

**APEGA PERMIT TO PRACTICE APPLICATION**  
**For Companies Practicing Engineering or Geoscience in Alberta**

<b>Application Type:</b>	<input type="checkbox"/> New APEGA Permit to Practice <input type="checkbox"/> Reinstatement of APEGA Permit to Practice with APEGA Permit Number:	<b>OFFICE USE ONLY</b> APEGA Permit Number:
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**GENERAL INFORMATION**

- Additional general information can be found at [www.apega.ca/apply/company/](http://www.apega.ca/apply/company/).
- To view the *Engineering and Geoscience Professions Act, General Regulation, and Bylaws*, and policies, standards, and bulletins to better understand your regulatory obligations, visit [www.apega.ca/publications/](http://www.apega.ca/publications/).
- The Chief Operating Officer (or designated senior officer) does not need to be an APEGA Professional Member but needs to be in a position of authority to enter into this legal agreement on behalf of the company.
- A Permit to Practice from APEGA is an annually renewed contract between the company and APEGA.
- Additional information on the Professional Practice Management Plan (PPMP) is at [www.apega.ca/members/ppmp/](http://www.apega.ca/members/ppmp/).
- APEGA offers Permit to Practice seminars at which Responsible Members' duties are outlined. This is open to the public. More information is available at [www.apega.ca/members/permit-seminars/](http://www.apega.ca/members/permit-seminars/).
- The Permit certificate remains the property of APEGA. If the company has its Permit to Practice cancelled, either voluntarily or by APEGA, the certificate must be returned to APEGA.
- Permit stamps are no longer issued by APEGA. If the company chooses to use a Permit stamp as part of its PPMP, the company will need to obtain this itself. These can be obtained through Royal Rubber Stamp ([royalstamp.ca/](http://royalstamp.ca/)).
- The APEGA Permits Department can be contacted at [permits@apega.ca](mailto:permits@apega.ca) or by phoning 1-800-661-7020.

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**SECTION 1: Company Contact Information**

<b>Registered Legal Name of Company</b>	
<b>Place of Registration</b>	<input type="checkbox"/> Alberta Corporate Registry (provincial registration) <input type="checkbox"/> Corporations Canada (federal registration) <input type="checkbox"/> Other Provincial Corporate Registration (specify)  <span style="color: red;">Proof of Registration to be included with permit application</span>
<b>Public Name of Company</b>	
<b>Company Mailing Address</b>	
Apartment/Suite/Unit Number	
Address Line 1	
Address Line 2	
P.O. Box Number	
City	
Province/Territory/State	
Postal/Zip Code	
Country (if outside Canada)	
<b>Company Phone and Email</b>	
Main Telephone (daytime)	
Main Email Address	
<b>Company Billing Address</b>	<input type="checkbox"/> Same as Mailing Address Above
Apartment/Suite/Unit Number	
Address Line 1	
Address Line 2	
P.O. Box Number	
City	
Province/Territory/State	
Postal/Zip Code	
Country (if outside Canada)	

**SECTION 2: Human Resources Contact Information (Optional)**

The following information is optional and would be used for APEGA member services, such as the APEGA annual salary survey.

<b>HR Contact</b>	
Human Resources Name	
Job Title	
Office Telephone	
Cell Phone	
Email Address	



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**SECTION 3: Company Areas of Practice**

<b>Requested Permit Type</b>	<input type="checkbox"/> Engineering Practice Only <input type="checkbox"/> Geoscience Practice Only <input type="checkbox"/> Engineering and Geoscience Practice  For engineering technology practice only, apply for a permit to the Association of Science & Engineering Technology Professionals of Alberta (ASET) at <a href="http://www.aset.ab.ca">www.aset.ab.ca</a> .  For a joint architecture and engineering permit, apply for a joint permit to the Alberta Association of Architects (AAA) at <a href="http://www.aaa.ab.ca">www.aaa.ab.ca</a> .
<b>OPTIONAL: Industry Sector of Practice</b>  <i>Note: This information may be used as part of the annual APEGA salary survey and for other statistical reporting reasons.</i>	<input type="checkbox"/> Engineering and Geoscience Consulting Services <input type="checkbox"/> Engineering, Procurement, and Construction <input type="checkbox"/> Resource Exploitation (except oil and gas) <input type="checkbox"/> Resource Exploitation (oil and gas only) <input type="checkbox"/> Manufacturing (durables) <input type="checkbox"/> Manufacturing (non-durables) <input type="checkbox"/> Not-For-Profit Service, Control, and Utilities <input type="checkbox"/> For-Profit Service, Control, and Utilities <input type="checkbox"/> Information and Other Advanced Technologies <input type="checkbox"/> Other (specify)

