

Continuing Professional Development Program

June 2006

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1 INTRODUCTION

1.1 Professional Development in a Changing Professional Context

In the interests of protecting the health, safety and welfare of the public, it is essential for professionals to engage in lifelong learning. Society's expectations have changed, and the public is demanding greater accountability from professionals. That is why, in 1997, APEGGA Council established the Continuing Professional Development (CPD) Program.

The General Regulations under the *Engineering, Geological and Geophysical Professions Act* require that all professional members and licensees comply with the CPD Program.

Mandatory continuing professional development is common in many professions. In most provinces, the engineering and geoscience regulatory organizations have moved towards mandatory requirements.

APEGGA's CPD Program establishes an annual process and a minimum benchmark of effort. The minimum requirements may not be adequate to maintain or increase competence, so it is up to you to assess your own needs and to plan appropriately. Recognizing the diversity of APEGGA members, the Program provides the flexibility for you to undertake activities that provide the greatest benefit to you in the practice of your profession.

1.2 Application

The program applies to all professional members and licensees, including registered professional technologists (RPTs). It does not apply to students, exam candidates or members-in-training.

If you are newly registered as a professional member, licensee or RPT, the requirement to engage in professional development activities begins on the date of your registration.

2 EXEMPTION FROM THE PROGRAM

2.1 Conditions

If you file a written declaration stating that you are not actively engaged in the practice of engineering, geology or geophysics (i.e., "non-practicing"), you are exempt from the requirements of the Program. You cannot practice in Alberta while the declaration (exemption) is in effect, but you may continue to use your professional designation since you are still a member and remain bound by the Act, Regulations, By-Laws and Code of Ethics. You may not act as a Responsible Member for an APEGGA Permit to Practice.

If your work meets the legal definition of engineering, geology or geophysics, or if you have technical influence over the professions, you are considered to be engaged in the practice and cannot be exempted by declaring yourself as non-practicing. The legal definitions of the practices of engineering, geology and geophysics appear in Appendix I, along with the Non-Practicing Declaration.

If you continue to influence the practice of engineering, geology or geophysics in a broader sense, you may file a non-practicing declaration, but you are encouraged not to.

Non-practicing declarations are subject to verification. An exemption created by a non-practicing declaration is effective for one year from the date the declaration is received by APEGGA, but may be renewed for additional yearly periods. To continue the exemption, you must submit a new declaration annually.

2.2 Resuming Active Practice (Going Back to Practicing)

If you have filed a non-practicing declaration, you must immediately notify the Practice Review Board in writing if you intend to resume practicing and request an application for resumption of practice. On considering the application, the Practice Review Board may require you to comply with certain conditions that it might set prior to allowing you to resume practicing. When you have received the Board's permission to resume active practice, you are required to engage in professional development activities beginning on your resumption date.

Currently, if you have been exempted from the program for two years or less, there are no conditions to be met. If you have been registered in another jurisdiction during the time when an exemption is in effect, there are also no conditions, regardless of the length of time you have been exempt. In any case, you are still required to notify APEGGA as noted above.

3 THE RECORDING/REPORTING PROCESS

A successful plan for continuing professional development should consider your scope of practice and duties, your current level of knowledge and skills, your short term needs and objectives, as well as long range plans.

You should select meaningful activities that will be of benefit to your practice. They should have a clear purpose and objective that will maintain, improve or expand the skills or knowledge in pursuit of your chosen field.

3.1 CPD Requirements

To meet the requirements of the Continuing Professional Development (CPD) Program, you are required to:

1. maintain a written record of CPD activities,
2. report your CPD hours annually, and
3. submit the detailed activity record on request (using the form in Appendix II).

3.2 Recording Activities

You are required to maintain a detailed record of your professional development activities. The Detailed Activity Record spreadsheet in Appendix II (and available on APEGGA's Web site) may be helpful. Several examples are given in Appendix III. You must retain your records for at least three years.

Your detailed activity record must include the following information for each "membership year" related to your membership renewal date:

- the date(s) the activity occurred
- a description/title of the activity
- the organizer/provider of the activity (if applicable)
- the CPD category in which the activity belongs
- the number of Professional Development Hours (PDHs) you claimed for the activity

The number of hours in the detailed log must support the hours you submitted on your CPD Annual Report.

3.3 Reporting Annually

Along with the annual dues invoice, you will receive a Continuing Professional Development Annual Report (Appendix I) which must be completed and submitted by your membership renewal due date. You are required to indicate only the number of PDHs you claimed for your professional development activities in the 12 months previous to your membership renewal date.

3.4 Verifying the CPD Activities

APEGGA's Practice Review Board is responsible for administering the Continuing Professional Development program. It may ask to review your professional development activities in detail. In that regard, you should retain documents to verify attendance at courses, seminars, etc. in case you are asked to produce those.

In the event of a review, you will be asked to submit your Detailed Activity Records for the previous three years. The detailed information should match the categories and hours you claimed in the CPD Annual Reports you had submitted previously. Failure to produce the detailed record of activities within 30 days notice can result in your being struck from the membership register.

You will be advised as to the outcome of the review, whether your activities comply with the requirements of the program, or whether some modification is necessary, or whether the Board requires that a review of your practice be conducted.

4 MINIMUM REQUIREMENTS

4.1 Numerical & Diversity Requirements

A credible program must define minimum levels of effort. The unit of measure for this effort is a Professional Development Hour (PDH). There is flexibility in terms of the number of professional development categories, the period over which the minimums must be attained and the carry-forward provisions. The requirements are as follows:

- You must maintain a total of at least 240 PDHs over three years.
- You must include activities in at least three of the six categories.
- You can not claim more than the maximum PDHs allowed annually in each category.

4.2 Categories

The following are the six categories in which you may earn credit for professional development:

- Professional Practice
- Formal Activity
- Informal Activity
- Participation
- Presentations
- Contributions to Knowledge

4.2.1 Professional Practice

Active professional practice is a significant factor in maintaining and improving your skills, either where you are actually practicing according to the legal definition (see Appendix I) or “influencing” the practice of the professions. “Influencing” means having some effect on how the professions are practiced without necessarily performing technical work.

15 hours of work equals one PDH.

A maximum of 50 PDHs per year may be claimed in this category.

4.2.2 Formal Activity

You should strive to include some formal activities in your continuing professional development program. Formal activities are often for academic credit and may include an evaluation process. Where there is no evaluation, credit may be claimed in this category for activities that are over half a day in length. For example, formal activities include:

- professional development programs, courses and seminars
- courses offered by universities, technical institutes, colleges, suppliers, employers or technical societies
- courses offered in traditional classroom settings, by correspondence, by video or online

One hour of course attendance equals one PDH.

One CEU (for courses offering Continuing Education Units) equals 10 PDHs
A maximum of 30 PDHs per year may be claimed in this category.

4.2.3 Informal Activity

Informal activities are usually shorter in duration and do not involve any evaluation, but nevertheless expand your knowledge, skills and judgment. They include:

- self-directed study
- attendance at conferences and industry trade shows
- seminars, technical presentations, talks and workshops (if half a day or less)
- attendance at meetings of technical, professional or managerial associations or societies
- structured discussion of technical or professional issues with one's peers

One hour of informal activity equals one PDH.
A maximum of 30 PDHs per year may be claimed in this category.

