

## 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 threeyear 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.



## LOGIN

To complete your Continuing Education requirements and Annual Reporting declaration, visit <u>egbc.ca</u>.

In the top navigation menu select "Login'.

Enter your six-digit User ID and Password to log in.

LOGIN
User ID (6 digit number)
123456
Password
Forgotten Password or User ID?
Login
Do not have an account? Create an account
< Back to home

## ACCOUNT DASHBOARD

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

#### Overview

Full Name: Registration / Licence Number: Category of Registrant: Date of First Registration: Start Date of Most Recent Registration:

John F. Buckle, P.Frig. 20205 March 14, 2006 Debruary 20, 2021

### 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**".



## CE REPORTING SYSTEM

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

Reporting Year	Ethical 🔊	Regulatory 🕲	Technical 🔊	Communications <del>S</del> Leadership ®	Annual Total	3-Year Total	Activities 🔊	Status 🔊
Jul 01, 2023 - Jun 30, 2024 (Current)	0 💭	0 🖸	13.5	3.5	17	58 😋	Add/Edit	In Progress 💭
Jul 01, 2022 - Jun 30, 2023 (Past)	3 🕗	1.5 ⊘	14.5	3	22	41	Add/Edit	Complete 🥝
Jan 01, 2021 - Jun 30, 2022 (Past)	3 🕗	2 🥝	12	2	19	19	Add/Edit	Complete 🥝

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.

#### Your continuing education requirements must be complete and submitted by June 30, 2024. 60 CONTINUING EDUCATION HOURS Complete at least 60 CE Hours of activities during the three-year rolling period and log it in this reporting system. Review FAQ #3 for more details. ETHICAL LEARNING Complete at least one CE Hour of Ethical Learning and log it in this reporting system. Review FAO #5 for more details. **REGULATORY LEARNING MODULE 2023-2024** Complete the annual mandatory Regulatory Learning Module available in the Knowledge Centre. Review FAQ #4 for more details. CONTINUING EDUCATION PLAN Complete a CE Plan and save it your personal records for 10 years. Your CE Plan requirement will be marked "Complete" upon successfully submitting your Annual Reporting declaration. Review FAQ #6 for more details. CONTINUING EDUCATION PROGRAM DECLARATION Once you have completed all requirements, submit your declaration during Annual Reporting between May 1 to June 30. This is the final step to close your reporting for the year. Review FAO #8 for more details.

Close

CONTINUING EDUCATION STATUS - 2023-2024

IN PROGRESS DUE JUNE 30, 2024

IN PROGRESS DUE IUNE 30, 2026

ENGINEERS & GEOSCIENTISTS 43.5 / 60 hours

0/1hour

Reporting Year	Ethical ®	Regulatory ®	Technical 🕲	Communications & Leadership ⑦	Annual Total	3-Year Total	Activities 🕐	Status @
Jul 01, 2023 - Jun 30, 2024 (Current)	0 🖸	0	13.5	3.5	17	58 🖸	Add/Edit	In Progress 🔀
Jul 01, 2022 - Jun 30, 2023 (Past)	3 🕗	1.5 🕑	14.5	3	22	41	Add/Edit	Complete 🤗
Jan 01, 2021 - Jun 30, 2022 (Past)	3 📀	2 🕑	12	2	19	19	Add/Edit	Complete 🥝



# 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.

Area *		
Technical	•	
Apply this activity to my additional 60 CE hours of Technical Learning required as a Struct.Eng.		



<sup>11</sup> How to Complete Your 2023-2024 Continuing Education Requirements

### 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 <u>Continuing Education FAQs</u> 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 <u>Knowledge Centre</u>.

This can be accessed in our website by hovering your mouse over Continuing Education and clicking on the **Knowledge Centre**.

Registration	Practice Resources	Complaints & Discipline	Continuing Education	About
Continuing Education	Courses	Networking Events	Annual Conference	
Continuing Education P	rogram Overview Seminars	Branch Events	2024 Annual Conference	
Reporting System	Webinars	Division Events	2023 Annual Conference	
Continuing Education R	equirements Knowledge Centre			
Resources				

#### 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.

oodion		Mandatory: Regulatory Learning Module for 2023
Quick Filters		2024
Sort	Newest to Oldest	▼ 1 CE Hour - Regulatory
My Collecti	on 📃	Off Free
ee		Off Continuing Education
molete		Off Continuing Education Program
eature	ed	Off Professional Governance Act
Manda	tory	Off External Resource
nt Type	9	
xterna	I Resource	(3) 2023 Annual Conference Video Package
ine (	Course	(7) <sub>\$500</sub>
eo	C	129)
Lear	ning	Continuing Education
nmu	nications and Leadership	011
ical		(15)
egulat	ory	(28) Video 🖾
Technic	al	(84)
		Ethics in Practice: Professional Conduct Betwee
9		Submitting Professionals and Authorities Having
n	to Max	Jurisdiction
s		1 CE Hour - Ethical
	to Max	Free
8		Video 🗅 1
ect	5	~
		Updates to Part 4 of the 2023 BC Building Code
C1	Apply	

#### 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



#### 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.

#### Understanding the New Code of Ethics



This activity has been successfully added into your Continuing Education Reporting System.

