EngineersPEI

Engineers PEI is the business name of
The Association of
PROFESSIONAL ENGINEERS
of Prince Edward Island

MANUAL FOR COMPLIANCE

Professional Development Program
for Members, Licensees, and Engineers-In-Training

Effective: January 2007

Revised by Professional Development Committee
March 2007
(amended with Engineers PEI Logo on June 2010)

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1 Introduction

1.1 Professions in Transition

ENGINEERS PEI has come to view its responsibility for the registration and licensing of engineers and for the protection of the public to extend beyond assessing member qualifications at the time of the initial registration or licensing. It is now common for the engineering profession and other self-regulating professions to view this responsibility as including some method of promoting and assisting the continuing competence of their members, licensees, engineers-in-training (hereinafter solely for the purposes of this Manual referred to collectively as members).

Most engineering associations in Canada have adopted, or are planning to adopt, some form of continuing competence and/or professional development program for their members. These programs usually include a continuing professional development program. In a continuing professional development program, members are required to enhance their skills and knowledge through professional practice, formal and informal study, participation in technical and professional organizations and contributions to knowledge through technical or professional presentations or publications, development of codes or standards and registration of patents.

1.2 ENGINEERS PEI Program

This manual sets out the requirements of the ENGINEERS PEI Continuing Professional Development Program (the "Program") for its members. The Program is flexible and provides each member with an organized and consistent approach to the development and recording of personal professional development that complies with the requirements set out herein. The Program provides an outline that helps you develop a description of your Scope of Practice under the headings:

- Job Title
- Industry of Practice
- Professional Specialization and Duties
- Level of Responsibility
- Knowledge, Skills and Judgement Requirements

The Program defines six activity categories and indicates the minimum level of effort that is required to meet the Program. This required level of effort is defined by units referred to as Professional Development Hours (PDHs). The activity categories are as follows:

- The Practice of Engineering
- Formal Activity
- Informal Activity
- Participation
- Presentations, and
- Contributions to Knowledge.

Each member is required to keep records of his/her professional development and report the results to the Association annually. Forms for recording and reporting professional development activity are included in Appendix IV and can be found on the Association's web site at www.EngineersPEI.com.

Employer support is important to the success of the Program and the Manual discusses the role of the employer and how the employer can benefit from, and contribute to, the program of an employee member. ENGINEERS PEI staff will monitor the annual submission of records of activities and will assist members, when necessary, in understanding the Program requirements.

The Program establishes a minimum benchmark for each member's investment in his/her professional development. The majority of members already practise their profession in compliance with the requirements established in the Program. For them compliance will only require recording and reporting their professional activities. Other members will find it relatively easy to expand their professional development activities to meet the flexible requirements of the Program.

2 Establishing a Professional Development Program

2.1 Program Scope

Each member must define his/her individual scope of practice (see Appendix I). Professional Development may include all or some of the following areas:

- technical development in field of specialization
- managerial development including:
  - marketing and communications
  - economics and finance
  - strategic planning
  - human resource/labour relations
  - project management
- professional development including:
  - ethics
  - professionalism
  - impact of engineering on society
  - liability
- personal development including:
  - serving in office (elected or technical/professional societies)
  - mentoring.

At the beginning of each year, members should review their anticipated professional development and if it appears that the minimum requirements of the Program will not be met, then further professional development should be planned to ensure full compliance with the Program.

2.2 Member Status

2.2.1 Program Compliance

All ENGINEERS PEI members are required to comply with the Program, with limited exceptions as described in the following section. The professional designation conferred on our members must assure the public that they are dealing with competent professionals.

2.2.2 Program Exceptions

All ENGINEERS PEI members are required to participate in the Program with the following exceptions:

1. members who are retired and have no employment income from any source,
2. members who applied for and were granted Non-Practising status. Non-Practising status must be approved by Council,
3. sick or disabled members
4. members who are practising engineering on a part-time basis
5. members who are on Parental Leave, or

6. members who applied for and were granted special consideration for, working outside the engineering profession, or other special circumstances. Special consideration must be approved by Council.

Members who qualify for any of the exceptions listed above shall retain their professional designation and remain bound by the P.E.I. Engineering Profession Act, the By-Laws and the Code of Ethics.

