

## Request for Appeal

**To file a request for appeal with APEGA, you must provide all of the following:**

- completed Request for Appeal form signed by the appellant
- appeal fee payment by cheque, Visa, or Mastercard

**APEGA will not proceed with an appeal case unless APEGA receives both the completed Request for Appeal form and the fee payment within 30 days of the appellant's receipt of the decision by the statutory entity.**

Date: \_\_\_\_\_

### To: APEGA Registrar

I, \_\_\_\_\_, wish to appeal the decision of the following statutory entity (appeal you are requesting):

**Case or Applicant Number:** \_\_\_\_\_ (e.g., 11-15, 17-001-FH)

**Case or Applicant Name:** \_\_\_\_\_ (e.g., John Smith, P.Eng.)

**Date of Decision:** \_\_\_\_\_ (yyyy-mm-dd)

**Date Decision Received:** \_\_\_\_\_ (yyyy-mm-dd)

### Type of Appeal (check one)

- | Type of Appeal (check one)  | Appeal Fee |
|---|------------|
| <input type="checkbox"/> Appeal of Investigative Committee decision (Section 51 appeal) | \$300      |
| <input type="checkbox"/> Appeal of Discipline Committee decision (Section 67 appeal)    | n/a        |
| <input type="checkbox"/> Appeal of Board of Examiners decision (Section 32 appeal)      | \$300      |
| <input type="checkbox"/> Appeal of Practice Review Board decision (Section 17 appeal)   | n/a        |

\*Appeal Fee is fully refunded to the Appellant if the Appeal Board reaches any decision other than fully upholding the decision of the previous decision maker.

### Appeal Fee Payment

- Cheque enclosed If paying by cheque, the Request for Appeal form and cheque issued to 'Association of Professional Engineers and Geoscientists of Alberta' must be mailed to:

APEGA Registrar  
1500 Tower One  
10060 Jasper Avenue NW  
Edmonton, Alberta  
T5J 4A2

- Credit card If paying by credit card, the Request for Appeal form must be emailed to [appeals@apega.ca](mailto:appeals@apega.ca) and copied to [finance@apega.ca](mailto:finance@apega.ca) with the subject line **Appeal of Case/Applicant Number \_\_\_\_\_, First and Last Name.** Do not send credit card information in an email.

Upon receiving an email from APEGA confirming payment is required, please contact the APEGA finance department at 1-800-661-7020 to provide credit card information for payment.

## Reasons for Appeal

In the space provided below, please describe the reasons for your appeal, or attach a description of the reasons for your appeal (maximum one page).

Date: \_\_\_\_\_

By signing and submitting this Request for Appeal, I understand and agree that the Association of Professional Engineers and Geoscientists of Alberta will share all communications received from any of the parties to this appeal with the other parties involved. I also agree and acknowledge that I am required to abide by all instructions and timelines indicated and to participate in a civil and considerate manner respecting all parties involved with this appeal.

Appellant's Name: \_\_\_\_\_

Signature: \_\_\_\_\_