

# CONTINUING EDUCATION AND ANNUAL REPORTING REQUIREMENTS FOR REGISTRANTS

## APPLICABILITY

DESIGNATION	REQUIREMENTS		
	THREE YEAR ROLLING PERIOD	ANNUAL REQUIREMENTS	DECLARATION
P.Eng., P.Geo., P.L.Eng., P.L.Geo., Life Member Prior to 1998, Honourary Life Member	<ul style="list-style-type: none"> <li>60 Continuing Education (CE) Hours of learning activities</li> </ul>	<ul style="list-style-type: none"> <li>Record at least one CE Hour of Ethical Learning</li> <li>Complete the Mandatory Regulatory Learning Module</li> <li>Complete a CE Plan and Practice Risk Assessment</li> </ul>	<ul style="list-style-type: none"> <li>Submit Annual Reporting to declare CE requirements have been completed</li> </ul>
Struct.Eng.	<ul style="list-style-type: none"> <li>60 Continuing Education (CE) Hours of learning activities</li> <li>Additional 60 CE Hours of Technical Learning activities directly related to structural practice</li> </ul>	<ul style="list-style-type: none"> <li>Record at least one CE Hour of Ethical Learning</li> <li>Complete the Mandatory Regulatory Learning Module</li> <li>Complete a CE Plan and Practice Risk Assessment</li> </ul>	<ul style="list-style-type: none"> <li>Submit Annual Reporting to declare CE requirements have been completed</li> </ul>
EIT, GIT, Non-practising, Retired	<ul style="list-style-type: none"> <li>Optional</li> </ul>	<ul style="list-style-type: none"> <li>Optional</li> </ul>	<ul style="list-style-type: none"> <li>Submit Annual Reporting</li> </ul>

CE requirement details are available at [egbc.ca/Continuing-Education](http://egbc.ca/Continuing-Education). AR requirement details are available at [egbc.ca/annual-reporting](http://egbc.ca/annual-reporting).

For more information, including FAQs, CE Plan Templates, CE Plan Examples, and an informational video on how to complete requirements, please visit [egbc.ca/Continuing-Education-Resources](http://egbc.ca/Continuing-Education-Resources).

## DEADLINE

Between May 1 and June 30 each year, registrants must submit their AR. Practising registrants' complete CE requirements throughout the reporting year and then proceed to the Annual Reporting System to complete their CE Declaration and submit their Annual Reporting.

SECOND 3-YEAR ROLLING PERIOD				
		THIRD 3-YEAR ROLLING PERIOD		
		FOURTH 3-YEAR ROLLING PERIOD		
<b>2022-2023</b> Second 3-Year Rolling Period begins July 1, 2023	<b>2023-2024</b>	<b>2024-2025</b> End of second 3-Year Rolling Period on June 30, 2025	<b>2025-2026</b> End of third 3- Year Rolling Period on June 30, 2026	<b>2026-2027</b> End of fourth 3-Year Rolling Period on June 30, 2027

Designation	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Practising	Complete CE Requirements											
											Declare CE; Submit Annual Reporting	
Non-Practising, Retired, Trainees											Submit Annual Reporting	

*Note: Life Non-Practising registrants do not have any CE or AR requirements*

## EXEMPTIONS

Registrants on leave from their organization (e.g., parental, medical, or compassionate care) or experiencing other extenuating circumstances may apply for an exemption from the Continuing Education (CE) Program requirements on a yearly basis. The deadline for applying is June 30. Access the application form at [tools.egbc.ca/Account/Disputes](https://tools.egbc.ca/Account/Disputes).

## HOW CAN FIRMS SUPPORT THEIR EMPLOYEES WITH COMPLIANCE?

1. Communicate the expectation that registrants employed by the firm must meet CE requirements as proof of competency in their areas of practice. This must be documented in the firm's Professional Practice and Management Plan (PPMP).
2. Establish clear policies to give employees an opportunity to complete CE Hours, and/or integrate CE Hour completion into employees' professional development plan or annual performance evaluation.
3. Help employees on leave complete the CE exemption application form and remind them to update their contact information at [egbc.ca/Account](https://egbc.ca/Account) so important updates reach them.
4. Add [egbc.ca](https://egbc.ca) as a safe sender to your email server to ensure emails aren't marked as spam.

Further details are available in section 5.0 of the [Guide to the Continuing Education Program](#), as well as section 2.4.2.3 of the Regulation of Firms Permit to Practice Manual, available at [egbc.ca/Firm-Practice](https://egbc.ca/Firm-Practice). In addition, our PPMP Templates all include a section on Continuing Education.

Due to privacy restrictions, Engineers and Geoscientists BC cannot release information about registrants beyond what is publicly available in our registrant directory, available at [egbc.ca/registant-directory](https://egbc.ca/registant-directory).