4.2.4 Participation

Activities that promote peer interaction and provide exposure to new ideas and technologies both enhance the profession and serve the public interest. These activities include:

- appointment as a mentor to a Member-in-Training, less experienced professional member or technologist
- service on public bodies that draw on professional expertise (i.e. planning boards, development appeal boards, investigative commissions, review panels or community building committees)
- service on standing or ad-hoc committees of a technical or professional nature or managerial associations and societies
- activities that contribute to the community which require professional and ethical behaviour, but not necessarily the application of technical knowledge - including active service for charitable, community, religious or service organizations, coaching league sports teams, or elected public service on municipal, provincial or federal levels or school boards.

One hour of participation activity equals one PDH.
A maximum of 20 PDHs per year may be claimed in this category with no more than 10 of those PDHs coming from the last bullet above (community service).

4.2.5 Presentations

Eligible presentations are those of a technical or professional nature that are discretionary, that is, outside your normal job functions. Presentations might occur:

- at a conference, meeting, course, workshop or seminar
- either within a company or at an event sponsored by a technical or professional organization.

Multiple deliveries of the same presentation count for only one presentation.

One hour of preparation and delivery earns one PDH.
 A maximum of 20 PDHs per year may be claimed in this category.

4.2.6 Contributions to Knowledge

Activities which expand or develop the technical knowledge base in the three professions are recognized. Contributions may include:

- Development of published codes and standards
 One hour of committee work equals one PDH.
- Patents (credit can be claimed only one time per patent)
 Each patent registered equals 15 PDHs.
- Publication of papers in a peer-reviewed technical journal
 Each paper published equals 15 PDHs
- A thesis at the Masters or Ph.D. level, on a one time basis, upon successful defense and approval
 Each thesis equals 30 PDHs
- Publication of a book
 Each book equals 60 PDHs, claimed over two years
- Publication of articles in non-reviewed journals or an internal company report
 Each article equals 10 PDHs
 Maximum of 10 PDHs per year
- Reviewing articles for publication
 One hour of review equals one PDH
 Maximum of 10 PDHs per year
- Editing papers for publication
 One hour of editing equals one PDH

A maximum of 30 PDHs per year may be claimed in the Contributions to Knowledge category, bearing in mind the limits indicated above.

4.2.7 Summary

Category	Hours	Maximum Per Year
Professional Practice	15 hours = 1 PDH	50 PDHs
Formal Activity	1 hour = 1 PDH 1 CEU = 10 PDHs	30 PDHs
Informal Activity	1 hour = 1 PDH	30 PDHs
Participation	1 hour = 1 PDH (maximum 10 PDHs/year for community service)	20 PDHs

Presentations	1 hour = 1 PDH	20 PDHs
Contributions to Knowledge	<ul style="list-style-type: none"> • develop published codes and standards: 1 hour = 1 PDH • patents: 1 patent = 15 PDHs • publish paper in peer-reviewed technical journal: 1 paper = 15PDHs • thesis: successfully defended and approved = 30 PDHs/year • publish book = 60 PDHs, claimable over 2 years • publish article in non-reviewed journal or internal company report: 1 article = 10 PDHs (maximum 10 PDHs/year) • review articles for publication: 1 hour of review = 1 PDH (maximum 10 PDHs/year) • edit papers for publication (1 hour of editing = 1 PDH) 	30 PDHs

4.3 Carryover of PDHs

If you have earned PDHs in excess of the annual maximums that you can claim in any category, you may carry those forward for a maximum of two years from the date of completing the activity and claim those on a subsequent Annual Report (see examples in Appendix III). It is your responsibility to track carryovers and claim them as appropriate.

Carryovers may allow you to continue to meet the program requirements in the event of unemployment, for example.

4.4 Part-time Employment or Unemployment

If you do not practice full time, you might not be able to meet the requirements of the CPD program as readily as those who are practicing full time. If you are such an individual, you can submit a written request to the Practice Review Board for special consideration to have your PDH requirements reduced (see form in Appendix IV). Recognizing that circumstances such as unemployment, illness, etc. cannot be anticipated, the request would normally accompany your annual CPD report. Your individual circumstances will influence what your program requirements will be. If granted reduced PDHs, you will generally be expected to accumulate at least 30 PDHs per year. Upon return to full time professional practice, you must comply with the full requirements of the program.

If you are unemployed, you may seek deferment of your membership dues as noted below. Regardless, you are expected to meet the program requirements unless you have filed a non-practicing declaration. Alternatively, you may submit a written request to the Practice Review Board to have your PDH requirement reduced if you wish to continue to practice in some capacity.

4.5 Members on Dues Deferment

If you are a member who is unemployed, ill or disabled, on parental/maternity leave, or enrolled in certain full-time educational programs, you may have applied for and been granted deferment of membership dues by the Registration Department. Unless you have filed a non-practicing declaration, you still have an obligation to comply with the CPD program, however.

4.5.1 Unemployed/Parental-Maternity Leave

If your dues have been deferred because you are unemployed or on parental-maternity leave, you may file a non-practicing declaration and be exempted from the requirements of the CPD program. On the other hand, if you wish to retain your right to practice while being unemployed, you can submit a written request to the Practice Review Board for special consideration to have your annual number of PDHs reduced to 30, those PDHs to be claimed in any of the 6 categories.

4.5.2 Health/Disability

Similarly, if you have been granted dues deferment because you are not earning income from employment because of health/disability reasons and are not practicing, you may file a non-practicing declaration and be exempted from the requirements of the CPD program. If you wish to retain your right to practice, you can submit a written request to the Practice Review Board for special consideration to have your annual number of PDHs reduced to 30, those PDHs to be claimed in any of the 6 categories.

4.5.3 Members in Full-time Educational Programs

To be granted dues deferment in this instance, you must be enrolled full time in certain educational programs as allowed by APEGGA's Registration department. You may file a non-practicing declaration and be exempted from the requirements of the CPD program. However, if you wish to retain your right to practice, you can submit a written request to the Practice Review Board for special consideration to have your annual number of PDHs reduced to 30, those PDHs to be claimed in any of the 6 categories.

4.6 Members in Management Positions

As noted in section 2, if your work does not fall within the legal definitions of engineering, geology or geophysics and if you do not have technical influence over the professions, you can simply maintain your registration and be exempted from the requirements of the CPD program by submitting a non-practicing declaration (refer to Appendix Ia).

If your work does fall within those definitions or if you technically influence, you are considered to be engaged in professional practice and cannot be exempted. If you influence the practice of engineering, geology or geophysics in a broader, non-technical sense, you could file a non-practicing declaration and be exempt, or you could retain your "practicing" designation by meeting the program requirements.

There are a number of non-technical professional development activities that can qualify for the required yearly minimum average of 80 professional development hours (PDHs).

Firstly, 50 of those PDHs would come from your everyday job function. The balance of the 30 PDHs could conceivably come from activities in which you already engage, including formal and informal activities, participation and presentations. For example, if you attend conferences, workshops, meetings of managerial or professional organizations (including APEGGA) or if you engage in self-study such as reviewing journals pertinent to your job, you can claim those hours under the “informal” category. If you serve on public boards or committees, or on committees of professional or managerial societies, or if you mentor less-experienced professional members, those hours qualify under the “participation” category.

