ENGINEERS &
GEOSCIENTISTS
BRITISH COLUMBIA

Continuing Education Requirements

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

VERSION 02
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INTRODUCTION **2**

REQUIREMENTS FOR REINSTATEMENT **2**

Annual Reporting 2

BACKGROUND **2**

UNDERSTANDING YOUR CONTINUING EDUCATION REPORTING SYSTEM **3**

1.1 How to Access 3

1.2 Purpose 3

1.3 Editing an Activity 3

1.4 Changing the Reporting Year 4

2021-2022 REGULATORY MODULE **5**

2.1 Accessing the Regulatory Module 5

2.2 Watching the Module 6

2.3 Confirm Credit Has Been Given 6

RECORDING 1 HOUR OF ETHICAL LEARNING **7**

3.1 Finding Ethical Learning Resources 7

3.2 Recording Your Ethical Learning Activity 7

3.3 Confirm Credit Has Been Given 8

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

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

It is recommended to complete your CE Plan now for the current reporting year however its completion will not be validated as part of the reinstatement application process.

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.

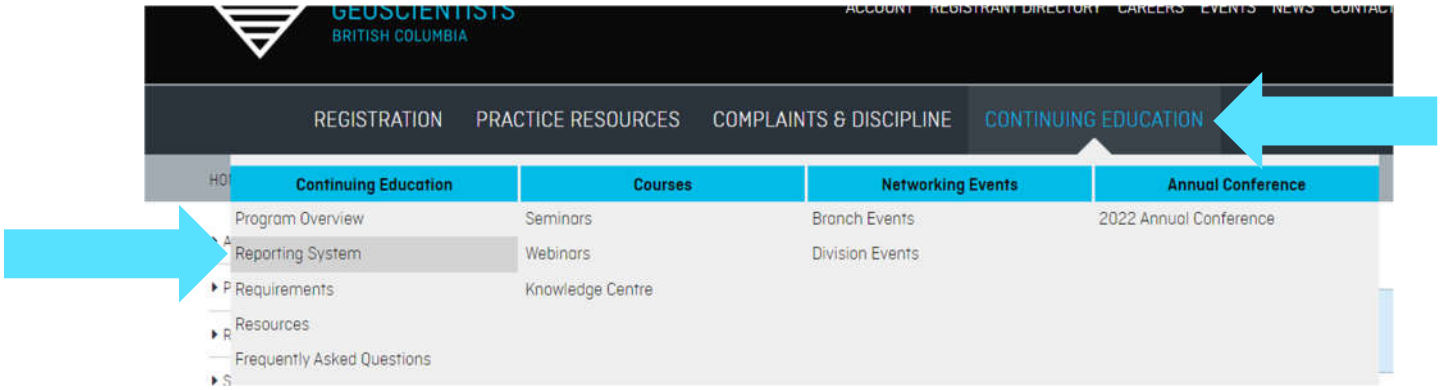
BACKGROUND

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.

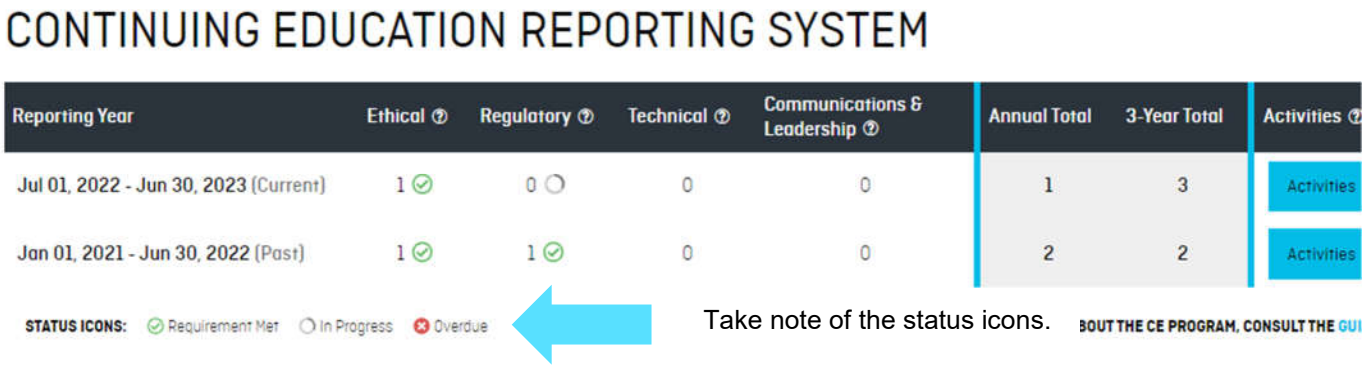
The CE Program is mandatory and applies to all registrants with practice rights.

