HOW TO COMPLETE YOUR CONTINUING EDUCATION REQUIREMENTS

2023/2024
DEADLINE AND APPLICABILITY

The Continuing Education (CE) requirements must be completed between July 1, 2023 and June 30, 2024.

Practising and Practising Life registrants must complete the Continuing Education requirements before submitting their Annual Reporting declaration.
REQUIREMENTS FOR 2023-2024

1. Record at least 60 CE Hours of activities over the three-year rolling period.
2. Record one CE Hour of ethical learning.
3. Complete the 2023-2024 mandatory Regulatory Learning Module.
4. Complete your CE Plan; and
5. Submit your CE Declaration in the Annual Reporting system.
To complete your Continuing Education requirements and Annual Reporting declaration, visit egbc.ca.

In the top navigation menu select “Login”.

Enter your six-digit User ID and Password to log in.
Once you login, the Account Dashboard provides a personalized checklist of your annual requirements.

Use your dashboard to check the status of your requirements at any time by clicking “My Account” at the top of the page.
ACCOUNT DASHBOARD

To complete your CE requirements, access the CE Reporting System through your Account Dashboard.

Under “Requirements and Deadlines” locate “Continuing Education Reporting” then click, “Access Now”.

CONTINUING EDUCATION REPORTING

<table>
<thead>
<tr>
<th>JUN 30 2024</th>
<th>CONTINUING EDUCATION REPORTING</th>
<th>In Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Open Period</td>
<td>Late Period</td>
</tr>
<tr>
<td></td>
<td>Jul 1—Jun 30</td>
<td>Jul 1—Sep 30</td>
</tr>
<tr>
<td></td>
<td>Suspension</td>
<td>Oct 1—Dec 31</td>
</tr>
<tr>
<td></td>
<td>Cancellation</td>
<td>Jan 1</td>
</tr>
</tbody>
</table>

The Continuing Education Program is mandatory and applies to all registrants with practice rights. Registrants with Non-practicing or Retired designations and Trainee are not required to participate.
CE REPORTING SYSTEM

The CE Reporting System shows your current and past CE records.

<table>
<thead>
<tr>
<th>Reporting Year</th>
<th>Ethical</th>
<th>Regulatory</th>
<th>Technical</th>
<th>Communications &amp; Leadership</th>
<th>Annual Total</th>
<th>3-Year Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul 01, 2023 - Jun 30, 2024 (Current)</td>
<td>0</td>
<td>0</td>
<td>13.5</td>
<td>3.5</td>
<td>17</td>
<td>58</td>
</tr>
<tr>
<td>Jul 01, 2022 - Jun 30, 2023 (Past)</td>
<td>3</td>
<td>1.5</td>
<td>14.5</td>
<td>3</td>
<td>22</td>
<td>41</td>
</tr>
<tr>
<td>Jan 01, 2021 - Jun 30, 2022 (Past)</td>
<td>3</td>
<td>2</td>
<td>12</td>
<td>2</td>
<td>19</td>
<td>19</td>
</tr>
</tbody>
</table>

STATUS ICONS: ☑ Complete  ☐ In Progress  ☢ Late  ☞ Overdue

For details about the CE Program, consult the Guide to the CE Program.
CE REPORTING SYSTEM

To view the status of your requirements, click the button in the "Status" column for the 2023-2024 reporting year. This will open the “Status Window” that offers clarification on your requirements, and links to other resources.
REQUIREMENT 1: RECORD 60 CONTINUING EDUCATION HOURS
60 CONTINUING EDUCATION HOURS

The first Continuing Education (CE) requirement is to record at least 60 CE Hours of activities over the three-year rolling period.

The first three-year rolling period started on July 1, 2021, and ends on June 30, 2024, and applies to all professional registrants whose first license was granted before January 1, 2022.
60 CONTINUING EDUCATION HOURS
DESIGNATED STRUCTURAL ENGINEERS

Designated Structural Engineers must record an additional 60 CE Hours of technical learning directly related to their structural engineering practice for a total of 120 CE Hours.

When adding or editing CE activities, choose “Technical” as the “Area” and then check the box to apply the CE Hours towards your technical learning requirement.
60 CONTINUING EDUCATION HOURS
ELIGIBLE ACTIVITIES

Registrants can accrue CE Hours from any relevant avenue of learning and are not restricted to the offerings available through Engineers and Geoscientists BC.

More information about eligible activities can be found on the Continuing Education FAQs webpage.
60 CONTINUING EDUCATION HOURS

There are two ways to record CE activities and complete this requirement.