If you prepare and give presentations outside your normal job function at meetings, workshops or seminars, either within or outside your firm, such time qualifies for the “presentation” category. There are also activities such as industry or institutional courses that exceed a half-day in length which would count as “formal” PDHs. Development of published codes or standards, publishing or reviewing or editing articles for publication can be claimed as “contributions to knowledge.” Example 10 in Appendix III provides a further illustration.

4.7 Working Out-of-Province

If you are working exclusively outside Alberta, you may file a non-practicing declaration (refer to Appendix Ia) and be exempted from the CPD Program requirements while still maintaining your professional membership in APEGGA. Even though you may be living or working outside Alberta, unless such a declaration is in place, you must meet the program requirements and submit the CPD Annual Report.

For example, you can earn professional development hours through the following:

- professional practice
- participation in formal learning activities through industry courses and employer-training programs
- participation in informal study by reading technical journals or trade literature (e.g., 40 minutes of reading per week results in the yearly PDH maximum)
- electronic mail and online courses, which enable members to participate “remotely” with organizations at home while overseas
- involvement with the local community.

5 ROLE OF THE EMPLOYER

APEGGA encourages employers to support the continuing professional development efforts of their member employees. Discuss your professional development objectives with your employer or mentor. Through discussion and mutual agreement, you and your employer can decide on professional development activities and the type and level of employer support.

Among other things, employer support can include:

- consultation during development of your program

- provision of learning opportunities
- assistance in developing job expectations and responsibilities
- periodic review of your performance and progress
- assistance in documenting activities and levels of effort through company performance management systems
- financial support of activities
- release time to participate in activities.

Ultimately, however, the responsibility for continuing professional development and maintaining competency rests with you.

6 CONSEQUENCES OF NON-COMPLIANCE

If you do not submit your Continuing Professional Development Annual Report in a timely manner as required, the Practice Review Board may request you to submit a detailed activity record for the previous three years. If you fail to produce that record, your registration will be cancelled after 30 days' notice, in accordance with the Regulations under the *Engineering, Geological and Geophysical Professions Act*.

Similarly, the Regulations provide that if you do not satisfy the Board that you are complying with the program requirements, it may conduct a review of your practice and determine the consequences of non-compliance depending on the specific circumstances involved.

7 FURTHER INFORMATION

If you have specific questions about the Continuing Professional Development program, please contact the following:

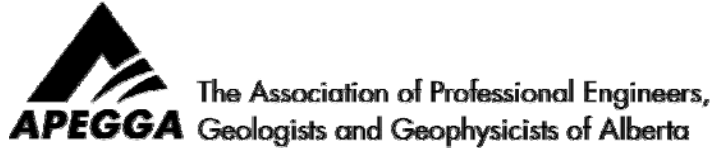
CPD Coordinator
APEGGA
1500 Scotia One
10060 Jasper Avenue
Edmonton, Alberta T5J 4A2

Phone: (780) 426-3990
Toll-free phone: 1 (800) 661-7020
Fax: (780) 426-1877

You can also visit our web site at www.apegga.org.

APPENDIX I - MANDATORY REPORTING REQUIREMENT

Continuing Professional Development (CPD) Annual Report



1500 Scotia One, 10060 Jasper Avenue, Edmonton, Alberta T5J 4A2
 Tel: (780) 426-3990 Toll-free: 1-800-661-7020
 Fax: (780) 426-1877

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.

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.

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.

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 and using your Member ID and Access Code.

APPENDIX IA - NON-PRACTICING DECLARATION

Submit only if you will no longer practice your profession!

I, _____, member number M _____, hereby declare
Print Name

that I am not actively engaged in the practice of engineering, geology or geophysics as regulated under the *Engineering, Geological and Geophysical Professions Act* in the province of Alberta.

By filing this declaration with the Association, I understand that I am exempt from the requirements of the Continuing Professional Development Program.

I understand that this exemption is only effective for one year from the date my declaration is received by the Association. I also understand that I may renew the exemption by filing a new declaration when this exemption expires.

Although I may use the professional title to which my registration with the Association entitles me, I understand that I am not allowed to engage in the practice of engineering, geology or geophysics, or serve as a Responsible Member for an APEGGA Permit, while this exemption is in effect.

I undertake to immediately notify the Association in writing if I intend, at any time, to resume the practice of engineering, geology or geophysics. I understand that the Practice Review Board can require me to comply with any conditions that the Board may set prior to allowing me to resume the practice of engineering, geology or geophysics.

Signed

Dated

Please mail this original signed declaration to: APEGGA Professional Practice Department, 1500 Scotia One, 10060 Jasper Avenue, Edmonton, Alberta, T5J 4A2.

Definitions of "practice" as per the *Engineering, Geological, and Geophysical Professions Act*

1(q) "practice of engineering" means

- (i) reporting on, advising on, evaluating, designing, preparing plans and specifications for or directing the construction, technical inspection, maintenance or operation of any structure, work or process
 - (a) that is aimed at the discovery, development or utilization of matter, materials or energy or in any other way designed for the use and convenience of humans, and
 - (b) that requires in that reporting, advising, evaluating, designing, preparation or direction the professional application of the principles of mathematics, chemistry, physics or any related applied subject, or
- (ii) teaching engineering at a university;

(r) "practice of geology" means

- (i) reporting, advising, evaluating, interpreting, geological surveying, sampling or examining related to any activity
 - (a) that is aimed at the discovery or development of oil, natural gas, coal, metallic or non-metallic minerals, precious stones, other natural resources or water or that is aimed at the investigation of geological conditions, and
 - (b) that requires in that reporting, advising, evaluating, interpreting, geological surveying, sampling or examining, the professional application of the principles of the geological sciences, or
- (ii) teaching geology at a university;

(s) "practice of geophysics" means

- (i) reporting on, advising on, acquiring, processing, evaluating or interpreting geophysical data, or geophysical surveying that relates to any activity
 - (a) that is aimed at the discovery or development of oil, natural gas, coal, metallic or non-metallic minerals or precious stones or other natural resources or water or that is aimed at the investigation of sub-surface conditions in the earth, and
 - (b) that requires in that reporting, advising, evaluating, interpreting, or geophysical surveying, the professional application of the principles of the geophysical sciences, or
- (ii) teaching geophysics at a university;

APPENDIX II - DETAILED ACTIVITY RECORD (Blank form)

Continuing Professional Development-DETAILED ACTIVITY RECORD (One sheet per year. Overflow on back.)

