



SAGT Inc.

Completing Self-Reporting Spreadsheet For Continuing Education Program (CEP)

Article 18(c) of the Constitution states, “Members shall be required to submit a list of the educational programs attended during the year with his/her yearly membership dues”.

A copy of the reporting spreadsheet is available for download from the SAGT Inc. web page www.sagt.sk.ca. Please complete the spreadsheet listing each course, committee, council or other eligible method of accumulating CEP points.

Attach the completed spreadsheet in an email to Boyd McFarlane bmcfarlane@accesscomm.ca or Trevor Hammer toh@sasktel.net and submit with your yearly membership dues.

If you don't have access to spreadsheet software, please submit your annual CEP report in a letterform with the following headings for each course etc. that you have completed:

NAME
COMPANY (Employer)
SAGT Certificate Number (if known) COURSE
NAMECOURSE DESCRIPTION
COURSE
LOCATION
COURSE
DATES
COURSE LENGTH (in hours) CERTIFICATE/DIPLOMA RECEIVED (Y/N)