



**A P E G S**

*Association of Professional Engineers  
& Geoscientists of Saskatchewan*

# Continuing Professional Development Program

**March 2023**



## To All Association Members

The Continuing Professional Development (CPD) program meets APEGS' statutory requirements as well as the professional obligations of our members. Section 5 of *The Engineering and Geoscience Professions Act* states that the Objects of the Association are:

- a) to ensure the proficiency and competency of members in the practice of professional engineering or the practice of professional geoscience in order to safeguard the public;
- b) to regulate the practice of professional engineering and the practice of professional geoscience by members in accordance with this *Act* and the bylaws;
- c) to promote and improve the proficiency and competency of members;
- d) to foster the practice of professional engineering and the practice of professional geoscience by members in a manner that is in the public interest.

Subsections a), c) and in part d) speak directly to the need for a CPD Program.

As well, subsection 20(2)(d) of the *Regulatory Bylaws* (the Code of Ethics) requires APEGS members to:

keep themselves informed in order to maintain their competence, strive to advance the body of knowledge with which they practice and provide opportunities for professional development of their subordinates.

Section 23.2 of the *Regulatory Bylaws* provides an outline for the APEGS' CPD Program. This outline includes participation and reporting requirements. Appendix 5 of the *Regulatory Bylaws* provides the minimum standards for the CPD Program and provides the foundation that is expanded upon in this program.

## Benefits to Members

The public is demanding greater accountability from professionals. It expects professionals to engage in lifelong learning to ensure the protection of public health, safety, and welfare. While a well-rounded CPD Program is important to the public, it has many benefits for the member as well.

Benefits of a CPD Program:

- It is an opportunity to annually reflect on career goals;
- It helps to justify requests for additional training;
- Tracking CPD activities helps in résumé updating;
- The record can be used to establish credibility with peers and employers;
- Updating skill sets shows flexibility and adaptability;
- Completing the requirements provides networking opportunities; and
- It assists in mobility between provincial jurisdictions.

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# 1. Introduction

## 1.1 WHAT IS CONTINUING PROFESSIONAL DEVELOPMENT

Continuing Professional Development (CPD) is the process of developing, and continuously maintaining, the skills and knowledge needed to perform in a professional capacity.

CPD activities are designed to:

- Allow members to expand their professional knowledge;
- Maintain and update their technical skills;
- Retain and enhance effectiveness in the workplace;
- Allow members to help, influence and lead by example; and
- Better serve the community.

## 1.2 THE APEGS CPD PROGRAM

The APEGS CPD Program establishes a benchmark by which members will evaluate their ongoing professional development activities. The program provides tools for analyzing needs, planning programs, and recording and reporting activities. Many APEGS members will exceed the minimum requirements set out in this program.

The APEGS CPD Program provides a great deal of flexibility in that plans are to be self-directed by the member, thus enabling members to tailor their plans to meet their specific individual needs. Members' special circumstances can be accommodated by banking CPD credits or requesting a program variation. Members are encouraged to undertake activities that provide the greatest benefit to them in the practice of their profession.

The CPD Program is established under the authority of the APEGS Council, pursuant to *The Engineering and Geoscience Professions Act*, ss. 15 and 16(2)(j). The CPD Compliance Committee (CPDCC) administers the CPD Program on behalf of APEGS.

The terms and acronyms used in this document are defined in Appendix A.

## 1.3 APPLICABILITY

Section 23.2(2) of the *Regulatory Bylaws* requires participation and annual reporting from all members, regardless of their country of residence. Table 1 illustrates who is required to participate in the CPD Program.

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**CPD Tip:**

***Members (excluding Life Members) are eligible to apply for a program variation if they are unable to meet their annual requirements. See Section 5 for more details.***

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**Table 1: Members Required to Participate in the CPD Program**

<b>Member Type</b>	<b>Required to Participate?</b>
<b>Professional Member</b>	Yes
<b>Members-in-Training</b>	Yes
<b>Licensees</b>	Yes
<b>Any member who holds a License Waiver</b>	Yes
<b>Temporary Licensees</b>	No
<b>Applicants</b>	No
<b>Life Members</b>	No

## 1.4 REPORTING REQUIREMENTS

The APEGS CPD Program runs on the calendar cycle from January 1 to December 31. Within this period, members are required to:

- Obtain the minimum number of CPD credits;
- Obtain credits in the minimum number of categories;
- Obtain at least one cumulative hour of verifiable ethics activity;
- Maintain a detailed record of completed activities and number of credits earned; and
- Report their CPD credit information online to APEGS by January 31<sup>st</sup> of the following year.

See Section 3 for information on eligible activities and how to calculate credit values.

Members who are registered with and meet the CPD reporting requirements of another Canadian engineering or geoscience regulator may choose to use the “Reporting Elsewhere” option to report their CPD information to APEGS. To use this option, the member’s preferred address<sup>1</sup> must be outside of Saskatchewan. If the member’s preferred address is in Saskatchewan, they must report their CPD credit details to APEGS.

All other members must report their CPD credit details to APEGS. See Section 4.3 for further details on the annual reporting requirements.

## 1.5 MEMBER’S CPD PROGRAM START DATE

A member’s CPD Program begins on the day they become an APEGS member. This applies to all membership categories. After the member’s initial reporting year (which may be a partial year), the CPD Program follows a calendar year. See Section 4.5 to determine CPD requirements for new members.

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<sup>1</sup> In APEGS Central, the member self-serve portal, members can list multiple address locations. If only one address is entered, this is considered the preferred address. If multiple addresses are added, members are asked to denote which address is their preferred address to receive all APEGS correspondence. The address denoted as the preferred address will be used for the APEGS CPD Program to determine “Reporting Elsewhere” eligibility.

Activities that take place before an individual becomes an APEGS member are not eligible for CPD credit.

## **1.6 REINSTATEMENTS OF APEGS MEMBERSHIP**

Individuals who are reinstated as members of APEGS may have outstanding CPD requirements.

Members applying for reinstatement in the same year that their membership ended may be subject to a CPD review for the previous year. A variation or remediation plan of the current years' CPD requirements may be applied for.