UNDERSTANDING YOUR CONTINUING EDUCATION REPORTING SYSTEM

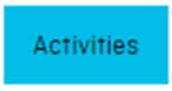
1.1 HOW TO ACCESS - Login to your online account at www.egbc.ca. To access your Continuing Education Reporting System, go to; **Continuing Education**, then **Reporting System.**

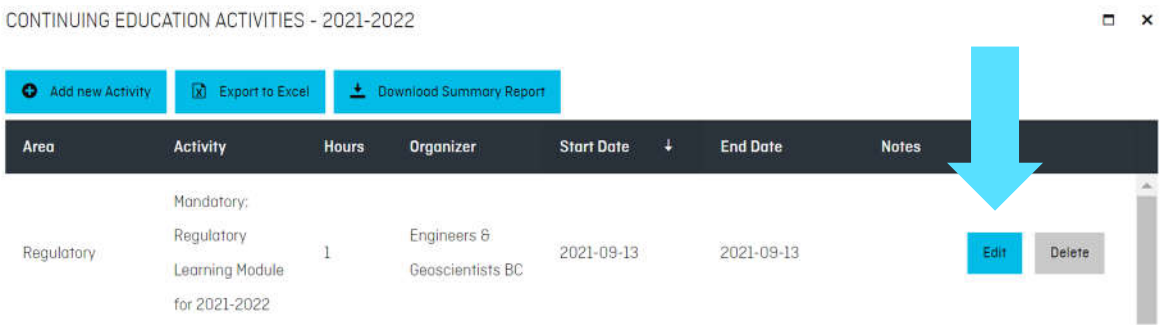


1.2 PURPOSE - The CE Reporting System is the online platform where registrants record CE Hours and meet their requirements.

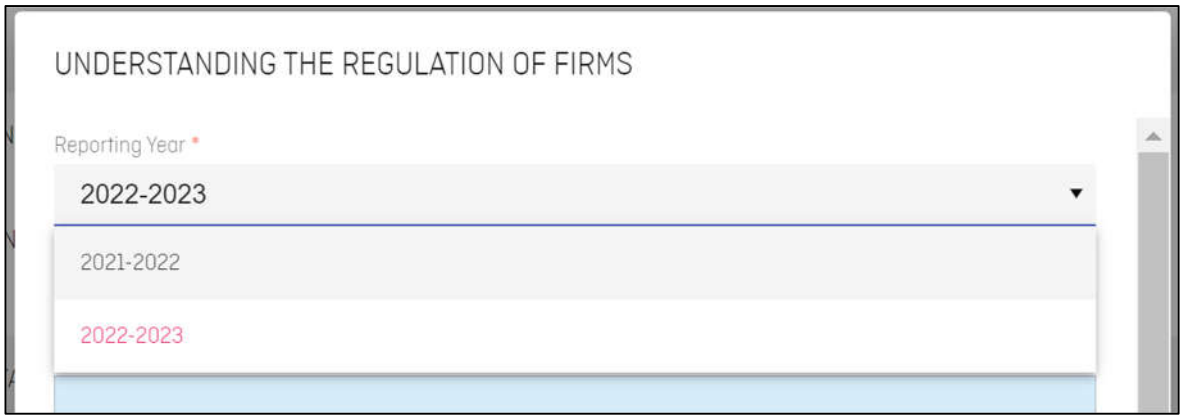


1.3 EDITING AN ACTIVITY - To edit an Activity, select the blue “Activity” button. From here you can **Edit** or **Delete**.



