

REQUEST FOR UPDATE (show completion of board of examiners requirements)

(Fee is non-refundable)

*This request form is used to provide additional academic or work experience to your application as assigned by the Board of Examiners in your decision letter. If you have not gained ALL the required experience, please **DO NOT** complete this form.*

Instructions & Supplemental Information

1. Complete, sign, and date the request form.
2. Provide a letter addressed to the Board of Examiners (BOE) that provides detailed reasons and grounds for the update. State that you are **providing an update based on the completion of outstanding licensure requirements set forth by the BOE.**

Each request for update application form is subject to its own application fee. Please ensure you are submitting ALL your requirements in one form to avoid additional fees.

- **Work Experience Update** – If you are requesting an experience update, we will email you a link to your online experience forms. You must complete the academic requirements before requesting an experience update. If you have been assigned exams, you **cannot** provide an experience update until the exams have been completed successfully.

For your Experience Update you will be required to provide all the requested time. As well, this time needs to be referenced by a P.Eng. and/or P.Geo. who has taken technical responsibility and supervised your work. If this reference is not the person you directly reported to, you will need to include two references in your update, your direct supervisor and the P.Eng./P.Geo. colleague and/or mentor that took technical responsibility for your work.

- **Academic Update** – If you are requesting an academic update for education you have received in Canada, please have your university send official transcripts directly to APEGA's Edmonton office by mail. If your degree is from an international university, you will need [a World Education Services Course-by-Course International Credential Advantage report](#) instead.

3. Please email your completed form and supporting documents to registration@apega.ca with the following subject line:

[Your APEGA ID] update to BOE

To pay for the request and monitor the progress, please [log in to myAPEGA](#).

If you do not provide the completed outstanding requirements, as requested in your BOE decision letter, within **90 days of your request**, your request will be **declined without a refund**, and you will need to submit your request again.

REQUEST FOR UPDATE

Personal Information		
Legal Last Name	Full Given Name(s)	Preferred Name
APEGA ID Number		
Email Address		
Daytime Phone Number		
The update is based on: <input type="checkbox"/> Academics <input type="checkbox"/> Work Experience		
<p><i>I have included a letter detailing the reasons for my request to update.</i></p> <p><i>I recognize by making this request that the Board of Examiners may make a different decision than the one previously given. I agree to be bound by the new decision.</i></p> <p>APEGA adheres to the privacy standards under PIPA regarding collection, use, disclosure, and retention of personal information. APEGA's Privacy Policy can be found here.</p> <p><i>By signing below, I declare that I am fully aware that any failure to disclose omissions or inaccuracies on this form or in my online work experience submissions may subject me to investigation by APEGA</i></p>		
Date:	Signature:	
Payment Information		
UPDATE FEE (non-refundable)		
Update Fee	\$225.00	
GST (#106728603)	\$11.25	
Total Payable	\$236.25	
After APEGA has received and processed the Request for Update form, we will create an order for the Request for Update. This invoice will be available in your myAPEGA portal for you to complete the payment. Your application will not be processed or sent for review until the payment has been received.		

REQUEST FOR UPDATE

Letter to the Board of Examiners

Please include the following information below in your Request for Update.

I, _____ confirm that I have completed the outlined requirements in my decision letter from the APEGA Board of Examiners dated _____.

My decision from the Board of Examiners assessed me:

The following exam(s):

The following experience:

___ months of experience referenced by a P.Eng/P.Geo or practitioner
___ months of experience including 12 months of Canadian
referenced by a P.Eng./P.Geo.
___ months of Canadian experience referenced by a P.Eng/P.Geo.

The following competencies:

- | | |
|---|---|
| <input type="checkbox"/> 1.1 Regulations, Codes and Standards | <input type="checkbox"/> 2.3 Reading and Comprehension in English |
| <input type="checkbox"/> 1.2 Technical and Design Constraints | <input type="checkbox"/> 3.1 Project Management Principles |
| <input type="checkbox"/> 1.3 Risk Management for Technical Work | <input type="checkbox"/> 3.2 Finances and Budget |
| <input type="checkbox"/> 1.4 Application of Theory | <input type="checkbox"/> 4.1 Promote Team Effectiveness and Resolve
or Mitigate Interpersonal Conflict |
| <input type="checkbox"/> 1.5 Solution Techniques – Results Verification | <input type="checkbox"/> 5.1 Professional Accountability |
| <input type="checkbox"/> 1.6 Safety in Design and Technical Work | <input type="checkbox"/> 6.1 Protection of the Public |
| <input type="checkbox"/> 1.7 Systems and Their Components | <input type="checkbox"/> 6.2 Benefits of Engineering to the Public |
| <input type="checkbox"/> 1.8 Project or Asset Life Cycle | <input type="checkbox"/> 6.3 Role of Regulatory Bodies |
| <input type="checkbox"/> 1.9 Quality Assurance | <input type="checkbox"/> 6.4 Application of Sustainability Principles |
| <input type="checkbox"/> 1.10 Engineering Documentation | <input type="checkbox"/> 6.5 Promotion of Sustainability |
| <input type="checkbox"/> 2.1 Oral Communication in English | |
| <input type="checkbox"/> 2.2 Written Communication in English | |

I confirm that I have completed all technical exams assigned or have completed additional academic qualifications.

☐ YES ☐ NO

I confirm that I have obtained the experience assessed by the Board of Examiners.

☐ YES ☐ NO

I will be providing the following information for my update request:

Once APEGA has received my updated information, I understand that any information that is different to what is provided above will result in my request being denied, the application fee not refunded, and I will be required to submit a new Request Form once I feel I have met the requirements outlined by the BOE.

Date:

Signature: