Guide to Submitting Your Continuing Professional Development Hours
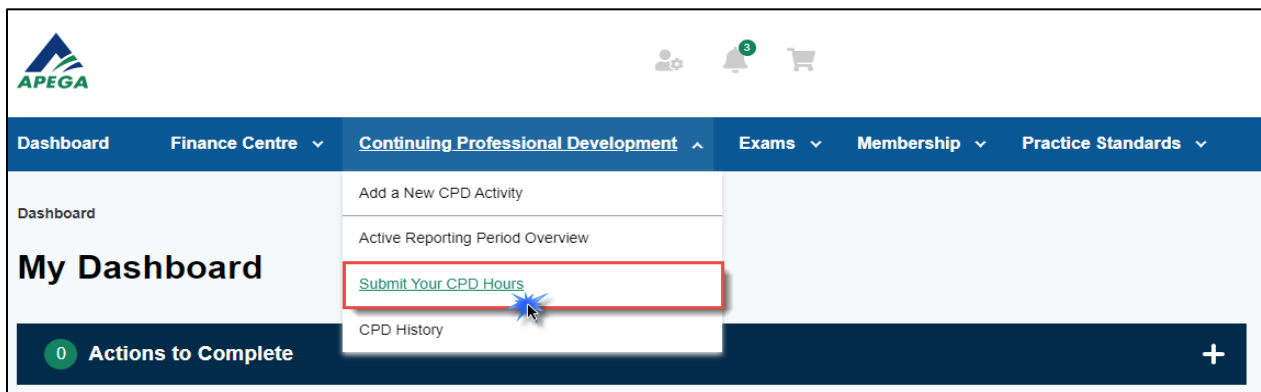
This guide provides an overview of the continuing professional development (CPD) submission process for registrants who have already added their CPD activities for the reporting period. **If you have not added your CPD activities yet, please do so before starting the submission process.**

Preferred Browsers

The preferred browsers for accessing your myAPEGA account are Google Chrome, Microsoft Edge, and Safari. Other internet browsers may not be compatible.
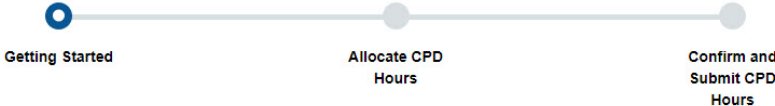
Getting Started

1. Log in to myAPEGA, then click **Submit Your CPD Hours** to start the submission process.

2. If you are within your submission window, you will land on the **Getting Started** page. Across the top of the screen, you will see where you are in the three-step process.

Please read the instructions carefully, then click **Get Started**.

Submit Your CPD Hours

Getting Started   Allocate CPD Hours   Confirm and Submit CPD Hours

Final Step in Your Annual Reporting: Submitting your CPD Hours

If you have CPD activities earned in this reporting period that still need to be entered, you will need to add them before completing this process. To add CPD activities select the "Add a New CPD Activity" option under the Continuing Professional Development dropdown menu. Once your CPD hours are submitted you will not be able to edit the records.

Once all your activities have been entered, you are now able to allocate your earned CPD hours. The CPD hours that you claim will be considered towards your compliance with the CPD requirements. CPD hours that you carry-forward will be available to be claimed in a future reporting period.

Get Started

3. You will land on a page displaying all the CPD hours you have entered throughout your reporting period.

If you have added or edited CPD activities since the last time you visited the CPD submission page, any new hours will not be automatically claimed. You can press the "Reset Claim Hours" button to reset your hours to claim up to the category maximums, or you can manually adjust the claimed hours. If you do not reset the claimed hours or manually adjust them, any newly added hours will automatically be carried forward.

The Association of Professional Engineers and Geoscientists of Alberta

Allocate CPD Hours by Category

If you have CPD activities that still need to be entered you will want to add them first before submitting your CPD hours. Once your CPD hours are submitted you will not be able to edit the records.

Allocation of Hours

Below is a summary of the CPD hours available to be claimed and the amount to be claimed for the active CPD reporting period. Claimed hours are automatically set to use the maximum hours available and up to the category maximum. Older and/or expiring hours earned have been claimed before newer hours. Any hours exceeding the category maximums have been set to be carried forward for use in future reporting periods.

If you have added or edited CPD activities since the last time you visited this page, claimed hours will need to be adjusted manually. Alternatively, you can press the "Reset Claim Hours" button to reset your hours to automatically claim up to the category maximums.