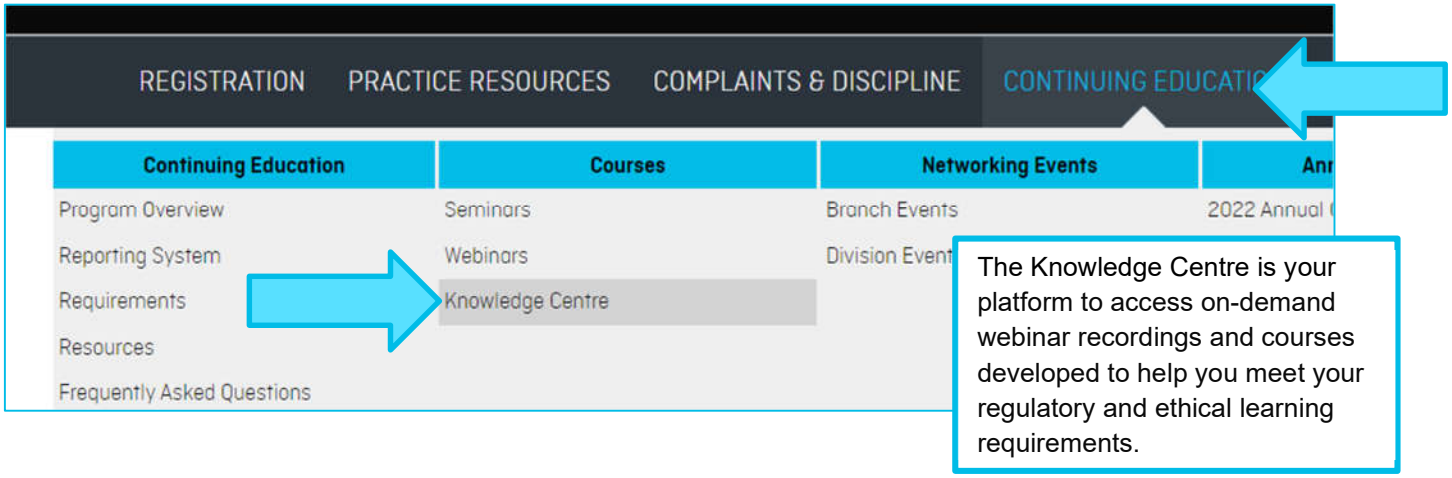


1.4 CHANGING THE REPORTING YEAR – If your activity has been recorded in the wrong reporting year, “Edit” your activity and select “2021-2022” as the Reporting Year.