**SECTION 4: Company Business Structure**

<b>Check All Business Structures that Apply</b>	<input type="checkbox"/> No relationship with any other APEGA Permit Holder <input type="checkbox"/> Partnership with other APEGA Permit Holder(s) holding APEGA Permit Number(s):  <input type="checkbox"/> Parent or subsidiary with other APEGA Permit Holder(s) holding APEGA Permit Number(s):
<b>Does the Company have any Branch Offices?</b>	<input type="checkbox"/> No branch offices <input type="checkbox"/> Yes, with the following branch office names in the following cities.
Name of Branch Office 1	
Branch Office 1 City	
Name of Branch Office 2	
Branch Office 2 City	
Name of Branch Office 3	
Branch Office 3 City	
Name of Branch Office 4	
Branch Office 4 City	



## APEGA COO DECLARATION (as part of APEGA PERMIT TO PRACTICE)

For Companies Practicing Engineering or Geoscience in Alberta

### SECTION 5: Chief Operating Officer (or designated senior officer) Contact Information

<b>COO Contact</b>	<input type="checkbox"/> APEGA Member, with APEGA Member Number:
Chief Operating Officer Name	
Job Title (if not COO)	
Office Telephone	
Cell Phone	
Corporate Email Address	
<b>Executive Assistant Contact</b>	<input type="checkbox"/> No Executive Assistant
Assistant Contact Name	
Assistant Job Title	
Assistant Telephone	
Assistant Email Address	

### SECTION 6: Chief Operating Officer (or designated senior officer) Declaration

The following declaration is to be read, initialed and signed by the Chief Operating Officer.

INITIAL	Agreed-To Statements
	1. I have read and understand that all APEGA Permit Holder companies are regulated by the <i>Engineering and Geoscience Professions Act (EGP Act)</i> , <i>General Regulation and Bylaws</i> , policies, standards, and bulletins by APEGA.
	2. As Chief Operating Officer, I have the authority to bind this company to the Permit to Practice contract with APEGA.
	3. I acknowledge that if the company is practising engineering or geoscience in Alberta, an APEGA Permit to Practice must be renewed annually.
	4. I acknowledge that the company and its Responsible Member (RM) must ensure that all engineering and geoscience work performed on behalf of this company, whether the company is based inside or outside Alberta, is appropriately reviewed and authenticated in accordance with the <i>EGP Act</i> , <i>General Regulation and Bylaws</i> , policies, standards, and bulletins by APEGA.
	5. I acknowledge that the company and its Responsible Member remain fully accountable to ensure that all engineering and geoscience work associated with this company abides by all applicable statutes, regulations, bylaws, and standards, which include those that APEGA enforces.
	6. I acknowledge that this company must develop and enforce a Professional Practice Management Plan (PPMP) that is appropriate to all engineering and geoscience practice and that this must be in place within one year of receiving an APEGA Permit to Practice (Ref: <i>EGP Act</i> , s 48(1)(d)).
	7. I acknowledge that the company must develop a quality management system for all engineering and geoscience work that conforms to all applicable statutes and is implemented and adhered to by all APEGA Members associated with this company. The details of the quality management system will be documented in the PPMP.
	8. I acknowledge that APEGA may, at any time, conduct a review of all engineering and geoscience practice done on behalf of the company, in accordance with the <i>EGP Act</i> , s 16(1)(b).

