

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

Application Type:	<input type="checkbox"/> New APEGA Permit to Practice <input type="checkbox"/> Reinstatement of APEGA Permit to Practice with APEGA Permit Number:	OFFICE USE ONLY APEGA Permit Number:
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GENERAL INFORMATION
<ul style="list-style-type: none"> Additional general information can be found at https://www.apega.ca/apply/permit-to-practice. To view the <i>Engineering and Geoscience Professions Act, General Regulation, and Bylaws</i>, and policies, standards, and bulletins to better understand your regulatory obligations, visit 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/. APEGA offers Permit to Practice seminars at which Responsible Members' duties are outlined. This is open to the public. More information is available at https://www.apega.ca/members/responsible-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. More information is available at https://www.apega.ca/members/document-authentication. The APEGA Permits Department can be contacted at permits@apega.ca or by phoning 1-800-661-7020.

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SECTION 1: Company Contact Information	
Company Registered Legal Name Proof of Alberta Registration to be included with the application.	
Company Operating As Name	
Company Address	
Address Line 1	
Address Line 2 (optional)	
City	
Province/State	
Postal/Zip Code	
Country	
Additional delivery information (optional)	
Company Phone Number	
SECTION 2: Permit Designation	
Requested Permit Type	<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 www.aset.ab.ca . For a joint architecture and engineering permit, apply for a joint permit to the Alberta Association of Architects (AAA) at www.aaa.ab.ca .
SECTION 3: Chief Operating Officer (or designated senior officer) Contact Information	
Chief Operating Officer Name	
Are they an APEGA member?	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please provide their APEGA ID:
COO Corporate Email Address	

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SECTION 4: Chief Operating Officer (or designated senior officer) Declaration

The following declaration is to be **read, initialed, and signed** by the Chief Operating Officer (or designated senior 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(s) 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, s 48(1)(d)</i>).		
	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, s 16(1)(b)</i> .		
	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.		
COO Name			
Company Name (or permit number)			
Signature		Date	

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SECTION 5: Company Contacts (Optional)

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

Human Resources Contact

Human Resources Full Name	
Human Resources Email Address	

Executive Assistant Contact

Executive Assistant Full Name	
Executive Assistant Email Address	

Finance Contact

Finance Full Name	
Finance Email Address	

SECTION 6: Adding Responsible Members

Provide one APEGA licensed professional in good standing per profession practiced (i.e., engineering or geoscience) to act as Responsible Member (RM). If you are applying for a permit in a single designation, only one RM is required for your application. **Each RM must read, initial, and sign SECTION 7: Responsible Member Declaration.**

Once the permit application is approved, additional Responsible Members can be added on myAPEGA.

Complete this section for the RM who is overseeing engineering practices (leave blank, if you are applying for a geoscience practice only).

Member Name	
APEGA ID	
Job Title	
Employment Start Date	
Are they a contract RM? (Is this individual a contractor with the company?)	<input type="checkbox"/> No <input type="checkbox"/> Yes
Are they a RM for another permit holder?	<input type="checkbox"/> No <input type="checkbox"/> Yes
If yes, complete include a completed SECTION 8: Responsible Member of Multiple Permit Holders for this individual.	

Complete this section for the RM is overseeing geoscience practices (leave blank if you are applying for an engineering practice only).

Member Name	
APEGA ID	
Job Title	
Employment Start Date	
Are they a contract RM? (Is this individual a contractor with the company?)	<input type="checkbox"/> No <input type="checkbox"/> Yes
Are they a RM for another permit holder?	<input type="checkbox"/> No <input type="checkbox"/> Yes
If yes, complete include a completed SECTION 8: Responsible Member of Multiple Permit Holders for this individual.	

OFFICE USE ONLY: Good Standing Check		Date of Check
Engineering RM Good Standing	<input type="checkbox"/> No <input type="checkbox"/> Yes	
Geoscience RM Good Standing	<input type="checkbox"/> No <input type="checkbox"/> Yes	

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SECTION 7: Responsible Member Declaration

Completed declarations must accompany the application for all individuals listed as Responsible Members in *SECTION 6: Adding Responsible Members*.

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

RM Name	
Describe what aspect(s) of professional practice you are taking responsibility for.	

