

1. The annual CPD Program report should include the attached report forms:
 - Declaration of Continuing Professional Development,
 - Annual Summary Report and
 - Description of Activities.
2. On the ***Declaration of Professional Development*** form, indicate your full name, your APGNS member number and the year for which you are reporting CPD activities.
3. Indicate your area of professional practice (*i.e.* Geology, Environmental Geoscience, or Geophysics). Note: you may list all areas of professional practice that apply and that you are required to report CPD activities in support of all of your professional activities.
4. Indicate your current job title and employer. Indicate any changes in employment status or employer and the date the change occurred.
5. Describe your current job duties and responsibilities in sufficient detail to confirm your area of professional practice.
6. Complete the ***Continuing Professional Development and Competency Assurance Program Annual Summary Report***.
 - a. For each CPD category, indicate the number of PDH's you have earned and are claiming during the current year.
 - b. For each CPD category, indicate the number of PDHs permitted for the current year. The number of PDHs permitted within each PD category must be equal to or less than the maximum identified in the form. PDHs earned in excess of the maximum can be carried forward for up to two years. Note: PDHs cannot be carried over for Professional Practice.
 - c. For each CPD category, indicate the number of PDH's carried over from the previous two years, if applicable, *i.e.* the hours in excess of the maximum available as calculated from the previous report(s).
 - d. For each CPD category, determine the number of PDHs applied to the current year, by adding the PDHs available for the current year to the PDHs carried over from the previous two years, up to the maximum specified. PDHs earned in the current year or the previous year that are not applied to the current year, *i.e.*, that are in excess of the maximum, can be carried forward.

- e. For each CPD category, indicate the number of PDHs to be carried forward to the following year, if applicable.
 - f. Indicate the combined annual total PDHs permitted for the current year from all categories (PDHs earned less the maximum allowable). Members must demonstrate a minimum of 240 PDHs over a three year period with a minimum of 60 PDHs per year.
 - g. Indicate the total PDHs carried over from the previous two years, the total PDHs applied to the current year, and the total PDHs carried forward to the following year.
7. Complete the ***Continuing Professional Development and Competency Assurance Program - Description of PD Activities***. Describe your CPD activities for the current year. Indicate the month and year or range of the activity. Describe the activity providing an appropriate level of detail for review and approval. Indicate the applicable category of PDH (1 through 6), referring to the categories listed in the Annual Summary Report table. Indicate the number of PDH's earned. Attach additional pages as necessary.
8. Review the attached ***Code of Ethics***, print your name, sign, and date the forms and apply your professional stamp.

Note that the Continuing Professional Development and Competency Assurance report is an annual report. It should be submitted, along with payment of annual professional fees, on or before December 31st of each calendar year.

Please submit CPD reports

by email to: registrar@geoscientistsns.ca

or regular mail to:

APGNS

P.O. Box 91, Enfield, Nova Scotia B2T 1C6

Attention: Registrar



Declaration of Continuing Professional Development

Name: _____ Member Number: _____ Reporting Year: _____

Area of Professional Practice (geology, environmental geoscience, geophysics):

Current Employment (Position/Title and Name of Employer):

Duties and Responsibilities. (Please attach additional pages if necessary)

Declaration of Continuing Professional Development - ANNUAL SUMMARY REPORT

Professional Development Category	Professional Development Hours (PDHs) Available	Maximum PDHs per Year ⁹	PDHs Earned in _____ (current year)	PDHs Permitted for _____ (current year)	PDHs Brought Forward from _____ (1 year prior)	PDHs Brought Forward from _____ (2 years prior)	PDHs Applied to _____ (current year)	PDHs Carried Forward to _____ (following year)
1.) Formal Educational Activity ¹	1 PDH/hour	40						
2.) Informal Educational Activity ²	1 PDH/2hour	30						
3.) Technical and Professional Presentations ³	5 PDH/presentation	20						
4 A.) Participation on Behalf of the Association ⁴	1 PDH/hour	30						
4 B.) Participation - Other ⁵	1 PDH/hour	20						
5.) Contribution to Knowledge ⁶								
• dev't codes, standards, or guidelines	1 PDH/hour	-						
• publication in peer-reviewed journal or other	30 PDH/paper	-						
• publication in non-peer-reviewed journal or other	10 PDH/paper	-						
• review and/or editing of articles for publication	1 PDH/hour	10						
• research as part of a designated program of study	1 PDH/2hour	-						
• dev't and filing of patents	15 PDH/patent	-						
Total Contribution to Knowledge		30						
6.) Professional Practice ⁷	1 PDH/20hour	50						
ANNUAL TOTAL⁸								