Members whose registration ended in a previous year may be subject to a CPD review for the last year the member was required to participate in the CPD Program. The CPD requirements for the year of reinstatement are determined the same as a new member.

Members whose license becomes administratively suspended due to CPD program non-compliance will undergo a separate process for license reinstatement. APEGS will provide instructions for reinstatement to members if their license is administratively suspended.

## 2 Setting up your CPD Plan

### 2.1 SCOPE OF PRACTICE

The CPD Program requires members to have a well-defined individual scope of practice; essentially, a description of current or anticipated practice.

APEGS recognizes the practice of professional engineering and the practice of professional geoscience in the broadest sense to include the teaching and the managing of engineering and geoscience, spanning from traditional technology to leading-edge technology in engineering and geoscience. Refer to *The Engineering and Geoscience Professions Act*, ss. 2(m) and 2(n) for the full detailed descriptions of the practices.

Members who currently hold Permission to Consult and/or are Engineering Licensees or Geoscience Licensees will have a scope of practice already defined (Field of Practice). This scope of practice must be used for their CPD Program.

All other members must self-declare their scope of practice. To define a scope of practice, briefly describe the current position and related areas of practice in professional engineering or professional geoscience. For new members who have not yet secured employment in the profession, the member's area of study can be used. A member's scope of practice may be dynamic and has the potential to change throughout their career. Scope of practice examples can be found in Appendix B.

Once a scope of practice has been self-declared, the scope of practice textbox on the CPD page of the member's online profile shall be completed and maintained. Members who hold Permission to Consult and/or are Engineering Licensees or Geoscience Licensees cannot change their scope of practice without approval from APEGS.

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**CPD Tip:**

***Remember to enter a scope of practice into your APEGS online profile and review it annually to ensure it is up to date.***

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### 2.2 CPD PLAN

The next step is to develop a CPD Plan that will assist in gaining or refining the required knowledge, maintaining, or improving required skills, or acquiring new abilities for the member's technical practice and personal professional development. Judgment should be used in selecting activities that relate to the individual's scope of practice and that work best for their continued learning. A CPD Plan will assist in identifying gaps between what is already known and what needs to be known.

CPD Plan formats can vary. They may be documented using forms provided by APEGS, forms provided by employers or forms created by the member. Regardless of the format, CPD Plans must be documented. Examples of completed CPD Plans can be found on the APEGS website.



In the event a member assumes a new position or takes on significant new responsibilities within their existing role, they may need to review and modify their CPD Plan accordingly.

At a minimum, CPD Plans are required to contain the following information:

- Member name
- Job title
- Scope of practice description
- A list of learning activities planned for the calendar year

CPD Plan documentation is to be stored and maintained by the member. CPD Plans will not normally be submitted to APEGS annually. CPD Plans only need to be submitted to APEGS when specifically requested.

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***CPD Tip:***

***Remember that CPD activities are most effective if they relate to the individual member's scope of practice.***

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## **2.3 ESTABLISHING A CPD PLAN**

Every member must create a CPD Plan to comply with the APEGS CPD Program. The following section provides a toolset to assist members in designing a CPD Plan to meet their own unique needs.

A successful CPD Plan requires a candid personal assessment of current knowledge, skills, and abilities. To set up an effective plan, members should complete the six recommended steps presented in Table 2.

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***CPD Tip:***

***The CPD Program is meant to be self-directed by the member. Provided that the member's annual program requirements are met, members can tailor the program so it meets their individual needs.***

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**Table 2: Recommended Steps for Creating an Effective CPD Plan**

<b>STEP ONE</b> <b>Identify where you are</b>	What combination of professional responsibilities, knowledge, skills, and abilities do you currently have?
<b>STEP TWO</b> <b>Identify current competencies and future professional goals</b>	What knowledge, skills and abilities are required for your current career or a future one? Your plan could include not only what you do now, but also what you would like to do in the future.
<b>STEP THREE</b> <b>Plan your program</b>	What knowledge, skills and abilities do you need or want to gain or enhance (i.e., gaps between Step 1 and Step 2)? Should your program address change in knowledge bases, work environments and technology?
<b>STEP FOUR</b> <b>Execute the plan</b>	Undertake CPD activities identified by your plan.
<b>STEP FIVE</b> <b>Record your activities and report your credits achieved</b>	What activity categories are covered? Which categories need more attention? Is greater balance or specialized attention to activities required?
<b>STEP SIX</b> <b>Repeat this process on an annual basis</b>	Return to step one on an annual basis to re-evaluate your CPD Program and make revisions, where applicable, to better meet the ongoing changes within your career.

## 3. Annual Reporting Requirements

### 3.1 PROGRAM REQUIREMENTS

A credible CPD Program should establish minimum levels of professional development effort. A “credit” is the unit of measurement. To be compliant with the CPD program, members are required to meet the minimum requirements outlined in Table 3 annually. Members are required to complete all CPD activities between January 1<sup>st</sup> and December 31<sup>st</sup> of the reporting year.

**Table 3: Annual Requirements for a CPD Program<sup>1</sup>**

	Credits required <sup>2</sup>	Minimum number of categories	Annual verifiable ethics training	Update CPD Plan	Report CPD information online <sup>3</sup>	Enter Scope of Practice online
<b>Members-in-Training</b>	80	3	Yes	Yes	Yes	Yes
<b>Professional Members</b>	80	3	Yes	Yes	Yes	Yes
<b>Engineering and Geoscience Licensees</b>	80	3	Yes	Yes	Yes	N/A
<b>Licence Waiver Holders<sup>4</sup></b>	30 <i>(reported outside Professional Practice)</i>	2 <i>(reported outside Professional Practice)</i>	Yes	Yes	Yes	Yes
<b>Members are eligible for the “Reporting Elsewhere” option<sup>5</sup></b>	Must meet the requirements of their reporting jurisdiction				Check the “Reporting Elsewhere” box	Yes
<b>Temporary Licensees</b>	Not applicable					
<b>Life Members</b>	Not applicable					
<b>Applicants</b>	Not applicable					

<sup>1</sup> Member joining APEGS part way through the reporting year may prorate requirements. See Section 4.5.