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## APEGA COO DECLARATION (as part of APEGA PERMIT TO PRACTICE)

For Companies Practicing Engineering or Geoscience in Alberta

INITIAL	Agreed-To Statements
	9. I acknowledge that to engage in the practice of engineering and geoscience in Alberta, the company must have at least one designated APEGA Professional Member to act as Responsible Member on behalf of the company. The company must ensure that this individual has the necessary authority to oversee the practice of engineering or geoscience within the company and that this person and his or her contact information is associated with this Permit.
	10. I will ensure that should APEGA contact the company with regards to regulatory matters, a response will be given promptly and appropriately, as per <i>EGP Act Bylaw 32.1</i> .
	11. I will ensure that APEGA has up-to-date and accurate company and contact information and that all APEGA members associated with the company are identified.
	12. I will contact APEGA immediately should I no longer be acting as the company's Chief Operating Officer (or designated senior officer) in association with this company's APEGA Permit.
	13. I will notify APEGA should the company have a discipline decision or investigation underway in another province or territory in Canada.
	14. I acknowledge that if the company is no longer practising engineering or geoscience in Alberta, but the registered company name contains any of the words engineering, geology, geophysics, geoscience, or variations of these words, an APEGA Permit to Practice must be renewed annually.
	15. I will contact APEGA should the company wish to cancel its Permit.
<b>Name of COO</b>	
<b>Company Name</b> <i>(or Permit Holder Number)</i>	
<b>Signature</b>	
<b>Date</b>	



## APEGA RM DECLARATION (as part of APEGA PERMIT TO PRACTICE)

For Companies Practicing Engineering or Geoscience in Alberta

### SECTION 8: Adding Responsible Members

It is mandatory that at least one APEGA Professional Member of good standing be designated per profession practiced (i.e., engineering or geoscience) to act as Responsible Member.

**Each Responsible Member must read, initial and sign SECTION 9: Responsible Member Declaration.**

<b>Company Name or Permit Number</b>	
<b>Responsible Member 1</b>	
RM Application Type	<input type="checkbox"/> New Responsible Member <input type="checkbox"/> Reinstatement of previous Responsible Member
Member Name	
APEGA Member Number	
Designation	<input type="checkbox"/> P.Eng. <input type="checkbox"/> P.Geo. <input type="checkbox"/> P.Geol. <input type="checkbox"/> P.Geoph.
Job Title	
Relationship to Company	<input type="checkbox"/> Contractor or Contract Employee <input type="checkbox"/> Part-Time Employee <input type="checkbox"/> Full-Time Employee
Relationship to Other Permit Holders	<input type="checkbox"/> Responsible Member for additional Permit Holders, with the following Permit Numbers:  <b>Fill in Section 10.</b>
Describe what aspect(s) of professional practice you are taking responsibility for	
<b>Responsible Member 2</b>	
RM Application Type	<input type="checkbox"/> New Responsible Member <input type="checkbox"/> Reinstatement of previous Responsible Member
Member Name	
APEGA Member Number	
Designation	<input type="checkbox"/> P.Eng. <input type="checkbox"/> P.Geo. <input type="checkbox"/> P.Geol. <input type="checkbox"/> P.Geoph.
Job Title	
Relationship to Company	<input type="checkbox"/> Contractor or Contract Employee <input type="checkbox"/> Part-Time Employee <input type="checkbox"/> Full-Time Employee
Relationship to Other Permit Holders	<input type="checkbox"/> Responsible Member for additional Permit Holders, with the following Permit Numbers:  <b>Fill in Section 10.</b>
Describe what aspect(s) of professional practice you are taking responsibility for	

OFFICE USE ONLY: Good Standing Check		Date of Check
RM 1	<input type="checkbox"/> Dues <input type="checkbox"/> CPD <input type="checkbox"/> CMPL <input type="checkbox"/> DSPL <input type="checkbox"/> Investigations	
RM 2	<input type="checkbox"/> Dues <input type="checkbox"/> CPD <input type="checkbox"/> CMPL <input type="checkbox"/> DSPL <input type="checkbox"/> Investigations	



## APEGA RM DECLARATION (as part of APEGA PERMIT TO PRACTICE)

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### SECTION 9: Responsible Member Declaration

The following declaration is to be read, initialed and signed by each Responsible Member.