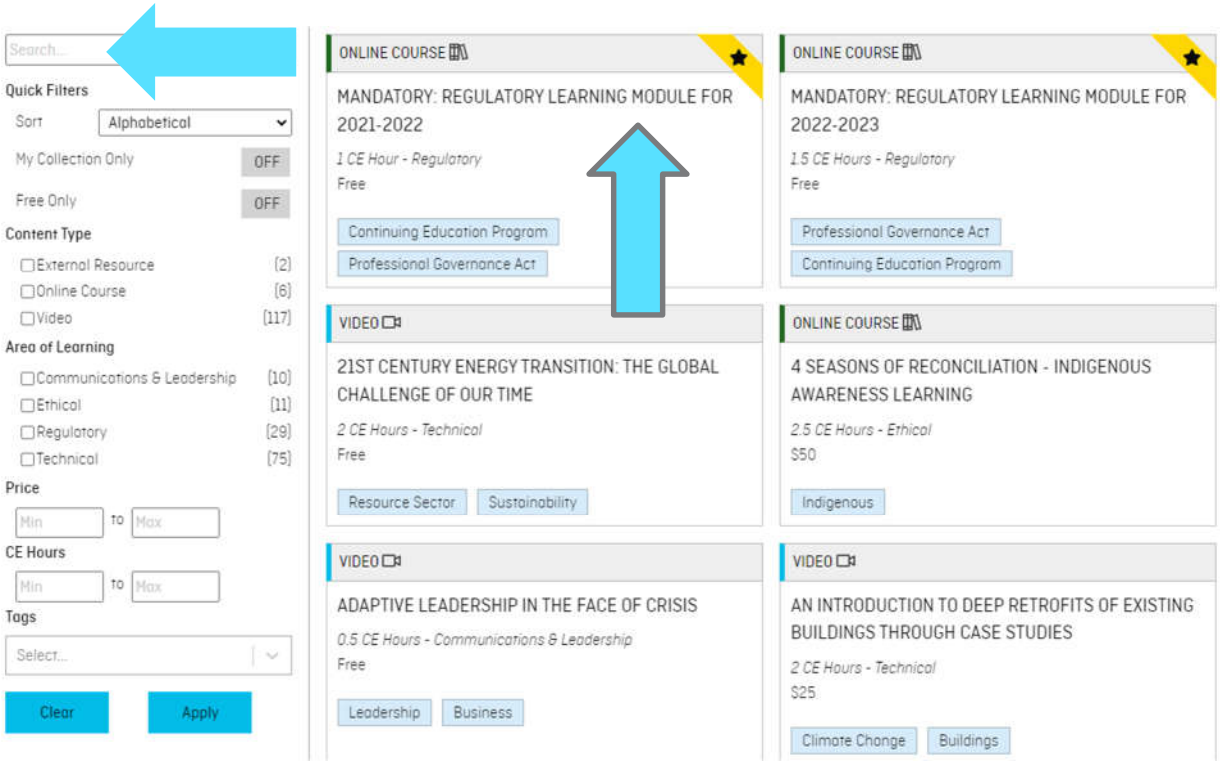


2021-2022 REGULATORY MODULE

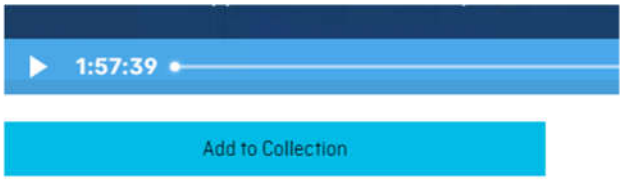
2.1 ACCESSING THE REGULATORY MODULE - Login to your online account at www.egbc.ca.
To access the **Knowledge Centre**, go to **Continuing Education**, then **Knowledge Centre.**



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.

