

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

- Additional general information can be found at on the [Apply for a Company Permit to Practice](#) webpage.
- [Review](#) the Engineering and Geoscience Professions Act, General Regulation, and Bylaws, and policies, standards, and bulletins to better understand your regulatory obligations.
- APEGA must ensure that all extra provincial corporations and partnerships applying for a Permit to Practice with APEGA are registered in the province under the *Alberta Business Corporations Act* (Section 279). Information regarding the registration of out of Province corporations can be found on the [Service Alberta](#) website. For further information, you can contact Service Alberta at 780-427-7013 or cr@gov.ab.ca.
- 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 \(PPMP\)](#) can be found on our website.
- APEGA offers [Permit to Practice seminars](#) at which Responsible Members' duties are outlined. This is open to the public.
- 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.
- Per the [APEGA Authentication Standard](#), permit stamps are required by APEGA. Companies will need to obtain these directly through [Royal Rubber Stamp](#).
- 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

Registered Legal Name of Company <i>Proof of Alberta Registration to be included</i>	
Public Name of Company	
Company Mailing Address	
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)	
Company Phone and Email	
Main Telephone (daytime)	
Main Email Address	
Company Billing Address	<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.

HR Contact	
Human Resources Name	
Job Title	
Office Telephone	
Cell Phone	
Email Address	



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SECTION 3: Company Areas of Practice

<p>Requested Permit Type</p>	<p><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). For a joint architecture and engineering permit, apply for a joint permit to the Alberta Association of Architects (AAA)</p>
<p>OPTIONAL: Industry Sector of Practice</p> <p><i>Note: This information may be used as part of the annual APEGA salary survey and for other statistical reporting reasons.</i></p>	<p><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)</p>

SECTION 4: Company Business Structure

<p>Check All Business Structures that Apply</p>	<p><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):</p>
<p>Does the Company have any Branch Offices?</p>	<p><input type="checkbox"/> No branch offices <input type="checkbox"/> Yes, with the following branch office names in the following cities.</p>
<p>Name of Branch Office 1</p>	
<p>Branch Office 1 City</p>	
<p>Name of Branch Office 2</p>	
<p>Branch Office 2 City</p>	
<p>Name of Branch Office 3</p>	
<p>Branch Office 3 City</p>	
<p>Name of Branch Office 4</p>	
<p>Branch Office 4 City</p>	



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

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

COO Contact	<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	
Executive Assistant Contact	<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), General Regulation and Bylaws, policies, standards, and bulletins</i> 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, General Regulation and Bylaws, policies, standards, and bulletins</i> 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, 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> .
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APEGA COO DECLARATION (as part of APEGA PERMIT TO PRACTICE)

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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.
Name of COO	
Company Name <i>(or Permit Holder Number)</i>	
Signature	
Date	

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SECTION 7: APEGA Members Associated with Permit

The following information will be used to calculate the APEGA Permit annual dues. Permit Holders will pay annual dues based on the number of APEGA members on file with APEGA.

First Name	Middle Name	Last Name	APEGA Member Number	Job Title



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

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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.

Company Name or Permit Number	
Responsible Member 1	
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: Fill in Section 10.
Describe what aspect(s) of professional practice you are taking responsibility for	
Responsible Member 2	
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: Fill in Section 10.
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.
	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</i> , <i>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> .
	15. IF A CONTRACTOR OR CONTRACT EMPLOYEE ONLY 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.

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APEGA RM DECLARATION (as part of APEGA PERMIT TO PRACTICE)
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CONTINUED FROM PREVIOUS PAGE	
Name of Responsible Member	
Company Name <i>(or Permit Holder Number)</i>	
Signature	
Date	

OFFICE USE ONLY	
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?)

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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. Why not?

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Name of RM	
Company Name <i>(or Permit Holder Number)</i>	
Signature	
Date	

OFFICE USE ONLY

Name of Approver	
Signature of Approver	
Date of Signature	



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SECTION 11: 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 Alberta Registry: Incorporation documents.

SECTION 12: Application Payment Information

GST Registration #106728603

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
First Time-Only Annual Dues <i>(Permit reinstatements ineligible)</i>	\$0; included as part of the application fee
Sole-practitioner Annual Dues 1. A permit holder for which the COO and the Responsible Member are the same person and, therefore, an APEGA member and the only member listed on the permit. OR 2. A permit holder for which the COO is not an APEGA member, and the Responsible Member is the only APEGA member listed on the permit.	\$250.00 + \$12.50 GST = \$262.50
Annual Dues or all other Permit Holders	<i>Permit Holder Dues = \$500 × √# of Members Employed + GST</i>

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

Payment information will be provided once the application has been processed.



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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
 - the company will be listed on the publicly available [APEGA Permit Holder directory](#)

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

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	

