

CONTINUING EDUCATION AND ANNUAL REPORTING REQUIREMENTS FOR REGISTRANTS

APPLICABILITY

DESIGNATION	REQUIREMENTS		
	THREE YEAR ROLLING PERIOD	ANNUAL REQUIREMENTS	DECLARATION
P.Eng., P.Geo., P.L.Eng., P.L.Geo., Life Member Prior to 1998, Honourary Life Member	<ul style="list-style-type: none"> 60 Continuing Education (CE) Hours of activities in the four Areas of Learning 	<ul style="list-style-type: none"> Record at least one CE Hour of Ethical Learning Complete the Mandatory Regulatory Learning Module Complete a CE Plan 	<ul style="list-style-type: none"> Declare CE requirements have been completed as part of Annual Reporting (AR)
Struct.Eng.	<ul style="list-style-type: none"> 60 CE Hours of activities in the four Areas of Learning Additional 60 CE Hours of Technical Learning activities directly related to structural practice 	<ul style="list-style-type: none"> Record at least one CE Hour of Ethical Learning Complete the Mandatory Regulatory Learning Module per Reporting Year Complete a CE Plan 	<ul style="list-style-type: none"> Declare CE requirements have been completed as part of AR
EIT, GIT, Non-practising, Retired	<ul style="list-style-type: none"> Optional 	<ul style="list-style-type: none"> Optional 	<ul style="list-style-type: none"> Must complete AR; CE declaration not required

CE requirement details are available at egbc.ca/CE-Requirements. AR requirement details are available at egbc.ca/annual-reporting.

More information, including FAQs, a CE Plan Template, a CE Plan Example, and a link to the Reporting System is available at egbc.ca/continuing-education. On this webpage, registrants can also reference the compliance checklist in Appendix A of the Guide to the Continuing Education Program.

DEADLINE

Between May 1 and June 30 each year, registrants must submit their AR. Practising registrants complete CE requirements throughout the reporting year and then proceed to the Annual Reporting System to complete their CE Declaration and submit their AR.

FIRST 3 YEAR PERIOD				
		SECOND 3 YEAR PERIOD		
		THIRD 3 YEAR PERIOD		
2021 - 2022 First 3-year period begins July 1, 2021	2022 - 2023	2023 - 2024 End of first 3-year period on June 30, 2024	2024 - 2025 End of second 3-year period on June 30, 2025	2025 - 2026 End of third 3-year period on June 30, 2026

SAMPLE REPORTING YEAR OF CE PROGRAM, BY MONTH

Designation	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Practising	Complete CE Requirements											
												Declare CE; submit AR
Non-Practising, Retired, Trainees												Submit AR
Life - Non-Practising												

EXEMPTIONS

Registrants on a leave of absence from their organization (e.g., parental, medical, or compassionate care leave) or experiencing other extenuating circumstances may apply for an exemption from the Continuing Education (CE) Program requirements on a yearly basis. The deadline to apply is June 30. Access the application form at tools.egbc.ca/Account/Disputes.

HOW CAN FIRMS SUPPORT THEIR EMPLOYEES WITH COMPLIANCE?

1. Communicate the expectation that registrants employed by the firm must meet CE requirements as a proof of competency in their areas of practice. This must be documented in the firm's Professional Practice and Management Plan (PPMP).
2. Establish clear policies to give employees an opportunity to complete CE Hours, and/or integrate CE Hour completion into employees' professional development plan or annual performance evaluation.
3. Help employees on leave complete the CE exemption application form, and remind them to update their contact information at egbc.ca/Account so important updates reach them.
4. Add egbc.ca as a safe sender in your email server to ensure emails aren't marked as spam.

Further details are available in section 5.0 of the Guide to the Continuing Education Program, available at egbc.ca/CE-Resources, as well as section 2.4.2.3 of the Regulation of Firms Permit to Practice Manual, available at egbc.ca/Firm-Practice. In addition, our PPMP Templates all include a section on Continuing Education.

Due to privacy restrictions, Engineers and Geoscientists BC cannot release information about registrants beyond what is publicly available in our registrant directory, available at egbc.ca/registant-directory.