



SAGT Inc.

Notes on 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 Murray Dean, CGT murray.dean@isc.ca or save it to a floppy disk 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 taken;

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

Attach the completed letter in an email to Murray Dean, CGT murray.dean@isc.ca, save it to a floppy disk or in hard copy and submit with your yearly membership dues.