Professional Member and Licensee Applicant Guide

Registration Services
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Introduction

What is APEGA?

The Association of Professional Engineers and Geoscientists of Alberta (APEGA) regulates the practice of engineering and geoscience in the Province of Alberta. Within Alberta, people cannot practice engineering or geoscience, or call themselves an engineer or a geoscientist, unless they obtain a licence from APEGA.

To obtain a licence, individuals must demonstrate their qualifications for licensure in five categories:

1. Academics
2. Experience
3. Character
4. English Language
5. Professional Practice

This guide contains step-by-step instructions for individuals applying for membership with APEGA. It is our intent to facilitate the application process and ensure that you are provided the best information possible so that your application is processed in a timely fashion. This guide will explain the stages of the application process and what documents are necessary for both APEGA and the Board of Examiners and its subcommittees to review.

The information you provide will be used to inform the decision of the Executive Committee of the Board of Examiners (Board of Examiners) in the application process. The Board of Examiners is granted the authority to make decisions on licensure of the membership through the powers of the Province of Alberta Engineering and Geoscience Professions Act of Alberta, Ch. E-11.1, R.S.A. 2000 (EGP Act.) Some of the professional members of the Board of Examiners serve as academic examiners and some as experience examiners:

- The academic examiners are responsible for the assessment of academic qualifications
- The experience examiners are responsible for the assessment of the applicant's experience
- Both groups jointly deal with English language competency (ELC), character, and knowledge of law and ethics.

NOTE: This guide is intended to provide information on what is required for most professional membership and licensee applications. Depending on the unique circumstances of the applicant, there may be additional requirements that are not covered in this document.
The Progress Bar

The various stages of the progress bar below will be highlighted to show you where you are in the application process.

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research and Prepare</td>
<td>A checklist of documents and information you will need to complete your online application. Refer to: <a href="https://www.apega.ca/apply/checklist/">https://www.apega.ca/apply/checklist/</a></td>
</tr>
<tr>
<td>Online Application</td>
<td>Located on the APEGA website. The only acceptable means to apply for professional membership or foreign licensee consideration.</td>
</tr>
<tr>
<td>WES</td>
<td>If you completed post-secondary education in any country other than Canada, you will have to submit your academic records through World Education Services (WES). Refer to the instructions at: <a href="http://www.wes.org/ca/apega.asp">http://www.wes.org/ca/apega.asp</a></td>
</tr>
<tr>
<td>Compile/Upload Information</td>
<td>You will need to gather information regarding Education, Employers, Work Experience, supporting items for your self-declaration on character and/or interprovincial mobility, and other items. Some documents will be uploaded or completed as part of the online application system, and other documents may need to be mailed to the APEGA office or to WES.</td>
</tr>
<tr>
<td>Submit for Processing</td>
<td>Once you complete entering/uploading all your information, submit payment information or select an option to provide payment within 90 days of the application start date. Your application is not considered complete and will not be processed/moved forward to the next step until after the application fee has been paid. If you exceed 90 days without payment, your application and all supporting documents will be destroyed and you will need to reapply.</td>
</tr>
<tr>
<td>Application Processing</td>
<td>At this point, you are assigned an Applications Coordinator (AC) who will communicate with you directly to assist you with compiling your documentation. All communication with your AC should be captured by email to ensure the most accurate and expedient service. Please note: ACs do not verify nor confirm the validity of your experience. This is the function of the APEGA staff during the next stage of the process: APEGA Review.</td>
</tr>
<tr>
<td>APEGA Review</td>
<td>Once all the necessary items are provided, your application will move into a multistage review process for education, work experience requirements and references. You may be asked to provide additional information for your application at any of the following stages. The length of this process depends on the availability of examiners, complexity of the application and volume of applications in the system but can take anywhere from 6-18 months to complete.</td>
</tr>
<tr>
<td>Board of Examiners Review</td>
<td>The Board of Examiners is a group of volunteer professional members that consider all applications and determine the applicant’s suitability to obtain licensure. The Examiners may request additional information to complete their review and provide a recommendation to the Board of Examiners. Having a clear, well written application is critical to a timely process.</td>
</tr>
<tr>
<td>Decision</td>
<td>The Board of Examiners makes the final decision on whether to grant licensure, defer licensure or reject the application. The decision will be sent to you via a letter in the mail, sent by regular post. Decisions are not released over the phone.</td>
</tr>
<tr>
<td>Post Decision</td>
<td>If you do not agree with the decision presented in the letter from the Board of Examiners, there may be options to challenge the decision. These options are case specific and details will be provided in the decision letter.</td>
</tr>
</tbody>
</table>
Research and Prepare

The most important source of information to read through when preparing to apply for a license with APEGA is the Apply section of the APEGA website:

https://www.apega.ca/apply

You can also navigate to this page by going to the main webpage at https://www.apega.ca and clicking on the APPLY NOW button.

This guide has been prepared to assist in the application process, however the website will always be the best and most up to date source of information.

Left hand side Navigation bar

There are four different kinds of applications, each with its own set of requirements and outcomes. This guide addresses the Professional Member and Licensee application types. We recommend reading through all of the information in the 'Apply' section of the website to ensure you are fully informed before beginning the online application process.

On the left hand side navigation bar, the first four items list the types of individual applications:

Professional Member

Professional Licensee

Licensee

Member-in-Training

The remaining items on the left navigation pane (Company Permit to Practice – Work Experience) contain important information on requirements for your application.
Please carefully read through all of the information in each section. If you have any questions or concerns about the application requirements, please contact registration@apega.ca.
Begin Your Application

To apply online, click on one of the membership types, (Professional Member, Licensee, Member-in-Training) and click on **START YOUR APPLICATION NOW**.

Professional Licensee applications are done by filling out the paper format. In the Professional Licensee section, you can begin your application by clicking on **DOWNLOAD THE LICENSEE APPLICATION FORM** and filling in the required information. This is then submitted to the APEGA office with the application fee.

*Applicants have 90 days to complete the application form and submit payment to APEGA. If this 90 day time period lapses, the application will be cancelled, documentation submitted will be destroyed, and the process will need to be started over again.*

**Determine your application type**

Our system will recommend an application based on how you answer the five questions. Please confirm that this is the application you would like to proceed with. You can go back and change your answer if the wrong application type is displayed. If you have any questions, please call our office at 1-800-661-8020. **See example on the following pages.**
Other Registrations – Are you currently a fully registered or enrolled member with another Canadian engineering and/or geoscience association, excluding Alberta? You must be academically qualified, active and in good standing with your dues paid up to date. Answering
“Yes” to this question tells the system that you intend to complete an Interprovincial Mobility Application. If you select “Yes” you must select the membership type.

1. Academics – Select the option that matches your academic background. This should reflect your undergraduate degree credentials.

If you select “A completed engineering or geoscience degree” a new question may appear asking if you have attended an APEGA Ethics Workshop and received a Coupon Code. *This section is specific for Alberta University graduates.*

2. Experience – Select the appropriate answer for the number of years of work experience you have gained up until the present. Include all months being claimed in the work experience section. This includes Post-Graduate work experience credit and Pre-Graduate work completed after the 5th academic term of your undergraduate degree.

You **must** have “4 or more” years of experience in order to initiate a Professional Member or Licensee application. If you do not have 4 years of experience, your application may be declined.

3. Citizenship – Select “Yes” if you are a Canadian Citizen or a Permanent Resident of Canada. Otherwise, select “No.”

The answer to this question determines if the application type should be Professional Member or Licensee.

4. After you finish answering all the questions, read the declaration and click.
5. The system displays a window telling you what application type you are potentially qualified for; this information is based on your answers from the previous screen. For example:

- If the application type does not seem right to you, please return to the previous window and confirm the information you provided.
- To return to the previous window, in the top left corner of the window, click on the internet browser Back button.

