
Registration Checklist

Please refer to the checklists below for a list of the documents that should be attached when you submit your on-line application to APEGA.

Member-In-Training

Submit a fully completed on-line application. This will require the following documents:

- Request for Academic Documents:* forwarded to your University requesting *Certification of Graduation* directly from your University for your Degree(s) if you have a Bachelor Degree in Engineering obtained from a Canadian Institution
OR
Transcripts (list of courses with marks) to come directly from your University for your Degree(s) and a copy of your *Certification of Graduation* if:
 - obtained from an institution outside of Canada
 - you have a Masters and/or PhD degree(s)
 - you have obtained a degree in Geoscience
 - When completing this portion of the on-line application please list all Diplomas then Degrees in order. (Example Diploma, BSc, MSc and PhD. **(All degrees should be listed in the order that they were received.)**)
 - Name and address of one *character reference* (*This character reference should be a non-family member that has known you for at least two years*). **APEGA will only accept non-generic e-mail addresses or complete mailing addresses for references.**
 - Application fee* of \$140.00 will need to be paid using the on-line submission process. (Subject to change without notice.)
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Professional Member

Submit a fully completed on-line application. This will require the following documents:

- Request for Academic Documents:* forwarded to your University requesting *Certification of Graduation* directly from your University for your Degree(s) if you have a Bachelor Degree in Engineering obtained from a Canadian Institution
OR
Transcripts (list of courses with marks) to come directly from your University for your Degree(s) and a copy of your *Certification of Graduation* if:
 - obtained from an institution outside of Canada
 - you have a Masters and/or PhD degree(s)
 - you have obtained a degree in Geoscience
- When completing this portion of the on-line application list all Diplomas then Degrees in order. (Example Diploma, BSc, MSc and PhD. **(All degrees should be listed in the order that they were received.)**)
- The names and addresses of at least three *references* who can attest to your work experience (If you need to supply more than three references to cover all of your experience please supply additional names and contact information). **Please refer to the “Work Experience Record Summary” and “Work Experience Record Details”. Please ensure this is attached when you submit your on-line application. APEGA will only accept non-generic e-mail addresses or complete mailing addresses for references.**
- Attach a copy of your *Canadian Citizenship* or *Permanent Resident* card/form if you were not born in Canada. **(A copy of your passport will not be accepted).**
- Attach a copy of a valid *TOEFL* test score (600 + for handwritten, 250 + for computer based, 100 + for internet based) OR a *handwritten letter* if English is not your native language **(The handwritten letter should be one full page in length in your own words) – APEGA will not accept a typed letter nor will we accept testing systems other than TOEFL.**
- Attach the "Work Experience Record Summary and Work Experience Record Details" including dates of employment. If you are claiming credit for summer work experience, co-op or internship experience please list (months and dates) with position titles.
- If you are applying for *postgraduate degree experience credit* please ensure all required documentation is attached with your on-line application. Please refer to the post graduate experience information sheet for more information.
- Application fee* of \$285.00 will need to be paid using the on-line submission process. (Subject to change without notice.)

**** If you are currently an active Member-In-Training with APEGA you will not be required to submit Certification of Graduation or Transcripts for your undergraduate degree as these documents were already received as part of your MIT application. If you have further completed a Masters or PhD and are requesting Post-Graduate Degree Credit Experience please request transcripts for these degrees. Please login to your existing members portal and click “Apply for new membership type” to start your on-line application.**

Foreign Licensee

Submit a fully completed on-line application. This will require the following documents:

- Request for Academic Documents:** forwarded to your University requesting *Certification of Graduation* directly from your University for your Degree(s) if you have a Bachelor Degree in Engineering obtained from a Canadian Institution
OR

Transcripts (list of courses with marks) to come directly from your University for your Degree(s) and a copy of your *Certification of Graduation* if:

- obtained from an institution outside of Canada
- you have a Masters and/or PhD degree(s)
- you have obtained a degree in Geoscience

When completing this portion of the on-line application list all Diplomas then Degrees in order. (Example BSc, MSc and PhD. **(All degrees should be listed in the order that they were received.)**)

- The names and addresses of at least three *references* who can attest to your work experience (If you need to supply more than three references to cover all of your experience please supply additional names and contact information). **Please refer to the “Work Experience Record Summary” and “Work Experience Record Details”. Please ensure this is attached when you submit your on-line application. APEGA will only accept non-generic e-mail addresses or mailing addresses for references.**
- Attach a copy of a valid *TOEFL* test score (600 + for handwritten, 250 + for computer based, 100 + for internet based) OR a *handwritten letter* if English is not your native language (**The handwritten letter should be one full page in length in your own words**) – **APEGA will not accept a typed letter nor will we accept testing systems other than TOEFL.**
- Attach the "Work Experience Record Summary and Work Experience Record Details" including dates of employment
- If you are applying for *postgraduate degree experience credit* please ensure all required documentation is attached with your on-line application. Please refer to the post graduate experience information sheet for more information.
- If you are registered with NCEES and can provide an NCEES record book you will not be required to submit any of the above information.
- Application fee* of \$430.00 will need to be paid using the on-line submission process. (Subject to change without notice.)

**** If you are currently an active Member-In-Training with APEGA you will not be required to submit *Certification of Graduation* or *Transcripts* for your undergraduate degree as these documents were already received as part of your MIT application. If you have further completed a Masters or PhD and are requesting *Post-Graduate Degree Credit Experience* please request transcripts for these degrees. Please login to your existing members portal and click “Apply for new membership type” to start your on-line application.**