<sup>2</sup> Most members will earn more than the annual credit requirement. Members should only report the required credits online and bank the excess credits for future use. See Section 4.4.

<sup>3</sup> All members to whom the CPD Program applies must update their online CPD record each year. The level of detail they are required to report will depend on their circumstances. See Section 4.3.

<sup>4</sup> The licence waiver holder requirements apply to any Member-in-Training, Professional Member or Engineering or Geoscience Licensee who has been granted a licence waiver for the entire year.

<sup>5</sup> See Section 4.3 for eligibility.

### 3.2 ANNUAL ETHICS COMPONENT

The consideration of ethical issues is an important element of engineering and geoscience practice. Breaches in professional ethics have led to the majority of the complaints received by professional associations.

On an annual basis, members are required to complete **verifiable** ethics training. For an activity to be eligible, it must meet three criteria:

- 1) Topic is ethical;
- 2) Time spent doing the activity equals at least one cumulative hour during the calendar year; and
- 3) The activity has verifiable proof of completion (ex. Certificate of Completion, meeting minutes, employer records, etc.).

Examples of acceptable activities to satisfy the ethics requirement include, but are not limited to:

- PD Day ethics course(s);
- employer-provided program<sup>2</sup>;
- teaching an ethics class;
- review of ethics at meetings (i.e. ethical moments are like safety moments)<sup>3</sup>;
- online ethics module(s)<sup>4</sup>;
- attendance at other ethics conferences/workshops; or
- continuing education offerings related to ethics.

Members are required to report one hour of ethics training annually by logging into the CPD page of their online profile before the end of the reporting cycle and checking the box to indicate they have completed the requirement for the current calendar year.

APEGS provides members with free access to online ethics modules, as one option to obtain their ethics training for the year. The ethics modules are accessible through the APEGS public website.

Members should note that the National Professional Practice Exam is not an eligible activity for the annual ethics requirement.

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**CPD Tip:**

***After completing the annual ethics training, members shall manually report it online using the Ethics Training check box before the reporting deadline. Members may also report the time spent completing the annual ethics training under the Formal Activity category.***

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<sup>2</sup> Examples include reviews of corporate policies on privacy, use of corporate computers, client relations, ethics, etc.

<sup>3</sup> Attendance, topic, and duration of discussion must be documented in minutes.

<sup>4</sup> It is preferred that members complete online ethics modules individually.

### 3.3 ACTIVITY CATEGORIES

There are six activity categories recognized as contributing to continuing professional development that provide the framework for credit reporting. Eligible activities can take place anywhere in the world.

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**CPD Tip:**

*Only activities undertaken after becoming an APEGS member are eligible for CPD credit.*

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#### 3.3.1 Professional Practice

The practices of professional engineering and professional geoscience are defined in *The Engineering and Geoscience Professions Act*, ss. 2(m) and 2(n). It is recognized that not all APEGS licensed members' work activities fall within these definitions. It is therefore incumbent upon the member to properly define their scope of practice as referenced in Section 2.1 above. For consulting members, all hours (both billable and non-billable) are eligible for professional practice credit.

Active professional practice is a significant factor contributing to maintaining and improving skills. It is appropriate for a member to receive credit for professional practice since significant learning occurs "on the job". It is reasonable to assume that one hour of learning is achieved for every 15 hours of professional practice.

**15 hours of professional work within a member's scope of practice = 1 credit**  
**A maximum of 50 credits per year may be claimed in this category**

#### 3.3.2 Formal Activity

Formal activities are learning opportunities, often structured, that provide proof of completion when finished. Although formal activity is not specifically required, all members should strive to include some formal activities within their CPD Program. Delivery methods might include traditional classroom settings, and remote learning techniques such as written correspondence, video, or Internet-based courses. Examples of formal activities include, but are not limited to:

- post-secondary credit and non-credit courses provided through universities, technical institutes, and colleges;
- industry-sponsored courses, programs, webinars, and seminars;
- employer training programs and structured on-the-job training;
- short courses provided by technical societies, industry, or educational institutions; and
- verifiable ethics training. See Section 3.2.

Formal activities must be verifiable. Typically, these activities would be verifiable by the receipt of a certificate of completion or another similar document. Refer to the definition in Appendix A.

**Every hour spent in attendance at a course = 1 credit**  
**For post-secondary studies, 1 hour in class or lab = 1 credit**  
**For courses offering Continuing Education Units (CEUs), each CEU = 10 credits**  
**A maximum of 30 credits per year may be claimed in this category**

### 3.3.3 Informal Activity

These are activities not normally offered by an educational institution or other formal organizations, but expand your knowledge, skills, or judgment in your career development. Examples include, but are not limited to:

- self-directed study such as reading technical journals, publications directed at professionals (e.g., *The Professional Edge*), books, or manuals;
- learning new software;
- listening to podcasts, completing webinars, etc.;
- attendance at meetings of technical, professional, or managerial associations or societies;
- attendance at conferences, technical sessions, talks, seminars, workshops, and industry trade shows; and
- structured discussions (such as technical paper critiques or discussions) of technical or professional issues with one's peers.

**Each hour of informal activity = 1 credit**

**A maximum of 30 credits per year may be claimed in this category**

### 3.3.4 Participation

Activities that promote peer interaction and provide exposure to new ideas and technologies not only enhance the professions but also serve the public interest. Examples include, but are not limited to:

- tutoring or mentoring;
- serving as a supervisor to a graduate student in the preparation of a thesis;
- presenting to schools, career days, judging science fairs;
- serving on public bodies that draw on professional expertise (e.g., professional associations, planning boards, development appeal boards, investigative commissions, review panels or community building committees);
- service on standing or ad-hoc committees of technical, professional, or managerial associations, or societies;
- community service activities that contribute to the community which require professional and ethical behaviour, but not necessarily the application of technical knowledge, including participation in professional, service-based, charitable, community or faith-based organizations, coaching league sports teams, or elected public service on municipal, provincial, or federal levels or school boards.

