



ENGINEERS &  
GEOSCIENTISTS  
BRITISH COLUMBIA

# Continuing Education Requirements

HOW TO COMPLETE THE 2021-2022  
CONTINUING EDUCATION (CE)  
REQUIREMENTS

Version 5

May 31, 2023

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## Introduction

Applicants wishing to reinstate their practice rights are required to complete continuing education activities in their online account before reinstatement will be granted.

This How-To Guide provides step-by-step instructions for completing the 2021-2022 CE requirements in your online account.

## REQUIREMENTS FOR REINSTATEMENT

- Record one CE Hour of ethical learning in the 2021-2022 reporting period.
- Complete the 2021-2022 Regulatory Module.

## ANNUAL REPORTING

Applicants applying for reinstatement are not required to complete their overdue Annual Reporting from 2022 because the missing information is captured in the [reinstatement application form](#).

### **What is the difference between Continuing Education and Annual Reporting?**

The CE Program requires practising registrants to record CE activities and prepare CE Plans.

- CE activities and plans must be completed by June 30 every year and tracked in the CE reporting system.

Annual Reporting (AR) is the process by which all registrants update their personal and professional contact information and complete annual declarations.

- AR must be completed by June 30 each year in the AR System
- The Annual Reporting submission takes approximately 10 minutes to complete.

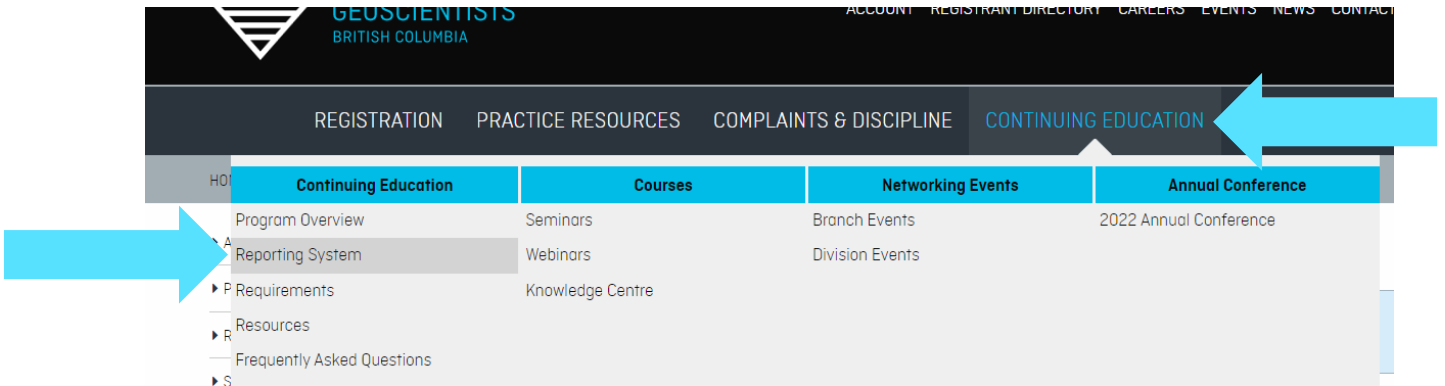
## BACKGROUND

The Continuing Education Program is in effect as of July 1, 2021. Registrants are required to undertake a blend of technical, non-technical, regulatory, and ethical training to meet program requirements, and the program is built to be flexible in allowing registrants to identify the areas of learning most relevant to maintaining their competency.

The CE Program is mandatory and applies to all registrants with practice rights.

# UNDERSTANDING YOUR CONTINUING EDUCATION REPORTING SYSTEM

**1.1 HOW TO ACCESS** - Login to your online account at [www.egbc.ca](http://www.egbc.ca). To access your Continuing Education Reporting System, go to; **Continuing Education**, then **Reporting System**.



**1.2 PURPOSE** - The CE Reporting System is the online platform where registrants record CE Hours and meet their requirements.

## CONTINUING EDUCATION REPORTING SYSTEM

Reporting Year	Ethical	Regulatory	Technical	Communications & Leadership	Annual Total	3-Year Total	Activities
Jul 01, 2022 - Jun 30, 2023 (Current)	1	0	0	0	1	3	<a href="#">Activities</a>
Jan 01, 2021 - Jun 30, 2022 (Past)	1	1	0	0	2	2	<a href="#">Activities</a>

**STATUS ICONS:** Requirement Met In Progress Overdue

Take note of the status icons. ABOUT THE CE PROGRAM, CONSULT THE GUI

**1.3 EDITING AN ACTIVITY** - To edit an Activity, select the blue “Activity” button. From here you can **Edit** or **Delete**.

CONTINUING EDUCATION ACTIVITIES - 2021-2022

+ Add new Activity
📄 Export to Excel
📄 Download Summary Report

Area	Activity	Hours	Organizer	Start Date	End Date	Notes
Regulatory	Mandatory: Regulatory Learning Module for 2021-2022	1	Engineers & Geoscientists BC	2021-09-13	2021-09-13	<span style="background-color: #0072bc; color: white; padding: 2px 5px; border-radius: 3px;">Edit</span> <span style="background-color: #ccc; padding: 2px 5px; border-radius: 3px; margin-left: 5px;">Delete</span>

**1.4 CHANGING THE REPORTING YEAR** – If your activity has been recorded in the wrong reporting year, “Edit” your activity and select “2021-2022” as the Reporting Year.