6. Once you have read and understood the Application Instructions, click.

**Initiate an application for Membership**

- All Required Fields are marked with an * asterisk.

1. Choose the application category: Engineering or Geoscience
2. Choose the application discipline.
**Please note:** Under the first ‘Discipline’ box, Geoscience is no longer applicable. Under the second ‘Discipline’ box, Agric/Biosys/Biores Engineering is no longer applicable.

3. Consent: Read the consent section and click on the “I agree” box.

4. Names:
   a) **Legal Name** – This is the name that appears on your government issued ID.
b) **Preferred Name** – You may use a preferred first name, but your last name must be as it appears on your government issued ID.

c) If you need to add additional names, from the drop-down list, select whether it is for a **Maiden Name** or Other.

![Names](image)

5. **E-mail**: Enter your personal email address as all communication will be sent there, either from your Applications Coordinator, or from our system email [auto-send@apega.ca](mailto:auto-send@apega.ca). Verify the e-mail address by entering it a second time.

![E-mail](image)

6. **Password & Security**: Choose a password that you will remember. This password is used each time you want to access your application. Select a password hint question and enter a hint answer that will also be easily remembered. This hint question is used if you forget your password and get locked out of the online system.

![Password & Security](image)

7. Once all of the required fields have been completed, click **APPLY FOR MEMBERSHIP**.
8. The new page will display your APEGA ID and a clickable hyperlink to continue with your application submission.

On the current window, click on the hyperlinked words “the following link to login.” Alternately, open the email and follow the link provided or go to https://members.apega.ca/
9. An email with your APEGA ID Number is sent to the email address you provide. Please keep this email until the application is completed.

---

From: Registration
To: Ernest Applicant
Cc: 
Subject: Your APEGA Application

Dear Ernest Applicant:

Thank you for starting your application for membership with APEGA. This is a system generated message acknowledging that an APEGA ID number has been created for you.

Your APEGA ID Number is: 232323

You will need this number, along with the password you created to login into the APEGA self-service center to continue your application for membership.

If you require further assistance please contact Registration Services by phone at 1-800-661-7020 or by email at Registration@apega.ca. If you did not request an APEGA ID and password, and are receiving this email in error, please contact our offices as soon as possible.

Thank you,

Registration Services
The Association of Professional Engineers and Geoscientists of Alberta (APEGA)
1500 Scotia One, 10060 Jasper Avenue NW
Edmonton AB T5J 4A2
PH 780-426-3990
Toll-Free 800-6617020
Fax 780-426-1877
www.apega.ca
11. On the **APEGA Member Log In page**, enter your **APEGA ID** in the Member ID window and enter the password you created.
   - Click **Log in**.
   - If you forget your password, follow the on screen instructions for assistance.

12. Logging in directs you to the main homepage of the **APEGA Member Self-Service Centre (MSSC)**.
Completing the Online Application

APEGA Member Self-Service Centre (MSSC)

The following is the Online Application Navigation Bar found on the left hand side of your window.

Click on “Application Information” and an option appears to “Continue Application Submission.”
Click on “Continue Application Submission.”

This mark signifies a step of the application that is not complete.

This mark signifies a step of the application that is complete and saved.

You have ninety (90) days from the receipt of your APGEA confirmation email to complete and submit your online application, including payment.
Applicants have 90 days to complete the application form and submit payment to APEGA. If this 90 day time period lapses, the application will be cancelled, documentation submitted will be destroyed, and the process will need to be started over again.

Please note, for some steps in the online application system, if you save a page to complete a step and then later go back and change information, you may see a “Changes Are Pending” notice appear on screen. This notice should not affect your ability to save the step or complete and submit your application. Please note: Once an AC is assigned to your file, they will process this change.
Application Submission: Names

The name information you provide on the “Apply for Membership” page is auto populated into the boxes on this page. If there is an error in the information, or you need to add additional names, do so here.

1. Legal Name – This is the name that appears on your government issued ID.
2. Preferred Name – You may use a preferred first name, but your last name must be as it appears on your government issued ID.
3. If you need to add additional names, from the drop-down list, select whether it is for a Maiden Name or Other.

**NOTE:** If your Legal Name is different from your Citizenship/ Permanent Residency identification, or your Academic documentation, you will be asked to complete a Name Change Form and provide supporting authentication documents.

4. There are two options at the bottom of the page that can be used to save what you have completed. The button on the left will save your work and bring you back to the Main Menu, the button on the right will save your work and move to the next step in the application.
Application Submission: Additional Info

1. Select your **Gender** from the drop-down list.

2. Select your **Date of Birth** Year, Month, and Day from the drop-down list.

**NOTE:** If you do not know your date of birth, please use the date shown on the government identification you are providing to APEGA.

Select the **Country of Birth** from the drop-down list.

- If your Country of Birth is **Canada** or the **United States**, a second box appears and you need to select the **Province or State** from the drop-down list.
Additional Info: Proof of Citizenship / Residency

If you are a Canadian Citizen or a Permanent Resident of Canada, you need to upload one of the following documents.

If you were born in Canada, APEGA will accept a copy of your:

- Birth certificate
- Valid Canadian passport

If you were born outside of Canada, APEGA will accept a copy of your:

- Valid Permanent Resident card (front and back) or form
- Citizenship card (front and back), certificate (front and back), or form
- Valid Canadian passport

APEGA will not accept:

- Work visas
- Unsigned immigration documents
- Driver’s licences
- The Certificate of Oath for attending a Canadian citizen ceremony

NOTE: The filename must be 30 characters or less.

- From Requirements Documents field, select Upload Document.
- Find the location of your document and select it.
- Click Open. The document name will appear once it is fully uploaded.

- If you select a document in error, click on the Remove button and the document will be removed from list.
- Follow the above steps again and attach the correct document.
4. APEGA wants to know if its efforts to encourage more Aboriginals to the professions are successful. If you are of Aboriginal status, you can choose to check off the box to identify yourself. This box is **OPTIONAL**.

```
Aboriginal Status APEGA wants to know if its efforts to encourage more Aboriginals to the professions are successful. This voluntary information is collected for statistical purposes only.

☐ Yes, I am of Aboriginal status
```

5. The button on the left will save your work and bring you back to the Main Menu, the button on the right will save your work and move to the next section: **Addresses**.
Application Submission: Addresses

You must provide at least one mailing address to APEGA. Once your assessment is complete, APEGA will mail the Board of Examiner’s final decision to the Preferred Mailing Address listed on your file. Decisions are not given out via email, over the phone, or in person. *Applicants are responsible for keeping this information current.* If your mailing address changes throughout the application process, it is important to update the information on your APEGA file.

If you wish to remove a type of address, click on the “remove” button on the right hand side of that address box.

If you wish to add either a Home/Business or a Mailing address type, select the type of address from the drop down menu at the bottom of the screen and click the “Add a new address” button.

At the top of the screen select your Preferred Mailing Address from the dropdown menu.

Note: The dropdown menu initially shows only Business or Home options, however if you add an additional address type, it will appear in the dropdown menu.
Addresses: Business

If you wish to provide a Business mailing address, enter in your **Current Employer Company Name, City, Province, Postal Code and Country**.

- Enter the **street address of your current employer** as per Canada Post address guidelines. Example: 1100-12345 Green St
- As you type into the “City” field, a list of pre-existing entries will appear. The list will narrow down as you continue to type each letter. If the city already exists in the list, you can select it by clicking on the name when you see it. If the city does not exist, you can continue typing and enter the new city name.
- If you are currently unemployed, you do not have to enter an address in this area
- **Please note: If you choose to use the business address as your preferred mailing address, please ensure to update any changes in the entire business address if it changes. APEGA cannot be held responsible for any consequences of undelivered mail because of outdated information.**
Addresses: Home

Enter your **Home (personal)** address:
- **Street, City, Province, Postal Code and Country**
- As you type into the “City” field, a list of pre-existing entries will appear. The list will narrow down as you continue to type each letter. If the city already exists in the list, you can select it by clicking on the name when you see it. If the city does not exist, you can continue typing and enter the new city name.