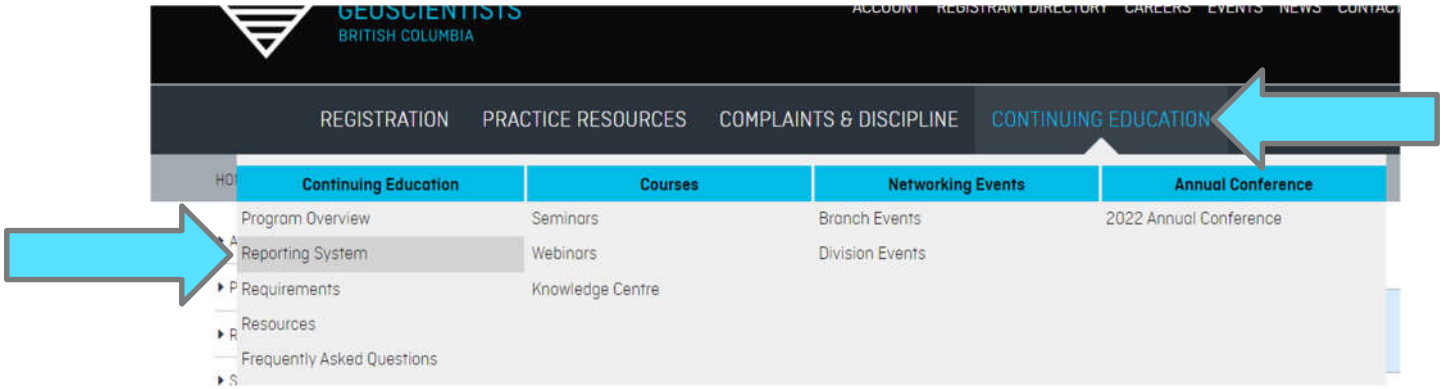


2.2 WATCHING THE MODULE - You can watch the module by selecting the course and clicking **Launch Course.** You can also choose to add the module to your collection to save for later. You can do this by opening a module selecting the **Add to Collection** button.



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

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.

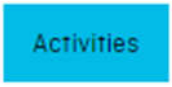
RECORDING 1 HOUR OF ETHICAL LEARNING

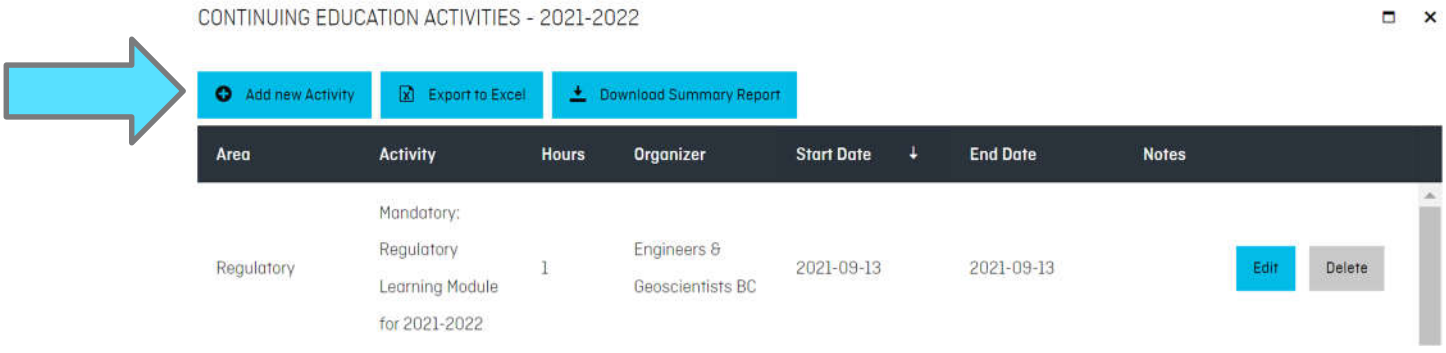
3.1 FINDING ETHICAL LEARNING RESOURCES – You must complete 1 hour of ethical learning from any source in the CE Reporting System for the 2021-2022 reporting year.

- 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.**

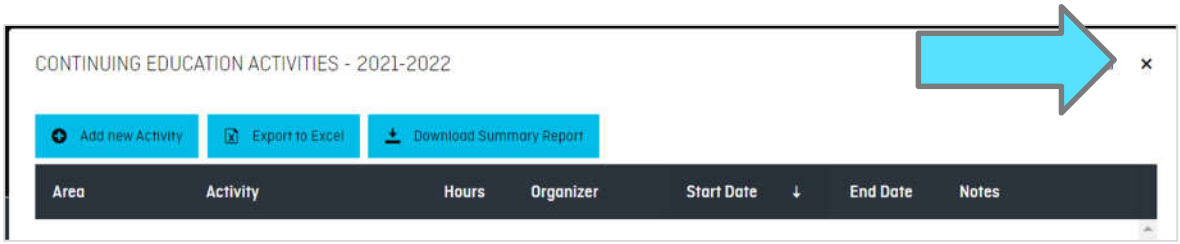
Select the blue "**Activity**" button then click "**Add New Activity**".





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

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



3.3 CONFIRM CREDIT HAS BEEN GIVEN – A green checkmark will confirm the Ethical requirement has been met.