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### 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.

1:00:41 =		∢) ☆ [□]	
Report CE Hours	Share		
	- Education Deporting System as an new a	ctivity Click Poport to proceed	
This will appear in your Continuing	g Education Reporting System as an new a	cuvity. Click Report to proceed.	
This will appear in your Continuing Report	g Education Reporting System as an new a	curvity. Cuck Report to proceed.	

19

### **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	
ſ	Launch Course	



### 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.

Area	Activity Name	Hours	Organizer	Start Date 👃	End Date
Ethical	Equity, Diversity, and Inclusion (EDI) for Engineers and Geoscientists	1	Engineers & Geoscientists BC	2024-02-14	2024-02-14



# 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 EDUC	ATION ACTIVITIES	- 2023-2024	C	×
⊕ Add new Activity	Export to Excel	占 Download Summary Report		
·				



### 60 CONTINUING EDUCATION HOURS OPTION 2: SELF-REPORTING

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

	ACTIVITY
Hours *	
Start Date	*
year-mo	nth-day
Notes (op	tional)
Supportin	g Documents (optional)
Supportin	g Documents (optional) iles
Supportin Select f File types: .jp Max file size:	g Documents (optional) iles peg, .jpg, .pdf, .png, .tif, .txt 20Mb
Supportin Select f File types: .jp Max file size:	g Documents (optional) iles beg, .jpg, .pdf, .png, .tif, .txt 20Mb
Supportin Select f File types: .jp Max file size:	g Documents (optional) iles peg, .jpg, .pdf, .png, .tif, .txt 20Mb

# REVIEW YOUR PROGRESS

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

Reporting Year	Ethical 🔊	Regulatory	Technical 🔊	Communications & Leadership ®	Annual Total	3-Year Total
Jul 01, 2023 - Jun 30, 2024 (Current)	0 💭	0 💭	13.5	3.5	17	58 🞝
Progress (58 / 60 hours)						
		<mark>, , , , , , , , , , , , , , , , , , , </mark>	· · · · •			
0 10 20	30 4	40 50	60			
low to Complete Your 2023-2024 Cont	inuing Educa	ation Requireme	nts			

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.

Reporting Year	Ethical 🔊	Regulatory 🕲	Technical 🔊	Communications & Leadership ®	Annual Total	3-Year Total
Jul 01, 2023 - Jun 30, 2024 (Current)	0 🖸	0.5 🖸	4.5	1	6	6



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

Reporting Year	Ethical 🔊	Regulatory	Technical 🔊	Communications <del>8</del> Leadership ®	Annual Total	3-Year Total
Jul 01, 2023 - Jun 30, 2024 (Current)	0 🖸	0 🖸	13.5	3.5	17	60 🥥



Progress can also be reviewed from your <u>Account Dashboard</u> under the Continuing Education Reporting banner. Select "**Click to Show Requirements**" to display your requirements.

	JUN	CONTINUING E	DUCATION REI	PORTING			In Progress	
	30	Open Period	Late Period	Suspension	Cancellation			
	2024	Jul 1—Jun 30	Jul 1—Sep 30	Oct 1—Dec 31	Jan 1			
	F						Access Now	
		Click to Show Requ	irements			^		
		⊘ 60 Continuing Ed	ucation Hours (Compl	ete - 60 / 60 hours)				
		🕽 Ethical Learning	(In Progress - 0 / 1 hou	ur)				
		🔀 Regulatory Learni	ng Module 2023-2024	(In Progress)				•
		😂 Continuing Educa	tion Plan (To be confi	rmed during Annual Re	porting)			
29	How to Comp	lete Your 2023-2024	<b>Continuing Education</b>	on Requirements				$\checkmark$

**GEOSCIENTISTS** 

BRITISH COLUMBIA

# 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 <u>Continuing</u> <u>Education FAQs</u> 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.

Reporting Year	Ethical 🔊	Regulatory ®	Technical 🔊	Communications & Leadership ®	Annual Total	3-Year Total
Jul 01, 2023 - Jun 30, 2024 (Current)	1 ⊘	0 🖸	13.5	3.5	18	61 🕑



# REQUIREMENT 3: REGULATORY LEARNING MODULE

The third continuing education requirement is to complete the <u>Regulatory Learning Module for 2023-2024</u> in the online Knowledge Centre. The Knowledge Centre can be accessed from under the CE dropdown menu on the website.