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), 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.
	5. 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, General Regulation and Bylaws</i> , policies, standards, and bulletins by APEGA.
	6. 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.
	7. 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.
	8. 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.
	9. 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> .
	10. 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> .
	11. 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.
	12. 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> .
	13. I will contact APEGA immediately should I no longer be acting as a Responsible Member in association with this company's APEGA Permit.
	14. 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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INITIAL	Agreed-To Statements		
	15. IF YOU ARE A CONTRACTOR OR CONTRACT EMPLOYEE, you must agree to this statement: 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.		
Responsible Member Name			
APEGA ID			
Company Name (or permit number)			
Signature		Date	

OFFICE USE ONLY	
Name of Approver	
Signature of Approver	
Date of Signature	

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SECTION 7: Responsible Member Declaration (Additional Copy)

Completed declarations must accompany the application for all individuals listed as responsible members in *SECTION 6: Adding Responsible Members*. **If only one Responsible Member is listed, please leave this section blank.**

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

RM Name	
Describe what aspect(s) of professional practice you are taking responsibility for.	

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), 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.
	5. 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, General Regulation and Bylaws</i> , policies, standards, and bulletins by APEGA.
	6. 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.
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	8. 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.
	9. 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> .
	10. 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> .
	11. 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.
	12. 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> .
	13. I will contact APEGA immediately should I no longer be acting as a Responsible Member in association with this company's APEGA Permit.
	14. 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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INITIAL	Agreed-To Statements		
	15. IF YOU ARE A CONTRACTOR OR CONTRACT EMPLOYEE, you must agree to this statement: 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.		
Responsible Member Name			
APEGA ID			
Company Name (or permit number)			
Signature		Date	

OFFICE USE ONLY	
Name of Approver	
Signature of Approver	
Date of Signature	

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SECTION 8: Responsible Member of Multiple Permit Holders

Complete this section only 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 all Responsible Members who are listed by multiple permit holders.

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?)

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

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

Yes

No

If No, why not?

Responsible Member Name			
APEGA ID			
Company Name (or permit number)			
Signature		Date	

OFFICE USE ONLY

Name of Approver			
Signature of Approver			
Date of Signature			

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SECTION 8: Responsible Member of Multiple Permit Holders (Additional Copy)

Complete this section only if you are a Responsible Member for multiple APEGA Permit Holders. If you have only listed one RM in your application, this section can be left blank.

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 all Responsible Members who are listed by multiple permit holders.

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?)

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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

If No, why not?

--

Responsible Member Name			
APEGA ID			
Company Name (or permit number)			
Signature		Date	

OFFICE USE ONLY

Name of Approver			
Signature of Approver			
Date of Signature			

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SECTION 10: Application Submission Requirements Checklist

- All pages of the permit application are completed and signed.
- Proof of Alberta Corporate Registry Registration must be included with the permit application.
- One signed SECTION 7: Responsible Member declarations are included and signed, per Responsible Member.
- One signed SECTION 8: Responsible Member of Multiple Permit Holders for each Responsible Member that is an Responsible Member for multiple permit holders.

SECTION 11: Application Payment & Submission

Payment instructions will be provided once the application has been processed. **Payment must be made through the myAPEGA portal.** Log in to myAPEGA at www.apega.ca/portal-login

If you are a new permit holder, your first year of annual dues are included as part of the application fee (permit reinstatements are ineligible). [Learn more about the permit holder annual dues on the APEGA website.](#)

Application and Reinstatement Fee Calculations

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

Method of Application Submission

1. ELECTRONICALLY: Email to permits@apega.ca

2. BY POSTAL SERVICE: To the below mailing address

APEGA Edmonton Office
1500 Scotia One 10060 Jasper Avenue
Edmonton, AB T5J 4A2
Attention: Permits Department

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NEXT STEPS

- Once your Permit to Practice application is completed, 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/or geoscience
 - notification of annual renewal will be sent to the Chief Operating Officer two months prior to the payment due date
 - the company will be listed on the publicly available APEGA Permit Holder directory at www.apega.ca/permit-holder-directory/
 - access will be granted to the COO to the company profile myAPEGA to manage the Permit Holder information and annual renewal process at www.apega.ca/portal-login
 - If you are a current or former APEGA member, access will be granted through your existing APEGA ID.
 - If you do not have an existing APEGA account, one will be created for you.
 - Once you have access to myAPEGA, you must update the list of APEGA members working for your permit.

For inquiries or assistance with your application, please email permits@apega.ca.

OFFICE USE ONLY

APEGA Permit Number	
Date Permit Application Received	
Date Logged to Aptify	
Date Permit Application to Approver	

APPROVAL

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	

NOTIFICATION OF DECISION

Confirmation and Permit Certificate Sent	
Month Assigned for Annual Renewal	