**Each hour of service = 1 credit**

**Claim a maximum of 10 credits per year for community service activities**

**A maximum of 20 credits per year may be claimed in this category**

### 3.3.5 Presentations

These activities are either technical or professional presentations made by the member and are outside a member's normal job functions. Count both preparation and presentation of material. Eligible presentations might occur at:

- a conference or meeting; or

- a course, workshop, or seminar either for an educational organization, within the member's company, or at an event sponsored by a technical or professional organization.

The presentation must be verifiable. Refer to the definition in Appendix A.

**Each hour of preparation and delivery = 1 credit**  
**A maximum of 20 credits per year may be claimed in this category**

### 3.3.6 Contribution to Knowledge

Contribution to Knowledge includes activities that expand or develop the technical knowledge base in the disciplines of engineering and geoscience for the benefit of the public and are made available to other professionals and students.

Contributions to knowledge activities include:

- development of published codes and standards - 1 credit per hour of committee work
- patents - 15 credits per patent registered.
- publication of papers in a peer-reviewed technical journal or textbook chapter<sup>5</sup> - 15 credits per paper published.
- publication of articles in non-reviewed journals<sup>6</sup> - 10 credits per article, to a maximum of 10 credits per year.
- publication of a technical textbook<sup>7</sup> - 60 credits per book published, to a maximum of 30 credits a year.
- reviewing articles for publication - 1 credit per hour of review, to a maximum of 10 credits per year.
- editing papers for publication - 1 credit per hour of editing, to a maximum of 10 credits per year.
- other submissions may be considered on a case-by-case basis.

**A maximum of 30 credits per year may be claimed in this category**

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***CPD Tip:***

***Contribution to Knowledge credits only apply in the year the document was published.***

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<sup>5</sup> Verifiable evidence may be requested during an Assurance Review. See Appendix A for the definition of verifiable.

<sup>6</sup> Verifiable evidence may be requested during an Assurance Review. See Appendix A for the definition of verifiable.

<sup>7</sup> Verifiable evidence may be requested during an Assurance Review. See Appendix A for the definition of verifiable.

## 4. Record Keeping and Reporting

### 4.1 REQUIREMENTS

To meet the requirements of the CPD Program, records shall document the following information:

- individual scope of practice;
- CPD Plan; and
- a detailed record of completed activities and the number of credits earned.

### 4.2 RECORDING ACTIVITIES

Members are required to maintain a detailed record of their CPD activities. CPD records are required to include the following information:

- the date(s) the activity occurred;
- a description/title of the activity;
- the organizer/provider of the activity (if applicable);
- the hours spent and number of credits earned for the activity; and
- the relevant CPD Activity Category.

Members are required to keep personal copies of their CPD Plans, detailed activity trackers, and verification documents for a minimum of three years. These documents will not normally be submitted to APEGS annually. They only need to be submitted to APEGS when specifically requested.

Members have the option of recording their CPD activities in either the APEGS Annual Activity Tracker spreadsheet or a separate tracking system of their choice. For members' convenience, the APEGS Annual Activity Tracker template is available for download from the APEGS website ([www.apegs.ca](http://www.apegs.ca)). Examples of completed Annual Activity Trackers can be found on the APEGS website.

### 4.3 REPORTING ANNUALLY

Members have from January 1<sup>st</sup> to December 31<sup>st</sup> each year to earn and obtain their annual CPD requirements. While members can update their online CPD report at any time during the year, the final date for recording CPD information online is January 31<sup>st</sup> of the following year.

All members to which the CPD Program applies are required to update their online CPD records annually. The information to be reported will depend on a member's circumstances.

Members who meet the CPD reporting requirements of another Canadian engineering or geoscience regulator may choose to use the "Reporting Elsewhere" option to report their CPD information to APEGS. To use this option, the member's preferred address<sup>8</sup> must be outside of

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<sup>8</sup> In APEGS Central, the member self-serve portal, members can list multiple address locations. If only one address is entered, this is considered their preferred address. If multiple addresses are added, members are asked to denote which address is their preferred address to receive all APEGS correspondence. The address denoted as the preferred address will be used for the APEGS CPD Program to determine "Reporting Elsewhere" eligibility.



Saskatchewan. If the member's preferred address is in Saskatchewan, they must report their CPD credit details to APEGS.

All other members must report their CPD credit details to APEGS.

If a member checks the "Reporting Elsewhere" box, it is optional to report CPD credit details to APEGS. If a member is eligible to select the "Reporting Elsewhere" option, they are required to comply with that jurisdiction's requirements. Compliance with another jurisdiction's CPD Program will constitute compliance with the APEGS CPD Program, even though the programs may have differing requirements. If a member reports to APEGS using this option, they will be required to disclose the name of that jurisdiction to APEGS. APEGS may also request the member's ID number for that jurisdiction.

Members-in-Training belonging to other jurisdictions in which they do not have CPD reporting requirements must report their CPD credit details to APEGS.

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**CPD Tip:**

***Falsifying a CPD report to APEGS may result in the member facing allegations of Professional Misconduct for violating the Code of Ethics.***

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#### 4.4 BANKING CREDITS

If a member has earned credits above their annual requirements in the reporting year, they can bank those credits. Banked credits are valid for a maximum of two years after the year in which they were earned. Banked credits not claimed within the following two-year window will expire. It is the member's responsibility to track banked credits and claim them as appropriate.

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**CPD Tip:**

***Most members will earn more than their annual credit requirement but should only report their required credits.***

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Members shall track all earned credits for the year in their records. Credits to be claimed for the year are to be reported online and all excess credits are to be banked. Banked credits are to be tracked offline in the member's tracking documents and then reported online when needed.

For example, a licensed member who earns 100 credits in a calendar year should only report 80 credits in 3 categories in their online record for that year. The remaining 20 credits would be

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**CPD Tip:**

***Excess credits can be banked for a maximum of two years after they were earned.***

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banked and tracked offline by the member. Banked credits can be claimed online at any time within the following two years as appropriate.