FROM (mon/yr):	TO (mon/yr):
NAME:	MEMBER #:

Professional Practice - 1 PDH per 15 hours of professional practice

DATE (dd-mm-yr)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
PERIOD SUBTOTAL					

PDH/year that may be claimed **50 max**

Formal Activity - courses through universities, colleges, employers, industry, technical societies > 1/2 day - 1 PDH per hour in course

DATE (dd-mm-yr)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
PERIOD SUBTOTAL					

PDH/year that may be claimed **30 max**

Informal Activity - self directed study, attendance at conferences/meetings, discussion with peers, courses < 1/2 day - 1 PDH per hour

DATE (dd-mm-yr)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
PERIOD SUBTOTAL					

PDH/year that may be claimed **30 max**

Participation - mentoring, public boards, technical/professional committees or societies, community involvement - 1 PDH per hour

DATE (dd-mm-yr)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
PERIOD SUBTOTAL					

PDH/year that may be claimed (max 10 PDH for community service) **20 max**

Presentations - technical/professional presentations at conference/meeting, course/workshop - 1 PDH per hour prep & delivery

DATE (dd-mm-yr)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
PERIOD SUBTOTAL					

PDH/year that may be claimed **20 max**

Contributions to Knowledge - development of published Codes or Standards - 1 PDH per hour committee work; 15 PDH per patent; 15 PDH per article published in peer reviewed journal; 30 PDH per thesis dissertation, 60 PDH per published book, 10 PDH per article published in non-reviewed journal; 1 PDH per hour of review articles for publication; 1 PDH per hour of editing articles for publication

DATE (dd-mm-yr)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
PERIOD SUBTOTAL					

PDH/year that may be claimed **30 max**

TOTAL FOR ALL ACTIVITIES DURING ANNUAL PERIOD			
PREVIOUS THREE YEAR TOTAL			

Signature _____

Date _____

APPENDIX III - DETAILED ACTIVITY RECORD (Examples)

1. Operations and Maintenance Manager/Director
2. Geophysicist
3. Computer/Information Systems Engineer
4. Mechanical Design and Project Engineer
5. Senior Petroleum Geologist
6. Project Engineer/Manager
7. Water and Sewer Analyst
8. Engineering Manager
9. Management Consultant
10. President Oil/Gas Exploration Co.

Continuing Professional Development-DETAILED ACTIVITY RECORD (One sheet per year. Overflow on back.)

FROM (mon/yr):	April 1999	TO (mon/yr):	March 2000
NAME:	EXAMPLE 1 – Operations Manager	MEMBER #:	M12345

Professional Practice - 1 PDH per 15 hours of professional practice

DATE (dd-mm-yr)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
1999-2000	Professional Practice (60% of time)	Employer	80	50	
PERIOD SUBTOTAL			80	50	30

PDH/year that may be claimed **50 max**

Formal Activity - courses through universities, colleges, employers, industry, technical societies > 1/2 day - 1 PDH per hour in course

DATE (dd-mm-yr)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
27-29 May 99	7 Habits Effective People	Steven Covey Associate	21	21	
5 Dec 99	PILLAR Claims Management	WCB	8	8	
PERIOD SUBTOTAL			29	29	0

PDH/year that may be claimed **30 max**

Informal Activity - self directed study, attendance at conferences/meetings, discussion with peers, courses < 1/2 day - 1 PDH per hour

DATE (dd-mm-yr)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
25-Sept 99	Mtg Economic Devel in AB	SAE Tech Society	2	2	
30 Oct 99	Propane Test Vehicle U of A	SAE Tech Society	2	2	
27 Nov 99	Transit Facilities Tour	SAE Tech Society	2	2	
19 Apr 99	APEGGA Annual Meeting	APEGGA	3	3	
7-9 Oct 99	APTA Trade Show & Conference	APTA	23	21	2
10-11 Oct 99	Bus Maintenance & Procurement Workshop	APTA	14		14
16-20 Nov 99	CUTA Conference/Trade Show	CUTA	36		36
PERIOD SUBTOTAL			82	30	52

PDH/year that may be claimed **30 max**

Participation - mentoring, public boards, technical/professional committees or societies, community involvement - 1 PDH per hour

DATE (dd-mm-yr)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
1999-2000	Chair Professional Development Committee	APEGGA	24	20	4
1999-2000	Prof. Development Implementation Com.	APEGGA	36		36
18 Jun 99	Calgary Issues Forum – CPD	APEGGA	2		2
20 Jun 99	Edmonton Issues Forum – CPD	APEGGA	2		2
1999-2000	Education Committee Coord.	APEGGA	6		6
1999-2000	Fencing Club Chairman	SP Swordsmen	25		25
23-24 Feb 00	AB Winter Games Volunteer	AB Winter Games Lethbridge	10		10
PERIOD SUBTOTAL			105	20	85

PDH/year that may be claimed (max 10 PDH for community service)**20 max**

Presentations - technical/professional presentations at conference/meeting, course/workshop - 1 PDH per hour prep & delivery


DATE (dd-mm-yr)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
12 Jun 99	CPD Yellowhead Branch	APEGGA	3	3	
17 Jun 99	CPD Grade Prairie	APEGGA	2	2	
7 Nov 99	CPD Vermilion River Branch	APEGGA	2	2	
13 Nov 99	CPD Transport Mgmt. Team	City of our Town	3	3	
27 Nov 99	CPD City APEGGA Members	City of our Town	2	2	
PERIOD SUBTOTAL			12	12	0

PDH/year that may be claimed **20 max**

Contributions to Knowledge - development of published Codes or Standards - 1 PDH per hour committee work; 15 PDH per patent; 15 PDH per article published in peer reviewed journal; 10 PDH per article published in non-reviewed journal; 1 PDH per hour of review articles for publication; 1 PHD per hour of editing articles for publication

DATE (dd-mm-yr)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
PERIOD SUBTOTAL			0	0	0

PDH/year that may be claimed **30 max**

 Signature	TOTAL FOR ALL ACTIVITIES DURING ANNUAL PERIOD	308	141	167
	PREVIOUS THREE YEAR TOTAL			

Date

Continuing Professional Development-DETAILED ACTIVITY RECORD (One sheet per year. Overflow on back.)

FROM (mon/yr):	April 2000	TO (mon/yr):	March 2001
NAME:	EXAMPLE 1 –Operations Manager	MEMBER #:	M12345

Professional Practice - 1 PDH per 15 hours of professional practice

DATE (dd-mm-yr)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
2000-2001	Professional Practice (60%of the time)	Employer	80	50	
PERIOD SUBTOTAL			80	50	30

PDH/year that may be claimed **50 max**

Formal Activity - courses through universities, colleges, employers, industry, technical societies > 1/2 day - 1 PDH per hour in course

DATE (dd-mm-yr)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
28 Jan 00	TDG Course	Employer	7	7	
1 Feb 00	Environmental Management Systems Course	Employer	8	8	
11 Mar 00	Accident Investigations	Employer	8	8	
PERIOD SUBTOTAL			23	23	0

PDH/year that may be claimed **30 max**

Informal Activity - self directed study, attendance at conferences/meetings, discussion with peers, courses < 1/2 day - 1 PDH per hour

DATE (dd-mm-yr)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
Jan 00	Review Changes to Env. Legislation	Self	8	8	
18 Apr 00	APEGGA Annual Meeting	APEGGA	3	3	
2000-2001	Technical Society Meetings	IEEE	4	4	
2000-2001	Technical Society Meetings	Project Mgmt. Society	4	4	
2000-2001	Technical Society Meetings	SAE	4	4	
1999-2000	Claim 7 hours carried forward from informal			7	45
PERIOD SUBTOTAL			23	30	45

PDH/year that may be claimed **30 max**

Participation - mentoring, public boards, technical/professional committees or societies, community involvement - 1 PDH per hour

DATE (dd-mm-yr)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
2000-2001	Chair PDC	APEGGA	22	20	2
2000-2001	Prof. Developmental Implementation Com.	APEGGA	25		25
PERIOD SUBTOTAL			47	20	27

PDH/year that may be claimed (max 10 PDH for community service)**20 max**

Presentations - technical/professional presentations at conference/meeting, course/workshop - 1 PDH per hour prep & delivery