UNDERSTANDING THE REGULATION OF FIRMS

Reporting Year \*

2022-2023 ▼

2021-2022

2022-2023

The image shows a screenshot of a web form. At the top, the title "UNDERSTANDING THE REGULATION OF FIRMS" is displayed. Below the title, there is a label "Reporting Year \*" followed by a dropdown menu. The dropdown menu is currently open, showing three options: "2022-2023" (which is the currently selected option), "2021-2022", and "2022-2023". The "2022-2023" option at the bottom of the list is highlighted in red. To the right of the dropdown menu, there is a vertical scrollbar.

# 2021-2022 REGULATORY MODULE

**2.1 ACCESSING THE REGULATORY MODULE** - Login to your online account at [www.egbc.ca](http://www.egbc.ca). To access the **Knowledge Centre**, go to **Continuing Education**, then **Knowledge Centre**.

The screenshot shows a dark navigation bar with the following items: REGISTRATION, PRACTICE RESOURCES, COMPLAINTS & DISCIPLINE, and CONTINUING EDUCATION. A blue arrow points to 'CONTINUING EDUCATION'. Below this is a sub-menu with four items: Continuing Education, Courses, Networking Events, and Announcements. A second blue arrow points to 'Knowledge Centre' under the 'Courses' category. A text box on the right contains the following text: 'The Knowledge Centre is your platform to access on-demand webinar recordings and courses developed to help you meet your regulatory and ethical learning requirements.'

In the Knowledge Centre, the regulatory module is pinned to the top for your convenience. You can also use the search function to find the regulatory module for 2021-2022.

The screenshot shows a search results page. On the left is a sidebar with filters: Search..., Quick Filters (Sort: Alphabetical, My Collection Only: OFF, Free Only: OFF), Content Type (External Resource: 2, Online Course: 6, Video: 117), Area of Learning (Communications & Leadership: 10, Ethical: 11, Regulatory: 29, Technical: 75), Price (Min to Max), CE Hours (Min to Max), and Tags (Select...). On the right are four search results. A blue arrow points to the search bar. A second blue arrow points to the first result, 'MANDATORY: REGULATORY LEARNING MODULE FOR 2021-2022', which is marked with a star and has a 'Continuing Education Program' tag. The other results include 'MANDATORY: REGULATORY LEARNING MODULE FOR 2022-2023', '21ST CENTURY ENERGY TRANSITION: THE GLOBAL CHALLENGE OF OUR TIME', '4 SEASONS OF RECONCILIATION - INDIGENOUS AWARENESS LEARNING', 'ADAPTIVE LEADERSHIP IN THE FACE OF CRISIS', and 'AN INTRODUCTION TO DEEP RETROFITS OF EXISTING BUILDINGS THROUGH CASE STUDIES'.

**2.2 WATCHING THE MODULE** - You can watch the module by selecting the course and clicking **Launch Course**. You can also choose to add the module to your collection to save for later. You can do this by opening a module selecting the **Add to Collection** button.

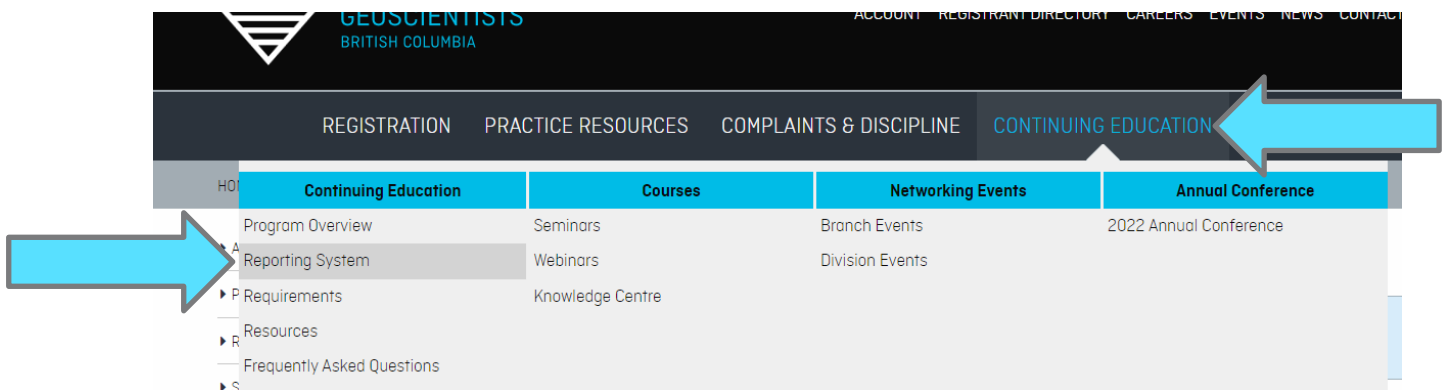


Once you have completed the module, the status will change to **Completed**.

