



# Professional Development Program Guide >



🕒 **5 minutes a month  
will keep you on  
top of ProDev.**

➤ ***Start your  
routine today.***

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# A ProDev 101

## What is ProDev?

As a practitioner registered with Engineers Geoscientists Manitoba, you keep on top of your profession by participating in professional development activities year round. ProDev is the formal documentation of your accomplishments over three-year periods.

ProDev is consistent with the national guidelines for continuing professional development and continuing competence recommended by Engineers Canada.

## Why ProDev?

The public is demanding greater accountability from professionals. It expects professionals to engage in lifelong learning to ensure the protection of public health, safety, and welfare. ProDev helps Engineers Geoscientists Manitoba maintain public confidence and autonomy as a self-regulated profession that advances the frontiers of the engineering and geoscience bodies of knowledge.

ProDev also benefits professionals:

- Provides you with a benchmark and assurance that you are maintaining competency
- Shows the public and employers that you are qualified and up-to-date
- Helps you visualize your future and plan steps toward your professional goals
- Enhances your ability to work across Canada
- Puts you in a strong position to mentor others

## Who Must Participate?

ProDev is mandatory for status types marked ✓

Status Type	
Practising Member	✓
Specified Scope of Practice License	✓
Canadian Mobility	✓
US Licenses	✓
Senior Member	✓
Student	X
Exam Candidate	X
Intern	X
Senior Member - ProDev Exempt	X
On Leave	X

Anyone to whom ProDev applies may apply for abatement/exemption. See Section I for details.

## When Do I Begin?

On January 1, following initial registration.

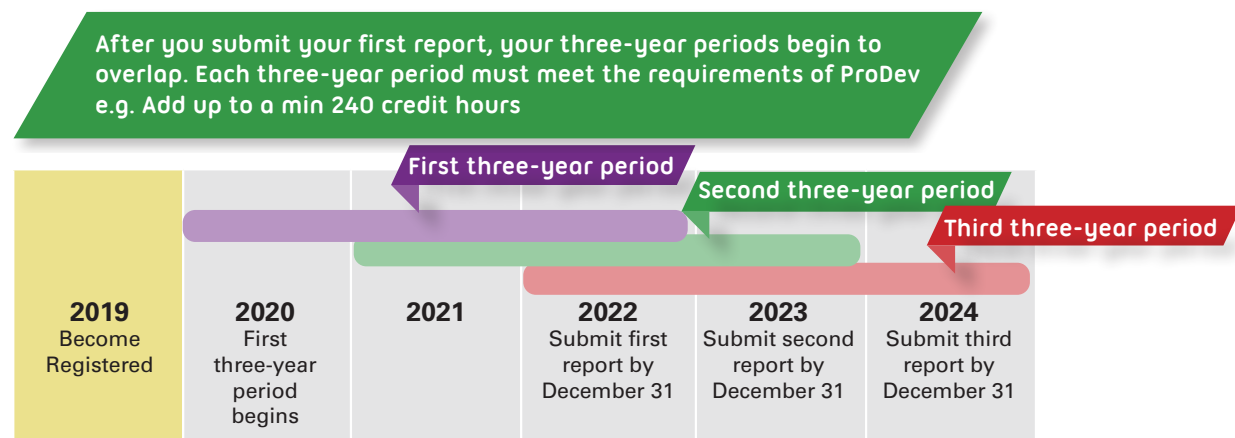
# How Does It Work?

## Three-Year Periods

ProDev tracks your continuing professional development over three-year periods. Here's how it works:

- Submit your first report by December 31, within three years of your start date. Engineers Geoscientists Manitoba recommends ongoing reporting to make reporting easier.
- Submit your subsequent reports annually, by December 31.
- Once you complete your first three-year period, your subsequent three-year periods begin to overlap - they include the new activities and credit hours you are reporting throughout the year plus the activities and credit hours you reported for the preceding two years. If you are using the online reporting tool, you do not need to resubmit reports for the preceding two years. The reporting tool will automatically include them.
- Each three-year period must meet all ProDev requirements.

## Examples:



## Requirements

Over each three-year period:

- Complete a minimum of 240 credit hours
- Claim credit hours in at least three of six categories each year
- Submit all of your credit hours but be aware that the ProDev will cap you out at the maximum credit hours allowed for each category

ProDev's minimum requirements may not be adequate to maintain or increase your competency. Please assess your needs and plan appropriately.

## Senior Member - Non ProDev Exempt

Senior members are subject to reduced reporting targets.

Senior members are allowed to claim professional practice hours, however those hours will not be credited towards their three-year minimum target of 90 ProDev hours (PDH). However, claiming professional practice hours *will* count towards the three categories per year target.