Option 1: Through the Knowledge Centre

Option 2: Through self-reporting in your CE Reporting System

Continue onto the next section of this document for a demonstration of how to complete each option.
OPTION 1:
KNOWLEDGE CENTRE
60 CONTINUING EDUCATION HOURS
OPTION 1: KNOWLEDGE CENTRE

The first way to log CE activities and complete the 60 CE Hour requirement is through the Knowledge Centre.

This can be accessed in our website by hovering your mouse over Continuing Education and clicking on the Knowledge Centre.
60 CONTINUING EDUCATION HOURS
OPTION 1: KNOWLEDGE CENTRE

You can use the filters on the left side of the page to view offerings by area of learning, keyword, price, or other characteristics.
60 CONTINUING EDUCATION HOURS
OPTION 1: KNOWLEDGE CENTRE

Select the offering you wish to view. Once you are on the course page, click “Add to Collection”.

Understanding the New Code of Ethics

Add to Collection

Add to Collection
60 CONTINUING EDUCATION HOURS
OPTION 1: KNOWLEDGE CENTRE VIDEOS

If the selected offering is a video, such as a recorded webinar, click the **play** button.

Once you have finished the video, the activity will be automatically added to your CE Reporting System.
60 CONTINUING EDUCATION HOURS
OPTION 1: KNOWLEDGE CENTRE VIDEOS

You can also create an activity in your CE Reporting System by clicking the “Report CE Hours” button below the video, and then click “Report” to add this activity.
60 CONTINUING EDUCATION HOURS
OPTION 1: KNOWLEDGE CENTRE COURSES

If the selected offering is an online course, like our EDI for Engineers and Geoscientists Course, click “Launch Course”.

Equity, Diversity, and Inclusion (EDI) for Engineers and Geoscientists

Course Status: In Progress

Last Accessed: N/A
60 CONTINUING EDUCATION HOURS
OPTION 1: KNOWLEDGE CENTRE COURSES

Continuing Education Hours for completed online courses are automatically recorded to your Continuing Education Reporting System.

Visit your Continuing Education Reporting System to review or edit the activity.

<table>
<thead>
<tr>
<th>Area</th>
<th>Activity Name</th>
<th>Hours</th>
<th>Organizer</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ethical</td>
<td>Equity, Diversity, and Inclusion (EDI) for Engineers and Geoscientists</td>
<td>1</td>
<td>Engineers &amp; Geoscientists BC</td>
<td>2024-02-14</td>
<td>2024-02-14</td>
</tr>
</tbody>
</table>
OPTION 2: SELF-REPORTING
60 CONTINUING EDUCATION HOURS
OPTION 2: SELF-REPORTING

The second way to complete this requirement is to self-report activities.

To report other activities, navigate to the CE Reporting System, click the “Add/Edit” button, then click “Add New Activity”.

CONTINUING EDUCATION ACTIVITIES - 2023-2024
60 CONTINUING EDUCATION HOURS
OPTION 2: SELF-REPORTING

Fill in the required information and click "Save" to add the activity to your list.

<table>
<thead>
<tr>
<th>CREATE ACTIVITY</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Hours</strong></td>
</tr>
<tr>
<td><strong>Start Date</strong></td>
</tr>
<tr>
<td><strong>Notes (optional)</strong></td>
</tr>
</tbody>
</table>

**Supporting Documents (optional)**

Select files...

File types: .jpeg, .jpg, .pdf, .png, .tif, .txt
Max file size: 20Mb

Save  Cancel
REVIEW YOUR PROGRESS
60 CONTINUING EDUCATION HOURS
REVIEW YOUR PROGRESS

To review your progress, open your CE Reporting System, click the icon in the three-year total column to display your progress towards your three-year rolling period requirement.

<table>
<thead>
<tr>
<th>Reporting Year</th>
<th>Ethical</th>
<th>Regulatory</th>
<th>Technical</th>
<th>Communications &amp; Leadership</th>
<th>Annual Total</th>
<th>3-Year Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul 01, 2023 - Jun 30, 2024 (Current)</td>
<td>0 🕒</td>
<td>0 🕒</td>
<td>13.5 🕒</td>
<td>3.5 🕒</td>
<td>17 🕒</td>
<td>58 🕒</td>
</tr>
</tbody>
</table>

Progress (58 / 60 hours)
60 CONTINUING EDUCATION HOURS
REVIEW YOUR PROGRESS

If you do not have an icon in the three-year total column, this means that the three-year rolling period requirement is not due by the end of the 2023-2024 reporting year.

