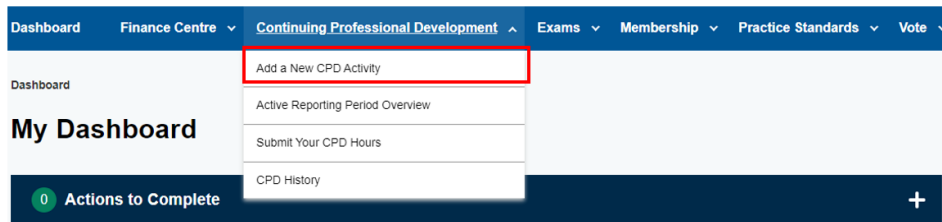


Guide to Adding a Continuing Professional Development (CPD) Activity

This guide provides an overview of the process for adding a CPD activity using the example of two continuing professional development (CPD) hours for voting in the APEGA Council Election.

1. Log in to myAPEGA, then click **Add a New CPD Activity**.



2. Selecting the activity Category and subcategory:

You will land on the **Select a Category** page. Across the top of the screen, you will see where you are in the three-step process.



- Click on the arrow in the **Select a Category** box. In the drop-down menu select the category **Participation**.
- Then click on the arrow in the **Select a Subcategory** box. In the drop-down menu select the category **Professional Services to Public Bodies**.
- After selecting your **Activity Category** and **Activity Subcategory**, press **Continue**

Select a Category

Please select an activity category

Select a Category

Participation

Select a Subcategory

Please select an activity subcategory

Select a Category

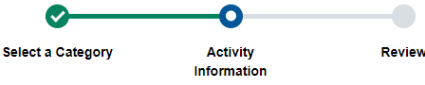
Professional Service to Public Bodies

Continue

3. Entering Activity details:

You will land on the **Activity Information** page.

- Navigate down the page to the first box **Public Body Name**. In this field enter “APEGA”.
- Navigate to the next box **Activity Description**. In this field enter “Voting in the APEGA Council Election”.
- Navigate to the next box **Activity Participants**. In this field enter “APEGA Members



Activity Information

Category Participation	Subcategory Professional Service to Public Bodies
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Activities in this subcategory promote peer interaction and provide exposure to new ideas and technologies enhance the professions and serve the public interest.

One hour of participation activity equals one CPD hour. A maximum of 20 CPD hours per year may be claimed in this category. Any additional CPD hours over the maximum will automatically be carried forward to a future reporting period.

Public Body Name
APEGA

Public bodies include groups such as planning boards, development appeal boards, investigative commissions, review panels, and community-building committees.

Activity Description
Voting in the APEGA Council Election

Activity Participants
APEGA members

Below the Activity Participants data field you will find a checkbox with an acknowledgement that you have the consent of any individuals listed. Click on this box to add a checkmark. Even if no individuals are listed this checkmark must be present to save the CPD activity.

- Beneath that box, **enter the date you voted** in the 2023 APEGA Council Election. Beside the date enter “2” into the **Hours Earned** field.

If possible, include the names and contact information of the individuals who participated in the activity. Consent for the use of personally identifiable information is required for this submission. You are responsible for contacting the listed individuals to ensure you have their consent to submit their information.

I have the consent of the listed individuals to include their information in this submission.



Activity Date
09 FEB 2023



Hours Earned
2

Date Format: DD MMM YYYY

4. Supporting Documents

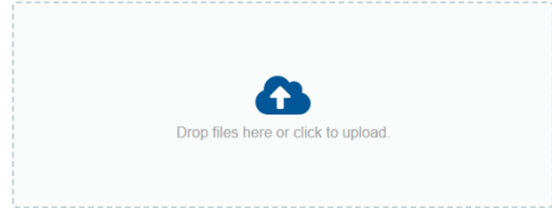
You can add supporting documents to your CPD activity. Adding supporting documents is **optional** unless you are selected for a CPD review. An acceptable supporting document for Voting in the APEGA Council election would be a screenshot of the confirmation you receive after your voting is complete.

Add Supporting Documents

Uploading supporting documents is optional unless you have been selected for CPD review.

We accept PDF, JPG, JPEG, PNG, and TIF files. The file size is limited to 5 MB. There is a total file size limit of 30 MB.

Black and white images are acceptable if the resolution is set to 300 dpi. You can select the resolution when you scan the document.



Back **Continue**

5. Reviewing and saving a CPD activity.

After all data fields have been filled out, press Continue to Review the information provided before saving the CPD activity. If all the information is correct press Save Activity. The activity is now saved in the myAPEGA portal and the CPD hours will be available when you submit your CPD hours at the end of your reporting period.



Review

Category
Participation

Subcategory
Professional Service to Public Bodies

Public Body Name
APEGA

Activity Description
Voting in the APEGA Council Election

Activity Participants
APEGA members

I have the consent of the listed individuals to include their information in this submission.
True

Activity Date
09 FEB 2023

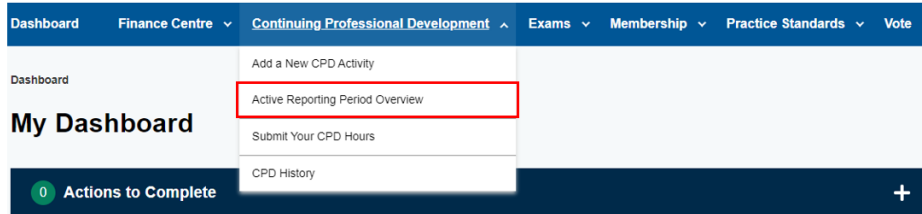
Hours Earned
2

PDH Earned
2



Back **Save Activity**

6. Viewing your saved CPD activities.



To view your Saved CPD activity select the “Active Period Overview” and navigate to the Activities Entered This Period section.



In the Activities Entered This Period section you will see the CPD activity entered. From here you can delete the activity or edit it by using the icons on the left side.

 	09 FEB 2023	09 FEB 2023	Participation	Professional Service to Public Bodies	Voting in the APEGA Council Election	2
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In the Activities Entered This Period section you will see the CPD activity entered. From here you can delete the activity or edit it by using the icons on the left side.

 	09 FEB 2023	09 FEB 2023	Participation	Professional Service to Public Bodies	Voting in the APEGA Council Election	2
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