Over each three-year period:

- Complete a minimum of 90 credit hours
- Claim credit hours in at least three of six categories each year
- Submit all of your credit hours but be aware that ProDev will cap you out at the maximum credit hours allowed for each category

## Do > Document > Done

### 1. Do

Continue to perform professional development activities year round.

You must claim credit hours in at least three categories each year. ProDev provides a wide choice of categories/activities so that you can choose those that offer the greatest benefits to your career.

	Categories	Examples (not limited to)	Max Credit Hours (within three years)
1	Professional Practice	Learn on the job (15 work hours = 1 credit hour)	150
2	Formal Activity	Complete a university course Attend a seminar Participate in a training program	90
3	Informal Activity	Read a technical manual Participate in a workshop	90
4	Participation	Attend the Annual General Business Meeting Mentor Coach a sports team Judge a science fair Serve on a planning board	60
5	Presentations	Present at a seminar	60
6	Contributions to Knowledge	Develop Codes and Standards for publication Invent a machine eligible for patent Edit papers for publication	90

See Section D for details on categories and activities.

## 2. Document

Submit all of your continuing professional development activities and credit hours through your online profile. The sooner you start, the easier it is.

**Login > EngGeoMB.ca**

**ENGINEERS  
GEOSCIENTISTS  
MANITOBA**

ID Number:

Password:

**LOGIN**

**Choose a category**

Category

- Professional Practice
- Formal Activity
- Informal Activity
- Participation**
- Presentations
- Contributions to Knowledge

**Enter and save**

**Participation**

Description:  Organization:  Hours:  **SAVE**

## 3. Done

The online reporting tool tracks your activities and credit hours over each three-year period. ProDev will cap you out at the maximum credit hours allowed for each category.

e.g. Read one hr every two weeks

**Your Summary:**

Category	Year			Total
	1	2	3	
Professional Practice	100	100	100	150
Informal Activity	26	26	26	78
Participation	3	3	3	12
<b>ProDev Hours</b>				<b>240</b>

Max credit hours

Min three categories per year

Min hours

## B Requirements

Over each three-year period:

- Complete a minimum of 240 credit hours.
- Claim credit hours in at least three of six categories each calendar year.
- Submit all of your credit hours but be aware that ProDev will cap you out at the maximum credit hours allowed for each category.

See Sections C and D for details.

Documentation requirements:

- Maintain a detailed record of your continuing professional development activities
- Submit your very first ProDev report by the end of your three-year period
- Submit your subsequent ProDev reports annually
- Submit detailed records upon request

See Section E for details.

## C Categories/Hours

	Category	Activity Hours = Credit Hours	Max Credit Hours (within three years)
1	Professional Practice	15 = 1	150
2	Formal Activity	1 = 1 1 course offering Continuing Education Units = 10	90
3	Informal Activity	1 = 1	90
4	Participation	1 = 1	60
5	Presentations	1 = 1	60
6	Contributions to Knowledge	1 = 1	90



## **D** Categories/Activities

Choose activities that have a clear purpose and objective, and will benefit your practice.

When planning your professional development, consider your:

- Scope of practice and duties
- Current level of knowledge and skills
- Short-term needs and objectives
- Long-term plans

### **Professional Practice**

**Max credit hours: 150 per three-year period**

**15 hours of work = 1 credit hour**

Professional practice is a significant way to maintain and improve your skills. It includes:

- Practising according to the legal definition
- Influencing practice (affecting professional practice without necessarily performing technical work)

### **Formal Activity**

**Max credit hours: 90 per three-year period**

**1 hour of course attendance = 1 credit hour**

**One course offering Continuing Education Units = 10 credit hours**

Formal activities are often for academic credit and may include an evaluation. If there is no evaluation, you may claim credit for activities that are longer than a half day. They include:

- Professional development programs, courses, and seminars
- Courses offered by universities, technical institutes, colleges, suppliers, employers, or technical societies
- Courses offered in traditional classroom settings or by correspondence, video, or online

### **Informal Activity**

**Max credit hours: 90 per 3-year period**

**1 hour of informal activity = 1 credit hour**

Informal activities are usually shorter and do not involve any evaluation, yet they expand your knowledge, skills, and judgment. They include:

- Self-directed study
- Attendance at conferences and industry trade shows
- Seminars, technical presentations, talks, and workshops (if half day or less)
- Attendance at meetings of technical, professional, or managerial associations or societies
- Structured peer discussion of technical or professional issues

## Participation

**Max credit hours: 60 per three-year period**

**1 hour of participation activity = 1 credit hour**

Participation activities promote peer interaction and provide exposure to new ideas and technologies that enhance the profession and serve the public interest. They include:

