

Permit Holder Dues & Fees

Annual Dues

Permit holder dues are calculated using a base rate of \$500 and multiplied by the square root of the total number of members working under the permit holder's Permit to Practice.

$$\text{Annual dues} = \$500 \times \sqrt{\text{Number of members}^*} + \text{GST}$$

Active member types used in the calculation are:

- Practising & Restricted: professional members, professional licensees, licensees
- Non-Practising: provisional licensees, members-in-training, exam candidates

Sole Practitioners

APEGA has simplified the permit holder dues calculation for sole practitioners. Effective July 1, 2019, sole practitioners will pay a flat rate of \$250 + GST. If you are eligible, the new rate will **automatically** be applied. You do not need to submit a request. You can check your account in the [Company Self-Service Centre](#).

For APEGA's billing purposes, a sole practitioner is defined as:

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.
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.

Verification of Members

APEGA performs random audits of permit holders to verify the number of APEGA members being reported as working under the Permit to Practice. Permit holders will be required to work with APEGA to confirm the information.

Reinstatement Fees

Cancelling and reinstating permit holders is a licensing responsibility requiring regulatory effort and diligence. Cancellations and reinstatements can only be authorized by Council at one of its four annual meetings.

Company Contact Information

To ensure you receive future notifications, including payment requests, please confirm your company's contact information (including email address) with APEGA by logging in to your [Company Self-Service Centre](#) account.