#### 4.5 CREDIT REQUIREMENTS FOR NEW MEMBERS

Members joining APEGS after the beginning of the calendar year are required to complete the annual ethics component and a pro-rated amount of CPD credits. Only activities undertaken after a member has joined APEGS are eligible for credit. The annual credit requirements for a member's first year will be determined as per Table 4. Members joining part way through the month should round up or down to the closest full month as follows:

- If the member joined on or before the 15<sup>th</sup> of the month, count the month in which the member joined; or
- If the member joined after the 15<sup>th</sup> of the month, begin counting the month after which the member joined.

For example, if the member joined on May 10<sup>th</sup>, they would count 8 months (May – December). If the member joined on May 23<sup>rd</sup>, they would count 7 months (June – December).

The exception is for a member who joins at any time during the month of December. In this case, the member shall count the time as one month.

**Table 4: CPD Credit Requirements for New Members**

Number of months as an APEGS member	CPD Credit Requirements
12 months	80
11 months	75
10 months	70
9 months	65
8 months	60
7 months	50
6 months	40
5 months	30
4 months	25
3 months	20
2 months	15
1 month	Verifiable Ethics Training Only

APEGS uses the following criteria for determining the number of categories a member requires. If the total number of credits is:

- greater than 30, then a member is required to obtain credits in at least three categories, which may include professional practice.
- less than 30, a minimum of two categories are required. For members who hold a license waiver for their entire first year, they are required to report credits from at least two activity categories outside professional practice.

Here is an example scenario to assist members with calculating their CPD requirements for their first year of membership:

Example: A new member joins APEGS on September 3<sup>rd</sup> and is licensed.

- The individual will be a member for four months (September – December).
- According to Table 4, the member is required to obtain and report at least 25 credits, obtained from at least two activity categories, and one hour of verifiable ethics training.
- Only activities that took place between September 3 – December 31 are eligible for credit that year.

## 4.6 CREDIT REQUIREMENTS FOR WAIVER HOLDERS

License waiver holders are required to participate in the CPD Program because it preserves the ability for the member to return to practice without supervised recent experience.

As per Table 3, Members who hold a license waiver for an entire year require a minimum of 30 credits, obtained from at least two activity categories outside of professional practice. They also require one hour of verifiable ethics training, which can also be claimed under Formal Activity as part of the 30 credits.

If a waiver holder reinstates their license part way through the year, their annual credit requirements will be determined as per Table 5. Members who reinstate their license part way through the year are required to obtain credits in at least three categories, which may include professional practice.

Members reinstating their license part way through the month should round up or down to the closest full month as follows:

- If the license is reinstated on or before the 15<sup>th</sup> of the month, count the month in which the license status changed as a licensed month; or
- If the license is reinstated after the 15<sup>th</sup> of the month, count that current month as holding a license waiver and the following month as licensed.

**Table 5: CPD Credit Requirements for Waiver Holders**

Number of months as an APEGS member	CPD Credit Requirements	
	Status = Licensed	Status = License Waiver Holder
12 months	80	30
11 months	75	25
10 months	70	25
9 months	65	20
8 months	60	20
7 months	50	15
6 months	40	15
5 months	30	10
4 months	25	10
3 months	20	5
2 months	15	5
1 month	Verifiable Ethics Training Only	

Here are two example scenarios to assist members with calculating their CPD requirements.

Example 1: A member was a license waiver holder for three months and then reinstated their license for nine months.

- According to Table 5, the credits required for three months holding a license waiver is 5 credits, and the credits required for holding a license for nine months is 65 credits.
- The CPD requirements for this year would be 70 credits (5 + 65), obtained from at least three activities categories, plus one hour of verifiable ethics training.

Example 2: A new member joins APEGS on April 12<sup>th</sup>. They held a license waiver for five months and were licensed for four months.

- The individual will be a member of APEGS for nine months (April – December).
- According to Table 5, the credits required for five months holding a license waiver are 10 credits, and the credits required for holding a license for four months are 25 credits.
- The CPD requirements for this first year are 35 credits (10 + 25), obtained from at least three activity categories, plus one hour of verifiable ethics training.
- Only activities that took place between April 12 – December 31 are eligible for credit.

#### **4.7 CREDIT REQUIREMENTS FOR MEMBERS WORKING PART-TIME IN ENGINEERING OR GEOSCIENCE**

Members not eligible for a licence waiver because they are working part-time in engineering or geoscience are still required to participate in the CPD Program. Those members who are not able to meet the annual credit requirements are eligible to apply for a CPD Variation. See Section 5.

Members working part-time in engineering or geoscience are required to report credits in a minimum of three categories and complete the annual verifiable ethics requirement.

#### **4.8 CREDIT REQUIREMENTS FOR MEMBERS WORKING OUTSIDE OF ENGINEERING OR GEOSCIENCE**

Members working outside of engineering or geoscience are still required to participate in the CPD Program. Those members who are not able to meet the annual credit requirements are eligible to apply for a CPD Variation. See Section 5.

#### **4.9 CREDIT REQUIREMENTS FOR MEMBERS WITH RETROACTIVE FEE REMISSIONS**

There are some instances when a licence waiver is approved for a member retroactively. In such cases, the member shall calculate their CPD credit requirements as described in Section 4.6.

## 5. Variation Program

### 5.1 WHAT IS A VARIATION

Special consideration may be given to members with extenuating circumstances who may be unable to meet their annual CPD requirements. In these cases, a member can apply for a CPD Variation to have their annual requirements reduced for a single reporting cycle. Full program requirements will apply the following year unless a new Variation is applied for.

### 5.2 ELIGIBILITY

Any member to whom the CPD Program applies can apply for a CPD Variation.

Licence waiver holders need only apply for a CPD Variation if they are not able to meet the reduced requirement of 30 credits, in at least two CPD activity categories outside of Professional Practice, plus one-hour of verifiable ethics training. If a licence waiver holder can meet these requirements, they need not apply for a CPD Variation.

Members who are eligible to report using the “Reporting Elsewhere” option, see Section 4.3, need not apply for a CPD Variation with APEGS if they are meeting the other jurisdictions’ CPD requirements.

