



APEGA PERMIT TO PRACTICE APPLICATION

For Companies Practising Engineering or Geoscience in Alberta

Application Type	☐ New APEGA Permit to Practice ☐ Reinstatement of APEGA Permit to Practice with APEGA Permit Number:
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GENERAL INFORMATION

- A Permit to Practice from APEGA is an annually renewed contract between the company and APEGA.
- To view the *Engineering and Geoscience Professions Act*, the *General Regulation*, and APEGA's bylaws, practice standards, bulletins, and guidelines to better understand your regulatory obligations, visit apega.ca/practice-standards.
- The senior officer is not required to be an APEGA licensed professional but must be in a position of authority to enter into this legal agreement on behalf of the company. The senior officer holds signing authority to make decisions on behalf of the permit holder and legally binds the permit holder to the Permit to Practice agreement with APEGA.
- **If the senior officer does not have a myAPEGA account, they must create one prior to submitting the application.** Account creation can be completed at apega.ca/create-account.
- Additional information on the practice standard *Professional Practice Management Plan (PPMP)* can be found at apega.ca/about-apega/publications/standards-guidelines/ppmp.
- APEGA presents Permit to Practice seminars which are mandatory for Responsible Members, and encouraged for senior officers, to ensure a full understanding of responsibilities and obligations. These seminars are also open to the public. More information is available at apega.ca/members/responsible-members/permit-seminars.
- If the company intends to use the Permit to Practice stamp as part of its practice, it must be obtained through APEGA's approved vendor. More information is available at apega.ca/members/replacements#stamps.
- Additional information can be found at apega.ca/apply/company.

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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 Name	
Company Address	
Address Line 1	
Address Line 2 (Optional)	
City	
Province/State	
Postal/Zip Code	
Country	
Additional Delivery Information (Optional)	
Company Phone Number	
Company Website	

SECTION 2: Permit Designation

Requested Permit Type	☐ Engineering Practice Only ☐ Geoscience Practice Only ☐ Engineering and Geoscience Practice For engineering technology practice only, apply for a permit to the Association of Science & Engineering Technology Professionals of Alberta at aset.ab.ca . For a joint architecture and engineering permit, apply for a joint permit to the Alberta Association of Architects at aaa.ab.ca .
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SECTION 3: Company Contacts

APEGA may use the following information if unable to contact the senior officer.

Human Resources Contact

Human Resources Full Name	
Human Resources Email Address	

Finance Contact

Finance Full Name	
Finance Email Address	

Executive Assistant Contact

Executive Assistant Full Name	
Executive Assistant Email Address	

APEGA SENIOR OFFICER DECLARATION (as part of APEGA PERMIT TO PRACTICE)
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SECTION 4: Senior Officer Information

Senior Officer Name	
APEGA ID (if applicable)	
Email Address	

SECTION 5: Senior Officer Declaration

The following declaration is to be **read, initialed, and signed** by the senior officer.

INITIAL	Agreed-To Statements
	1. I have read and understand that APEGA permit holders are regulated under the <i>Engineering and Geoscience Professions Act (EGP Act)</i> , the <i>General Regulation</i> and APEGA's bylaws, policies, practice standards, bulletins, and guidelines. a. The company must have a Professional Practice Management Plan b. The Permit to Practice must be renewed annually c. At least one licensed professional must be designated to act as the Responsible Member
	2. As senior officer, I have the authority to legally bind this company to the Permit to Practice contract with APEGA. I hold signing authority to make decisions on behalf of the permit holder.
	3. I must ensure the Responsible Member(s) have the necessary authority to oversee the practices of engineering and geoscience within the company and validate professional work products in their area of oversight, and their contact information is associated with the Permit to Practice.
	4. I will ensure that should APEGA contact me, the senior officer, with regards to regulatory matters, I will respond promptly and appropriately, as per <i>EGP Act</i> Bylaw 32.1.
	5. I will ensure APEGA has up-to-date and accurate company and contact information, and all APEGA registrants associated with the company are identified.
	6. I will notify APEGA should the company have a discipline decision related to the practices of engineering and geoscience in another province or territory in Canada.
	7. I will submit a cancellation request through myAPEGA (apega.ca/portal) should the company wish to cancel its Permit to Practice and inform all APEGA registrants associated with the Permit to Practice.

Senior Officer Name		APEGA ID	
Company Name or Permit Number			
Signature		Date	

APEGA RESPONSIBLE MEMBER DECLARATION (as part of APEGA PERMIT TO PRACTICE)

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SECTION 6: Adding Responsible Members

Provide an APEGA licensed professional in good standing to act as Responsible Member.
Once the permit application is approved, additional Responsible Members can be added in myAPEGA.

