**CONTINUING EDUCATION AND ANNUAL REPORTING REQUIREMENTS FOR REGISTRANTS**

**APPLICABILITY**

<table>
<thead>
<tr>
<th>DESIGNATION</th>
<th>REQUIREMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>THREE YEAR ROLLING PERIOD</strong></td>
<td><strong>ANNUAL REQUIREMENTS</strong></td>
</tr>
<tr>
<td>P.Eng., P.Geo., P.L.Eng., P.L.Geo., Life Member Prior to 1998, Honourary Life Member</td>
<td>• 60 Continuing Education (CE) Hours of activities in the four Areas of Learning</td>
</tr>
<tr>
<td>Struct.Eng.</td>
<td>• 60 CE Hours of activities in the four Areas of Learning</td>
</tr>
<tr>
<td>EIT, GIT, Non-practising, Retired</td>
<td>• Optional</td>
</tr>
</tbody>
</table>

CE requirement details are available at [egbc.ca/CE-Requirements](http://egbc.ca/CE-Requirements). AR requirement details are available at [egbc.ca/annual-reporting](http://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](http://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.
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. Download the application form at egbc.ca/continuing-education.

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/registrant-directory.