Members shall use their banked credits before applying for a Variation. See Section 4.4.

### 5.3 APPLICATION

Members eligible to apply for a Variation must do so by completing a Variation Request Form. The Variation Request Form is available for download from the APEGS website. The completed Variation Request Form shall be submitted to APEGS for consideration. An example of a completed Variation Request Form can be found on the APEGS website.

Variation requests must be received by APEGS by **September 30<sup>th</sup>** of the reporting year. After the deadline, Variation requests will not be accepted. Members who cannot meet the CPD requirements for the reporting year are required to submit a Remediation Plan describing how they will correct the deficiency in the following reporting year. Note: completion of the deficiencies addressed in the Remediation Plan will be in addition to the CPD requirements for the following reporting year. See Section 6.

Before applying for a Variation, members must have used all banked CPD credits from the previous two years.

When applying for a Variation, the member must determine the number of credits attainable for the reporting year and submit that value to APEGS. For example:

A member licensed for the full year would suggest a value less than 80; or  
A licence waiver holder (full year) would suggest a value less than 30.

## 5.4 APPROVAL

Once the Variation Request is received, it will be reviewed. Depending on the nature of the request, the CPD Variation may be reviewed by the Director, the CPDCC, or the registrar. The member will be notified of the decision in writing.

In circumstances where additional information is required before a Variation Request can proceed, the member will be contacted. If the requested information is not received from the member within 30 days, the Variation Request will expire. If a Variation Request expires, a new Variation Request must be submitted, which includes the requested information.

If the CPDCC assigns an alternate Variation and requires the member to provide written acknowledgement of the new conditions, the member must return the agreement letter within 30 days<sup>9</sup> or the Variation expires, and the original program requirements are reassigned. The member must submit a new Variation Request if they require their file to be reassessed.

In some cases, members may be issued a CPD Variation contract as part of their approval. These contracts must be signed by the member and returned to APEGS within 30 days<sup>10</sup>, or the approval will be void. In such cases, the member must resubmit a CPD Variation Request.

It is important to note that Variation Request approvals are only valid for the calendar year for which they were approved. If the situation extends into another calendar year, a new Variation Request Form must be submitted to APEGS for consideration.

## 5.5 EXAMPLES OF COMMON VARIATION REQUEST SCENARIOS

Example 1: Parental Leave

A licensed member will be going on parental leave from March -December. They have 6 banked credits from the previous year and will earn 26 credits this year before their parental leave. They do not anticipate earning any additional credits while on leave. They would submit a CPD Variation to APEGS and request that their CPD requirement for the year be reduced to 32 credits from the original amount of 80 credits.

Example 2: Working Outside the Professions

A licensed Saskatchewan member is currently employed with a company not associated with engineering or geoscience and is not eligible to apply for a license waiver. They have been completing online professional topic courses, watching professional topic webinars, reading publications directed at professionals, and volunteering in the community. In total, they anticipate earning 41 credits this year and they have no banked credits from the previous two years. They would submit a CPD Variation to APEGS and request that their CPD requirements for the year be reduced to 41 credits from the original amount of 80 credits.

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<sup>9</sup> The agreement letter must be received by the APEGS office within 30 days to remain valid.

<sup>10</sup> The Variation contract must be received by the APEGS office within 30 days to remain valid.

## 6. Remediation Program

### 6.1 PLAN PURPOSE

When a member does not meet the annual program requirements, a remediation plan must be developed and submitted to APEGS for approval to bring a member back into compliance with the CPD Program.

CPD Remediation Plans outline what specific activities the member will undertake the next year to make up for the deficient requirements from the previous year. Note that these remedial activities will be in addition to a member's regular requirements for that year. Remediation Plans are required in the following situations:

- A member self-identifies that they will not fulfill their annual CPD requirements after the Variation Program application deadline for the reporting period;
- APEGS identifies members that have not met their annual CPD requirements for the previous reporting period during the annual compliance review. These members will be given the option to comply or submit a Remediation Plan; or
- Members do not comply with the CPD Program requirements, and a Remediation Plan is assigned to them at the registrar's discretion.

### 6.2 PLAN INITIATION

Remediation Plans may be initiated by the member, the CPDCC, or the registrar. In all situations, completion of the Remediation Plan Form found on the APEGS website ([www.apegs.ca](http://www.apegs.ca)) is required. An example of a completed Remediation Plan can be found on the APEGS website.

The Remediation Plan must identify the following:

- Areas of deficiency;
- A list of the specific activities to be completed (e.g., name, date, and duration of the activity) to correct the deficiency; and
- Proposed a timely schedule for completion.

A Remediation Plan is not designed to penalize members. Rather APEGS looks forward to the opportunity to work with members and assist them in coming back into compliance with the CPD program.

Remediation Plans are considered and approved by the CPD Compliance Committee. The member will be informed of the Plan requirements and conditions in writing.

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***CPD Tip:***

***Completion of the Remediation Plan is in addition to the current year's CPD requirements.***

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## **6.3 PLAN APPROVAL / ACCEPTANCE**

### **6.3.1 Remediation Plan Initiated by Member**

Once the Remediation Plan is received by APEGS, it will be reviewed. The Remediation Plan may be reviewed by the Director, the CPDCC, or the registrar. The member will be notified of the decision in writing. In circumstances where additional information is required before the Remediation Plan review can proceed, the member will be contacted.

### **6.3.2 Remediation Plan Initiated by the CPDCC and/or the Registrar**

A Remediation Plan will be assigned to a member in a formal letter from APEGS. When a Remediation Plan is assigned, the member must:

- Sign the Remediation Plan accepting the conditions and return a signed copy to APEGS (via email at [cpd@apegs.ca](mailto:cpd@apegs.ca) or via mail to the APEGS office) within 30 days from the date of the letter; or
- If the conditions are not acceptable, notify the registrar in writing and propose an alternative Remediation Plan.

Remediation Plan details will be included in the formal letter from APEGS.