INITIAL	Agreed-To Statements
	1. I have read and understand that all APEGA permit holding companies are regulated by the <i>Engineering and Geoscience Professions Act (EGP Act)</i> , <i>General Regulation and Bylaws</i> , policies, standards, and bulletins by APEGA.
	2. I have accepted the delegated authority from the Chief Operating Officer and agree to act as Responsible Member for the below-mentioned company.
	3. I am a registered Professional Member with APEGA of practising status and in good standing.
	4. I will notify APEGA if I should have a discipline decision or investigation underway in another province or territory in Canada.
	<b>5. IF A CONTRACTOR OR CONTRACT EMPLOYEE ONLY</b> I have express authority and access granted through a written contract to satisfy Number 2 above and can provide a copy upon request from APEGA.
	6. I will ensure that all engineering and geoscience work performed on behalf of this company, whether the individual or company is based inside or outside Alberta, is appropriately reviewed and authenticated in accordance with the <i>EGP Act</i> , <i>General Regulation and Bylaws</i> , policies, standards, and bulletins by APEGA.
	7. I acknowledge that I remain fully accountable on behalf of the company to ensure that all engineering and geoscience work associated with this company abides by all applicable statutes, regulations, bylaws, and standards, which include those that APEGA enforces.
	8. I acknowledge that this company must develop and enforce a Professional Practice Management Plan (PPMP) that is appropriate to all engineering and geoscience practices and that this must be in place within one year of receiving an APEGA Permit to Practice (Ref: <i>EGP General Regulation, s 48(1)(d)</i> ). I will ensure that the PPMP is developed, implemented, and adhered to by all APEGA Members associated with this company.
	9. I have the authority to ensure that the quality management system for all engineering and geoscience work conforms to all applicable statutes and is implemented and adhered to by all APEGA Members associated with this company. I will ensure that the details of the quality management system will be documented in the PPMP.
	10. I acknowledge that APEGA may, at any time, conduct a review of all engineering and geoscience practice done on behalf of the company, in accordance with the <i>EGP Act, s 16(1)(b)</i> .
	11. I will ensure that should APEGA contact the company with regards to regulatory matters, that a response will be given promptly and appropriately, as per <i>EGP Act Bylaw 32.1</i> .
	12. I will ensure that APEGA has up-to-date and accurate contact information for me and the company, including all APEGA members associated with the company.
	13. I will participate in the mandatory APEGA Permit to Practice seminar within six months of becoming a Responsible Member and at minimum every five years thereafter, in accordance with the <i>EGP Gen Reg, s 48.1</i> .
	14. I will contact APEGA immediately should I no longer be acting as a Responsible Member in association with this company's APEGA Permit.
	15. I understand that I am responsible for applying the Permit Number on professional documents, authenticating on behalf of the company and will abide by the <i>APEGA Practice Standard for Authenticating Professional Documents</i> .
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**APEGA RM DECLARATION (as part of APEGA PERMIT TO PRACTICE)**  
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<b>CONTINUED FROM PREVIOUS PAGE</b>	
<b>Name of Responsible Member</b>	
<b>Company Name</b> <i>(or Permit Holder Number)</i>	
<b>Signature</b>	
<b>Date</b>	

<b>OFFICE USE ONLY</b>	
Name of Approver	
Signature of Approver	
Date of Signature	

## APEGA RM DECLARATION (as part of APEGA PERMIT TO PRACTICE)

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### SECTION 10: Responsible Member of Multiple Permit Holders

**Only to be completed if you are a Responsible Member for multiple APEGA Permit Holders.**

APEGA requires this information to ensure that you have sufficient time and authority to regulate the engineering and geoscience practices performed at multiple Permit Holders.

The following declaration is to be filled out and signed by the Responsible Member.

1. What is the relationship between the Permit Holders? (E.g., is it a parent or subsidiary relationship? Are the companies independent of each other? Is it a client and service provider relationship? Are there any shared resources, such as office space and employees?)