Responsible Member Name	
APEGA ID	
Email Address	
Job Title & Designation	
Is this individual a contractor with the company?	☐ No ☐ Yes
Are they a Responsible Member for another permit holder?	☐ No ☐ Yes If yes, include a completed <i>SECTION 8: Responsible Member of Multiple Permit Holders</i> for this individual.

SECTION 7: Responsible Member Declaration

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

Responsible Member Name	
What aspect(s) of professional practice will you oversee?	

INITIAL	Agreed-To Statements
	1. I have read and understand that all APEGA permit holders are regulated by the <i>Engineering and Geoscience Professions Act (EGP Act)</i> , the <i>General Regulation</i> , and APEGA's bylaws, practice standards, bulletins, and guidelines.
	2. I have accepted the delegated authority from the senior officer and agree to act as Responsible Member. I am qualified by education and experience in the field of engineering or geoscience in which the permit holder intends to engage.
	3. I will notify APEGA promptly if I should be subject of a discipline decision related to the practice of engineering or geoscience in another province or territory in Canada.
	4. I acknowledge that I am fully accountable on behalf of the company to ensure that engineering and/or geoscience work conducted in my functional area abides by all applicable statutes, regulations, bylaws, standards, and bulletins, which include those APEGA enforces.
	5. I will ensure that APEGA has my up to date and accurate contact information.
	6. I will contact APEGA immediately should I no longer be acting as a Responsible Member in association with the company's APEGA Permit to Practice.
	7. I understand I am responsible for validating professional work products in accordance with the APEGA practice standard Authenticating Professional Work Products . I understand I am responsible for ensuring that outsourced professional work complies with APEGA's practice standard Relying on the Work of Others and Outsourcing .
	IF YOU ARE A CONTRACTOR OR CONTRACT EMPLOYEE, you must agree to this statement: 8. I have authority and access granted through a written contract with the company to satisfy item 2 above and can provide a copy upon request from APEGA.

Responsible Member Name		APEGA ID	
Company Name or Permit Number			
Signature		Date	

APEGA RESPONSIBLE MEMBER DECLARATION (as part of APEGA PERMIT TO PRACTICE)

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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 you have sufficient time and authority to regulate the engineering and/or geoscience practices performed 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 or 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 you are a Responsible Member for another company?

☐ No ☐ Yes

If no, why not?

Responsible Member Name		APEGA ID	
Company Name or Permit Number			
Signature		Date	

APEGA REGISTRANT LIST (as part of APEGA PERMIT TO PRACTICE)

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SECTION 9: APEGA Registrants Associated with Permit

The following information will be used to calculate the annual APEGA permit dues.

Permit holders will pay annual dues based on the number of APEGA registrants on file with APEGA.

Once approved, this list must be maintained in myAPEGA.

[illegible]

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SECTION 10: Application Submission Requirements Checklist

- ☐ All pages of the Permit to Practice application are completed and signed by the appropriate party.
- ☐ Proof of Alberta Corporate Registry registration is included with the permit application.
- ☐ One signed *SECTION 8: Responsible Member of Multiple Permit Holders* is included for each Responsible Member of multiple permit holders.

SECTION 11: Application Payment & Submission

You will receive payment instructions once your application has been processed. **Payment must be made through the myAPEGA portal.**

If you are a **new permit holder**, your first year of annual dues are included as part of the application fee.

If you are **reinstating a cancelled permit**, two payments may be required:

- A non-refundable permit reinstatement fee.
- A payment for outstanding annual dues (if applicable).

Learn more about the permit holder annual dues at apega.ca/members/dues.

Method of Application Submission

1. ELECTRONICALLY:

Email to permits@apega.ca

2. BY POSTAL SERVICE:

APEGA Edmonton Office
200-8615 51 Avenue NW
Edmonton AB T6E 6A8
Attention: Permits | Professional Practice Dept.

NEXT STEPS

Once approved:

- The company will be listed on the public APEGA permit holders directory at apega.ca/permit-holder-directory.
- A confirmation letter, along with an official APEGA Permit to Practice certificate, will be mailed by postal service.
 - The Permit to Practice certificate should be displayed in a prominent public location to indicate the company is entitled to engage in the practices of engineering, geoscience, or both.
- The senior officer will be granted access to the myAPEGA company profile to manage the permit holder information.
 - To access the permit account, the senior officer will need to login through their personal [myAPEGA](https://myapega.ca) account, then select the company profile in the upper right-hand corner, under their name.
 - APEGA company account maintenance can be shared between multiple individuals with varying administrative permissions. An account administrator can have one or more permission levels and is not required to be an APEGA licensed professional. However, **only the designated senior officer can complete the company's mandatory annual declaration.**
- Notifications will be sent via email prior to the Permit to Practice annual renewal prompting:
 - Confirmation of the company's registrant list
 - Completion of the company's annual declaration
 - Payment of the company's annual permit fees

For additional information or assistance, the APEGA Permits Department can be contacted via email at permits@apega.ca or by phoning 1-800-661-7020.