Members who qualify in Categories 1 (Retired), and 2 (Non-Practising) are exempt from the PD Program requirements. These members shall not practise engineering and will not be permitted to use their professional seal. When an exempted member wishes to resume practice, it will be necessary to meet the reinstatement requirements of Section 2.3.

Members who qualify in Categories 3 (Sick or Disabled), 5 (Parental Leave) and 6 (Special Consideration) are exempt from the PD Program requirements. These members shall not practise engineering and will not be permitted to use their professional seal unless they meet the requirements of section 2.3.

Members who qualify in Category 4 (Part-Time) shall have reduced Professional Development requirements, as described in the following sections. These members are entitled to practise engineering and use their professional seal.

The intent of the exceptions is to allow members to maintain their membership when they are unable to meet the full Program requirements due to their circumstances. Exceptions are not provided to allow members to avoid meeting the full Program requirements and a member that has qualified for an exception will be closely scrutinized to ensure that the member no longer practises, or influences the practice of engineering.

2.3 Program Exception Categories

2.3.1 Retired Members

Retired members are required to declare their retirement status and that they no longer practise engineering or influence the practice of engineering.

Retired members are not required to accumulate any PDHs to maintain their Retired status.

2.3.2 Non-Practising Members

Non-Practising members shall apply to ENGINEERS PEI for Non-Practising status and shall no longer practise engineering or influence the practice of engineering. Non-practising status must be approved by Council.

Non-Practising members are not required to accumulate any PDHs to maintain their Non-Practising status, but may elect to accumulate the alternate minimum requirement of 30 PDHs per year if they plan to return to full member status within three years.

Re-Instatement of Non-Practising Members to Full Member Status

Non-Practising members who elect to meet the alternate minimum requirements of the Program by accumulating a minimum of 30 PDHs per year may resume the practice of engineering without having to meet any additional requirements if the Non-Practising status was three years or less in duration and upon notifying the Association of the intent to resume practice.

Once re-instated, the member must meet the full requirements of the Program.

2.3.3 Sick or Disabled Members

Members who are unable to practise due to Sickness or Disablement may apply to ENGINEERS PEI for a Sick or Disabled PD program exemption, and such applications must be approved by the PD Committee. Program exemptions will normally be valid for a period not in excess of twelve months.

Re-Instatement of Sick or Disabled Members to Full Member Status

A sick or disabled Member may return to full member status by notifying the Association and by resuming the full requirements of the Program. This may occur at any time during the one year exemption period. If the period of sickness or disablement exceeds one year, the member may elect to be transferred either to Non-Practising or Retired status or apply for Special Consideration status and, if the former, will be subject to the requirements of section 2.3.2.

2.3.4 Part-Time PD Status

Members practising engineering on a Part-Time basis shall apply to ENGINEERS PEI for Part-Time PD status, and such application must be approved by the PD Committee. If a member knows in advance that he/she will be working on a part-time basis, the application should be submitted as soon as possible. If a member is forced to work part-time for reasons beyond his/her control, the application may be submitted after-the-fact. The member must state how many hours he/she actually worked in the previous calendar year when submitting his/her PD Summary. Members will be considered for Part-Time PD Status if they work less than 400 hours per calendar year and have in excess of 25 years of professional experience.

Members with Part-Time PD Status must accumulate a minimum of 40 PDHs per year of Part-Time PD Status.

Program exceptions must be applied for on a yearly basis and are valid for twelve months. Renewals will be considered upon application to the PD Committee.

Re-Instatement of Members with Part-Time PD Status to Full Member PD Status

Members with Part-Time PD Status may return to full member PD status by notifying the Association and by resuming the full requirements of the Program. This may occur at any time during a period of Part-Time PD status.

2.3.5 Members on Parental Leave

Members who are on Leave for Parental purposes may apply to ENGINEERS PEI for a Parental Leave PD program exemption, and such application must be approved by the PD Committee. If a member wishes to retain the right to practise during the period of Parental Leave the member must accumulate a minimum of 40 PDHs per year of Parental Leave Status. Program exemptions are normally valid for a period of twelve months.

