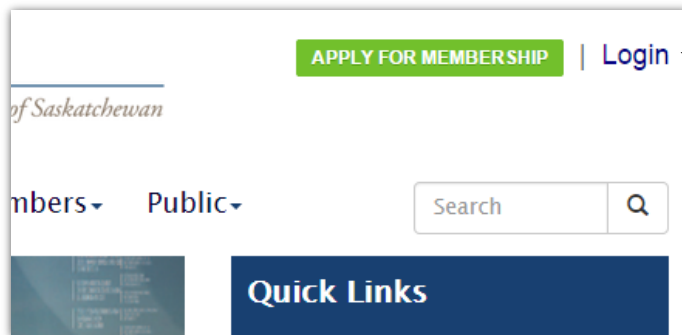
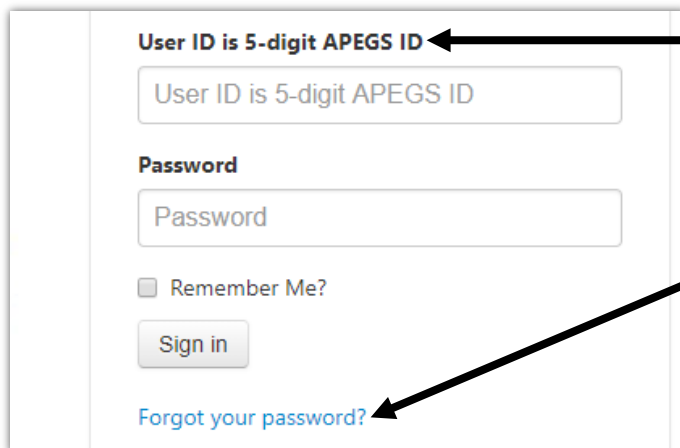


Instructions for Logging into APEGS Central

Follow the steps below to log into your online profile with APEGS Central. **Even if you will not be paying your fees online** (for example, your company will be paying for you separately or you are paying by cheque), **you still need to go to your online profile** to review and update your information, indicate in the appropriate screen how payment will be made, and report your continuing professional development (CPD).

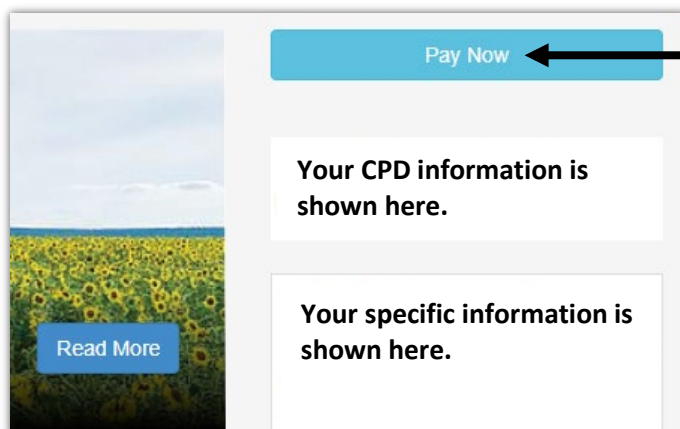


STEP 1: Click Login in the top right corner of the APEGS homepage at www.apegs.ca

A screenshot of the APEGS Central login form. It features two input fields: 'User ID is 5-digit APEGS ID' and 'Password'. Below the password field is a checkbox for 'Remember Me?' and a 'Sign in' button. A blue link labeled 'Forgot your password?' is located at the bottom left of the form.

STEP 2: Enter user ID and password. User ID is your 5-digit registration number. Use a preceding zero if it is a 4-digit number.

To reset your password, click “Forgot your password?” If you have trouble, check your spam filter before contacting APEGS. You may have to use your home email address rather than your business one to receive emails from APEGS.

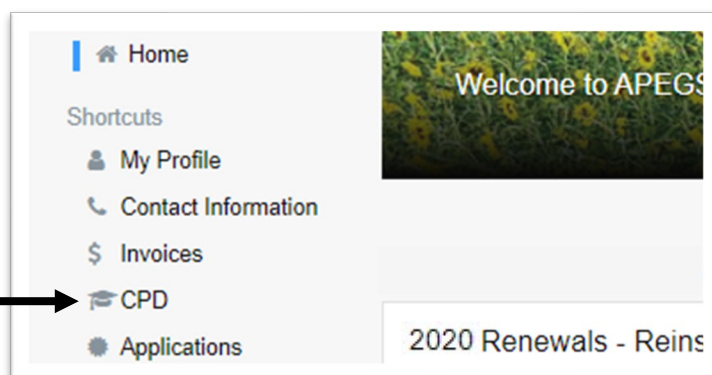


STEP 3: Click 'Pay Now' to be guided through all the screens you need to see to renew and review/update your information on record with APEGS. This includes CPD reporting, subscriptions, Permission to Consult (if applicable to you) and other information.

Instructions for Reporting CPD in APEGS Central

Follow the steps below to report your continuing professional development (CPD) credits in your online profile with APEGS Central. Please be aware that:

- **All members (except Life Members) are required to report their CPD activity to APEGS annually.**
- The submissions deadline is January 31 to report the previous years CPD.
- Members must retain their CPD documentation for at least three years as proof of activity.
- For more information, visit the “Continuing Professional Development” page at www.apegs.ca under the “Members” menu.



STEP 1: Navigate to the CPD page of APEGS Central.

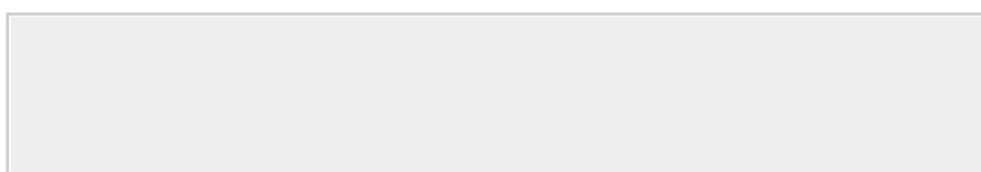
STEP 2: Click “Add” to enter your Scope of Practice in the gray box.

Scope of Practice

Members are required to declare their scope of practice; essentially a brief, high-level description of current or anticipated practice. Scope of Practice examples can be found in Appendix B of the [CPD Program Document](#).

Members who currently hold Permission to Consult and/or are Engineering or Geoscience Licensees will have their scope of practice already defined and must use that same description here. All other members can self-declare their scope of practice and modify it as required **Add**

STEP 3: Click “Add New CPD Report” to create a record for the



STEP 4: Enter your CPD data and click ‘Save’

Add New CPD Report



2024

Edit

Trash

Do not send in your CPD documentation to APEGS, unless asked to do so.