

Member Portal FAQs

1. Who is the Member Portal for?

The Member Portal is for all practising professionals in New Brunswick. It is “the” single source for **your** information management. You are able to see what information we have on file for you.

For example: Wrong email address? Wrong employer? No problem. You can now manage and update your information. No longer do you have to call or email to change your **personal** information.

The portal is also for those practising members who are required to maintain their professional competency, through Continuing Professional Development. With the portal, you can now record your PD in one central location.

You have always been required to track your PD, but previously you could use the forms we provided on the website **OR**, you could use your own system. Now all your information will be in one central location, easily accessible and updated by you anytime, anywhere, as long as you have internet access.

The only difference for tracking your PD with the portal, is rather than an audit triggering your submission of all your information, it will all be available and assembled, freeing you up from having to locate and compile a submission for audit.

2. When am I required to input all my PD in the Portal?

During 2020, you can continue to use your current tracking method if you prefer. 2020 is being used as a transition period to help you get used to using the portal. By January 2021, you will be required to use the portal exclusively for your PD tracking. You also don't need to add information prior to 2020. We encourage you to do so, but you are not required to at this point in time.

Many regulatory bodies have already implemented similar portals. We are now joining those bodies with **your** own portal.

3. I can't access the portal, or I don't know what to do once I am in the Portal?

First you must ensure that the email that you are using is what we have on file for you. For security and privacy reasons, your email must match. If not, please contact us and we will update it. Then you can create your account.

We also have a webinar that you can watch to learn more about how to navigate the Portal.

Finally, we have a User Guide for your use.

If you have tried the webinar and read the User Guide and still need assistance, please email us at info@apegnb.com and provide us with what the issue is.

4. Are there exemptions for entering PD information?

Exemptions from the Continuing Professional Development reporting process can be granted with an application for time periods where you may not be actively practising as a result of:

- parental leave, and/or;
- medical leave that has resulted in an absence from employment for an extended period.

Exemptions may also be granted for:

- licencees - in other words non-residents of New Brunswick who are not eligible to be members, but are licensed to practise the professions;
- engineers and geoscientists who are retired ***and have no employment income***; and
- cases of special consideration, for example times when engineers or geoscientists are working outside the country - as deemed by a review committee - to warrant special consideration based on criteria to be developed for evaluating such cases.

It is important to note however, that in all cases where exemptions are granted, engineers and geoscientists shall retain their professional designation and remain bound by the Engineering and Geoscience Professions Act.

Finally, and to reiterate - since the portal launched in October 2019 and up to January 2021, you have that entire period to get used to updating your information and recording your PD hours in the Portal. In January 2021 however, you ***will be required*** to use the portal ***to track all of your PD hours***.

And remember, if you are short on your total requirement for hours, let us know. We will work with you to find additional ways to help you meet the requirement.

5. Why are we now using a Portal?

The Portal gives members control over the information we have. You can now see what we have on file for you. You can also update your information. Please note that there is a QA process and all changes are reviewed, which can take up to a couple of business days.

The Portal also gives you one source for tracking your information. It also prevents you having to pull together and present your professional development in a format that can be used for an audit, should you be selected.

Many other jurisdictions have either already gone to an online member portal or will be. We are moving in line with other regulatory bodies.