Re-Instatement of Members on Parental Leave to Full Member Status

Members on Parental Leave may return to full member status by notifying the Association and by resuming the full requirements of the Program. This may occur at any time during the exemption period. If the period of leave exceeds one year, the member will be deemed to be Non-Practising and will become subject to the requirements of section 2.3.2.

2.3.6 Members with Special Consideration

Members with Special Consideration shall apply to ENGINEERS PEI for Special Consideration status, and such application must be approved by Council, which will determine the conditions applicable to any exception. Program exceptions shall normally be valid for a period not in excess of twelve months, unless otherwise granted by Council.

Re-Instatement of Members with Special Consideration to Full Member Status
Members with Special Consideration may return to full member status by notifying the Association and by resuming the full requirements of the Program. This may occur at any time during the exception period.

3 The Program

3.1 Diversity and Flexibility

The Program is intended to be flexible and unrestrictive in order that members may be able to choose from a wide variety of Professional Development activities to meet the Program requirements. For example, some members may not have access to formal structured courses but will still be able to meet the requirements of the Program through a wide variety of other acceptable activities.

3.2 Program Plan and Content

The following section provides categories of activity and levels of effort suitable for a continuing professional development program. The activities listed are not all-inclusive; rather they are intended to give general guidance for the selection of activities. These lists also identify activities that comprise lifelong learning.

Given the diversity of member practice, some activities may be more appropriate than others for you. Use your own judgement in selecting activities that relate to your individual scope of practice and that work best for your continued learning. Continuing professional development activities will relate to your individual scope of practice. They may also embody some or all of the following concepts:

- application or development of technical theory
- learning of new concepts
- practical experience
- management of engineering or geoscience
- communication and business skills
- professional service
- environmental implications of engineering and geoscience

3.3 Activity Categories and Levels of Effort

A credible continuing professional development program must define minimum levels of effort. The unit of measure for this effort is the Professional Development Hour (PDH). ENGINEERS PEI recognizes six general activity categories as contributing to continuing professional development. These are listed below with corresponding PDHs and summarized in Table 1 on page 8.

To meet the ENGINEERS PEI Program requirement:

- a member must accumulate an average of 80 PDHs per year, over a 3 year period, with a minimum of 60 PDHs in any year (unless a member has been granted an exception), and
- the same activity cannot be included in more than one category.

3.3.1 Professional Practice

Active professional practice is considered to be a significant factor contributing to maintaining and improving knowledge and skills. One PDH is earned for each 20 hours of professional work within your scope of practice. A maximum of 40 PDHs per year may be claimed in the Professional Practice category.

3.3.2 Formal Activity

Formal activities are those provided as a structured course or program, often for credit, occasionally with an evaluation process. Although formal activity is not specifically required, all members should try to include some formal activities within their continuing professional development program. Delivery methods might include traditional classroom settings, and remote techniques such as written correspondence, video, or interactive electronic exchange.

Formal activities include but are not limited to:

- courses provided through universities, technical institutes, and colleges
- industry sponsored courses, programs, and seminars
- employer training programs and structured on-the-job training
- short courses provided by technical societies, industry, or educational institutions.

Every hour spent in attendance at a course (contact hour) earns one PDH. Alternatively, for courses offering Continuing Education Units (CEUs) each CEU may be used as 10 PDHs. A maximum of 30 PDHs per year may be claimed in the Formal Activity category.

3.3.3 Informal Activity

These are activities not normally offered by an educational institution but which nevertheless expand your knowledge, skills, or judgement. They include but are not limited to:

- self-directed study
- attendance at conferences, technical sessions, talks, seminars, workshops, and industry trade shows
- attendance at meetings of technical, professional or managerial associations or societies
- structured discussion of technical or professional issues with peers.

Each hour of informal activity earns one PDH. A maximum of 30 PDHs per year may be claimed in the Informal Activity category.

3.3.4 Participation

3.3.4.1 Technical

Engineering related activities that promote peer interaction and provide exposure to new ideas and technologies and/or enhance the profession. These activities include but are not limited to:

- acting as a mentor to an Engineer-in-Training or other less experienced professional member or to a technician/technologist
- service on public bodies that draw on your professional expertise
- service on standing or ad-hoc committees of technical, professional or managerial associations or societies

- participation in educational activities such as science fair judging or career days.