- Service on Council or as a member of a committee
- Mentoring an intern, less-experienced professional member, or technologist
- Service on public bodies that require professional expertise (e.g. planning boards, development appeal boards, investigative commissions, review panels, or community building committees)
- Service on standing or adhoc committees of a technical or professional nature or managerial associations and societies
- Community activities that require professional and ethical behaviour, but not necessarily your technical knowledge (e.g. active service for charitable, community, religious, or service organizations, coaching leagues, sports teams, or elected public service on municipal, provincial, or federal levels or school boards)
- Caregiving activities:
  - Acting on behalf of a person within the medical, education, financial or other system
  - Providing physical care for a person including transportation to go shopping, meal preparation, housework and/or assistance with outdoor work
  - Providing personal or medical care for a person including help with taking a bath, getting dressed, using the toilet, changing dressings or taking medications;
  - Managing a person's care or finances; or
  - the active engagement in the care and upbringing of a child under 18 years of age

## Presentations

**Max credit hours: 60 per three-year period**

**1 hour of preparation or delivery = 1 credit hour**

Eligible presentations are technical or professional in nature, are discretionary, and are outside your normal job functions. Presentations may occur:

- At conferences, meetings, courses, workshops, or seminars
- Within a company or at an event sponsored by a technical or professional organization

You can earn credit hours only once per presentation. You cannot earn credit hours for delivering the same presentation multiple times.

## Contributions to Knowledge-

**Max credit hours: 90 per three-year period**

**1 hour of preparation or development = 1 credit hour**

Contributions to Knowledge activities expand or develop the technical knowledge base in the professions. They include:

- Development of published codes and standards
- Patents
- Publication of papers in a peer-reviewed technical journal
- A thesis at the master's or doctorate level
- Publication of a book
- Publication of articles in non-reviewed journals or an internal company report
- Reviewing articles for publication
- Editing papers for publication

# E Documentation Process

## Detailed Records

You must maintain detailed records of your continuing professional development activities, and keep the records for at least three years. The online reporting tool available at EngGeoMB.ca is an excellent way of maintaining these records. These records include but are not limited to:

- Date(s) the activity occurred
- Description/title of the activity
- Organizer/provider of the activity (if applicable)
- Category in which the activity belongs
- Number of credit hours you are claiming for the activity

## Reporting

You must report manually or through your online profile at EngGeoMB.ca. You may choose to report a detailed record of your activities or a summary. Many practitioners choose to report a summary to reduce reporting time. You must report by the end of your first three-year period (by December 31 of year three) and by December 31 of each calendar year that follows.

The online reporting tool is an excellent way of reporting either a detailed record or a summary.

### Detailed Record:

Informal Activity		
Description	Organization	Hours
Read paper on Dynamic Bracing	J. of Structural Engineering	.75
Read Engineered Steel	USSA	.5
Read Concrete Today	ACI	.75
Read The Keystone Professional	Engineers Geoscientists Manitoba	1

### Summary:

Informal Activity		
Description	Organization	Hours
Read publications	Various	3

## Verification

The Continuing Competency Committee (CCC) administers the ProDev program, and may review your continuing professional development activities in detail. Keep detailed records as listed above, including documents that verify your attendance at courses, seminars, etc. in case you are asked to produce them.

In the event of a review:

- Submit your detailed activity records for the previous three years. This detailed information should match the categories and credit hours you claimed in your online or manual ProDev reports.
- The CCC will advise you as to the outcome of the review, whether your activities comply with the program requirements, or whether some modification is necessary.

## F Employer Support

As a practitioner registered with Engineers Geoscientists Manitoba, you are responsible for continuing professional development and maintaining competency. Engineers Geoscientists Manitoba encourages employers to support your continuous professional development. Discuss your professional development objectives with your employer or mentor, and arrive at a mutual agreement. Employer support includes but is not limited to:

- Consultation during development of your program
- Provision of learning opportunities
- Assistance in developing job expectations and responsibilities
- Periodic review of your performance and progress
- Assistance in documenting activities and levels of effort through company performance management systems
- Financial support of activities
- Release time to participate in activities

## G Non Compliance

As noted in Part 4.1 of *The Engineering and Geoscientific Professions Act*, failure to report continuing professional development activities in a timely manner may result in an administrative suspension.

In addition, if you do not satisfy the Continuing Competency Committee (CCC) that you are complying with program requirements, it may be considered professional misconduct, and the matter may be referred to the Investigation Committee.

In accordance with By-law 10.1(b)(ii) there is a fee assigned to the cancellation of suspension.

# Continuing Competency Committee

The Continuing Competency Committee (CCC) administers ProDev by:

- Reviewing applications for abatement
- Making recommendations regarding acceptability and classification of credit hours
- Reviewing applications for the resumption of unrestricted practice of on leave and practitioners granted abatement

The CCC is a committee of Council. All CCC members must be approved by Council. The CCC consists of at least nine professional members - at least one will be a professional geoscientist and at least one is a member of Council. For more information, see the CCC Terms of Reference at EngGeoMB.ca.