To make changes to the claim hours, select the applicable category below.

Category	Available	Claim	Carry-Forward	Expiring
Professional Practice >	290	50	190	50
Formal Activity >	216	0	116	100
Informal Activity >	224	30	124	70
Participation >	110	20	65	25
Presentations >	193	20	118	55
Contributions To Knowledge >	200	30	100	70
Total	1233	150	713	370

Reset Claim Hours

Claimed Hours Summary

Categories with Hours	Count
Claimed	5
Required	3

Period Ending	Total Hours
2020*	180
2021	180
2022*	150

3-Year Rolling Periods	Total Hours
Claimed	510
Required	140

Special Consideration

* Special consideration was granted to reduce the CPD requirements for the noted reporting period.

Back   Continue

4. **Steps 5 through 9 are optional.** All the CPD activity hours you entered have been automatically calculated to claim the maximum available. If you do not want to change the amount claimed, you can continue to Step 10.

Allocating Claimed Hours

5. To change the number of hours claimed, click on the CPD category you want to edit. For more information on the column names and their meanings, please see the *Continuing Professional Development (CPD) Practice Standard*.

Allocation of Hours

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Participation >	110	20	65	25

6. You can use the **+** (plus) and **–** (minus) signs to adjust the hours you are claiming in the current reporting period or simply type the amount you want to claim.

Professional Practice

Total Claim Maximum:

50

Period Ending	Available ❓	Claim ❓			Carry-Forward	Expiring
2020	0	➖	0	➕	-	0
2021	0	➖	0	➕	0	-
2022	100	➖	50	➕	50	-
Total	**100**		**50**		**50**	**0**

7. **Carry-Forward** hours will automatically update if changes are made to claimed hours.

Professional Practice

Total Claim Maximum:

50

Period Ending	Available ❓	Claim ❓			Carry-Forward	Expiring
2020	0	➖	0	➕	-	0
2021	0	➖	0	➕	0	-
2022	100	➖	40	➕	60	-
Total	**100**		**40**		**60**	**0**

8. Once the desired number of hours has been entered into the **Claim** field, click **Save**. You will be returned to the **Allocation of Hours** screen. Repeat steps 5–7 to make further changes to your CPD hours.

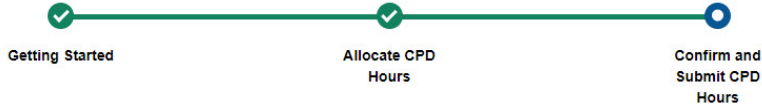9. To reset claimed hours to the originally calculated maximums, click **Reset Claim Hours**.

Confirming and Submitting CPD Hours

10. Once you are satisfied with the amount you have claimed, click **Continue** at the bottom right of the page.

11. At this step, you will have a final opportunity to review the hours you will be submitting. If you would like to make changes, click the **Back** button. If you are satisfied with your submission, click **Submit CPD Hours**.

Submit Your CPD Hours

Getting Started   Allocate CPD Hours   Confirm and Submit CPD Hours

Confirm Your Claimed Hours and Submit Your CPD Period

Claimed Hours Summary	
Categories with Hours	**Count**
Claimed	4
Required	3
Period Ending	**Total Hours**
2020	80
2021*	80
2022	120
3-Year Rolling Periods	**Total Hours**
Claimed	280
Required	190