Notes:

- structured course or program, including those provided by universities, colleges, industry, technical societies, etc.
 - unstructured courses, self-directed study, conferences, technical sessions, seminars, technical, professional and management association meetings, and structured technical or professional discussions.
 - technical and professional presentations at conferences, meetings, workshops, seminars, courses, field trips, etc. which are not the primary element of the member's professional practice. Presentations that are given several times may only be credited once.
 - mentoring, service on the Association Council, Boards, Task Groups, Committees, etc., and representing the Association at the Provincial or Federal level, e.g., Geoscience Canada.
 - service on public bodies; service on professional, charitable, or other community-based organizations or learned societies; the services should have a focus on leadership and communication skills.
 - activities that expand or develop technical knowledge, such as the development of codes, guidelines and/or standards of practice, development and registration of patents, publication of papers and articles relevant to the member's scope of professional practice, editing papers for publication, research, etc.
 - active professional geoscience practice and/or management of professional geoscience practice within the designated stream of expertise and competence.
 - Professional Development Hours (PDHs) Required: 240 hours over a period of 3 years; minimum of 60 PDHs per year. The annual total must take into account the maximum allowable limits
 - PDHs earned in excess of the yearly maximum may be carried forward for two (2) years in all categories except Professional Practice.
- * 1 CEU = 10 PDHs

NAME _____

YEAR _____

SIGNATURE _____

MEMBER NO./STAMP _____

DATE	DESCRIPTION	CATEGORY (1-6)	PDH'S EARNED
		TOTAL	

NAME: _____

MEMBER NO. _____

SIGNATURE: _____

YEAR _____

Professional Geoscientists shall conduct themselves in an honourable and ethical manner. They shall uphold the values of truth, honesty and trustworthiness and safeguard human life and welfare and the environment. In keeping with these basic tenets, Professional Geoscientists shall:

- a. hold paramount the safety, health and welfare of the public and the protection of the environment and promote health and safety within the workplace;
- b. offer services, advise on, or undertake assignments only in areas of their competence and practice in a careful and diligent manner;
- c. act as faithful agents of their clients or employers, maintain confidentiality and avoid conflicts of interest;
- d. keep themselves informed in order to maintain their level of competence, strive to advance the body of knowledge within which they practice, and provide opportunities for the professional development of their subordinates;
- e. conduct themselves with fairness, courtesy and good faith toward clients, colleagues and others, give credit where it is due, and accept, as well as give, honest and fair professional criticism;
- f. present clearly to employers and clients the possible consequences if geoscience decisions or judgements are overruled or disregarded;
- g. report to their Association or other appropriate agencies any illegal or unethical geoscience decisions or practices by geoscientists or others;
- h. be aware of, and ensure that clients and employers are made aware of, societal and environmental consequences of actions or projects, and endeavour to interpret geoscience issues to the public in an objective and truthful manner.
- i. shall sign and seal only such plans, documents or work as he/she has prepared or carried out or as have been prepared or carried out under his/her direct professional supervision;
- j. shall not accept compensation, financial or otherwise, from more than one interested party for the same service or for service pertaining to the same work, without the consent of all interested parties;
- k. shall co-operate in extending the effectiveness of the geoscience profession by interchanging information and experience with other professionals and students and by contributing to the work of geoscience societies, schools and the scientific geoscience press; and
- l. shall not use the advantages of a salaried position to compete unfairly with another practitioner.

Signature / Date / Professional Stamp