2. What is your relationship to each Permit Holder? (E.g., How is your time divided? What position do you hold?)

3. Are the Permit Holders aware that you are a Responsible Member for another company?

- Yes  
 No. Why not?

Name of RM

Company Name  
(or Permit Holder Number)

Signature

Date

#### OFFICE USE ONLY

Name of Approver

Signature of Approver

Date of Signature



## APEGA PERMIT TO PRACTICE APPLICATION

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### SECTION 11: Application Payment Information

Prices do not include GST. GST Registration #106728603

Non-Refundable Permit Application Fee	\$495.25 + \$24.75 GST = \$520.00 Total
Non-Refundable Permit Reinstatement Fee	\$128.57 + \$6.43 GST = \$135.00 Total
First Time-Only Annual Dues <i>(Permit reinstatements ineligible)</i>	\$0, included as part of the application fee
<b>Annual and Reinstatement Dues Calculation</b>	
1 to 5 APEGA members associated with the Permit Holder as of 1 month prior to annual renewal due date	\$500 + \$25.00 GST = \$525.00 Total  <b>Effective July 1, 2018</b> , this category of Permit Holders will be calculated as below.
6 or more APEGA members associated with the Permit Holder as of 1 month prior to annual renewal due date	<i>Permit Holder Dues = \$500 × √# of Members Employed + GST</i>
<b>METHOD OF PAYMENT</b>	
1. By cheque (by mail or in person), payable to APEGA.	
2. By credit card (phone-in required, see below).	

### SECTION 12: Application Submission Information

#### REQUIREMENTS CHECKLIST

- All pages of the permit application are completed and signed.
- Additional SECTION 9: Responsible Member declarations are included and signed, if more than one RM.
- Additional SECTION 10: Responsible Member of Multiple Permit Holders are included and signed, if applicable.
- Proof of incorporation documents included from the Alberta Corporate Registry or Corporations Canada.
- Application fee and any outstanding dues.

#### METHODS OF SUBMISSION

1. **ELECTRONICALLY:** Emailed to [permits@apega.ca](mailto:permits@apega.ca).  
To pay invoice, call APEGA at 1-800-661-7020 and ask to speak to the Finance Department.
2. **BY POSTAL SERVICE:** To the below mailing address,

**Attn: Permits Department**

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

APEGA Calgary Office  
2200 Scotia Centre  
700 – 2 Street SW  
Calgary, AB T2P 2W1

3. **IN PERSON** (either cheque or credit card): Visit one of the above locations.



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**NEXT STEPS**

- Once your completed Permit to Practice application and associated fees are received, the application will go through the approval process.
- Current processing times are up to 15 business days.
- Once approved:
  - notification of decision will be sent with a single official APEGA Permit to Practice certificate
  - the Permit to Practice certificate is expected to be displayed in a prominent public location to indicate that the company is entitled to engage in the practices of engineering and geoscience
  - notification of annual renewal will be sent to the Chief Operating Officer two months prior to the payment due date
  - access will be granted to the Company Self-Service Centre (CSSC) and online portal to manage your Permit Holder information and annual renewal process at [permits.apega.ca](http://permits.apega.ca)
  - the company will be listed on the publicly available APEGA Permit Holder directory at [www.apega.ca/permit-holder-directory/](http://www.apega.ca/permit-holder-directory/)

Inquiries can be emailed to [permits@apega.ca](mailto:permits@apega.ca) or by calling 1-800-661-7020 and asking to speak to the Permits Department.

<b>OFFICE USE ONLY</b>	
APEGA Permit Number	
Date Permit Application Received	
Date Logged to Aptify	
Date Permit Application to Approver	
<b>APPROVAL</b>	
Permit Approved for:	<input type="checkbox"/> Engineering Practice only <input type="checkbox"/> Geoscience Practice only <input type="checkbox"/> Engineering and Geoscience Practice
Name of Approver	
Signature of Approver	
Date of Signature	
<b>NOTIFICATION OF DECISION</b>	
Confirmation and Permit Certificate Sent	
Month Assigned for Annual Renewal	