Registration	Practice Resources	Complaints & Discipline	Continuing Education	About
Continuing Education	Courses	Networking Events	Annual Conference	
Continuing Education Progr	am Overview Seminars	Branch Events	2024 Annual Conferenc	е
Reporting System	Webinars	Division Events	2023 Annual Conferenc	е
Continuing Education Requi	rements Knowledge Centre			
Resources				

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.

Online Course 🖍

Mandatory: Regulatory Learning Module for 2023-2024

1 CE Hour - Regulatory

Free

**Continuing Education** 

Continuing Education Program

Professional Governance Act

In Progress

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	
	Add to Collection	



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 Accessed: N/A This course is mandatory. Please complete it by June 30, 2024
38	Launch Course

39

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.

ENGINEERS 6 GEOSCIENTISTS BHITISH COLUMBIA			Resources	<b>∢</b> ×	×
HOW TO NAVIGATE THE COURSE	1: INTRODUCTION TO CLIMATE CHANGE AND SUSTAINABILITY	2: CLIMATE CHANGE ACTION PLAN			
OPTIONAL Duration: 2 mins.	VIEW Duration: 10 mins.	LOCKED Duration: 10 mins.		\$	
How to Complete Your 2023-2024 Continuing	Education Requirements				ENG GEO BRITIS

Once you've finished the course, navigate back to the course page in the <u>Knowledge Centre</u>. 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 <u>Continuing Education Reporting</u> <u>System</u>. Your Regulatory Learning requirement will now be marked as completed with a green checkmark.





# REQUIREMENT 4: 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 <u>Continuing</u> <u>Education Resources</u> 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.



Download the fillable PDF or Word template to your computer and fill in the required information.

1 / 7 – 100%	+   🖸 🕎		t e
CONTINU	ING EDUCATION PLAN TEMPL	ATE	
	REGISTRANT INFORMATION		
Name and Designation:	User ID:		
Job Title:			
Industry of Practice:			
Current Area(s) of Practice	-		



Save your completed Continuing Education Plan and practicerisk assessment in your personal records such as your personal computer or cloud storage.

• → • ↑ 🖡 ›	This PC > Documents > Continuing Educat	tion Documentation		Search Continuing Education D	ρ.
Organize • Nev	v folder			• III •	?
ithis PC	^ Name	Date modified	Туре		
3D Objects	2021-2022 Activities	2/14/2024 3:56 PM	File folder		
Desktop	2022-2023 Activities	2/14/2024 3:56 PM	File folder		
Documents	2023-2024 Activities	2/14/2024 3:56 PM	File folder		
File name:	2023-2024 Continuing Education Plan				~
Save as type:	Word Document				
			Task -	Course L	



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 <u>Guide to the Continuing Education</u> <u>Program</u>.



# 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.



### REVIEW ACTIVITIES LIST FOR ACCURACY AND ELIGIBILITY

To review the list of activities in your CE Reporting System, click "**Add/Edit**" for the reporting year you wish to view.

Reporting Year	Ethical 🔊	Regulatory ®	Technical ®	Communications <del>&amp;</del> Leadership ®	Annual Total	3-Year Total	Activities ®	Status ®
Jul 01, 2023 - Jun 30, 2024 (Current)	1 🕑	1 🕑	13.5	3.5	19	62 🥝	Add/Edit	In Progress 🖸
Jul 01, 2022 - Jun 30, 2023 (Past)	3 📀	1.5 ⊘	14.5	3	22	43	Add/Edit	Complete 🥑
Jan 01, 2021 - Jun 30, 2022 (Past)	3 📀	2 🕑	12	4	21	21	Add/Edit	Complete ⊘



### **REVIEW ACTIVITIES LIST** FOR ACCURACY AND ELIGIBILITY

To delete duplicate and ineligible activities, click "Delete".

	Area	Activity Name	Hours	Organizer	Start Date 🛛 🕹	End Date	
duplicate	Regulatory	Mandatory: Regulatory Learning Module for 2021- 2022	1	delete one of the	e identical activi	iles <del>22.00.30</del>	Delete
	Regulatory	Mandatory: Regulatory Learning Module for 2021- 2022	1	Engineers & Geoscientists BC	2022-06-30	2022-06-30	Edit Delete
ineligible	Communications and Leadership	Coaching little league baseball	3	Self-Directed	2021-07-01	2022-06-30	Edit Delete
ineligible	Technical	Professional practice hours	200	Self-Directed	2021-07-01	2022-06-30	Edit Delete
50	How to Complete	Your 2023-2024 Continuing	Educat	tion Requirements			

# REQUIREMENT 5: ANNUAL REPORTING DECLARATION

### ANNUAL REPORTING DECLARATION SUBMIT BETWEEN MAY 1 – JUNE 30

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

Under "Requirements and deadlines", find Annual Reporting, and click "**Complete Now**".



### 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.



### 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.



1. Information	2. EDI (optional)	3. Declarations	4. Declare CE	5. Payment
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### 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