

# CONTINUING EDUCATION PROGRAM GUIDE

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Documentation to Keep

MARCH 3, 2023



ENGINEERS &  
GEOLOGISTS  
BRITISH COLUMBIA

# DOCUMENTATION TO KEEP

- Supporting documentation for continuing education activities must be kept by each Registrant but does not need to be submitted except if requested during a compliance audit or practice review.
- Registrants must keep documentation for a minimum of five years after the end of the Reporting Year in which the activity took place. This documentation must meet a level of detail that demonstrates that the Registrant completed the activity they have claimed. This could come in a variety of forms, depending on the Avenue of Learning employed.

# CE PLANS

- Registrants are not required to upload their CE Plan document to the reporting system. However, you are still required to complete a CE Plan annually and will need to declare it as completed during the reporting process.
- Documentation (including your completed CE Plans and proof of CE activities) must be kept in your personal records for five years in case of an individual audit.
- For CE Plan templates and to see a list of the CE requirements for the current reporting year, see the [CE Requirements](#) webpage.

# EXAMPLES OF DOCUMENTATION

## DOCUMENTATION EXAMPLES

- Receipts for courses, seminars, workshops, or webinars
  - Conference materials, including notes, receipts, and planners
  - Registration confirmations
  - Certificates of completion
  - Exam results
  - Course materials and notes
  - Completed CE Plans
- Confirmations of attendance at lunch and learns or seminars
  - Notes from a structured discussion with a colleague
  - Journal subscriptions and notes from self-study
- Confirmation of mentoring program participation
  - Agendas, minutes, or notes from committee meetings
- Invitations and confirmations of a presentation opportunity
  - Presentation materials, including slide decks and speaker notes
- Correspondence showing contributions to the development of codes, standards, and regulations
  - Patent applications and confirmations
  - Masters thesis or PhD thesis
  - Published books, journal articles, or papers