Addresses: Add a new Address

If your **Mailing Address** is different from your Home or Business, click on the **Add Addresses** drop-down list.
- Select **Mailing** from the list
- Click **Add New**

6. The button on the left will save your work and bring you back to the Main Menu, the button on the right will save your work and move to the next section: **Contact Info**.
Application Submission: Contact Info

You must have at least **one** (1) email address. Any changes to the application will need to be communicated via email, and will be confirmed by email. These addresses must be kept current. If you are choosing to use a business email and you are no longer under their employ, please update this information right away.
Contact Info: Phone/Fax Numbers

It is recommended that you provide at least **one** (1) phone number where we can reach you during APEGA business hours (Monday-Friday, 8:30-4:30 MST).

1. The system defaults to initially show Home Phone and Business Phone options, however there are multiple options for the types of number that can be added or removed.

   - Use the **Remove** button on the top right corner to remove a type of number.

   - Use the **Add a new phone #** button and select a type of number from the dropdown list to add a new number.

2. Enter in the Area Code, Phone and Extension if any. The Country Code for Canada is 1.

3. The button on the left will save your work and bring you back to the Main Menu, the button on the right will save your work and move to the next section: Education.
APEGA requires applicants to provide a list of all post-secondary education. This includes completed and in-progress degrees, diplomas, and transfer courses completed at official post-secondary institutions. Do not include professional development seminars or employer specific internal courses and certifications as these will not be considered by the Board of Examiners. If you have more than one academic credential, (eg. you attended a technology college before university), you must include both and supply supporting documentation.

If you attended an academic institution but did not complete a program, you must still include these, along with supporting documentation.
Degree Name – If your degree or discipline of study has an abbreviation that is commonly used, please enter it here. (i.e. A Bachelor of Science degree would be entered as “BSc.”) When you start typing into this field, a list of pre-existing entries will appear. The list will filter as you continue to type. If you see the degree name in the list, click on that entry to select it.

**NOTE:** If a program is currently in-progress, it should be added as “Undergraduate Courses” or “Graduate Courses” respectfully. It should not be entered as a degree until the degree has been officially conferred (graduation).

Discipline Name – This is the discipline of your degree (i.e. Chemical Engineering, Geology, etc.). When you start typing into this field, a list of pre-existing entries will appear. The list will filter as you continue to type. If you see the discipline name in the list, click on that entry to select it.

Full Institution Name – Type in the full name of the educational institution. The list will filter as you continue to type. If you see the institution name in the list, click on that entry to select it.

City – Type in the name of the city where the institution is location.

Country – Select the country of the institution from the dropdown list.

Date Started – Select the Month and Year you started in this educational program.

Date Completed – Select the Month and Year you completed the course requirements for this educational program.

Year of Graduation – Select the year that the degree/diploma was officially conferred. If a program is currently in-progress, select the current year. You are not able to select future years.

To add an additional education entry, click

Once you have completed entering all of your educational items, click the check box below “Add New Education”.

When this box is checked off, instructions will appear for what types of academic documents need to be submitted to APEGA and how to submit the information. You must read the instructions and click the next check box to certify that you have read and understood the instructions.
Education: Request for Academic Documents

Your academic qualifications are a key criteria of licensure. APEGA requires official, original documentation for every degree that you list in the education section of your application. Academic transcripts must include a full list of courses, marks obtained, dates and degrees or diplomas conferred, if applicable. If your degree/diploma name and conferral date does not show on the transcripts, you will be asked to provide a copy of your degree/diploma certificate.

**NOTE:** If you are currently enrolled as a Member-In-Training with APEGA, and are not requesting Post-Graduate Work Experience credit, we do **not** need you to send in new copies of your academic documents.

Education: Canadian Education

If you attended a Canadian academic institution, you are responsible for requesting the transcripts (or additional academic documents) from the university, college, or school you attended. The documents must arrive at the APEGA office in their **original, unopened envelope directly from the institution**.

Generally the documents are mailed directly from the institution to the APEGA Head Office in Edmonton, AB. If a sealed copy of the documents are mailed to the applicant, or picked up in person from the institution, that sealed envelope can be dropped off at the APEGA Head Office or placed inside another envelope and mailed to APEGA. Please allow our General Mail room 4-6 weeks of processing time from the receipt of the document to the update in your Member Self Service Centre (MSSC). APEGA cannot confirm the receipt of the documents via phone or email.

- Your institution will likely have its own requirements / process that are followed when requesting transcripts.
- Check with your institution(s) to ensure that you have no outstanding fees or charges owing. In most cases institutions will not release documents until all fees or charges are paid.
- **Engineering** – If you are a graduate of an accredited undergraduate engineering degree from a Canadian University, a certification of graduation is all that is usually required; complete transcripts are typically not necessary.
- **Geoscience** – You must ensure that APEGA receives official, complete transcripts for all courses that were granted credit towards your degree. This includes transcripts for any transfer credits, International Baccalaureate courses or even advanced placement high school courses if they received university course credit.

You may be asked to provide additional academic documents during the course of the application (i.e. post-graduate degree experience credit requirements). If you have post-graduate degree studies, it is advisable to include transcripts for that program regardless if you are requesting post grad degree credit or not. Whenever possible, please request that documents be sent to APEGA in English. If documents are not directly available in English you may be asked to provide a certified translation or to pay a fee for APEGA to attain an English translation.
**The start of your application begins when you have filled in the original application questions and have received your APEGA ID number.**

**Education: Non-Canadian Education**

If you attended a non-Canadian academic institution, you will need to submit your official academic record(s) through World Education Services (WES). A link to the WES website, as well as additional instructions, will appear on screen. Please carefully read and follow the instructions.
APEGA will not accept any non-Canadian academic documents outside of the WES process.

The button on the left will save your work and bring you back to the Main Menu, the button on the right will save your work and move to the next section: Employers and Experience.
In this section you enter your CURRENT employer, if applicable. You will be able to use the “Work Experience Record (Formatta)” button to access the software system where you will enter your full work history.

The Board of Examiners would like to see all work experience that occurs after the 5th term of your academic undergraduate degree or following the completion of a technology diploma (to the present month).
Work Experience: Current Employment Information

The top section of this page is for your **CURRENT** employment information.

1. Enter your current **Company Name and Job Title**,
   - If you are not currently employed enter “N/A” and “Unemployed” in the boxes.
   - If you are currently working for more than one company, use the “Add New Employment” button to add an additional currently employer.

**Work Experience: Employment History – Work Experience Record Form**

- Your **Work Experience Records (WERs)** are **critical** in assisting APEGAl in processing your application. The Board of Examiners is looking for demonstration of the practice of engineering or the practice of geoscience as defined in the EGP Act:
You must have

- **A minimum of forty-eight (48) months of acceptable Engineering Science or Geoscience experience.** If you have less than 48 months (calendar time), your application may be declined.
- At least thirty-six (36) months referenced by the professional member or senior practitioner who took technical responsibility for your work. The Board of Examiners will review your WER and determine whether or not the experience is acceptable and meets the requirements for licensure.
- At least one year must be of engineering or geoscience experience that can demonstrate exposure to relevant industry codes, standards, and business processes applicable to Canadian practice.

The forty-eight (48) months **do not have to be consecutive months.** If you experienced a period of unemployment or were employed in a discipline other than engineering or geoscience, these will not count towards your 48 months of work experience, however these periods must be included in the WER.