## PROGRESS



**2.3 CONFIRM CREDIT HAS BEEN GIVEN** – Go to your **CE Reporting System**.



A **green checkmark** will confirm the Regulatory requirement has been met. The green checkmark is awarded immediately upon successfully completing the regulatory module.

## CONTINUING EDUCATION REPORTING SYSTEM

Reporting Year	Ethical	Regulatory	Technical	Communications & Leadership	Annual Total	3-Year Total	Activities
Jan 01, 2021 - Jun 30, 2022 (Past)	1	4		0	5	5	<a href="#">Activities</a>

**STATUS ICONS:** Requirement Met In Progress Overdue

FOR DETAILS ABOUT THE CE PROGRAM, CONSULT THE [GUIDE TO](#)

# RECORDING 1 HOUR OF ETHICAL LEARNING

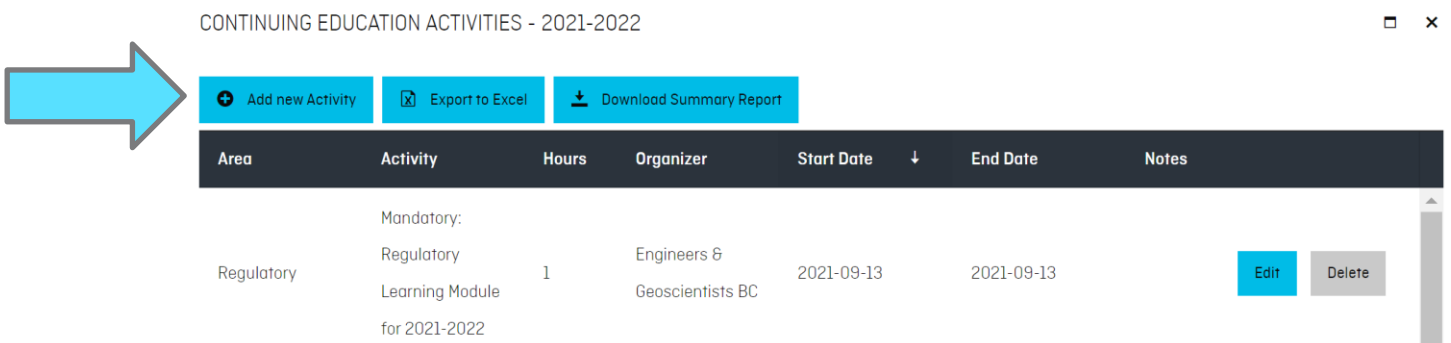
**3.1 FINDING ETHICAL LEARNING RESOURCES** – You must complete 1 hour of ethical learning from any source in the CE Reporting System for the 2021-2022 reporting year.

- Choose an ethical learning topic that interests you and spend at least 1 hour learning about that topic.
- Ethical learning topics could include watching a recorded video in the Knowledge Centre, taking an ethics course offered by their employer, studying past disciplinary decisions, etc. Offerings for ethical learning are available from the [Offerings](#) webpage.

**3.2 RECORDING YOUR ETHICAL LEARNING ACTIVITY** – Go to your **CE Reporting System**.



Select the blue **“Activity”** button then click **“Add New Activity”**.



Choose **“Ethical”** as the **area** for your activity and enter the relevant details then click **“Save”**. Required fields are marked with a red asterisk.




### CREATE ACTIVITY

Reporting Year \*  
2021-2022


Area \*

Single-Day Event  Multi-Day Event

Activity Name \*

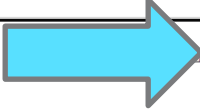
Organizer \* 

Close your activities log using the **X** in the top right corner.

CONTINUING EDUCATION ACTIVITIES - 2021-2022 







[Add new Activity](#) [Export to Excel](#) [Download Summary Report](#)




Area	Activity	Hours	Organizer	Start Date	End Date	Notes
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**3.3 CONFIRM CREDIT HAS BEEN GIVEN** – A green checkmark will confirm the Ethical requirement has been met.

### CONTINUING EDUCATION REPORTING SYSTEM

Reporting Year	Ethical 	Regulatory 	Technical 	Communications & Leadership 	Annual Total	3-Year Total	Activities 
Jan 01, 2021 - Jun 30, 2022 (Past)	1 	0	0	0	5	5	<a href="#">Activities</a>

STATUS ICONS:  Requirement Met  In Progress  Overdue

  FOR DETAILS ABOUT THE CE PROGRAM, CONSULT THE [GUIDE TO](#)

# CE PLANS 2021-2022

If you did not complete a CE Plan for 2021-2022, we will not require you to complete it retroactively. If selected for a Compliance Audit, you will be asked to explain the gaps between your CE Plans; for this reason, we recommend drafting your CE Plan for the next 12-month right away and then start undertaking CE activities in alignment with your Plan. See our CE [FAQs](#) for templates and more details. CE Plans must be kept in your personal files for 10 years.

Staff will check if your CE requirements have been completed once per week, however, if you would like a faster response, please email us at [cep@egbc.ca](mailto:cep@egbc.ca) to confirm your completion.