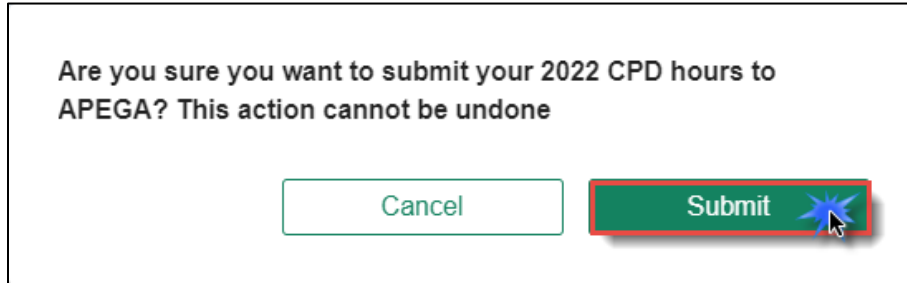* Special Consideration applied

Submit Your CPD Hours

Ensure your claimed CPD hours are correct before submitting. Once submitted you cannot edit the records.
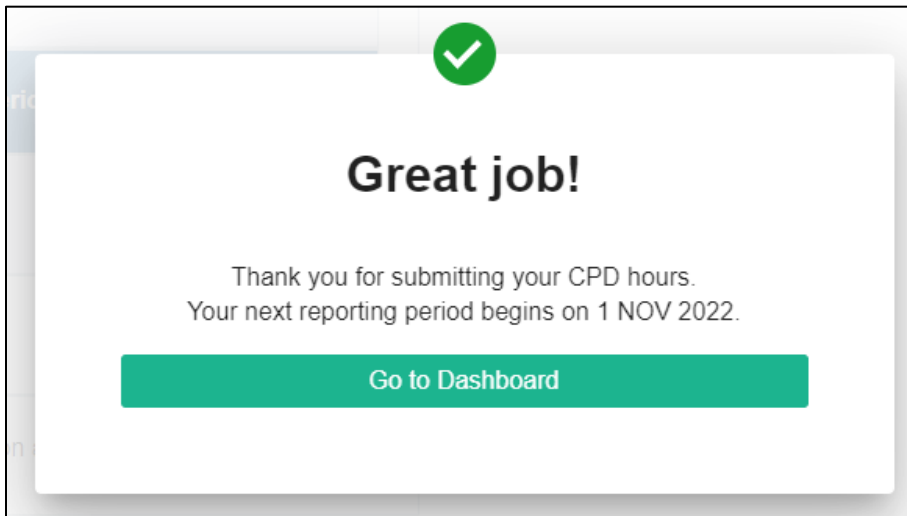
Back   Submit CPD Hours

12. You will receive one final confirmation dialogue box. Click **Cancel** if you would like to make further changes. Click **Submit** to submit your CPD hours for the current reporting period.
*Note: Once you click **Submit**, this action cannot be undone*.

Are you sure you want to submit your 2022 CPD hours to APEGA? This action cannot be undone
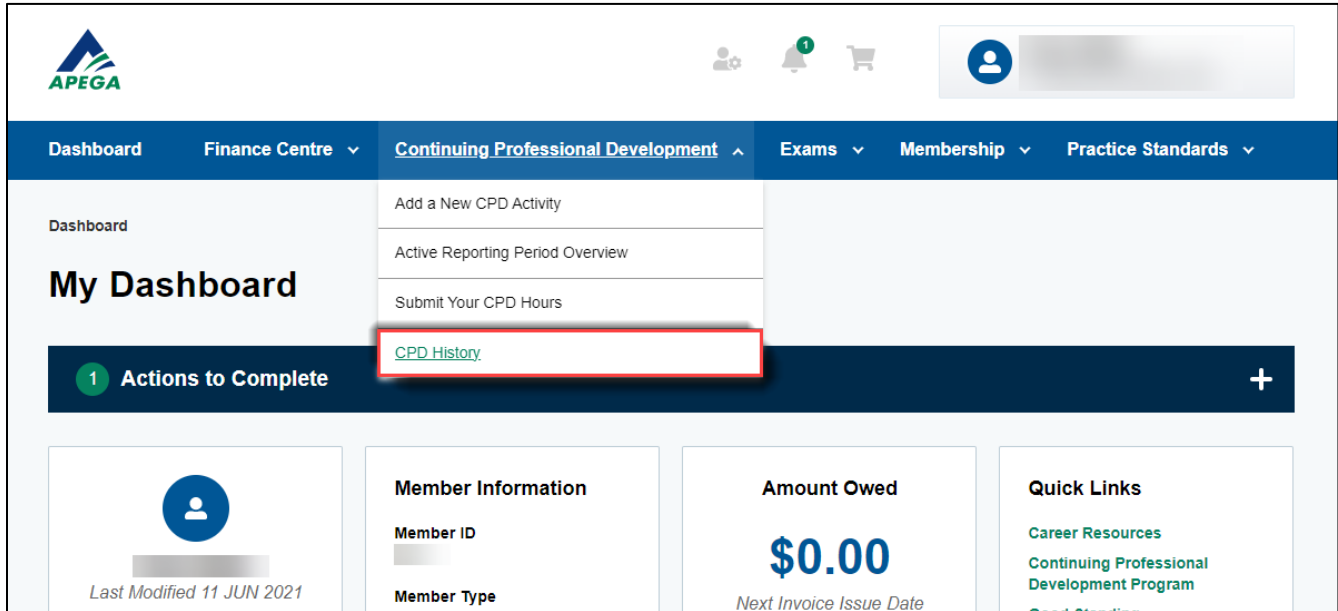
Cancel   Submit

13. When your submission is successful, you will see the following dialogue box. Click **Go to Dashboard** to exit the screen and return to your myAPEGA dashboard.