Each hour of service earns 1 PDH. A maximum of 20 PDHs per year may be claimed in the Technical Participation category.

3.3.4.2 Non-Technical

Non-Engineering related activities that serve the public interest and/or enhance the profession which include but are not limited to:

- active service for professional, service, charitable, community or church organizations, coaching league sports teams, etc.,
- elected public service on municipal, provincial or federal levels or school boards.

Each hour of service earns 1 PDH. A maximum of 10 PDHs per year may be claimed in the Non-Technical Participation category.

3.3.5 Presentations

These are technical or professional presentations that require both preparation and presentation of material including presentations occurring at:

- a conference or meeting
- a course, workshop, or seminar
- your company, or at an event sponsored by a technical or professional organization
- schools and youth organizations.

Each hour of presentation earns five PDHs but the same presentation may only be counted once. A maximum of 20 PDHs per year may be claimed in the Presentations category.

3.3.6 Contributions to Knowledge

Activities which expand or develop the technical knowledge base in engineering are recognized. Contributions may include:

- development of published codes and standards (one PDH per hour of committee work)
- patents (15 PDHs per patent application filed)
- publication of papers in a peer-reviewed technical journal (30 PDHs per paper published)
- production/dissemination of technical information through various media such as journals, books, audio tapes, video tapes or electronic media such as CD-ROMs, Internet, etc. (10 PDHs per occurrence, maximum of 10 PDHs per year may be claimed)
- reviewing/editing technical information before dissemination/ publication (1 PDH per hour of review, a maximum of 10 PDHs per year may be claimed).

A maximum of 30 PDHs per year may be claimed in the Contributions to Knowledge category.

Table 1 - Professional Development Activity Minimum Requirements			
Category	Examples of Activities	PDHs Earned Ratio	Max. PDHs per Year
Professional Practice	Professional engineering within scope of practice	1 PDH/ 20 hours	40
Formal Activity	Structured courses or programs, including those provided by universities, colleges, industry and technical societies	1 PDH/ Contact Hour	30
Informal Activity	Unstructured courses; self-directed study; conferences; technical sessions; seminars; technical, professional & management meetings; structured peer discussions, etc.	1 PDH/ 1 Hour	30
Technical Participation	Peer interaction as mentor, service on public bodies, service with technical societies, etc	1 PDH/ 1 Hour	20
Non-Technical Participation	Service on charitable, community, church, sports, school boards, government, etc.	1 PDH/ 1 Hour	10
Presentations	Technical and professional presentations at conferences meetings, workshops, seminars, courses, etc.	5 PDH/ Hour of Presentation	20
Contribution to Knowledge	Activities that expand or develop knowledge such as development of codes and standards, patents, publishing technical information, editing papers, etc.	Various (See section 3.3.6.)	30

3.4 Carry Over

The following conditions apply to the provision for carrying over excess PDHs from a reporting year for use in the following year. The provision has the same objective as the averaging provision, i.e. to assist Members, Engineers-in-Training and Licensees in meeting the requirements of the Program in a year when, for one reason or another, they would otherwise experience difficulty in accumulating the requisite number of Professional Development Hours.

1. PDHs carried forward from the previous year in a category may be claimed for the current reporting year (up to the maximum allowed per year) in that category. **Any PDHs carried forward from the previous year and not claimed in the reporting year will be nullified.**

2. If PDHs carried forward from the previous year are insufficient to claim the maximum allowed per year in a category, then PDHs earned in the reporting year, if any, must be used to claim the balance of the maximum allowed for that category.

3. **Only PDHs earned in the current reporting year that are not required for claiming the maximum allowed per year in a category may be carried forward to the next year.**

Example:

Category	**Maximum # of PDHs allowed per year**	PDHs earned in **current** reporting year	PDHs carried over from **previous** reporting year	PDHs claimed for **current** reporting year (up to maximum)	PDHs from current reporting year carried to next year
Column 1	*Column 2*	*Column 3*	*Column 4*	*Column 5*	*Column 6*
Professional Practice 1 PDH/20 Hrs	**40**	72	59	40	72
Formal Activity 1 PDH/ 1Hr	**30**	29	17	30	16
Informal Activity 1PDH / 1 Hr	**30**	23	0	23	0
Technical Participation 1 PDH / 1 Hr	**20**	0	25	20	0

It is the responsibility of the member submitting an Activity Summary to complete columns 3, 4, 5 & 6 for every category in which PDHs are being reported or claimed.