## Interpretation

The CCC interprets ProDev at the request of a practitioner or committee member. Interpretations include but are not limited to:

- Classifying an activity into a particular category
- Accepting an employment activity as Professional Practice
- Approving or denying abatement

The CCC publishes all interpretations for reference by Engineers Geoscientists Manitoba practitioners. If the CCC interprets a professional development activity as inappropriate, the activity becomes ineligible for credit hours on the date it is published.

Visit [EngGeoMB.ca](http://EngGeoMB.ca) for a list of interpretations.

## What if I am unsatisfied with an interpretation?

If you are a practitioner who is unsatisfied with an interpretation given by the CCC, you may write a request for reconsideration. The CCC may investigate with other resources while reconsidering the interpretation. The CCC will send you the new interpretation and will publish it at EngGeoMB.ca. If re-interpretation does not resolve your concern, you may request advice in accordance with By-law 15.3.5.

# I Abatement

## Eligibility

If you are unable to meet the reporting requirements of the ProDev program, you may be eligible for abatement.

## How to Apply

Submit a completed ProDev Application for Abatement, available at EngGeoMB.ca, to the Continuing Competency Committee (CCC).

If your work does not meet the legal definition of the practice of engineering, but you continue to influence the practice of engineering or geoscience in a broader sense, you may apply for abatement/exemption, but you are encouraged not to. Even if you apply for and are granted abatement/exemption, you may continue to submit continuing professional development hours should you choose to resume practice at a later date.

## How it Works

- If granted abatement, your targets will be reduced
- The CCC may restrict your right to practise
- You may continue to practise and use your professional designation since you are still a practitioner and remain bound by the Act, By-laws, and Code of Ethics
- You may not act as a Responsible Member for an Engineers Geoscientists Manitoba Certificate of Authorization

## Abatement Duration

The CCC determines the duration.

## Resuming Unrestricted Practice

### Eligibility

- You have been granted abatement and intend to resume unrestricted practice
- or
- You are a senior member or member on leave and intend to become a practising member

### How to Apply

- Immediately notify the Registrar
- Submit an Application for Resumption of Practice, available at EngGeoMB.ca, to the CCC

### Conditions

You may have to comply with conditions set by the CCC before resuming your practice. The CCC explains these conditions while considering your application.

There are no conditions if:

- You have been exempted from the program for two years or less. However, you will be required to meet the minimum 240 hours in three years including the exempted period, unless the CCC advises you otherwise.
- or
- You have been registered in another jurisdiction with a mandatory continuing professional development program during the time when an exemption or abatement is in effect, regardless of how long you have been exempt.

### My application is successful. Now what?

You must continue professional development activities the day you resume practice.

## Dues Relief

If you have been approved for dues relief, you still have to comply with ProDev. The option of applying for abatement still applies.

## Resuming Unrestricted Practice

### Eligibility

If you are registered in multiple provinces, you will be exempted from Engineers Geoscientists Manitoba's ProDev if:

- You are currently registered in another province or territory with a mandatory continuing professional development program. **AND**
- You are fulfilling the requirements of that program. **AND**
- You make a declaration stating that you will adhere to that program (your declaration is effective for the calendar year in which you submit it. You may renew it annually).

As of January 1, 2020, the list of Canadian regulators with mandatory professional development reporting programs are:

APEGA	OIQ	APEPEI
APGO	APENS	PEGNL
APEGS	APEY	APEGNB

### How to Apply

To request an exemption from ProDev, complete and submit a Declaration of Compliance with Another ProDev Program form, available at [EngGeoMB.ca](http://EngGeoMB.ca)

# J Managers

If your work does not fall within the legal definitions of engineering or geoscience and you do not have influence over the professions, you can apply for abatement from ProDev or become a senior member or member on leave (exempt from requirements of ProDev).

You cannot be exempted if your work falls within the legal definitions or you are influencing the profession. However, you can meet the requirements of ProDev through non-technical activity:

Non-technical Professional Development Activities for Managers		
	Category	Examples (not limited to)
1	Professional Practice	Everyday job
2	Formal Activity	Industry and institutional courses longer than a half day
3	Informal Activity	Conferences Workshops Meetings of managerial and professional organizations (including Engineers Geoscientists Manitoba) Self-study such as reviewing journals pertinent to your job
4	Participation	Mentoring Public boards or committees Committees of professional or managerial societies
5	Presentations	Preparing and giving presentations that are: <ul style="list-style-type: none"> <li>• Outside your everyday job</li> <li>• At meetings, workshops, or seminars</li> <li>• Outside or within your firm</li> </ul>
6	Contributions to Knowledge	Developing published codes or standards Publishing, reviewing, or editing articles for publication

## Questions?

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 Engineers Geoscientists Manitoba  
 ProDev Coordinator





*My Life's Work*

*Makes Life Work Better*

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