## **6.4 PLAN COMPLETION**

When the member has fulfilled the Remediation Plan conditions, the member will record the CPD activities in their online profile for the deficient reporting year.

Once the online reporting is complete, the member must notify APEGS in writing, either via email to [cpd@apegs.ca](mailto:cpd@apegs.ca) or via letter to the APEGS office.



## 7. Review Program

### 7.1 PROGRAM OVERVIEW

APEGS members' CPD reports will be reviewed annually. Each member's CPD report will undergo a **compliance review**, see Section 7.2. In addition, an annual sample of APEGS members may also be subject to an **assurance review** of their reporting, see Section 7.3.

### 7.2 CPD COMPLIANCE REVIEW

#### 7.2.1 Annual Compliance Review Process

All APEGS members automatically undergo an annual review of their online CPD reporting to ensure compliance. This review will ensure members are reporting their CPD activities in compliance with the CPD Program. The purpose of the review is to verify that APEGS members are fulfilling the CPD Program requirements by:

- reporting their CPD activities;
- achieving the required number of credits and activity categories; and
- completing the annual ethics training requirement.

For those members who checked the "Reporting Elsewhere" box, the Compliance Review Process will include verifying that the member was eligible to do so. See Section 4.3.

A random sample of those members eligible to check the "Reporting Elsewhere" box will be selected for review. The jurisdiction to which the member indicated that they reported will be contacted to confirm that the member is compliant.

#### 7.2.2 Non-Compliance

In the event of non-compliance, members will be notified in writing. Notification progresses in three stages:

- Notice #1 – provides 30 days to fully comply or provide a Remediation Plan;
- Notice #2 – may allow an additional 30 days to fully comply or provide a Remediation Plan; and
- Notice #3 – provides further instruction, at the registrar's discretion.

As noted in the *Regulatory Bylaws*, failure to meet the requirements of the CPD Program may, at the discretion of the registrar, result in:

- a Remediation Plan being assigned with which the member must comply; or
- an administrative suspension of licence.

In the event of a suspension of licence, a member will be reinstated after successful fulfillment of remedial conditions as directed by the registrar.

## **7.3 CPD ASSURANCE REVIEW**

### **7.3.1 Annual CPD Assurance Process**

The CPDCC may review a random sample of members' CPD records annually. This CPD Assurance Review includes a request for detailed CPD records. Members are required to keep detailed records of their CPD activities. The scope of the CPD Assurance Review may include the last three years of records.

At a minimum, the Assurance Review will require members to submit the following:

- CPD Plans for the requested period, see Section 2.2;
- Detailed CPD activity records, see Section 4.2;
- Verification records for Formal Activity, Presentations, and Contribution to Knowledge activities claimed; and
- Verification records for the annual ethics training.

In the event of an assurance review, members are required to cooperate with the CPDCC and provide any requested records.

The CPDCC will review submissions and may:

- determine that compliance with the program has been met; or
- identify deficiencies.

If deficiencies are identified, the CPDCC may:

- provide coaching on opportunities for improvement; and/or
- collaborate with the member on a remediation plan.

In certain circumstances, deficiencies may be alternatively addressed at the registrar's discretion.

### **7.3.2 Communication of Findings**

Members who undergo a CPD Assurance Review will be notified of the results in a formal written report by APEGS.

## **7.4 MEMBER'S DUTY DURING REVIEW**

During either review process, members may be requested to provide records and additional information to aid in the review. Failure to cooperate with the requests of the CPDCC may result in the member being referred to Council for further action. Falsification of records may result in the member being referred to the APEGS Investigation Committee.

## **7.5 ADMINISTRATIVE SUSPENSION OF LICENSURE**

The following conditions will apply to a member placed on administrative suspension due to non-compliance with the APEGS CPD Program:

- The APEGS register will show the member as administratively suspended.
- The member does not have the right to independently practice professional engineering or professional geoscience in Saskatchewan and cannot take responsibility for any work, including sealing any documents.

- If the member has a digital signature through Notarius, it will be revoked and the member will have to reapply for a digital signature and pay the associated fees after the administrative suspension has been lifted.
- If the member is a licence waiver holder when the administrative suspension was applied, the member will not be allowed to reinstate their licence until the administrative suspension is lifted.
- If the member is a member-in-training, they may continue to submit work experience, but they cannot write the Professional Practice Exam, or apply for professional status until the administrative suspension has been lifted.
- The member's application for registration in other Canadian jurisdictions through Inter-Association Mobility may be impacted. If APEGS is asked to provide confirmation of registration, APEGS will report that the member has been administratively suspended for CPD non-compliance.
- The member may not be designated as Official Representative on a Certificate of Authorization (*The Engineering and Geoscience Professions Act*, Section 22(4)(a)).
- If the member is the only Official Representative on a Certificate of Authorization, the Certificate of Authorization will be revoked, and the company must cease to engage in the practice professional engineering or professional geoscience in Saskatchewan (*The Engineering and Geoscience Professions Act*, Section 22(6)).
- The member's employer may be contacted and informed of the member's administrative suspension status.
- If administratively suspended, members may be ineligible to volunteer for APEGS committees or be elected to Council. Members who currently sit on an APEGS committee or Council may be suspended from their volunteer role until the administrative suspension is lifted.

## 8. Role of the Employer

APEGS encourages employers to support the CPD efforts of their employees. Members should discuss their professional development objectives with their employer, supervisor, or mentor. Through discussion and agreement, the member and their employer can decide on professional development activities and the type and level of employer support.

Among other things, employer support can include:

- consultation with the employee during the development of the employee's program;
- provision of learning opportunities;
- assistance in developing job expectations and responsibilities;
- periodic review of employee performance and progress;
- incorporation of CPD into annual performance reviews;
- 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
- encouragement of employee lifelong learning.

It is important to note that even though the employer has a role to play in defining requirements, the primary responsibility for developing a CPD Program and maintaining competence rests with the individual member.

## 9. For More Information

Members who have specific questions or concerns about CPD should contact the APEGS office ([cpd@apegs.ca](mailto:cpd@apegs.ca)).

