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**Member ID:  
Access Code:**

## MANDATORY REPORTING REQUIREMENT

### Please read carefully

All Professional Members, Licensees, and Registered Professional Technologists (RPTs) are required to report their professional development hours annually. The following are exempt from this requirement:

- Students, Examination Candidates and Members-in-Training
- Professional Members, Licensees and RPTs who have filed a "non-practicing" declaration.

If you are not engaged in active practice and wish to be exempted from **future** CPD reporting requirements, please complete and submit the *Non-Practicing Declaration* on the reverse after having read it carefully. **Please note that practicing is not considered as being limited to stamping professional documents; it includes acting as a Responsible Member for an APEGGA Permit and all activities contained in the definitions of "practice" under the *Engineering, Geological and Geophysical Professions Act*.**

If you had previously declared yourself to be non-practicing and intend **to resume practice at any time**, you must obtain permission **before** doing so. Please contact the Professional Practice Department and request an application for resumption of practice or obtain it from the APEGGA web site at [www.apegga.org/Regulatory/CPD/toc.html](http://www.apegga.org/Regulatory/CPD/toc.html).

### Professional Development Hours (PDHs)

You must claim a minimum of 240 PDHs over three years, in at least three of the six categories. Please do not send any supporting documentation. You should, however, keep a detailed log of your activities for three years in the event you are required to produce it in the future. Activities included in each category are outlined in the CPD Guideline on the web site at [www.apegga.org/Regulatory/CPD/toc.html](http://www.apegga.org/Regulatory/CPD/toc.html).

If you are not practicing full time and not able to meet the requirements of the CPD program, you may request special consideration to have your PDH requirements reduced. A form is available at [www.apegga.org/Regulatory/CPD/toc.html](http://www.apegga.org/Regulatory/CPD/toc.html).

Annual Period	Professional Practice (max 50/yr)	Formal Activity (max 30/yr)	Informal Activity (max 30/yr)	Participation (max 20/yr)	Presentations (max 20/yr)	Contributions to Knowledge (max 30/yr)	Total

You may submit your annual dues, change your contact information, and report PDHs for the past year, by mail or fax to the address above or by going on-line at [www.apegga.org](http://www.apegga.org) and using your Member ID and Access Code.