

APEGA Membership Application Checklist

Professional Member

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 Member applications, including how to start your application, can be found at [Become a Professional Member | APEGA](#)

You can check the status of your application through the [myAPEGA portal](#). If any documents are missing, they will be listed as *not received* or *incomplete*. To provide missing documents, email registration@apega.ca.

Personal 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.
- You will be required to provide proof of identity. You can provide:
 - Birth Certificate
 - Marriage Certificate
 - Legal Name Change

Academic Records

Canadian Graduates

Include transcripts from academic institutions that clearly show

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

Transcripts must also be provided for transfer credits.

International Graduates

Have a World Education Services ICAP report sent to APEGA.

Name Changes

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

Citizenship and Permanent Residency

- Upload a copy of at least one of the following:
 - Canadian birth certificate (both sides)
 - valid Canadian passport
 - valid Canadian Permanent Resident Card
 - Canadian citizenship certificate

Character Declaration

- Complete the character declaration when you are filling out the online application.
- Upload all relevant documents before submitting the form.

Work Experience Record

Engineering Applicants

After May 2, 2018

- Complete the Competency-Based Assessment Tool when you are filling out the online application.

If you require a change on the document after you have submitted your application, email your request to registration@apega.ca.

Geoscience Applicants

Or Engineering Applicants Prior to May 2, 2018

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

English Language Competency

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

Upload one of the following:

- TOEFL results
- One- to three-page, handwritten letter

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 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