DATE (dd-mm-yr)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
26 Feb 01	CPD CWING Workshop	CWING	6	6	
14 Mar 01	CPD Canadian Utilities	Canadian Utilities	3	3	
17 Apr 00	Professional Dev. Day – CPD presentation	APEGGA	2	2	
PERIOD SUBTOTAL			11	11	0

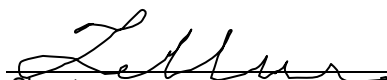
PDH/year that may be claimed **20 max**

Contributions to Knowledge - development of published Codes or Standards - 1 PDH per hour committee work; 15 PDH per patent; 15 PDH per article published in peer reviewed journal; 10 PDH per article published in non-reviewed journal; 1 PDH per hour of review articles for publication; 1 PHD per hour of editing articles for publication

DATE (dd-mm-yr)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
PERIOD SUBTOTAL			0	0	0

PDH/year that may be claimed **30 max**

TOTAL FOR ALL ACTIVITIES DURING ANNUAL PERIOD	184	134	102
PREVIOUS THREE YEAR TOTAL	308	141	167

Signature 

01/03/01
Date

Continuing Professional Development-DETAILED ACTIVITY RECORD (One sheet per year. Overflow on back.)

FROM (mon/yr):	April 2001	TO (mon/yr):	March 2002
NAME:	EXAMPLE 1 – Operations Manager	MEMBER #:	M12345

Professional Practice - 1 PDH per 15 hours of professional practice

DATE (dd-mm-yr)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
2001-2002	Professional Practice (60% of time)	Employer	80	50	
PERIOD SUBTOTAL			80	50	30

PDH/year that may be claimed **50 max**

Formal Activity - courses through universities, colleges, employers, industry, technical societies > 1/2 day - 1 PDH per hour in course

DATE (dd-mm-yr)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
15 Apr 01	Prof. Dev. Day – Managing Contracts	APEGGA	8	8	
16 Apr 01	Prof. Dev. Day – Project Management	APEGGA	8	8	
PERIOD SUBTOTAL			16	16	0

PDH/year that may be claimed **30 max**

Informal Activity - self directed study, attendance at conferences/meetings, discussion with peers, courses < 1/2 day - 1 PDH per hour

DATE (dd-mm-yr)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
17 Apr 01	APEGGA Annual Meeting	APEGGA	3	3	
2001-2002	Technical Society Meetings	IEEE	4	4	
2001-2002	Technical Society Meetings	Project Mgmt. Society	4	4	
2001-2002	Technical Society Meetings	SAE	4	4	
1999-2000	Claim 15 hours carried forward from 99/00			15	30
PERIOD SUBTOTAL			15	30	30

PDH/year that may be claimed **30 max**

Participation - mentoring, public boards, technical/professional committees or societies, community involvement - 1 PDH per hour

DATE (dd-mm-yr)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
1999-2000	Claim 20 hours carried forward from 99/00 participation			20	7
PERIOD SUBTOTAL			0	20	7

PDH/year that may be claimed (max 10 PDH for community service) **20 max**

Presentations - technical/professional presentations at conference/meeting, course/workshop - 1 PDH per hour prep & delivery

DATE (dd-mm-yr)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
17 Apr 01	Professional Dev. Day-CPD presentation	APEGGA	2	2	
PERIOD SUBTOTAL			2	2	0

PDH/year that may be claimed **20 max**

Contributions to Knowledge - development of published Codes or Standards - 1 PDH per hour committee work; 15 PDH per patent; 15 PDH per article published in peer reviewed journal; 10 PDH per article published in non-reviewed journal; 1 PDH per hour of review articles for publication; 1 PHD per hour of editing articles for publication

DATE (dd-mm-yr)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
PERIOD SUBTOTAL			0	0	0

PDH/year that may be claimed **30 max**

	TOTAL FOR ALL ACTIVITIES DURING ANNUAL PERIOD	113	118	67
	PREVIOUS THREE YEAR TOTAL	492	275	269

Signature

01/03/02
Date

Continuing Professional Development-DETAILED ACTIVITY RECORD (One sheet per year. Overflow on back.)

FROM (mon/yr):	August 2001	TO (mon/yr):	July 2002
NAME:	EXAMPLE 2 - Geophysicist	MEMBER #:	M12345

Professional Practice - 1 PDH per 15 hours of professional practice

DATE (dd-mm-yr)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
2001	Professional Practice	Employer	125	50	
PERIOD SUBTOTAL			125	50	75

PDH/year that may be claimed **50 max**

Formal Activity - courses through universities, colleges, employers, industry, technical societies > 1/2 day - 1 PDH per hour in course

DATE (dd-mm-yr)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
Sep-Dec 01	Operations Management Course	Faculty of Extension U of C	30	30	
PERIOD SUBTOTAL			30	30	0

PDH/year that may be claimed **30 max**

Informal Activity - self directed study, attendance at conferences/meetings, discussion with peers, courses < 1/2 day - 1 PDH per hour

DATE (dd-mm-yr)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
May 02	CSEG Convention and Exhibit	CSEG	2	2	
2001	Technical articles reading- CSEG	Self	8	8	
PERIOD SUBTOTAL			10	10	0

PDH/year that may be claimed **30 max**

Participation - mentoring, public boards, technical/professional committees or societies, community involvement - 1 PDH per hour

DATE (dd-mm-yr)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
2001	CSEG Luncheons	CSEG	8	8	
2001	APEGGA Prof. Development Committee	APEGGA	20	12	8
PERIOD SUBTOTAL			28	20	8

PDH/year that may be claimed (max 10 PDH for community service) **20 max**

Presentations - technical/professional presentations at conference/meeting, course/workshop - 1 PDH per hour prep & delivery

DATE (dd-mm-yr)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
PERIOD SUBTOTAL			0	0	0

PDH/year that may be claimed **20 max**

Contributions to Knowledge - development of published Codes or Standards - 1 PDH per hour committee work; 15 PDH per patent; 15 PDH per article published in peer reviewed journal; 10 PDH per article published in non-reviewed journal; 1 PDH per hour of review articles for publication; 1 PHD per hour of editing articles for publication

DATE (dd-mm-yr)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
PERIOD SUBTOTAL			0	0	0

PDH/year that may be claimed **30 max**

TOTAL FOR ALL ACTIVITIES DURING ANNUAL PERIOD	193	110	83
PREVIOUS THREE YEAR TOTAL	312	162	158



Signature

01/07/02
Date

Continuing Professional Development-DETAILED ACTIVITY RECORD (One sheet per year. Overflow on back.)