Your WER should be a continuous timeline from when you completed your academic studies to the present month. Ensure there are no gaps by including periods of non-engineering work, unemployment, parental leave, academic studies, etc. For these periods, references are not generally required.

- If you were enrolled in a postgraduate studies program, you **must** include the time you were in the program as a distinct WER submission.
- If you had a work or co-op or internship after your 5th term of undergraduate studies, include a WER for these as well, with a reference.
It is very important that when you fill out your Work Experience Records (WER), you tell us what type of work you were doing (in the context of practice of engineering or the practice of geoscience). It should clearly articulate the tasks you did to accomplish an outcome. It should outline your application of engineering or geoscience principles. It should NOT be written as a resume or a listing of your job roles and responsibilities but clearly describe what you did. [Note: you may be asked to redo your WER if it is not in acceptable format so do take the time at the start to clearly articulate the work you did in the context of the practice]

An example of how you may describe your experience could be:

The Board of Examiners is looking for solid demonstration of Professional level experience with emphasis on demonstration of engineering and geoscience principles, design application of theory and practical experience. These must be evident for a minimum 48 months. When reviewing the experience, the examiner will assess if the experience is professional level or not. Your work experience record should show evidence of growth to indicate an ability to practice independently. You need to demonstrate all five (5) elements of the experience requirements for licensure (i.e. application of theory, practical experience, management, communications and implications of your work on society)

Although the Board of Examiners looks first for broad experience background of an engineering science or geoscience nature, it recognizes experts in narrow fields as long as the experience can be determined to be acceptable.

Work Experience: Work Experience Record(s) – (WERs)

The Work Experience Record is completed in a separate software system known as Formatta. Click on the “Work Experience Record (Formatta)” button to access the system.
A new window will open in your web browser and you will see the first instructions page on your screen. Please see below for a list of supported browsers:

- **Windows**: Internet Explorer 9 / Internet Explorer 10, Firefox (10+), Chrome (10+)
- **Mac**: OSX: 10.4+, Safari 4 / Safari 5, Firefox (10+), Chrome (10+)
- **Linux**: Ubuntu (10+) / Fedora (15+), Web Browser: Firefox (10+), Chrome (10+)

Carefully read the first page of instructions, then use the “Next” button to proceed to page 2.

Please carefully read BOTH pages of instructions.
INSTRUCTIONS FOR COMPLETING THE WORK EXPERIENCE RECORD (WER)

The Work Experience Record is required for reporting experience qualifications for an application as a Professional Member of APEGA (P.Eng., P.O.AE).

Please read the following instructions if you are applying for professional membership for the first time and have not received a decision from the Board of Examiners.

1) Time gaps are NOT permitted in the WER. Unemployment, education, parental leave and work experience that are not related to engineering or geoscience may be indicated on your Work Experience Record.

2) You may define your work periods according to each major job or employer. Please do not breakdown your experience by project.

3) If you were enrolled in a postgraduate studies program, you must include the time you were in the program within the Work Experience Record even if you are not requesting Postgraduate Experience Credit (see further information on page 2 for more information on postgraduate degree experience credit). Include the:
   a. institution and nature of graduate program (university, distance education, etc.)
   b. type of graduate program (course only, course with project, course with thesis, thesis only)
   c. time period for graduate program and when the degree was granted

4) It is beneficial to provide as much detail about your work experience and its relation to engineering or geoscience as possible. Emphasize the application of technical theory and increasing responsibility.

5) Every work period where you claim engineering or geoscience experience should have a reference listed. If no reference is provided, or the reference is not technically responsible for your work, you need to clearly explain why you were unable to provide the reference from the individual who had direct technical responsibility for your work.
   a. All references listed on your Work Record Experience will receive and must complete a copy of the Reference Questionnaire for the period of time you have them listed. You will have to complete a separate work report for each affiliation, even if they are at the same employer.
   b. As a minimum, you are required to provide at least three references to cover forty-eight (48) months of work experience of an engineering or geoscience nature.
   c. At least thirty-six (36) months of the Work Experience provided must be referenced by at least one professional member or equivalent senior practitioner who has direct responsibility for your technical work.
   d. Family members and relatives will not be considered as a reference for your work experience.

   e. If you are working in an engineering or geoscience related role at a non-registered company, you must provide the reference for that work period in the individual who took technical responsibility for the work you did.

CONFIRMED ON 2ND PAGE
Once you have read and understood both pages of instructions, click the check box at the bottom right corner of the page. This enables you to click on the blue “click here” hyperlink to access the first page of the WER.

When you check off this box, you will receive an email from auto-send@apega.ca. This email contains your APEGA ID, a link back to the MSSC to log back into your application, some information on requesting Post-Graduate Experience Credit and a link back to your Work Experience Record. You will be able to save your work and use the link in this email to access the WER at a later date to continue working on it.

**NOTE:** Once you have received the automated email, it is important to always use the link in that email message to access your WER. If you attempt to use the link in the online application system again, it will create a new record and cause errors in your application.
*Please do not reply to this email. Inquiries may be directed to the email address listed at the bottom of this message.*

Dear Ernest Applicant,

APEGA ID Number: 232323

Thank you for your application for APEGA membership.

This message confirms that you have started your Work Experience Record with APEGA. You may access your Work Experience Record at the link below or within your Member Self-Serve Centre.

https://forms apega ca/Filler/Filler
Work Experience: Work Experience Record (WER) Example
Work Experience: WER(s) Utility bar and Function Buttons

Previous and Next lets you scroll through your pages one page at a time.

Each page represents a new WER. You can navigate between records rather than using the previous and next buttons.

Open a previously saved form.

Makes the form larger.

Makes the form smaller.

Will return your window to the default size.

This button will close the form. It is strongly recommended that you always use the Close button to leave the form. Do not just close the web browser window.
Work Experience: Functions within the WER form

The instructions button bring you back to the initial two pages of instructions for the work experience record. This allows you to save your work and return to the Work Experience Record to continue working on it at a later time. See below for further details.

Once you have entered your complete work history and have finished entering all details, references, etc. This button is used to submit the WER to APEGA.

Allows you to see information regarding the status of the WER form.

This creates a new record. Enter a separate record for each job held, each period of unemployment or employment not in your field, or if you wish to have multiple references for a single job.

Ensure the WER is fully filled out before clicking the “Submit to APEGA” button. When you click “Submit to APEGA” a window will pop up. You must click “No” if you would like to be able to make any additional changes. Once you click the “Yes” button you WILL NOT be able to access the WER to make any further changes until you file is processed by APEGA staff.
This will submit your entire work experience record to APEGA Registration Services for Approval. You will not be able to make any further edits. Would you like to continue?

Yes  No
Work Experience: Completing the WER

The Applicant Name, Member Number and Date are automatically filled with the information you entered in your application. You are not able to edit these fields.

1. If you are entering a work experience record for a period of unemployment, student, parental leave or non-engineering/geoscience related work, complete steps 2 and 4, then skip to step 13.

2. Enter your Employer’s Name.

3. Enter your Position Title.

4. Using the date format shown (YYYY-MM-DD)
   - In the Start Date field, enter the date you started working with this employer.
   - In the Finish Date field, enter the date you stopped working with this employer or changed positions within the company. If you are still working in this position, enter the present date.
   - The total number of months will be calculated in the Total Months field.

5. The default country value is Canada. If the work was performed in Canada, you must also use the dropdown Region menu to enter the province or territory.
6. If the country where the work was performed is not Canada, select the Country from the drop-down list.

7. If the country the work was performed in is not on the list, check off the box “Add value not in list” and type in your Country.
8. Enter the **Supervisor First Name** and **Last Name** into their fields.