<table>
<thead>
<tr>
<th>Reporting Year</th>
<th>Ethical</th>
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<th>Communications &amp; Leadership</th>
<th>Annual Total</th>
<th>3-Year Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul 01, 2023 - Jun 30, 2024 (Current)</td>
<td>0</td>
<td>0.5</td>
<td>4.5</td>
<td>1</td>
<td>6</td>
<td>6</td>
</tr>
</tbody>
</table>
60 CONTINUING EDUCATION HOURS
REVIEW YOUR PROGRESS

Once 60 CE Hours have been recorded in the applicable reporting years, this requirement will be marked as completed with a green checkmark.

<table>
<thead>
<tr>
<th>Reporting Year</th>
<th>Ethical</th>
<th>Regulatory</th>
<th>Technical</th>
<th>Communications &amp; Leadership</th>
<th>Annual Total</th>
<th>3-Year Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul 01, 2023 - Jun 30, 2024 (Current)</td>
<td>0</td>
<td>0</td>
<td>13.5</td>
<td>3.5</td>
<td>17</td>
<td>60 ✔</td>
</tr>
</tbody>
</table>
60 CONTINUING EDUCATION HOURS
REVIEW YOUR PROGRESS

Progress can also be reviewed from your Account Dashboard under the Continuing Education Reporting banner. Select “Click to Show Requirements” to display your requirements.
REQUIREMENT 2:
ONE CE HOUR OF ETHICAL LEARNING
1 CE HOUR OF ETHICAL LEARNING

The second requirement is to complete at least one Continuing Education Hour of ethical learning.

This requirement is completed by learning about a relevant ethical topic of your choice for at least one hour.

Examples of ethical learning can be found on the Continuing Education FAQs webpage.
1 CE HOUR OF ETHICAL LEARNING
KNOWLEDGE CENTRE OR SELF-REPORT

The ethical learning requirement can be completed in the same two ways as demonstrated for Requirement 1:

1. Through the Knowledge Centre (see page 14)
2. Through self-reporting in your CE Reporting System (see page 22)
1 CE HOUR OF ETHICAL LEARNING
KNOWLEDGE CENTRE OR SELF-REPORT

Once one CE Hour of ethical learning has been recorded in the 2023-2024 reporting year, this requirement will be marked as completed with a green checkmark.

<table>
<thead>
<tr>
<th>Reporting Year</th>
<th>Ethical</th>
<th>Regulatory</th>
<th>Technical</th>
<th>Communications &amp; Leadership</th>
<th>Annual Total</th>
<th>3-Year Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul 01, 2023 - Jun 30, 2024</td>
<td>1 🟢</td>
<td>0</td>
<td>13.5</td>
<td>3.5</td>
<td>18</td>
<td>61 🟢</td>
</tr>
</tbody>
</table>
REQUIREMENT 3:
REGULATORY LEARNING MODULE
REGULATORY LEARNING MODULE

The third continuing education requirement is to complete the **Regulatory Learning Module for 2023-2024** in the online Knowledge Centre. The Knowledge Centre can be accessed from under the CE dropdown menu on the website.
REGULATORY LEARNING MODULE

Select “Mandatory: Regulatory Learning Module for 2023-2024” to be directed to the course page.

The subject of this year’s module is climate change and sustainability.
REGULATORY LEARNING MODULE

If the module is not already in your collection, click “Add to Collection”.

Mandatory: Regulatory Learning Module for 2023-2024

This course is mandatory and has not been completed. The course content will be available once it is added to your collection.

Please complete the course by June 30, 2024
How to Complete Your 2023-2024 Continuing Education Requirements

REGULATORY LEARNING MODULE

Once the course has been added to your collection, click “Launch Course”.

Mandatory: Regulatory Learning Module for 2023-2024

Course Status: In Progress
CE Requirement: In Progress
Last Access: N/A
This course is mandatory. Please complete it by June 30, 2024.
REGULATORY LEARNING MODULE

The course will open in a new window. Complete the first chapter to unlock the next chapter. Follow the instructions and prompts to make sure you fully complete the course.
REGULATORY LEARNING MODULE

Once you’ve finished the course, navigate back to the course page in the Knowledge Centre. Ensure you are logged in and refresh the page to see the status box marked as completed.