3.5 Partial year Requirements

Members who enter the Program or who are re-instated in the Program part way through the calendar year shall only be required to meet a pro-rated requirement for that year as approved by Council.

3.6 PDH Averaging System

The Program recognizes that some members may have difficulty in achieving their target number of PDHs in certain years, for a variety of reasons. To accommodate members in these situations, an averaging system is used. Regular Members must accumulate an average of 80 PDHs per year, over a three year period, with a minimum of 60 PDHs in any year.

Members who have been granted exceptions under Section 2.3 must accumulate PDHs as follows:

Retired Members

Retired members are not required to accumulate any PDHs to maintain their Retired status.

Non-Practising Members

Non-Practising members, who elect to meet the alternative minimum requirement referred to in 2.3.2, must accumulate 30 PDHs per year. No averaging system is applicable in this circumstance. If and when the member returns to regular member status, the averaging system will exclude these years from the calculation.

Sick or Disabled Members

Sick or Disabled members who have been granted an exemption are not required to accumulate any PDHs for a period of one year.

Part-Time Members

Part-Time members must accumulate 40 PDHs per year. No averaging system is applicable in this circumstance. If and when the member returns to regular member status, the averaging system will exclude these years from the calculation.

Members on Parental Leave

Members on Parental Leave who have been granted an exemption are not required to accumulate any PDHs during the period of exemption but if they wish to practise engineering during the period of leave must accumulate a minimum of 40 PDHs per year. If and when the member returns to regular member status, the averaging system will exclude these years from the calculation.

Members With Special Consideration

Members with Special Consideration who have been granted an exception are required to comply with the conditions applicable to the exception.

4 Records & Reporting

4.1 Records

Members are required to maintain a complete record of their continuing professional development program.

4.2 Reporting

Your professional development activities should be recorded throughout the calendar year on the Program and Activity Record forms contained in Appendix IV. An additional copy of the Activity Summary form will be included with your annual dues invoice. The Activity Summary of your program participation must be submitted, along with your dues, by January 31 of the following year.

5 Role of the Employer

5.1 Employer Role

The employer has a role to play in Professional Development, and Certificate of Authorization holders have an obligation to ensure that professionals in their employ maintain and improve their skills. Every employer of professionals is encouraged to support the continuing professional development efforts of members. Members are encouraged to discuss their professional development with their employers or mentors. Through discussion and mutual agreement, the employer and professional can decide on professional development requirements and the type and level of employer support. Employer support will result in an employee with an interest in lifelong learning who will, in turn, provide increased value and commitment to the company.

5.2 Employer Support

Among other things, employer support can include:

- consultation with the employee during development of the employee's program
- provision of learning opportunities
- assistance in developing job expectations and responsibilities
- periodic review of employee performance and progress
- assistance in documenting activities and levels of effort through company performance management systems

- financial support of activities
- allowing time to participate in activities
- encouragement of professional development of employees
- encouragement of employee lifelong learning.

It is important to note that even though the employer has a role to play in defining requirements, the primary responsibility for a continuing professional development program and maintaining competence rests with the individual professional. Members of the Association should be aware that ENGINEERS PEI can only encourage employers to support the Program.

6 Monitoring of Programs

6.1 Monitoring

Records of activities submitted will be reviewed for general compliance by ENGINEERS PEI staff. A more in-depth review of selected individual members programs may be undertaken in response to this:

- by random selection
- as part of a review of a high-risk industry
- when an exempted member resumes practice
- in response to specific complaints from stakeholders
- as part of a Practice Review or Investigation.

Should such a review be initiated, you may be contacted and requested to submit more detail on your records for review. The purpose of the in-depth review will be to confirm that you have a continuing professional development program in place, and that the program meets the intent of the manual. Staff members or volunteer experts may provide suggestions on how to structure your program. If your program is subject to an in-depth review and found to be satisfactory, you will be so advised. If your program is found to be unsatisfactory, a request for improvement may be made and a reasonable amount of time given for that improvement. If a follow-up review is also unsatisfactory, the case may be referred to the Act Enforcement Committee for further action. This will be carried out in accordance with existing procedures for cases referred to this committee.