9. If applicable, select the **professional designation**, from the drop down list...

10. Enter the **Reference First Name** and **Last Name** into their fields.

    *List as your reference the Professional member of senior practitioner who took responsibility for your work. If you list someone else, you should clearly indicate why you have not mentioned a Professional member or senior practitioner as your reference.*

    *Please know that no providing the appropriate reference could delay processing of your application.*
11. If applicable select the **professional designation**, from the drop down list...

12. In the field “**Reference Email**” enter your **reference’s email address**.

- If you **DO NOT** have an email address for your reference, complete the **Reference Mailing Address** field. Please leave the **Reference E-mail** field blank.

13. From the “**Employment Status**” drop-down list, select the **work status** for this position. Only “Part-Time” and “Employed Full-Time” will allow APEGA to contact your reference.
14. In the “Please provide a brief overview of your position” field, give a short summary of the tasks you did. Write in the first person.

15. You must enter Months Claimed in both the Professional Engineer/Geoscientist Level box, and possibly in the Technologist Level box. If you are not sure of what tasks qualify, when you click inside the Professional Engineer/Geoscientist Level field, a pop-up box is displayed giving a brief explanation of the term. Next click inside the Technologist Level field and read that explanation.
16. Based on the explanations provided, if you feel your job was 100% professional level work, review the number in the “Total months” box below the start and finish dates. Enter that number in the “Months Claimed” box beside “Professional Engineer/Geoscientist Level.”

17. If your position was only partially at a professional level and partially at a technologist level, then figure out an approximate percentage and use that percentage to calculate the number of months to enter in each box.

If you work was 75% Professional Engineer/Geoscientist Level and 25% Technologist level:
18. Under “Professional Engineer/Geoscientist Level”, provide a complete explanation of the professional level engineering or geoscience duties you carried out in this role. Write in the first person and include technical details.

19. If you are/were a student in a graduate level program, you must include a separate WER for the time you are a graduate student. (This must include enrolment to completion of program). This must be completed even if you are NOT requesting Post Graduate Degree Credit. If you were also working in industry during the time you were in your program, you must clearly indicate how you were engaged in both.
The following is an example of a **WER** completed correctly.

![Work Experience Record](image)

**PROFESSIONAL ENGINEER/GEOSCIENTIST LEVEL**

- Responsible for the complete lifecycle of the product from initial conceptualization to well completion design for the customer's well (influences our product options), preparing and submitting a fully costed and engineered bid (selecting appropriate technologies, product design, materials, installation techniques and other considerations based on analysis and experience), procurement and negotiations with suppliers, supervising the building of our instrumentation strings at our manufacturing facility, supervising/writing on site to install and execute installation in coordination with the customer's drill plan.

- Design and engineered machine drawings of downhole tools and components (pressure subs, end cap subs, liner entry tools). Considerations include material (mechanical properties, suitability for welding, corrosion in downhole environment), forces to be applied to the tool (axial, bending), geometric (OD size, ID restrictions, etc.). Design includes load calculations and finite element analysis interpretation.

- Design, implementation and integration of data acquisition systems to obtain and marshal data from our instrumentation. Worked through troubleshooting issues in acquiring downhole data and interface issues as well as power supply issues with our solar systems, radio communication issues with our remote acquisition set up, among others. Writing, editing and applying programs on our data controller. Working to interface our data acquisition system with customers systems and related troubleshooting issues.

- Used fluid dynamics and heat transfer principles to determine the type of hydraulic oil and the rate at which it must be pumped via capillary tubing.

- Wrote installation procedures and installation programs for field operations. Safety of personnel and maintaining well control barriers are key considerations.

- Gained considerable knowledge in thermal heavy oil reservoir monitoring processes, such as Steam Assisted Gravity Drainage (SAGD).
19. At the bottom of the form, enter your name in the “Applicant Name” field.
20. Enter your preferred email address beside “Applicant E-mail”.

21. Click [Add Work Experience Record] until ALL jobs have been entered.

**NOTE:** You must fill out a WER for the times you weren’t working. These entries do not need to be referenced.

22. **Repeat 1 to 21** until you have entered all the WERs needed.

23. Once you have completed all your WERs, click [Submit to APEGA].

24. A popup window will appear. If you are certain that you have included all information and do not want to make any further changes, click “Yes”. Otherwise, click “No”.

   - On the Work Experience Record Utility Bar, click [Close].
   - You will be asked to make sure you want to close the form. Click “Yes”.

**NOTES:**
- If you were undertaking the thesis portion of your degree requirements but also working full time in industry during the same time period, you cannot get credit for both.
- You must submit your WER before you will be able to submit your full application to APEGA.
Work Experience: Completing the WER: Email Confirmations