FROM (mon/yr):	June 2001	TO (mon/yr):	May 2002
NAME:	EXAMPLE 3 – Computer/IS	MEMBER #:	M12345

Professional Practice - 1 PDH per 15 hours of professional practice

DATE (dd-mm-yr)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
2001-2002	Current job as Information Systems Specialist	Employer	50	50	
PERIOD SUBTOTAL			50	50	0

PDH/year that may be claimed **50 max**

Formal Activity - courses through universities, colleges, employers, industry, technical societies > 1/2 day - 1 PDH per hour in course

DATE (dd-mm-yr)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
Spring -02	Systems Strategic Planning	U of A	39	30	9
PERIOD SUBTOTAL			39	30	9

PDH/year that may be claimed **30 max**

Informal Activity - self directed study, attendance at conferences/meetings, discussion with peers, courses < 1/2 day - 1 PDH per hour

DATE (dd-mm-yr)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
2001-2002	Read Journals & Monthly Publications	IEEE, System Review	5	5	
17-19 Jun 01	Calgary Oil & Gas Trade Show	CODAC	10	10	
17-18 Nov 01	Computer Conference	Computer Eng'g Society	12	12	
PERIOD SUBTOTAL			27	27	

PDH/year that may be claimed **30 max**

Participation - mentoring, public boards, technical/professional committees or societies, community involvement - 1 PDH per hour

DATE (dd-mm-yr)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
2001-2002	District Meeting Chair	APEGGA	17	17	
2001-2002	Judging Science Fair	APEGGA	3	3	
PERIOD SUBTOTAL			20	20	

PDH/year that may be claimed (max 10 PDH for community service) **20 max**

Presentations - technical/professional presentations at conference/meeting, course/workshop - 1 PDH per hour prep & delivery

DATE (dd-mm-yr)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
PERIOD SUBTOTAL			0	0	0

PDH/year that may be claimed **20 max**

Contributions to Knowledge - development of published Codes or Standards - 1 PDH per hour committee work; 15 PDH per patent; 15 PDH per article published in peer reviewed journal; 10 PDH per article published in non-reviewed journal; 1 PDH per hour of review articles for publication; 1 PHD per hour of editing articles for publication

DATE (dd-mm-yr)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
PERIOD SUBTOTAL			0	0	0

PDH/year that may be claimed **30 max**

TOTAL FOR ALL ACTIVITIES DURING ANNUAL PERIOD	136	127	9
PREVIOUS THREE YEAR TOTAL			



01/05/02

Signature

Date

Continuing Professional Development-DETAILED ACTIVITY RECORD (One sheet per year. Overflow on back.)

FROM (mon/yr):	February 2002	TO (mon/yr):	January 2003
NAME:	EXAMPLE 4 -Mechanical/Project Engineer	MEMBER #:	M12345

Professional Practice - 1 PDH per 15 hours of professional practice

DATE (dd-mm-yr)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
2002-2003	Active practice as Mechanical Design/Project Engineer	Employer	135	50	85
PERIOD SUBTOTAL			135	50	85

PDH/year that may be claimed **50 max**

Formal Activity - courses through universities, colleges, employers, industry, technical societies > 1/2 day - 1 PDH per hour in course

DATE (dd-mm-yr)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
25-26 Nov 02	ASME B31.3 Process Piping C	CASTI	20	20	
PERIOD SUBTOTAL			20	20	0

PDH/year that may be claimed **30 max**

Informal Activity - self directed study, attendance at conferences/meetings, discussion with peers, courses < 1/2 day - 1 PDH per hour

DATE (dd-mm-yr)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
2002-2003	Monthly Journal Reading	ASHRAE	10	10	
2002-2003	Peer Interactions/Meetings	ABC Company	6	6	
PERIOD SUBTOTAL			16	16	0

PDH/year that may be claimed **30 max**

Participation - mentoring, public boards, technical/professional committees or societies, community involvement - 1 PDH per hour

DATE (dd-mm-yr)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
2002-2003	ASHRAE Committee Member	ASHRAE	12	12	
2002-2003	Acting as Mentor	ABC Company	4	4	
PERIOD SUBTOTAL			16	16	0

PDH/year that may be claimed (max 10 PDH for community service) **20 max**

Presentations - technical/professional presentations at conference/meeting, course/workshop - 1 PDH per hour prep & delivery

DATE (dd-mm-yr)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
12 Jan 03	Fuel Burner Presentation	ABC Company	1	1	
PERIOD SUBTOTAL			1	1	0

PDH/year that may be claimed **20 max**

Contributions to Knowledge - development of published Codes or Standards - 1 PDH per hour committee work; 15 PDH per patent; 15 PDH per article published in peer reviewed journal; 10 PDH per article published in non-reviewed journal; 1 PDH per hour of review articles for publication; 1 PHD per hour of editing articles for publication

DATE (dd-mm-yr)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
PERIOD SUBTOTAL			0	0	0

PDH/year that may be claimed **30 max**

TOTAL FOR ALL ACTIVITIES DURING ANNUAL PERIOD	188	103	85
PREVIOUS THREE YEAR TOTAL			



Signature

01/01/03
Date

Continuing Professional Development-DETAILED ACTIVITY RECORD (One sheet per year. Overflow on back.)

FROM (mon/yr):	January 1999	TO (mon/yr):	December 1999
NAME:	EXAMPLE 5 – Sr. Petroleum Geologist	MEMBER #:	M12345

Professional Practice - 1 PDH per 15 hours of professional practice

DATE (dd-mm-yr)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
1999	Professional Practice Developing Oil/Gas Prospects	Employer – Big Oil Inc.	80	50	30
PERIOD SUBTOTAL			80	50	30

PDH/year that may be claimed **50 max**

Formal Activity - courses through universities, colleges, employers, industry, technical societies > 1/2 day - 1 PDH per hour in course

DATE (dd-mm-yr)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
PERIOD SUBTOTAL			0	0	0

PDH/year that may be claimed **30 max**

Informal Activity - self directed study, attendance at conferences/meetings, discussion with peers, courses < 1/2 day - 1 PDH per hour

DATE (dd-mm-yr)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
10-12 Jun 99	Attended AAPG Conference	AAPG	24	24	
1999	Technical Journal Studies	CSPG, CCPG	25	5	20
PERIOD SUBTOTAL			49	29	20

PDH/year that may be claimed **30 max**

Participation - mentoring, public boards, technical/professional committees or societies, community involvement - 1 PDH per hour

DATE (dd-mm-yr)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
1999	Member APEGGA Practice Standards Com.	APEGGA	16	16	
1999	Member, Executive ASPG	ASPG	15	4	11
PERIOD SUBTOTAL			31	20	11

PDH/year that may be claimed (max 10 PDH for community service) **20 max**

Presentations - technical/professional presentations at conference/meeting, course/workshop - 1 PDH per hour prep & delivery

DATE (dd-mm-yr)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
10 Jun 99	Presented Technical Paper at AAPG Conf.	AAPG	12	12	
PERIOD SUBTOTAL			12	12	0

PDH/year that may be claimed **20 max**

Contributions to Knowledge - development of published Codes or Standards - 1 PDH per hour committee work; 15 PDH per patent; 15 PDH per article published in peer reviewed journal; 10 PDH per article published in non-reviewed journal; 1 PDH per hour of review articles for publication; 1 PHD per hour of editing articles for publication

DATE (dd-mm-yr)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
Sept 99	Prepared article for CSPG on Sedimentary Geology	CSPG	10	10	
Oct 99	Prepared Technical Paper for CWLS on Induction Logging	CWLS	15	15	
PERIOD SUBTOTAL			25	25	0

PDH/year that may be claimed **30 max**

TOTAL FOR ALL ACTIVITIES DURING ANNUAL PERIOD	197	136	61
PREVIOUS THREE YEAR TOTAL			



Signature

01/12/99
Date

Continuing Professional Development-DETAILED ACTIVITY RECORD (One sheet per year. Overflow on back.)