APEGS offers regular seminars on CPD and reporting requirements and is willing to present at employer locations in Saskatchewan.

CPD forms and examples are available for download from the Continuing Professional Development section of our website, [www.apegs.ca](http://www.apegs.ca).

## 10. Version Control

### References:

CPD5.0\_CPD Variation Request Policy

CPD6.0\_CPD Review Policy

CPD6.1\_CPD Registrar's Action Policy

**Owner:** Director responsible for the CPD Program

### Revision History:

Rev. No.	Date	Brief Description	Author
1	September 2018	Initial Issue	CPDCC
2	April 2020	Updated to provide clarification based on feedback received during the inaugural year. Added Remediation Plan section.	CPDCC
3	March 2021	Annual update of the program document	CPDCC
4	June 2022	Annual update of the program document	CPDCC
5	March 2023	Annual update of the program document	CPDCC

This is a controlled document. Printed versions may not be the most current version. Printed versions are only valid on the date printed.

## **Appendix A**

### **Definitions**

# Definitions

In this document:

- (a) **“Cooperate”** means to comply with the requests of the CPDCC related to compliance reviews of CPD activities, such as the provision of supporting documentation by specified deadlines.
- (b) **“CPD”** means Continuing Professional Development.
- (c) **“CPDCC”** means the Continuing Professional Development Compliance Committee
- (d) **“CPD Plan”** means outlining the continuing professional development activities required to gain or refine required knowledge, maintain, or improve required skills, or acquire new abilities.
- (e) **“CPD Program”** means a candid personal assessment of current skills, knowledge, and abilities. From this assessment, determine what knowledge, skills, or abilities are required or need to be enhanced. Once determined, then execute the CPD Plan and report activities online to APEGS.
- (f) **“Credit”** means a unit of measure for continuing professional development activities.
- (g) **“Professional Misconduct”** means any matter, conduct, or thing, whether disgraceful or dishonorable if:
  - It is harmful to the best interests of the public or the members;
  - It tends to harm the standing of the profession;
  - It is a breach of *The Engineering and Geoscience Professions Act* or the Bylaws; or
  - It is a failure to comply with an order of the Investigation Committee, the Discipline Committee, or the Council.

*(The Engineering and Geoscience Professions Act, Section 30)*
- (h) **“Scope of Practice”** means a well-defined description of your current or anticipated area of practice.
- (i) **“Under-employed”** means not working full-time in the professions. Examples would include working part-time in the profession(s), being laid off from work in the profession(s) or doing work unrelated to the profession(s).
- (j) **“Variation”** is a special consideration given to members who are in extenuating circumstances and may be unable to meet their annual credit requirements. Members are required to complete a Variation Request Form and submit it to APEGS for approval for each year being considered.
- (k) **“Verifiable activity”** refers to learning activities that can be verified objectively. Acceptable verifications include certificates of completion, employer’s record, and transcripts. Verifiable CPD records should describe the learning activity; identify the provider of the activity, where applicable; connect the member to the activity; identify when the activity took place and provide a basis for concluding that the number of reported credits is reasonable.



## **Appendix B**

### **Scope of Practice – Examples**

- i. Engineering Examples**
- ii. Geoscience Examples**

# Examples of Scopes of Practice - Engineering

- Chemical Engineering, process design: well site facilities.
- Civil Engineering: municipal water supply distribution and treatment facilities.
- Civil Engineering: municipal sanitary sewage collection and treatment facilities.
- Civil Engineering: geotechnical, terrain and terrain stability mapping plus on-site terrain and terrain stability assessments.
- Civil Engineering: structural design of precast pre-stressed concrete products.
- Civil Engineering: a structural component design for buildings of one to three stories for industrial use.
- Civil Engineering: foundation design and inspection of residential buildings.
- Electrical Engineering: control and instrumentation systems for natural gas transportation and natural gas processing plants.
- Electrical Engineering: solid-state induction motor starters.
- Electrical Engineering: Teaching and Research.
- Engineering Physics: Teaching and Research.
- Environmental Engineering: Phase I and II environmental site assessments; contaminated site remediation.
- Mechanical Engineering: petroleum distribution facilities and service stations (excluding refining process).
- Mechanical Engineering: HVAC, plumbing, fire protection, and energy management systems for one-to-three story industrial buildings.
- Mechanical Engineering: machine design and finite element analysis for agricultural products.
- Mechanical Engineering, stress analysis: stress and vibration testing analyses on machine components.
- Metallurgical Engineering: corrosion mitigation; pressure equipment, piping and associated components for petrochemical and oil and gas facilities.
- Mine Engineering: materials handling and pumping/piping systems for potash mines.
- Petroleum Engineering: oil and gas reservoirs, reserves, production rates and economic values.
- Petroleum Engineering: oil and gas well drilling, completion, work-over and abandonment.

- Management: Engineering management, business development, project management, risk management, contract management, project proposals, engineering economics, internal/external stakeholder relations

## Examples of Scopes of Practice - Geoscience

- Environmental Geoscience: hydrology, soil, and remediation
- Environmental Geoscience: groundwater modelling, supply, and dewatering
- Environmental Geoscience: site assessment and remediation
- Geochemistry: exploration and quality assurance for gold, uranium, diamond, and nickel
- Geology: geological surveys and doing ore reserve estimations for base/precious metals.
- Geology: mineral exploration and development for uranium.
- Geology: mineral exploration, data interpretation and mapping
- Geology: wellsite geology
- Geology: hydrogeology and groundwater development
- Geology: soil geochemistry
- Geology: petroleum well site analysis and supervision
- Geology: mineral exploration, economics, mapping
- Geological Engineering: drilling and well placement for oil and gas
- Geophysics: resource and environmental exploration
- Geophysics: seismic and log interpretation
- Geophysics: mineral exploration
- Geoscience: Hydrogeology, groundwater assessments and regulatory compliance
- Geoscience: oil and gas exploration and development
- Petroleum Geology: exploration, development and reporting on oil and gas reserves
- Management: Geoscience management, business development, project management, risk management, contract management, project proposals, geoscience economics, internal/external stakeholder relations