Great job!

Thank you for submitting your CPD hours.
Your next reporting period begins on 1 NOV 2022.
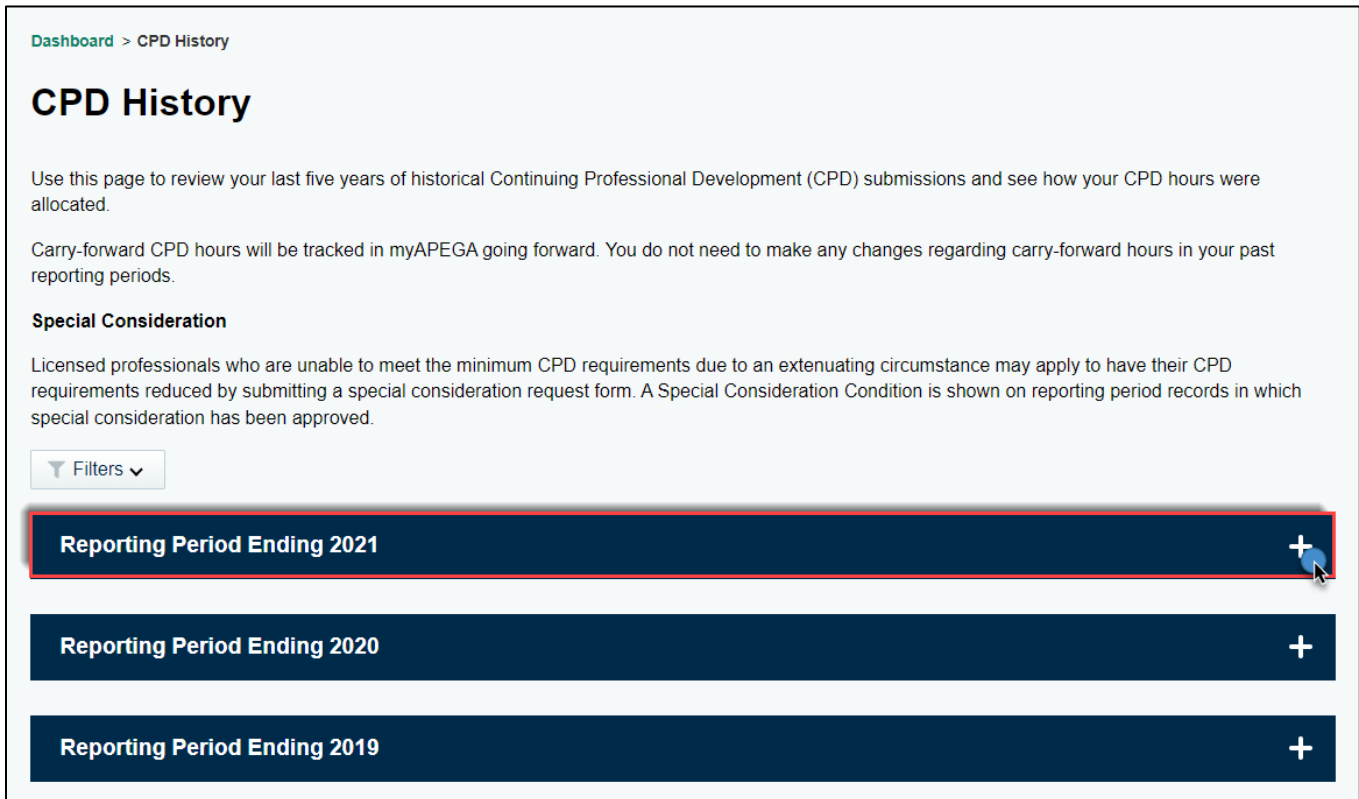
Go to Dashboard

Reactivating a Past CPD Record

1. A registrant may request to reactivate a previously submitted period for editing.
2. This can only be done for the **MOST RECENTLY SUBMITTED** reporting period.
3. To do so, access the CPD History page from the "Continuing Professional Development" dropdown menu on the home dashboard.

