Structured Course	• A completion certificate from the institution with the person's name • Other documentation with the member's name i.e., course receipts, proof of enrolment, etc. • Exam results or transcripts. • Course material and notes.
• Technical • Leadership & Communication • Regulatory	Employer's Course	• A completion certificate with the member's name • Confirmation of completion from employer or supervisor. • Copies of course materials.
Technical	Structured Technical or Professional Discussion (attendance)	• Meeting agenda showing topics discussed • Notes or minutes from the meeting/discussion. • Confirmation via email or similar from a fellow participant or supervisor of attendance by a member
• Technical • Leadership & Communication	Technical Meeting/ Professional or Management Association (attendance)	• 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
• Technical • Leadership & Communication	Conference/ Workshops/ Seminars (attendance)	• Event 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
• Technical • Leadership & Communication	Self-Directed Study	• Identify publications for articles associated with member professional technical association • Technical journal subscriptions and articles reviewed. • Outline for the self-study course • Identify books read for leadership or communication skills and provide a summary of key points and how they may be applicable to their work •Hyperlinks or course screenshots for online learning where certificates are not provided.

Leadership & Communication	Mentoring	• Company record of attendance at a mentoring seminar • Correspondence from mentored person confirming mentoring hours. • Confirmation from a supervisor that mentoring was performed as reported. • Mentee should be a Member or Member in-Training and not a direct report (not supervisory).
Technical	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
• Technical • Leadership & Communication	Volunteer / Professional or Management Association Board of Directors or Regulatory Committee	• 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 or Committee meeting. • Confirmation via email or similar from a fellow participant or chair of contribution / attendance by member
• Technical • Leadership & Communication	Presenter	• Schedule of events with name as a presenter (email / letter / poster/ etc.) • Copy of presentation with member name and speaking notes • Confirmation via email or similar from a fellow participant or supervisor of presentation by member
Technical	Publications or Contribution to Knowledge	• Cover page of report and executive summary with member name • Abstract from formal paper with member name • Acknowledgement or published recognition for Peer Review of journal papers by member • 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.

Appendix A – Professional Development Exemptions and Deferrals

Professional members who are:

- On parental leave;
- On sick or disability leave;
- On active military deployment;
- Illness of an immediate family member, or where the registrant is the primary care giver;
- Pending resignation within the four months following a reporting cycle deadline; or
- Other extenuating circumstances as the CPD Committee deems appropriate

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

Requests for deferral must include evidence relating to the reason. Such evidence may include, but is not limited to, the following:

- role description;
- employer letter;
- signed note from an appropriate health care professional;
- evidence of retirement (e.g., signed communication sent to the registrant's employer stating retirement date/last day of work, signed self-declaration);
- other documentation approved by the CPD Committee.

NOTE: Unless otherwise approved by APEGNB, Ethical Practice Learning and Regulatory Learning are NOT eligible for exemption and must be completed each 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.

Appendix B – Exemption and Deferral Request Form

PERSONAL INFORMATION	
Name:	APEGNB registration no.:
Email address:	Phone number:

1. Why are you requesting an exemption or deferral? (Select all that apply)

☐ I did not complete any of my required 30 hours of PD learning activities.

☐ I only completed _____ of my required 30 hours of PD learning activities.

2. Are you requesting an exemption or deferral? (Select all that apply)

☐ I am requesting an exemption for the past year (20____).

☐ I am requesting an exemption for the upcoming year (20____).

☐ I am requesting a deferral to complete my outstanding hours of PD learning activities to my next reporting cycle and acknowledge that these hours are in addition to the annual 30 PDH requirement. Ethical Practice and Regulatory Learning may not be deferred and must be completed annually.

3. What is the reason for your request?

4. I have attached the following documentation to support my request:

☐ role description;
☐ employer letter;
☐ signed note from an appropriate health care professional;
☐ evidence of retirement (e.g., signed communication sent to the registrant's employer stating retirement date/last day of work, signed self-declaration);
☐ other (please specify): _____

I understand that this deferral or exemption may only apply for the period requested and may not be extended.

Registrant signature and date:	
	Signature Date
Date request received (for APEGNB staff only) :	
Decision and Date:	__ Confirmed __ Denied Date:

Appendix C – Online Portal Instructions

1. Go to the member log in page https://myapegnb.apegnb.com/APEGNB/APEGNB-EN/Sign_In.aspx , click Sign In and then enter your APEGNB 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 the Professional Development tab at the top on the blue bar. On the subsequent page click on the reporting year.

2. To update your activities, select the current year. Then, to add an activity, select the appropriate category.

To add an Activity select your category

Regulatory Learning	Ethical Practice	Technical Learning	Communications & Leadership

3. In the Activity Description box on the next page (as shown in the example of *"Regulatory Learning"* 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 at the bottom of the page to enter your next activity.

Continuing Professional Development Entry

Regulatory Learning
Members must be knowledgeable regarding applicable regulatory requirements, including the Act, Regulations, By-Laws, codes, standards, practice standards and guidelines, and requirements of other relevant legislation. Examples of acceptable activities that meet the regulatory learning requirements are available in the Guidelines

- courses developed by or for engineering or geoscience regulators;
- making or reviewing changes in regulations, national or provincial codes and standards or practice standards and guidelines;
- courses that increase indigenous awareness;
- attending seminars on changes in 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, Federal Regulatory Boards, Geoscientists Canada, etc.).

Enter the details of your CPD Activity below:

* Description

*Hours

Save

Cancel

4. After completing all activities in all categories, you will be directed to the submission and declaration page where you must ensure that the total you are applying for matches the total Hours Required line.

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

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

   Then click *Proceed to next steps*.

Continuing Professional Development Annual Declaration   ⋮

Complete the CPD Applied column for Current Year column and click the update button to ensure your total matches the CPD Required line. If your total is greater than the CPD Required line, you should reduce your hours claimed to maximize your carryover for subsequent years. If it is negative, you will need to add more activities or enter a deferral agreement on the next page.

Category	CarryOver	Minimum	Maximum	Reported	Applied	CarryForward
Regulatory Learning	n/a	1	30	6	6	n/a
Ethical Practice	n/a	2	30	3	3	n/a
Technical Learning	0	0	30	11	11	0
Communications & Leadership	0	0	30	12	10	0

[Update]

⟶   Total   20

   Hours Required   30

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

[Add Additional CPD Hours]   [Proceed to Next Steps in CPD Reporting]

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5. If you have met ALL the program requirements, you will see the page below. Click *Submit my CPD to APEGNB* to complete the CPD report.

Continuing 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. CPD submissions are subject to random audit. Please ensure that you retain sufficient evidence of your CPD activities to allow you to complete an audit successfully if you are called upon by APEGNB.

Summary of Continuing Professional Development Submission

CPD Submission:
Required Hours: 30
Applied Hours: 20

[Return to My CPD Summary]   [Submit my CPD to APEGNB]

6. 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 CPD Hours **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 CPD Hours* 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, click the box indicated, type your full name in the signature box and click *Apply for Deferral of CPD requirements.* Your file will be reviewed by APEGNB.

Continuing Professional Development Incomplete!

Members may add additional Continuing Professional Development Hours to reach the minimum requirement of 30 hours per year.

[Add Additional CPD Hours]

Professional Development Deferral

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

- Your deficit of CPD will automatically be transferred to the upcoming renewal period, for example, if you have a deficit of 20 CPD for this year you will need to complete 50 CPD next year (30 + 20)
- **You will be required to complete your CPD 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 30 + 0 Continuing 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 Continuing Professional Development policy is subject to APEGNB 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 CPD Submission]   [Apply for Deferral of CPD Requirements]