FROM (mon/yr):	October 1999	TO (mon/yr):	September 2000
NAME:	EXAMPLE 6 – Sr. Project Eng./ Manager	MEMBER #:	M12345

Professional Practice - 1 PDH per 15 hours of professional practice

DATE (dd-mm-yr)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
1999-2000	Active Practice as Project Eng. In Petroleum/Gas	Employer – Company XYZ	55	50	5
PERIOD SUBTOTAL			55	50	5

PDH/year that may be claimed **50 max**

Formal Activity - courses through universities, colleges, employers, industry, technical societies > 1/2 day - 1 PDH per hour in course

DATE (dd-mm-yr)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
Jan-Apr '00	Petroleum Course 101	U of A	30	30	
1-3 Oct '99	Bailey System Training	Bailey	24	0	24
PERIOD SUBTOTAL			54	30	24

PDH/year that may be claimed **30 max**

Informal Activity - self directed study, attendance at conferences/meetings, discussion with peers, courses < 1/2 day - 1 PDH per hour

DATE (dd-mm-yr)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
1999	Petroleum Trade Show	Talked to Vrious Vendors	16	16	
1999-2000	OILCAN Meetings	OILCAN	12	12	
PERIOD SUBTOTAL			28	28	0

PDH/year that may be claimed **30 max**

Participation - mentoring, public boards, technical/professional committees or societies, community involvement - 1 PDH per hour

DATE (dd-mm-yr)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
1999-2000	Minor Hockey Coach	Norwood Com. League	32	10	22
1999-2000	Mentoring MIT's	Employer – Company XYZ	20	10	10
PERIOD SUBTOTAL			52	20	32

PDH/year that may be claimed (max 10 PDH for community service) **20 max**

Presentations - technical/professional presentations at conference/meeting, course/workshop - 1 PDH per hour prep & delivery

DATE (dd-mm-yr)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
PERIOD SUBTOTAL			0	0	0

PDH/year that may be claimed **20 max**

Contributions to Knowledge - development of published Codes or Standards - 1 PDH per hour committee work; 15 PDH per patent; 15 PDH per article published in peer reviewed journal; 10 PDH per article published in non-reviewed journal; 1 PDH per hour of review articles for publication; 1 PHD per hour of editing articles for publication

DATE (dd-mm-yr)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
1999	Patented Remote Control Valve	Employer – XYZ	15	15	
PERIOD SUBTOTAL			15	15	0

PDH/year that may be claimed **30 max**

TOTAL FOR ALL ACTIVITIES DURING ANNUAL PERIOD	204	143	61
PREVIOUS THREE YEAR TOTAL			



Signature

01/09/00
Date

Continuing Professional Development-DETAILED ACTIVITY RECORD (One sheet per year. Overflow on back.)

FROM (mon/yr):	April 2001	TO (mon/yr):	March 2002
NAME:	EXAMPLE 7 – Water & Sewer Analyst	MEMBER #:	M12345

Professional Practice - 1 PDH per 15 hours of professional practice

DATE (dd-mm-yr)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
2001-2002	Active Practice as Water & Sewer Analyst	Employer	50	50	0
PERIOD SUBTOTAL			50	50	0

PDH/year that may be claimed **50 max**

Formal Activity - courses through universities, colleges, employers, industry, technical societies > 1/2 day - 1 PDH per hour in course

DATE (dd-mm-yr)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
15 Jan 02	Wood Foundations Course	U of A	8	8	
13-14 Oct 01	Trenching Course	U of A	15	15	
PERIOD SUBTOTAL			23	23	0

PDH/year that may be claimed **30 max**

Informal Activity - self directed study, attendance at conferences/meetings, discussion with peers, courses < 1/2 day - 1 PDH per hour

DATE (dd-mm-yr)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
2001-2002	Self Study Computer System	Self	20	20	
2001-2002	Job Training Program	Employer	15	10	5
15 May 01	Attend Civil Eng'g Society Meeting	Society for Civil Eng.	3		3
PERIOD SUBTOTAL			38	30	8

PDH/year that may be claimed **30 max**

Participation - mentoring, public boards, technical/professional committees or societies, community involvement - 1 PDH per hour

DATE (dd-mm-yr)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
14 Feb 02	Science Fair Judge	APEGGA	8	8	
PERIOD SUBTOTAL			8	8	0

PDH/year that may be claimed (max 10 PDH for community service) **20 max**

Presentations - technical/professional presentations at conference/meeting, course/workshop - 1 PDH per hour prep & delivery

DATE (dd-mm-yr)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
PERIOD SUBTOTAL			0	0	0

PDH/year that may be claimed **20 max**

Contributions to Knowledge - development of published Codes or Standards - 1 PDH per hour committee work; 15 PDH per patent; 15 PDH per article published in peer reviewed journal; 10 PDH per article published in non-reviewed journal; 1 PDH per hour of review articles for publication; 1 PHD per hour of editing articles for publication

DATE (dd-mm-yr)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
2001-2002	Plumbing Code Committee	Alberta Labour	24	24	
PERIOD SUBTOTAL			24	24	0

PDH/year that may be claimed **30 max**

TOTAL FOR ALL ACTIVITIES DURING ANNUAL PERIOD	143	135	8
PREVIOUS THREE YEAR TOTAL			



Signature _____ Date 01/03/02

Continuing Professional Development-DETAILED ACTIVITY RECORD (One sheet per year. Overflow on back.)

FROM (mon/yr):	January 1996	TO (mon/yr):	December 1996
NAME:	EXAMPLE 8 – Engineering Manager	MEMBER #:	M12345

Professional Practice - 1 PDH per 15 hours of professional practice

DATE (dd-mm-yr)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
1996	Active Practice	Employer	120	50	70
PERIOD SUBTOTAL			120	50	70

PDH/year that may be claimed **50 max**

Formal Activity - courses through universities, colleges, employers, industry, technical societies > 1/2 day - 1 PDH per hour in course

DATE (dd-mm-yr)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
1-3 May 96	Construction Management Course	Employer	24	24	
PERIOD SUBTOTAL			24	24	0

PDH/year that may be claimed **30 max**

Informal Activity - self directed study, attendance at conferences/meetings, discussion with peers, courses < 1/2 day - 1 PDH per hour

DATE (dd-mm-yr)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
1996	Self Study – Journal of Constructions Management, Encon Guidelines, others	Self	32	30	2
PERIOD SUBTOTAL			32	30	2

PDH/year that may be claimed **30 max**

Participation - mentoring, public boards, technical/professional committees or societies, community involvement - 1 PDH per hour

DATE (dd-mm-yr)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
1996	Service on APEGGA Education Comm.	APEGGA	20	20	
1996	Mentoring a Professional Member	Employer	20	0	20
PERIOD SUBTOTAL			40	20	20

PDH/year that may be claimed (max 10 PDH for community service) **20 max**

Presentations - technical/professional presentations at conference/meeting, course/workshop - 1 PDH per hour prep & delivery

DATE (dd-mm-yr)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
PERIOD SUBTOTAL			0	0	0

PDH/year that may be claimed **20 max**

Contributions to Knowledge - development of published Codes or Standards - 1 PDH per hour committee work; 15 PDH per patent; 15 PDH per article published in peer reviewed journal; 10 PDH per article published in non-reviewed journal; 1 PDH per hour of review articles for publication; 1 PHD per hour of editing articles for publication

DATE (dd-mm-yr)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
PERIOD SUBTOTAL			0	0	0

PDH/year that may be claimed **30 max**

TOTAL FOR ALL ACTIVITIES DURING ANNUAL PERIOD	216	124	92
PREVIOUS THREE YEAR TOTAL			



01/12/96

Signature

Date

Continuing Professional Development-DETAILED ACTIVITY RECORD (One sheet per year. Overflow on back.)