6.2 Confidentiality

Submitted records will be held in confidence. If your program involves proprietary information, further steps will be taken to ensure confidentiality if requested.

7 Failure to Participate or Meet the Minimum Requirements

Members, Licensees, and Engineers-In-Training are required to submit their PD Activity Summaries by January 31, 2007, and annually thereafter. If a compliant PD Activity Summary is not submitted by March 31 in any year, the defaulting person shall cease to be in good standing.

If a compliant PD Activity Summary for the previous year is not submitted by April 30 in any year the defaulting person shall, subject to the prescribed 10 day notice and endorsement of the action by Council, have his/her name removed from the Register. Reinstatement on the Register shall be governed by the requirements of Section 2.2.5 of the By-laws of the Association.

APPENDIX I - Definition of the Practice of Engineering

CCPE defines the practice of engineering as:

- any act, or supervision or management of any act, of planning, designing, composing, evaluating, advising, reporting or directing that requires the application of engineering principles, and

- that concerns the safeguarding of life, health, property, economic interests, the public welfare, or the environment.

The PEI Engineering Profession Act defines the practice of engineering as:

- the provision of services for another as an employee or by contract, and such services shall include consultation, investigation, instruction, evaluation, planning, design, inspection, management, research, development, and implementation of engineering works and systems.

The PEI Engineering Profession Act defines engineering works and systems as:

- transportation systems and components related to air, water, land or outer space, movement of goods or people,

- works related to the location, mapping, improvement, control and utilization of natural resources,

- works and components of an electrical, mechanical, hydraulic, aeronautical, electronic, thermic, nuclear, metallurgical, geological, mining or industrial character and others dependent on the utilization or the application of chemical or physical principles,

- works related to the protection, control and improvement of the environment including those of pollution control abatement and treatment,

- the structural , electrical, mechanical, communications, transportation, and other utility aspects of building components and systems,

- structures and enclosures accessory to engineering works and intended to support or house them, and

- systems relating to surveying and mapping.

APPENDIX II - Industry of Practice

Please choose, the ONE CATEGORY which MOST CLEARLY REPRESENTS your INDUSTRY OF PRACTICE. The following categories are used to enable comparison with Statistics Canada data.

Primary Industries
- Agriculture & related services
- Fishing & trapping
- Logging
- Forestry
- Mining
- Crude petroleum & natural gas
- Quarry & sand pit

Manufacturing Industries
- Food
- Beverage
- Tobacco products
- Rubber products
- Plastic products
- Leather & allied products
- Primary textile
- Textile products
- Clothing
- Wood
- Furniture & fixtures
- Paper & allied products
- Printing, publishing & allied industries
- Primary metal
- Fabricated metal products (except machinery & transportation equipment)
- Machinery (except electrical)
- Transportation equipment
- Electrical & electronic products
- Non-metallic mineral products
- Refined petroleum & coal products
- Other manufacturing
- Construction Industries
- Building, developing & general contracting
- Industrial & heavy (engineering) construction
- Trade contracting

Service Industries
- Transportation
- Pipeline transport
- Storage & warehousing
- Communication
- Electric power systems
- Gas distribution systems
- Water systems
- Other utility
- Wholesale trade
- Retail trade
- Finance & insurance
- Real estate operation & insurance agents
- Offices of architects
- Offices of engineers/consultants
- Other scientific & technical services
- Management consulting services
- Other business services
- Government
- Education
- Health & social science
- Accommodation, food & beverage services
- Membership organizations
- Other services

Information Technology Industries

Environmental Industries

Other Industry
(please specify)

APPENDIX III - Field of Occupation

Please indicate the ONE CATEGORY which BEST represents your FIELD OF OCCUPATION. The following categories are used to enable comparison with Statistics Canada data.