Mandatory: Regulatory Learning Module for 2023-2024

Course Status: Completed
CE Requirement: Complete
Completed on: February 14, 2024
Once complete, visit your Continuing Education Reporting System. Your Regulatory Learning requirement will now be marked as completed with a green checkmark.
REQUIREMENT 4:
CONTINUING EDUCATION
PLAN AND PRACTICE
RISK ASSESSMENT
CONTINUING EDUCATION PLAN
AND PRACTICE RISK-ASSESSMENT

The fourth requirement is to complete your Continuing Education Plan and practice-risk assessment.

Templates and examples can be found on the Continuing Education Resources webpage.

CE Plan Templates

- Download and fill out the template (fillable PDF or Word) to plan your CE activities for the year and assess the risks of your practice.
- Examples of completed CE Plans: Example for P.Eng. or Example for P.Geo.
- Your CE Plan requirement will be marked “Complete” upon successfully submitting your Annual Reporting declaration.
CONTINUING EDUCATION PLAN
AND PRACTICE RISK-ASSESSMENT

Download the fillable PDF or Word template to your computer and fill in the required information.
CONTINUING EDUCATION PLAN
AND PRACTICE RISK-ASSESSMENT

Save your completed Continuing Education Plan and practice-risk assessment in your personal records such as your personal computer or cloud storage.
CONTINUING EDUCATION PLAN
AND PRACTICE RISK-ASSESSMENT

You must keep documentation, including your completed Continuing Education Plans, for a minimum of 10 years after the end of the reporting year. Your supporting documents will be reviewed if you are selected for a compliance audit.

More information about supporting documentation is found in section 3.4.3 of the Guide to the Continuing Education Program.
REVIEW ACTIVITIES FOR ACCURACY AND ELIGIBILITY
REVIEW ACTIVITIES LIST
FOR ACCURACY AND ELIGIBILITY

Review all activities that have been recorded in your CE Reporting System over the full three-year rolling period, including in past reporting years, before completing your declarations.

You may need to delete duplicate and/or ineligible activities before submitting your CE Declaration and closing out the reporting year. See page 12 of this document for more information about eligible CE activities.
To review the list of activities in your CE Reporting System, click “Add/Edit” for the reporting year you wish to view.
To delete duplicate and ineligible activities, click “Delete”.

- **Regulatory**
  - Mandatory: Regulatory Learning Module for 2021-2022
    - **Hours**: 1

- **Regulatory**
  - Mandatory: Regulatory Learning Module for 2021-2022
    - **Hours**: 1

- **Communications and Leadership**
  - Coaching little league baseball
    - **Hours**: 3

- **Technical**
  - Professional practice hours
    - **Hours**: 200

The table shows two identical activities for the Regulatory area. One of these can be deleted.
REQUIREMENT 5: ANNUAL REPORTING DECLARATION
How to Complete Your 2023-2024 Continuing Education Requirements

The Annual Reporting system can be accessed beginning on May 1 from your Account Dashboard.

Under “Requirements and deadlines”, find Annual Reporting, and click “Complete Now”.

ANNUAL REPORTING DECLARATION
Submit between May 1 – June 30

Registrants are required to verify contact and certain practice-related information and complete declarations annually. Complete this process from your online account.
ANNUAL REPORTING DECLARATION
SUBMIT BETWEEN MAY 1 – JUNE 30

In this 10-minute process, you will verify your personal and professional information and answer declarations.

Practising registrants must submit a Continuing Education Declaration to confirm their requirements and acknowledge that a Continuing Education Plan was completed.
ANNUAL REPORTING DECLARATION
SUBMIT BETWEEN MAY 1 – JUNE 30

Once your information has been updated and declarations have been made, click “Submit” to finish the Annual Reporting process.

- I confirm that I completed an up-to-date CE Plan during the Reporting Year that meets the requirements of the Bylaws.*
- The information provided is true and correct to the best of my knowledge.*
ANNUAL REPORTING DECLARATION
LATE REPORTING

Registrants who submit their Annual Reporting declaration after June 30, will be required to pay a late fee.

If a payment is required, enter the payment information then click “Pay” to submit your Annual Reporting declaration.

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ANNUAL REPORTING

1. Information
2. EDI (optional)
3. Declarations
4. Declare CE
5. Payment
ANNUAL REPORTING DECLARATION CONFIRMATION

Look for a confirmation message to ensure your Annual Reporting has been submitted. You will also receive a confirmation by email.

ANNUAL REPORTING - SUBMITTED
You submitted your annual reporting on May 6, 2024
The Continuing Education Requirements and Annual Reporting are due by June 30, 2024.

Learn more at egbc.ca/continuing-education.

If you have questions, email cep@egbc.ca