You will receive the following email acknowledging that APEGA has received the WER.

```
From: auto-send@apega.ca
To: 
CC: 
Subject: Work Experience Records Uploaded "165225**267022"

Dear Ernest APPLICANT,
APEGA ID Number: 232323
Record Tracking Number: 6065

*Please do not reply to this email. Inquiries may be directed to the email address listed at the bottom of this message.*

This is a system generated message acknowledging that you have uploaded your Work Experience Records.

Once you have submitted and made payment on your online application, your Work Experience Records will be referred to our Registration Services team.

APEGA’s Registration Department will review the Work Experience Record you provided, and you will receive an email either accepting the document uploaded or requesting more information to be provided in specified areas.

If you have questions about your application or the registration process, please contact Registration Services by phone at 780-426-3990 Ext. 2255 or toll free at 1-800-661-7020, or by e-mail at Registration@apega.ca.

For further information regarding APEGA’s registration process, please visit APEGA’s application guide at http://www.apega.ca/assets/PDFs/applicant-guide.pdf or log into our Member Self-Service Centre.

Regards,
The Association of Professional Engineers and Geoscientists of Alberta (APEGA)
1500 Scotia One, 10060 Jasper Avenue NW
Edmonton AB T5J 4A2
Ph 780-426-3990 Ext. 2255
Toll Free 800-661-7020
Fax 780-426-1877
www.apega.ca

v. 13
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The WER will not be viewed by APEGA staff until your completed application has been submitted and paid for.

Work Experience: WER Reviews & Possible Outcomes:

**Accepted:** Your WERs have undergone an initial review by an Applications Coordinator and APEGA is contacting your references. Please follow up with your references as the emailed questionnaire will come from auto-send@apega.ca and may be flagged as junk mail.
Email: Work Experience Record - Accepted

Additional Information / Clarification Needed: That the APEGA Applications Coordinator has reviewed your WER and determined the changes are necessary.

Email: Additional Information / Clarification Required

The email above – will contain a link to your WER and you will be able to edit the document online.
After you have made the necessary changes, click “SUBMIT”. You will receive a confirmation email from the system that your updated WER has been received.

*Updated Work Experience Record - Uploaded*
Work Experience: Completing the WER: References

Once the Applications Coordinator has reviewed and accepted your WER, the references that you provided on each of the WERs will be contacted. You will receive the following email:

Notice APEGA is contacting references
- You need to contact your references ahead of time and ask their permission for a reference.
- References will receive an emailed Reference Questionnaire (RefQ) from APEGA.
- Stay in touch with your references.
- APEGA will not follow-up or contact your references if they do not respond to the request.
- All WER of an engineering science or geoscience nature should have a Reference. If you cannot provide a reference, you must clearly indicate why not.
- As a minimum, you need to provide at least three references to cover forty-eight (48) months of work experience of an engineering or geoscience nature.
- You must provide thirty-six (36) months referenced by at least one Professional member or equivalent senior practitioner who had responsibility for the technical work of the applicant. The Board of Examiners is looking to the references to confirm you did what you said you did, and how well did you do what you said you did. It is most advantageous to ensure you get the proper reference for each of your work records.
- Family members and relatives will not be accepted as references.
- If you worked or are working in an engineering or geoscience related role at a non-permitted company, you must provide a reference from that work period who took technical responsibility for the work that you did.
- Check the MSSC website to find out the status of your application, and if your references have responded to our request. It is up to you to ensure your references respond to the query within 45 days of the send out.

**NOTE:** You must follow-up with your references to make sure they submit their Reference Questionnaire (RefQ) to APEGA.

If you have a reference that is not responding and has not completed their Reference Questionnaire, it is possible to request to change your reference. Please email your Applications Coordinator or registration@apega.ca to request a change to your work records/references. Requests will not be accepted over the phone.
Work Experience: Completing the WER: Post-Grad Documents

If you have a post-graduate degree (Masters or a Doctorate) in engineering or geoscience, the Board of Examiners may give you work experience credit for part of the time you were in post-graduate studies. There is no credit awarded for course based only post graduate degree programs.

- Post-Graduate Degree Experience Credit (PGDEC) can only be considered for fully completed degrees that have been awarded.
- Your postgraduate degree does not have to be in the same discipline as your undergraduate program.
- Experience credit can only be granted for time spent in full time study toward a post graduate degree and is only granted for the research project/thesis portion only of the degree.
- If you were undertaking the thesis portion of your degree requirements but also working full time in industry during the same time period, you cannot get credit for both.
- Your research project/thesis must demonstrate significant engineering or geoscience contributions and/or design content with some flexibility built in to consider exceptional cases.
- Course based post graduate degrees do not qualify for credit.

If you do not have a post graduate degree, select “No” and either “Save & Back to Main Menu” or “Save & Continue to the Next Section” to save what you have done.

You must select the type of Post Graduate degree by clicking the appropriate option.

- Select what type of post-graduate degree you completed:

<table>
<thead>
<tr>
<th>Master's Degree (Project or Thesis Based)</th>
<th>Up to twelve (12) months experience credit (total).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doctorate Program (Ph.D)</td>
<td>Up to twenty-four (24) months experience credit (total).</td>
</tr>
</tbody>
</table>

**The above are maximum time credits allowable. The Board of Examiners has full discretion on the assignment of your Post Graduate Degree Credit. If you have more than one Post Graduate degree, you may be eligible for a maximum of 24 months credit.**
You must also use the Upload document button and then browse to the documents on your computer system to upload the necessary supporting documentation.

- Find the location of your thesis title page, abstract page, recommendations and conclusions, or project information and select it.
- Click Open. You can attach multiple documents.

You must include

- Academic transcripts as per the Education section instructions
- A completed WER outlining:
  - Number of months of full time and part time registration
  - Months spent on full time research (i.e. after you completed your course work, if any)
  - Other non-thesis projects or research
  - Other duties (i.e. teaching, lab supervision, etc.)
  - Title of project or thesis
  - Months spent on thesis writing and editing (as opposed to the actual research)
  - Ensure you clearly describe in the WER how your graduate experience demonstrated all five (5) elements of the experience requirements for licensure (i.e. application of theory, practical experience, management, communications and implications of your work on society).
  - List your top 3-5 publications resulting from the research
  - Name and professional designation of your supervisor(s) and department location
The thesis supervisor reference listed on the WER must complete a RefQ as well as a separate letter of recommendation which includes a statement about the engineering or geoscience experience and value of the thesis or project report. In the supervisory letter, the following items need to be addressed by the supervisor:

- Length of program
- Overall recommendation of the applicant’s body of work and abilities -
  - Strength of the program requirements in articulating or demonstrating all five (5) elements of experience: practical experience, application of theory of engineering or geoscience, management, communications, societal implications.
  - Depth of technical studies – elements of professional level engineering or geoscience, breadth and effort of work
- Time spent on full time research (i.e. no courses)
- Level of responsibility of student
- Publications
- Supervisor: Professional designation and department location
- The supervisor must mail the letter directly to APEGA on university letterhead or email the letter to registration@apega.ca from their official university email account. APEGA does not contact thesis supervisors directly and will not send reminders.
Declaration: Inter-Provincial Mobility

This section only applies to applicants that have stated they are already registered or enrolled in another Canadian jurisdiction and are completing an Inter-Provincial Mobility Application (IPMA). There is NO ACTION needed for other application types.
Declaration: Character Declaration

Similar to the WER, the Character Declaration is a form filled out in the Formatta software system. You must answer all questions truthfully, to the best of your knowledge.

Click on the button to access the two page form.

Carefully read the declaration form and provide the necessary information.

The APEGA ID# will appear blank. **Do not attempt to fill this in.** The number will get automatically filled in once the form is submitted to APEGA. The Application ID and Name will both be auto-filled and not changeable.

Each question requires you to select a “Yes” or “No” answer. If you select “No”, proceed to the next question. If you select “Yes”, you will need to provide further information using the drop down menus and typing in text where required.

**Part 1: Identity** – If you use any other name than what has been indicated on the application, you must select “Yes” and enter the name or names on the line provided.

**Part 2: Status of Registration** – This section gathers information on the status of any registrations or pending registrations with other Canadian constituent associations.

**Part 3: Character** – This section gathers information on any current or previous criminal, complaint or disciplinary proceedings. **Note:** This section continues on Page 2 of the form.
If you have marked “Yes” to one or more of the statements in Part 3, you must provide supporting documentation of the circumstances.

In order to attach any necessary documents, look to the navigation bar of the form at the top of the form.

Click **Attach Documents** and an Attachments popup window will appear.

Browse to the documents on your computer and click “Open.” Then click “Add” and you will see the document appear in the Attachments window. Follow the process to add as many attachments as necessary. Once you have added all of the attachments and they appear in the Attachments window, click “Close.”

The number of attachments successfully uploaded can be confirmed by looking at the “Attach” button of the top navigation bar. You will see the number of attachments showing there.