Aerospace Engineering
- Avionics
- Propulsion
- Mechanical systems
- Structures
- Space systems
- Environmental
- Aerodynamics/flight test engineering

Biosystems Engineering
- Agricultural
- Biotechnology
- Fisheries/aquaculture
- Forestry
- Environmental
- Food Processing

Computer Engineering
- Hardware design/ architecture
- Information systems/data processing
- Software design
- System integration

Chemical Engineering
- Chemical/biochemical
- Process design or control
- Advanced materials & polymers
- Environmental
- System integration

Civil Engineering
- Construction
- Materials
- Environmental
- Municipal/urban
- Geotechnical
- Hydrotechnical
- Structural
- Survey/geomatics
- Transportation

Electrical & Electronics Engineering
- Electrical
- Electronics
- Control systems
- Environmental
- Telecommunication
- Power generation, transmission, distribution

Geological Engineering
- Geophysics
- Geochemistry
- Geology
- Hydrogeology
- Mining/rock mechanics
- Environmental
- Geotechnical

Manufacturing/Industrial Engineering
- Industrial
- Environmental
- Production systems
- Manufacturing process
- Quality assurance, quality control/safety

Mechanical Engineering
- Mechanical systems
- Controls/robotics
- Solid mechanics/material/ stress analysis
- Heating, ventilation & air conditioning
- Thermodynamics/fluids
- Environmental

Metallurgical & Materials Engineering
- Metallurgy
- Materials
- Mineral processing
- Environmental

Mining Engineering
- Mining
- Mineral processing
- Exploration
- Environmental

Petroleum Engineering
- Operations
- Refinery
- Environmental

Other Engineering Specialties
- Biomedical engineering
- Engineering physics/ science/math
- Naval architecture/marine engineering
- Nuclear

APPENDIX IV

Program and Activity Record (Blank Forms)

- Member Profile
- Activity Summary
- Professional Practice
- Formal Activity
- Informal Activity
- Technical Participation
- Non-Technical Participation
- Presentation
- Contribution to Knowledge

For your convenience, an electronic version of the
Professional Development Worksheet
in Microsoft Excel form
is available to be downloaded from our website at
http://www.engineerspei.com/publications/pub_det.asp?id=3.

MEMBER PROFILE

From: (month/year)		To: (month/year)	
Name:		Member #:	Licence #

Newly Acquired Academic Qualification

Degree	Discipline	School	Date

Individual Scope of Practice (Refer to Guide)

Job Title	
Industry of Practice	
Professional Specialization	

Duties (if changed since last report)

Level of Responsibility and impact (if changed since last report)

Knowledge, Skills and Judgement Required (Current and possible future role)

Signature:	Date:

This form to be re-submitted to Engineers PEI within 60 days of any changes.

ACTIVITY SUMMARY

From: (month/year)		To: (month/year)	
Name:		Member #:	Licence #

Category	**Maximum # of PDHs allowed per year**	PDHs earned in **current** reporting year	PDHs carried over from **previous** reporting year	PDHs claimed for **current** reporting year (up to maximum)	PDHs from current reporting year carried to next year
Column 1	*Column 2*	*Column 3*	*Column 4*	*Column 5*	*Column 6*
Professional Practice 1 PDH/20 Hrs	**40**				
Formal Activity 1 PDH/ 1Hr	**30**				
Informal Activity 1PDH / 1 Hr	**30**				
Technical Participation 1 PDH / 1 Hr	**20**				
Non-Technical Participation 1 PDH / 1 Hr	**10**				
Presentation 5 PDHs / 1 Hr	**20**				
Contributions to Knowledge	**30**				
Total PDHs	**180**				

Signature:	Date:

Note: This Form to be submitted to ENGINEERS PEI annually with dues by January 31.
Remember to keep a copy of this form for your records
Only PDHs earned in the current reporting year that are not required for claiming the maximum allowed per year in a category may be carried forward to the next year.

PROFESSIONAL PRACTICE

From: (month/year)		To: (month/year)	
Name:		Member #:	Licence #

Professional Practice

Active Professional Practice is considered to be a significant factor contributing to maintaining and improving knowledge and skills	1 PDH per 20 hours of professional work within your scope of practice. Maximum of 40 PDHs per year

Activity Detail

Date	Activity Description	Hours Spent	PHDs earned
	Total:		

Signature:	Date:

Enter total PDHs earned from this form to the Activity Summary form.
DO NOT SUBMIT THIS FORM. Retain in case of audit.

