

APEGA Membership Application Checklist

Professional Licensee

This worksheet is a tool to aid in successful completion of your application, but is not a mandatory part of it and does not need to be uploaded or sent in.

Detailed information on Professional Licensee applications, including how to start your application, can be found at apega.ca/apply/professional-licensee

You can continue your application through APEGA's Member Self-Service Centre, members.apega.ca. If any documents are missing, they will be listed as *not received* or *incomplete*. To provide any missing documentation, please email registration@apega.ca.

Your Identification

- All your documents must include your full name and APEGA ID number. If you don't already have one, you'll be assigned an APEGA ID number once you start your application.
- Make sure your application includes your current phone number, mailing address, and email address.

Academic Records

Canadian Graduates

Include transcripts from academic institutions that clearly show

- the program of study,
- graduation date,
- all courses taken, and
- marks received.

Transcripts must also be provided for any transfer credits.

International Graduates

Have a WES ICAP report sent directly to APEGA from your academic institution.

Name Change Documentation

- Include any legal name change documents or a marriage certificate, when applicable.

Character Declaration

- Complete the Character Declaration when you are filling out the online application.
- Upload all relevant documentation before submitting the form.

Work Experience Record (WER)

- Complete the Work Experience Record when you are filling out the online application.

English Language Competency Documentation

Only required if English was not the language of instruction for your undergraduate degree.

Upload one of the following:

- Your TOEFL results
- A handwritten letter 1-3 pages long

Post-graduate Degree Work Experience Credit (Optional)

If you are submitting post-graduate degree work experience, each of the following must be completed:

Sent directly to APEGA

- An official copy of your post-graduate transcript, sent directly from your institution to APEGA
- A letter of recommendation from your thesis or project supervisor, written on university letterhead, and sent directly from your supervisor to APEGA

Included in your application

- A PDF document of your title page, abstract, conclusions, and recommendations sections of your thesis or project
- An entry page on your Work Experience Record covering the period of your post-graduate study