Once you have confirmed the attachments are showing, click the “I have uploaded all necessary attachments” checkbox.

**Declaration** – Carefully read the final declaration section. Review both pages of the form to ensure you have read, understood, and answered each question truthfully. Click in the provided box and use your mouse or a stylus to sign your name. The date will be automatically filled in on the line to the right.

If you make an error or are not satisfied with how the signature looks, click “Clear.” When you are satisfied, click “Save” and the signature will appear on the form.

Finally, enter your first and last name on the line provided below the signature box, and enter your APEG A ID on the final line of the document.

Once you have completed the full document click **Submit to APEG A** at the top of the page and a pop up window will appear to show that your form has been successfully submitted.

Use the **Close** button in the top Navigation window to close the form and click “Yes” to confirm that you want to close the form.
An automated email will be sent to confirm that the Character Declaration form has been successfully submitted.

Dear Ernest Applicant,

APEGA ID Number: 232523
Record Tracking Number: 6066

*Please do not reply to this email. Inquiries may be directed to the email address listed at the bottom of this message.*

This is a system generated message acknowledging that you have uploaded Character Declaration and supporting documents, if applicable.

Once you have submitted and made payment on your online application, your Character Declaration Form will be referred to the Registration department

APEGA staff will review the information provided, and you will receive an email either accepting the document uploaded or requesting more information to be provided in specified areas.

Please note that you must complete your application with payment within 90 days. If it is not completed within the allotted time frame, your application and all uploaded documents, including your Character Declaration, will be permanently deleted.

If you have questions about your application or the registration process, please contact Registration Services by phone at 780-426-3900 Ext. 2256 or toll free at 1-800-661-7020, or by e-mail at Registration@apega.ca.

For further information regarding APEGA's registration process, please see visit [http://www.apega.ca/apply](http://www.apega.ca/apply) log into our Self-Service Centre.

Regards,

Registration Department

The Association of Professional Engineers and Geoscientists of Alberta (APEGA)
1500 Scotia One, 10060 Jasper Avenue NW
Edmonton AB T5J 4A2
Ph 780-426-3900
Toll-Free 800-661-7020
Fax 780-426-1877
[www.apega.ca](http://www.apega.ca)
Declaration: English Language Competency (ELC)

Select the **English Language Competency** statement below that you will use.

![English Language Competency](image)

If you choose to submit a handwritten letter, the letter must be over 1 page long, written by hand (not typed), signed, and dated.

If you have previously written the Test of English as a Foreign Language (TOEFL) then you may provide a copy of your score sheet to APEGA.

When you select either of these two options an **Upload document** button will appear. Click this button and then browse to the necessary file on your computer and click “Open.” The uploaded file will show in the “Uploaded Documents.”

If you state that you will be writing the TOEFL to fulfill the registration requirements, when you receive your score sheet you must scan it and email it to registration@apega.ca or have an official copy mailed to the APEGA office.

If your undergraduate degree was obtained from an institution that uses English as the language of instruction, the academic documents must state that the language of instruction was English or the specific degree granting institution must appear on the [Universities That Satisfy English Proficiency](http://www.studyincanada.ualberta.ca/en/StudyAtUAlberta/Undergraduate/EnglishLanguageProficiency/ELPExemptions.aspx) list on the following website from the University of Alberta.
Application Submission: Exam

Exam: National Professional Practice Exam

The Exam sections for the National Professional Practice Exam is to help APEGA identify your level of Knowledge of Professionalism, Law and Ethics as it relates to your application. The professional practice exam became a requirement in July 1982 and even if you are applying for interprovincial mobility, you must demonstrate evidence of having met this qualification criterion.

- The exam is computer based and offered at specific testing centres
- There are five exam sessions each year
- Study materials can be accessed and purchased through the publishers at a discounted rate by following the links provided in the Examinations section of the MSSC
- Options to register for the exam will only appear after you have submitted your application.
The system will default to the option stating that the Canadian National Professional Practice Exam will be written in the future to fulfill the registration requirement.

If you have already written and passed the exam through APEGA at an earlier date, or through a different Canadian association, select the option indicating that you have passed the exam, and a dropdown menu will appear for you to select the appropriate provincial association.

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**Exam: Fundamentals of Engineering**

The Fundamentals of Engineering (FE) exam is created and controlled by the United States National Council of Examiners for Engineering and Surveying (NCEES.) This is a computer-based, 6 hour long exam that is often a requirement to obtain an Engineer-In-Training status in a US state, but it is also often used by APEGA to confirm the quality and content of an applicant’s academic background.
NOTE: This exam is not related to any “Fundamentals of Engineering” courses that may have been completed during the course of a university degree. You must have written and passed an official NCEES FE exam in one of the seven offered disciplines in order to state that you have passed this exam.

The system default answer will appear as “No.”

**Fundamentals of Engineering**

Have you passed the Fundamentals of Engineering (FE) Exam? *

- [ ] Yes
- [X] No

If you have written and passed this exam, please select “Yes” and a drop down menu will appear. You must list the province or state through which you wrote the exam. During your application processing you may be asked to provide your NCEES ID number in order for APEGA staff to confirm that the exam was passed.

**Fundamentals of Engineering**

Have you passed the Fundamentals of Engineering (FE) Exam? *

- [ ] Yes Association Name: *

  - Alberta
  - British Columbia
  - Manitoba
  - New Brunswick
  - Newfoundland & Labrador
  - Northwest Territories
  - Nova Scotia
  - Ontario
  - Ontario (Geo)
  - Prince Edward Island
  - Quebec
  - Saskatchewan
  - Yukon
  - Alaska
  - Alabama
  - Arizona
  - Arkansas
  - California
  - Colorado
  - Connecticut
  - Delaware
  - Washington, DC
  - Florida
  - Georgia
  - Hawaii
  - Idaho
  - Illinois
  - Indiana
  - Iowa
Exam: Fundamentals of Geology

If you have written and passed the Fundamentals of Geology Exam, please ensure you add a note in the comments section (Section 1.8) indicating as such, including when and where you took it.

The button on the left will save your work and bring you back to the Main Menu, the button on the right will save your work and move to the next section: Comments.
Application Submission: Comments

Please enter any comments you wish to share with APEGA.

The button on the left will save your work and bring you back to the Main Menu, the button on the right will save your work and move to the next section: Review.
Application Submission: Review

The Review step gives you the chance to check over your application before submitting.

If necessary, return to the different sections of your application to make corrections.

- Each section title in the shaded line is a hyperlink back to that step of the application. You can click on this title or on the title in the list on the left hand side to return to a section and make corrections.
- Each document you uploaded into the application will also appear. Please confirm you have uploaded the corrected document in each required section.
- If there are any “Changes Are Pending” notifications throughout your application, they will appear here in the Review section as well. These items do not require any action on your part and do not affect your ability to complete or submit your application.
If there are any incomplete sections in your application, you will see a message appear on your screen. This Review step will not be checkmarked as complete. Please go back to the necessary section and complete the step, “Save and Proceed” to the next section, then return to the Review.

**NOTE:** Please confirm all information in the application is complete and correct. Once you have submitted your application to APEGA, you will no longer have access to make any changes until you are working with the APEGA Applications Coordinator who is processing your file.

7. The button on the left will save your work and bring you back to the Main Menu, the button on the right will save your work and move to the next section: **Consent.**
Application Submission: Consent

Consent: Consent, Declaration and Agreement

You must check “I Agree” with the following statement of the declaration. If you do not check “I Agree”, APEGA will not process your online application.

8. The button on the left will save your work and bring you back to the Main Menu, the button on the right will save your work and move to the next section: Payment.
Submit for Processing

Application Submission: Payment Information

You must provide payment for your application within the 90 day time period in order for your application to be processed.

There are two payment options. If you choose “I am paying by Credit Card,” boxes will appear for you to enter your credit card details. Please carefully enter the credit card number, expiry, and the name on the card. Information entered incorrectly may cause delays in your application.

Once your credit card information has been entered click the button.
THIS WILL SUBMIT YOUR COMPLETED APPLICATION TO APEGA FOR PROCESSING. APPLICATION FEES WILL NOT BE REFUNDED.

You will no longer have access to the online application, the WER, or the Character Declaration form.

If you choose “I will pay by Cash, Cheque or Debit” you must arrange to ensure that your payment reaches APEGA within the 90 day time limit. You may choose to mail cash or a cheque to the APEGA office in Edmonton, Alberta, or you may choose to come in person to either our Edmonton or Calgary, Alberta office and provide payment via cash, cheque, or debit in our office.

APPLICATION FEES WILL NOT BE REFUNDED.

NOTE: You must click the “Submit Application” button to submit your application to APEGA before you provide your cash, cheque or debit payment. If payment is received before the “Submit Application” button has been pushed, the payment will either be refused or returned to you as the situation requires.
Please read the information that appears on the screen if you have chosen to pay by cash, cheque or debit. Once you have fully read and understood the information, you may submit your application prior to your payment by clicking **SUBMIT APPLICATION**.