FORMAL ACTIVITY

From: (month/year)		To: (month/year)	
Name:		Member #:	Licence #

Formal Activity

• courses provided through universities, technical institutes, and colleges • industry sponsored courses, programs, and seminars • employer training programs and structured on-the-job training • short courses provided by technical societies, industry, or educational institutions.	1 PDH per hour or 10 PDHs per CEU Maximum of 30 PDHs per year

Activity Detail

Date	Activity Description	Organizer	Hours Spent	PHDs earned
Total:				

Signature:	Date:

Enter total PDHs earned from this form to the Activity Summary form. **DO NOT SUBMIT THIS FORM.** Retain in case of audit.

INFORMAL ACTIVITY

From: (month/year)		To: (month/year)	
Name:		Member #:	Licence #

Informal Activity

Examples include:	1 PDH per hour
• Self-directed study • Attendance at conference, technical sessions, talks, seminars, workshops and industry trade shows • Attendance at meetings of technical, professional or managerial associations or societies • Structured discussion of technical or professional issues with peers	Maximum of 30 PDHs per year

Activity Detail

Date	Activity Description	Organizer	Hours Spent	PHDs earned
Total:				

Signature:	Date:

Enter total PDHs earned from this form to the Activity Summary form. **DO NOT SUBMIT THIS FORM.** Retain in case of audit.

Technical Participation

From: (month/year)		To: (month/year)	
Name:		Member #:	Licence #

Technical Participation

Examples Include:	1 PDH per hour of service
• Mentoring to EITs, junior engineers or technician/technologist • Service on public bodies that draw on your professional expertise • Service on standing or ad-hoc committees of technical, professional or managerial associations or societies • Participation in educational activities such as science fair judging or career days	Maximum of 20 PDHs per year

Activity Detail

Date	Activity Description	Organizer	Hours Spent	PHDs earned
Total:				

Signature:	Date:

Enter total PDHs earned from this form to the Activity Summary form. **DO NOT SUBMIT THIS FORM.** Retain in case of audit.

Non-Technical Participation

From: (month/year)		To: (month/year)	
Name:		Member #:	Licence #

Non-Technical Participation

Examples Include:	1 PDH per hour of service
• Active service for professional, service, charitable, community or church organizations, coaching league sports teams, etc. • Elected public service on municipal, provincial or federal levels or school boars.	Maximum of 10 PDHs per year

Activity Detail

Date	Activity Description	Organizer	Hours Spent	PHDs earned
	Total:			

Signature:	Date:

Enter total PDHs earned from this form to the Activity Summary form.
DO NOT SUBMIT THIS FORM. Retain in case of audit.

Presentations

From: (month/year)		To: (month/year)	
Name:		Member #:	Licence #

Presentations

Examples include presentations at:	5 PDH per hour of presentation
• A conference or meeting • A course, workshop or seminar • Your company or at an event sponsored by a technical or professional organization • School and youth organizations	Maximum of 20 PDHs per year

Activity Detail

Date	Activity Description	Organizer	Hours Spent	PHDs earned
	Total:			

Signature:	Date:

Enter total PDHs earned from this form to the Activity Summary form.
DO NOT SUBMIT THIS FORM. Retain in case of audit.

Contributions to Knowledge

From: (month/year)		To: (month/year)	
Name:		Member #:	Licence #

Contributions to Knowledge

Examples include presentations at:	Variable (refer to manual)
• development of published codes and standards (one PDH per hour of committee work) • patents (15 PDHs per patent application filed) • publication of papers in a peer-reviewed technical journal (30 PDHs per paper published) • production/dissemination of technical information through various media such as journals, books, audio tapes, video tapes or electronic media such as CD-ROMs, Internet, etc. (10 PDHs per occurrence, maximum of 10 PDHs per year may be claimed) • reviewing/editing technical information before dissemination/ publication (1 PDH per hour of review, a maximum of 10 PDHs per year may be claimed).	Maximum of 30 PDHs per year

Activity Detail

Date	Activity Description	Organizer	Hours Spent	PHDs earned
Total:				

Signature:	Date:

Enter total PDHs earned from this form to the Activity Summary form. **DO NOT SUBMIT THIS FORM.** Retain in case of audit.