4. Expand the most recently submitted Reporting Period on the CPD History Page.

5. Click on the "Request to Edit CPD Reporting Period" button underneath the table.

Date Range
01 APR 2020 – 31 MAR 2021

Condition
Special Consideration
Date Approved: 21 Apr 2020

Category ▾	CPD Hours Carried from 2 Reporting Periods Ago ▾	CPD Hours Carried from 1 Reporting Period Ago ▾	CPD Hours Earned ▾	CPD Hours Available ▾	CPD Hours Claimed ▾	CPD Hours Carried-Forward ▾	CPD Hours Expired ▾
Professional Practice	0	0	0	0	0	0	0
Formal Activity	0	0	0	0	0	0	0
Informal Activity	0	0	0	0	0	0	0
Participation	0	0	0	0	0	0	0
Presentations	0	0	0	0	0	0	0
Contributions to Knowledge	0	0	0	0	0	0	0
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**

Request to Edit CPD Reporting Period

6. Enter a reason and click "Submit Edit Request".

Dashboard > CPD History > Request to Edit CPD Reporting Period

Request to Edit CPD Reporting Period

Once your CPD hours are submitted the records cannot be edited. However, APEGA may allow the most recently submitted activity based reporting period to be reopened for editing. This will be determined on a case by case basis. The most recently submitted CPD reporting period must be activity based to be considered for editing. Summary based CPD reporting will not be eligible for editing.

Please use the form below to request the ability to edit the most recently submitted CPD reporting period. You will receive a notification on the approval or denial of the request. If the request is approved, your current CPD reporting period will not be available for modification until you resubmit your previous CPD reporting period.

Please provide detailed reasoning for your request to edit the CPD reporting period.

I did not add enough hours to my reporting period.

Submit Edit Request

7. Your request will be sent to APEGA staff for review.

Dashboard > CPD History > Request to Edit CPD Reporting Period

Request to Edit CPD Reporting Period

Your request has been sent to APEGA for approval to reopen this CPD reporting period for editing.

You will receive a notification when the request has been processed.

Back to CPD History

8. If your request is approved, you will receive a notice to Submit your CPD Hours.
   a. **NOTE**: *If activities are not completed before the specified due date, your reporting period will be auto-submitted and further edits will not be permitted.*

My Dashboard

2 Actions to Complete   —

🔴 Required Actions   ⚠️ Recommended Actions

🔴 Submit CPD Hours for Previous CPD Reporting Period   Due Date: 15 FEB 2023

Allocation of Hours

Below is a summary of the CPD hours available to be claimed and the amount to be claimed for the active CPD reporting period. Claimed hours are automatically set to use the maximum hours available and up to the category maximum. Older and/or expiring hours earned have been claimed before newer hours. Any hours exceeding the category maximums have been set to be carried forward for use in future reporting periods.

If you have added or edited CPD activities since the last time you visited this page, claimed hours will need to be adjusted manually. Alternatively, you can press the "Reset Claim Hours" button to reset your hours to automatically claim up to the category maximums.

To make changes to the claim hours, select the applicable category below.

Available: These hours are available to claim from carry forward and earned hours.

Claim: These are hours being claimed for the current reporting period. Expiring hours will be claimed first.

Carry-Forward: Unused CPD hours. These can be claimed in the next 2 reporting periods

Expiring: Carry forward CPD hours not used within 2 years. These will not be available in future reporting periods.

Category	Available	Claim	Carry-Forward	Expiring
Professional Practice >	300	50	200	50
Formal Activity >	0	0	0	0
Informal Activity >	1	1	0	0
Participation >	0	0	0	0
Presentations >	5	5	0	0
Contributions To Knowledge >	0	0	0	0
Total	306	56	200	50

Reset Claim Hours

This will undo any manual changes and revert back to claiming the maximum in each category.

Claimed Hours Summary

Categories with Hours	Count
Claimed	3
Required	3

Claimed: The number of categories with claimed hours

Required: The minimum number of required categories.

Period Ending	Total Hours
2020*	100
2021	100
2022	56

Hours claimed for 3 reporting periods, including current reporting period.

3-Year Rolling Periods	Total Hours
Claimed	256
Required	190

Claimed: Total CPD hours claimed over the last 3 reporting periods, including current reporting period.

Required: The minimum number of hours required to be claimed over the last 3 reporting periods including the current reporting period

Special Consideration

* Special consideration was granted to reduce the CPD requirements for the noted reporting period.