**THIS WILL SUBMIT YOUR COMPLETED APPLICATION TO APEGA FOR PROCESSING. APPLICATION FEES WILL NOT BE REFUNDED.**

You will no longer have access to the online application, the WER, or the Character Declaration form.

**NOTE:** If your payment has not been received within the 90 day limit, your application and supporting documents will be destroyed. If you wish to continue with an application you will need to reapply and gather your documents again. Payment is non-refundable.
Payment Information: APEGA Locations

Office Hours: 8:30 a.m. - 4:30 p.m., Monday to Friday excluding weekends and holidays

APEGA HEAD Office
1500 Scotia One
10060 Jasper Avenue NW
Edmonton AB T5J 4A2

Calgary Office
2200 Scotia Centre
700 2nd Street SW
Calgary AB T2P 2W1

Once you click , a confirmation appears on screen and you will be sent a confirmation email. Save your confirmation for your records, and print your payment receipt if you paid by credit card.

13. SUMMARY

You have successfully submitted your Online Application.

Please do not submit a hardcopy application.

Please print your Receipt (if you paid by credit card) and your Confirmation for your records.

Print Confirmation

Print Receipt

If you are paying by Cheque, Debit or Cash, please forward your payment as promptly as possible.

Due to a current backlog of applications, your application will begin the initial processing in a minimum of 4 weeks. Applications are processed in the order they are received. Once your application has completed the initial processing, you will receive and email from your Applications Coordinator.

Your references will be sent a questionnaire within 1 - 2 weeks from the date your Work Experience Records (WERs) are approved.

We recommend you follow the progress of your application by clicking on Check Application Status in the Member Self-Service Centre.

If you have questions or comments, please contact the Registration Department by phone at 1-800-661-7020 or by email at registration@apega.ca.

Thank you.
Application Processing

Application Processing: Registration Department

Staff within the Registration Services Department will start reviewing your application to make sure it is complete.

You will receive the following email from the system:

Email: Receipt of Application

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Thank you for applying for membership with APEGA. This is a system generated message acknowledging that your application was submitted successfully and has been received by Registration Services.

Once an APEGA Applications Coordinator has been assigned to your file, you will receive an email from him/her notifying you of his/her contact information as well as any other material required from you. The Applications Coordinator is here to assist you throughout the application process so you may direct any inquiries you have to this individual.

Please note that you may not have the same Applications Coordinator throughout the course of your application’s processing. In order to better serve you through staffing changes and absences, you may periodically receive notice that your Applications Coordinator has changed. This is not an exception for aid and it is APEGA’s intention to properly communicate any change in responsible personnel relevant to your application.

If you have any general inquiries about your submitted application or the registration process, you can also feel free to contact Registration Services by phone at 780-426-3950 or toll free at 1-800-661-7020, or by e-mail at Registration@apega.ca. For expediency, please have your APEGA ID number ready when contacting the Registration Services team.

You may also access the Applicant Guide or log into our SelfService Centre for further information regarding APEGA’s registration process.

You’re welcome to track the progress of your application by clicking Check Application Status in the Members’ Self-Service Centre.

We hope to begin processing your application as quickly as possible and look forward to welcoming you as a member of APEGA.

Registration Services

The Association of Professional Engineers and Geoscientists of Alberta (APEGA)
1500 Scotia One, 10960 Jasper Avenue NW
Edmonton AB T5J 4A2
PH 780-426-3950
Toll-Free 888-661-7020
Fax 780-426-1877
www.apega.ca
The Applications Coordinator (AC) is your go-to person. They have access to all information in your application. Please contact them if you have any questions; their phone number and extension will be on the email. They will also be your point of contact to provide updates in your work experience record if needed. You will receive a welcome email from your AC outlining some of the next steps:
APEGA Review

Your application will be pre-reviewed by a staff reviewer for:

- Completion of the Academic requirements
- Completion of the Experience requirement:
  - **A minimum of 4 years (48 months) of experience**, which includes one year of acceptable referenced Canadian equivalent experience
  - You are not required to have the one year of Canadian experience at the time of your application (you may gain the Canadian experience during and/or after the application and review process).
- Acknowledgement of good character and reputation from your References as well as self-declaration.

**Good character indicates moral and ethical strength and includes integrity, candor, honesty, and trustworthiness.**

- Documentation of Permanent Residence status in Canada or Canadian Citizenship
  - Does not apply to Licensee
    - A Licensee is an individual who has met all the requirements for engineering or geoscience but does not have Permanent Resident or Citizenship status in Canada.
- Completion of English Language Competency
- Successful completion of the National Professional Practice Examination (NPPE). (You do not have to have completed the NPPE for the application process, but it will be a requirement for licensure)

Following the pre-review by an APEGA staff reviewer, the staff reviewer may:

- Request additional information or clarification of submitted documentation
- Bring it to the attention of the Registrar to decline the application as it is not in an acceptable application for consideration by the Board of Examiners,
- Make a recommendation to the Board of Examiners on the qualifications of the applicant for licensure if they have determined that all the necessary information is provided.
- Refer the application to an academic and/or experience examiner of the Board of Examiners for review and recommendation if they have determined that all the necessary information is provided. After review by the examiners, the recommendation will be considered by the Board of Examiners,
- Log into the MSSC to check on your application status

Each section of the review process can take anywhere from 1-6 months depending on the complexity of the file and the number of files APEGA receives. It is not uncommon for a completed file to take 12-24 months.
Board of Examiners (BoE Review)

The following is for Information Purposes Only – You will not be able to see this.

The Board of Examiners has the final authority in granting licensure of all engineers and geoscientists within Alberta. It is the Executive Committee, of the Board of Examiners, who have the primary duty, responsibility, and authority to rule on applications for registration.

Board of Examiners Review Process:

1. Applications are sent to an academic examiner to review the submitted academic records. The review of your level of education and content of education is conducted (courses taken, content, instructional hours, grades, etc.) in comparison the accredited Canadian education programs and / or syllabi.

2. Applications are sent to an experience examiner who will review the WER and RefQ for necessary experience and the application of technical theory.

3. The academic and/or experience examiners may require you to provide additional information to clarify your qualifications. These requests will be sent to you by your Application Coordinator.

4. When the academic and experience reviews are complete, your application will be forwarded to the Board of Examiners for consideration and a decision.

   - The Executive Committee of the Board of Examiners meets on a regular basis.

   - There are upwards of 400 - 600+ applications reviewed every month at these meetings, and it is possible that your application may need to be rescheduled. We are unable to provide any definite answers if the Board of Examiners will be able to review your application in the scheduled meeting.

   - If necessary, the Board of Examiners may forward the application to the Full Academic Committee (FAC) to consider applications that need further review.

   - If necessary, the Board of Examiners may forward the application to the Full Experience Committee (FEC) to consider applications that need further review.

   - If necessary, the Board of Examiners may forward your application to the Character Committee.
A letter indicating the Board of Examiners’ decision will be mailed to you (via Canada Post).

The Board of Examiners’ decision will not be conveyed in-person, by email or phone.

The Board of Examiners have the final authority in granting licensure of all engineers and geoscientists within Alberta.

The Board of Examiners will review your entire application and will either:

1. Accept your application for licensure
2. Refuse your application for licensure
3. Defer your application for licensure. In deferring your application, the Board of Examiners may request:
   - Additional review by academic and/or experience examiners
   - Prescribe confirmatory examinations or exams to make up for a perceived academic deficiency; or
   - Assess a requirement for additional work experience; or
   - Prescribe exams and assess additional work experience
Appendix A

Pre-Graduate Work Experience Credit

The Board of Examiners (Board of Examiners) may grant work experience credit for experience gained prior to you receiving your undergraduate degree in engineering and/or geoscience.

The Board of Examiners may grant up to 12 months credit for acceptable engineering and/or geoscience work experience obtained after your 5th academic term of your undergraduate degree.

Please refer to the information below for an indication of how much experience credit you may be eligible to receive and what documentation you will be required to supply with your application.

<table>
<thead>
<tr>
<th>Co-operative and Intership Program</th>
<th>Up to twelve (12) months experience credit (total).</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Document Required:</strong></td>
<td>Provide the name and contact information of a Professional Engineer or Professional Geoscientist who can act as a reference for your co-op or internship work experience.</td>
</tr>
<tr>
<td></td>
<td>Include a detailed description of this work in your work experience record.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Summer Work</th>
<th>Up to four (4) months experience credit (total).</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Document Required:</strong></td>
<td>Provide the name and contact information of a Professional Engineer or Professional Geoscientist who can act as a reference for your summer work experience.</td>
</tr>
<tr>
<td></td>
<td>Include a detailed description of this work in your work experience record.</td>
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</tbody>
</table>