FROM (mon/yr):	January 1997	TO (mon/yr):	December 1997
NAME:	EXAMPLE 9 – Management Consultant	MEMBER #:	M12345

Professional Practice - 1 PDH per 15 hours of professional practice

DATE (dd-mm-yr)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
1997	Active Practice (15% of time)	Employer	20	20	
PERIOD SUBTOTAL			20	20	0

PDH/year that may be claimed **50 max**

Formal Activity - courses through universities, colleges, employers, industry, technical societies > 1/2 day - 1 PDH per hour in course

DATE (dd-mm-yr)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
15-16 Oct 97	Negotiations and Related Skills Training Seminar	U of A	16	16	
PERIOD SUBTOTAL			16	16	0

PDH/year that may be claimed **30 max**

Informal Activity - self directed study, attendance at conferences/meetings, discussion with peers, courses < 1/2 day - 1 PDH per hour

DATE (dd-mm-yr)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
1997	Peer Interaction Sessions	ICMCA	4	4	
1997	Self Study Article Reading – Harvard Business Review, Law Review, others		10	10	
PERIOD SUBTOTAL			14	14	0

PDH/year that may be claimed **30 max**

Participation - mentoring, public boards, technical/professional committees or societies, community involvement - 1 PDH per hour

DATE (dd-mm-yr)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
1997	APEGGA & ICMCA Committee	APEGGA; ICMCA	20	20	
PERIOD SUBTOTAL			20	20	0

PDH/year that may be claimed **20 max**

Presentations - technical/professional presentations at conference/meeting, course/workshop - 1 PDH per hour prep & delivery

DATE (dd-mm-yr)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
1997	Managerial Presentations	ICMCA	10	10	
PERIOD SUBTOTAL			10	10	0

PDH/year that may be claimed (max 10 PDH for community service) **20 max**

Contributions to Knowledge - development of published Codes or Standards - 1 PDH per hour committee work; 15 PDH per patent; 15 PDH per article published in peer reviewed journal; 10 PDH per article published in non-reviewed journal; 1 PDH per hour of review articles for publication; 1 PHD per hour of editing articles for publication

DATE (dd-mm-yr)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
1997	Contract Law Article	Law Review	10	10	
PERIOD SUBTOTAL			10	10	0

PDH/year that may be claimed **30 max**

TOTAL FOR ALL ACTIVITIES DURING ANNUAL PERIOD	90	90	0
PREVIOUS THREE YEAR TOTAL			

Lehman

01/12/97

Signature

Date

Continuing Professional Development-DETAILED ACTIVITY RECORD (One sheet per year. Overflow on back.)

FROM (mon/yr):	January 2005	TO (mon/yr):	December 2005
NAME:	EXAMPLE 10 – President Oil/Gas Exploration Co.	MEMBER #:	M12345

Professional Practice - 1 PDH per 15 hours of professional practice

DATE (dd-mm-yr)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
2005	Influence over the professions – review drilling programs, reserves evaluations, property acquisitions (10% of time)	Employer	20	20	
PERIOD SUBTOTAL			20	20	0

PDH/year that may be claimed **50 max**

Formal Activity - courses through universities, colleges, employers, industry, technical societies > 1/2 day - 1 PDH per hour in course

DATE (dd-mm-yr)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
	none		0	0	0

PDH/year that may be claimed **30 max**

Informal Activity - self directed study, attendance at conferences/meetings, discussion with peers, courses < 1/2 day - 1 PDH per hour

DATE (dd-mm-yr)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
June 2005	Global Petroleum show	Employer	24	20	4
2005	read Oil & Gas, The Reservoir 1 hr/mo	Self	12	10	2
PERIOD SUBTOTAL			36	30	6

PDH/year that may be claimed **30 max**

Participation - mentoring, public boards, technical/professional committees or societies, community involvement - 1 PDH per hour

DATE (dd-mm-yr)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
2005	CAPP Board	CAPP	20	10	10
2005	Wildrose Condominium Board	Condo Board	60	10	50
2005	Member of Rotary Club of Calgary	Rotary	50	0	50
PERIOD SUBTOTAL			130	20	110

PDH/year that may be claimed (max 10 PDH for community service) **20 max**

Presentations - technical/professional presentations at conference/meeting, course/workshop - 1 PDH per hour prep & delivery

DATE (dd-mm-yr)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
2005	Presentations to shareholders, lenders		10	10	
PERIOD SUBTOTAL			10	10	0

PDH/year that may be claimed **20 max**

Contributions to Knowledge - development of published Codes or Standards - 1 PDH per hour committee work; 15 PDH per patent; 15 PDH per article published in peer reviewed journal; 10 PDH per article published in non-reviewed journal; 1 PDH per hour of review articles for publication; 1 PDH per hour of editing articles for publication

DATE (dd-mm-yr)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
	none		0	0	0
PERIOD SUBTOTAL			0	0	0

PDH/year that may be claimed **30 max**

TOTAL FOR ALL ACTIVITIES DURING ANNUAL PERIOD	194	80	116
PREVIOUS THREE YEAR TOTAL			

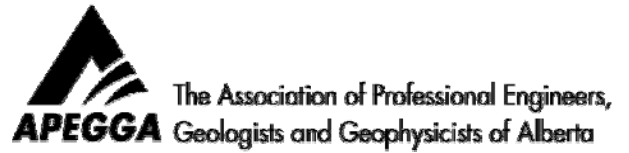


Signature

01/12/05

Date

APPENDIX IV - REQUEST FOR SPECIAL CONSIDERATION



Practice Review Board

**REQUEST FOR SPECIAL CONSIDERATION
TO REDUCE CONTINUING PROFESSIONAL DEVELOPMENT (CPD) REQUIREMENTS**

I am a Professional Member who is not practicing full time, and not able to meet the requirements of the CPD program as readily as those who are practicing full time. I am requesting special consideration from the Practice Review Board to have my Professional Development Hours (PDH) requirements reduced as per the CPD Guideline, due to:

- | | |
|---|--|
| <input type="checkbox"/> Under- or Un-Employment | <input type="checkbox"/> Part-Time Employment or Semi-Retirement |
| <input type="checkbox"/> Maternity/Parental Leave | <input type="checkbox"/> Enrolled in Full-Time Educational Program |
| <input type="checkbox"/> Health/Disability | <input type="checkbox"/> Other (specify) _____ |

PERSONAL INFORMATION

Member number: M _____

Legal Name

Mr. Ms. Dr.

Preferred Name	_____ Surname	_____ Given Names in Full (NO Initials)
Preferred Address	_____ Surname	_____ Common Names and/or Initials
	_____ City	_____ Street
	_____ Telephone	_____ Province
		_____ Postal Code
		_____ E-Mail

COMMENTS

Description of my circumstances – why I wish to apply for special consideration. (Please give details and dates, attaching additional sheets as necessary).

Date _____ Signature _____

Please mail, fax, or email this completed form to:

APEGGA Professional Practice Department
1500 Scotia One, 10060 Jasper Avenue
Edmonton AB T5J 4A2
Fax: 780-426-1877
Email: rainsworth@apega.ca