



APEGGA

The Association of
Professional Engineers, Geologists
and Geophysicists of Alberta

REGISTRATION PROCESS

MULTIPLE REGISTRATION AND CORPORATE REGISTRATION

FOR ENGINEERS REGISTERED ELSEWHERE IN CANADA & USA

This application package is for engineers registered/licensed elsewhere in Canada and the USA who wish to practice in Alberta.

APEGGA is a signatory to both the Inter Association Mobility Agreement (IAMA) and NAFTA, which are designed to facilitate the mobility of engineers within Canada and North America. Mobility can be facilitated by improving and/or reducing the documentation required and the registration process. APEGGA has made changes in both areas.

Authority for registration is vested in the Board of Examiners whose membership consists of professional engineers, geologists and geophysicists and public members. It recognizes the decisions made by other jurisdictions but

- 1) retains the authority to review and approve all applications in Alberta. Staff has, however, been given more authority to recommend registration to the Board for those applicants already registered elsewhere in Canada and the USA and;
- 2) retains the authority to investigate any application in further depth where it appears the application has been approved under a different set of conditions than those that would have been in place in APEGGA at the time of the applicant's initial registration and;
- 3) where the applicant has been previously assigned one or more requirements by the Board, and, in the process of becoming registered by another Association, those requirements have not been satisfied by the other Association, the Board will normally require that they be satisfied before approving the application.

Board members serve as either academic examiners or experience examiners. The academic and experience examiners meet monthly with public members to consider applications. The experience examiners meet as a group every 2 months or as often as required to discuss complex cases. At least twice yearly this same group of academic and experience examiners, reinforced with additional professionals and public members, meets to discuss policy issues.

PROCESS

- 1) All applicants must submit:
 - the Application for Registration, including a resume (see Registration Criteria et al.)
 - application processing fees (see Schedule). Do not submit annual dues. You will be invoiced for annual dues once your application is approved.
 - *either* the Application to Write the National Professional Practice Examination (NPPE) plus the National Professional Practice Examination Literature Order Form; *or* the Act, Regulations and By-laws Confirmation (see Registration Criteria et al. - Knowledge of Law and Ethics)

The following applicants must also submit transcripts:

- Canadian and US applicants registered elsewhere in Canada who have unaccredited degrees: Copies are acceptable subject to your home association/ordre having received original transcripts directly from your academic institution.
 - US applicants not registered elsewhere in Canada: Official transcripts must be forwarded to APEGGA directly from your academic institution, or the NCEES Record may substitute.
- 2) Upon receipt of the documentation above, APEGGA will acknowledge receipt in writing.
 - 3) APEGGA will then obtain:
 - confirmation of registration and the basis for registration from your home Association/Ordre/State Board (see sample Confirmation of Registration).
 - Three completed Reference Questionnaires for US applicants not registered elsewhere in Canada. Alternatively the NCEES Record may substitute.

A copy of the Sample Reference Questionnaire is included in this package for information only.

For Canadian or US applicants registered elsewhere in Canada, APEGGA will not need to obtain completed Reference Questionnaires in most cases. If APEGGA determines that completed Reference Questionnaires are required, we will contact you to obtain the names and addresses of your references.

- 4) When the documentation is complete the application is referred to the Director of Registration. He may refer the application directly to the Board with a recommendation to register, thereby avoiding an independent academic and experience review, if he is satisfied that the applicant meets the criteria for registration.
 - A US applicant with an unaccredited degree and who is not registered elsewhere in Canada, will be referred to an academic and possibly experience examiner for review.
- 5) The Board of Examiners reviews the recommendations of the Director, the Academic Examiners and the Experience Examiners and makes its decision.
- 6) You are advised of the Board's decision in writing.
- 7) If you have applied to write the NPPE you will be sent your examination admission slip as well as further information on the time and location of the examination two weeks after the NPPE application deadline.

MULTIPLE REGISTRATION

APEGGA grants multiple registration in engineering, geology and geophysics. You may qualify in more than one by being academically and experientially qualified in each. A General Application for Registration is available from either the Edmonton or Calgary office or on our WebSite: www.apegga.org.

CORPORATE REGISTRATION

A partnership, corporation, firm or association of persons wishing to practice engineering, geology or geophysics in Alberta must obtain a corporate license issued by APEGGA. This corporate license is commonly referred to as a Permit to Practice. An application package for a Permit to Practice is available from either the Edmonton or Calgary office or on our WebSite: www.apegga.org.

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