



REGISTRATION CRITERIA AND INSTRUCTIONS FOR FILLING OUT THE APPLICATION FOR REGISTRATION

FOR ENGINEERS REGISTERED ELSEWHERE IN CANADA & USA

REGISTRATION

This sheet gives instructions for filling out the Registered Elsewhere Package and information on the registration criteria in the order they appear on the Application for Registration. The ***bold italicized*** sections provide the basic instruction for filling out the form.

Please type or print.

Check Professional Member if you are a Canadian citizen or landed immigrant. Check Foreign Licensee if you are not.

Check the discipline in which you propose to practice.

NAME

Provide both your legal name and your preferred name. Your preferred name will appear in the APEGGA member register and on your stamp and seal unless you tell us otherwise on the application form and the stamp and seal form. Your membership certificate will be issued in your full legal name. However, correspondence from APEGGA will include initials only (maximum 3) and your surname.

ADDRESS

Provide the information requested under Home and Business Addresses and indicate which one you prefer for communications from APEGGA. If neither is preferred indicate your preference on a note attached to this application form.

NOTIFY APEGGA OF ALL ADDRESS CHANGES. DO NOT RELY ON POSTAL FORWARDING SERVICES.

CITIZENSHIP

Canadian citizens or landed immigrants may apply to be registered as Professional Members. Others apply to be Foreign Licensees. However, the registration criteria are the same for both categories. The only privilege held by Professional Members that is not held by Foreign Licensees is the privilege of taking part in the administration of the Association by running and voting in Association elections.

POST SECONDARY EDUCATION

You must have a 4 year degree in engineering or equivalent. ***List all post secondary education.***

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.

EXPERIENCE

You will be subject to either the 2 year or 4 year experience requirement depending on the date your original application was received by your home Association.

You will be subject to the 2 year experience requirement if:

- 1) you were academically qualified prior to July 1, 1996, **and**,
- 2) your home Association received your application prior to July 1, 1996.

In all other cases you will be subject to APEGGA's 4 year experience requirement.

The Board also requires that the experience be relevant and current. For applicants registered for many years the file will be examined for current practice. If the experience is deemed not to be current, additional experience may be assessed.

Attach a resume if you are registered in Canada. If you do not have one already prepared, format it such that each position includes dates (mo/yr), technical responsibilities and accomplishments, management responsibility, communication skills required and understanding of societal implications.

If you are not registered in Canada, and are registered in the United States you will be required to complete the "Work Experience Record Summary and Details located on our website.

REFERENCES

Most applicants using this package will not have to furnish the names and addresses of references.

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.

For US applicants not registered elsewhere in Canada provide the names and contact information of at least three individuals whom we can contact to complete Reference Questionnaires. Alternatively the NCEES Record may substitute.

If you must furnish references, indicate whether the referee is/was your employer, supervisor, mentor, colleague, client or friend and also indicate whether they are registered as professional engineers. A copy of a Sample Reference Questionnaire is included for information only.

CHARACTER

You must be of good character and reputation. Good character connotes moral and ethical strength and undoubtedly includes integrity, candor, honesty and trustworthiness. Character is what a person is, while reputation is what others believe that person to be. This is determined, among other sources of information, by the response to a general question on the Reference Questionnaire and by the responses to the specific questions on the application form. ***All the questions on the form must be responded to with a yes or no answer. If the answer to any of these questions is yes, you must provide details in writing. You may do so in a sealed envelope, the contents of which will be disclosed only to those members of the Board and staff who have a need to know.*** An affirmative answer to any question does not necessarily mean that you will be refused registration. If this information raises concerns about your character, you will be given another opportunity to respond to the concern in writing.

KNOWLEDGE OF PROFESSIONAL LAW AND ETHICS

You must demonstrate knowledge of professional law and ethics. Most Canadian Associations have had a Professional Practice Examination in place for a number of years. Some transferees have written an examination for another association, and it may be deemed equivalent to the one APEGGA applicants write. Others may be exempt because membership in their home association had no such requirement at the time they were first registered. If either of these cases apply to you, you need only read the enclosed *EGGP Act, Regulations and Bylaws* and the *Guideline for Ethical Practice* then sign the enclosed *Act, Regulations, and Bylaws Confirmation* and return it with the registration form.

The APEGGA Board of Examiners has final authority to determine whether either of the cases above apply to you. If the cases above do not apply to you, you will need to pass the National Professional Practice Examination (NPPE). More information on the NPPE is provided in the enclosed brochure entitled *The National Professional Practice Examination*, the Application to Write the NPPE form and the NPPE Literature Order forms.

If you are a US applicant not registered with a Canadian Association/Order, you will need to write the National Professional Practice Examination.

Indicate how you have met or plan to meet the Knowledge of Professional Law and Ethics criterion by checking one of the boxes on the application form. If you must write the NPPE please submit the completed NPPE forms with your application for registration.

ENGLISH LANGUAGE COMPETENCY

You must be fluent in written and spoken English. *Indicate on the form how you meet this criterion.* For those whose native language is not English, many years of being educated in or of working in an English language environment will be sufficient.

PROFESSIONAL STATUS

Indicate the Association/Ordre/State Board where you are presently registered and the years of registration; previous activity with APEGGA; and whether any application with another association has been refused/rejected or whether your registration was subsequently revoked. APEGGA will confirm your registration with your home Association/Ordre/State Board. A sample Confirmation of Registration form is included for information only.

Sign and date the application after reading the four point declaration.

CONTINUING PROFESSIONAL DEVELOPMENT PROGRAM

APEGGA's primary responsibility is to protect the public. The professions of engineering, geology and geophysics are increasingly facing varied demands from the public, government, the economy and technology. As the environment in which we practice adapts and adjusts to these demands, it is important we keep pace with the changes. To help engineering and geoscience professionals meet the challenge, our governing APEGGA Council approved a mandatory Continuing Professional Development Program (CPD) as a requirement for all registered members. It is a self-directed program that has been designed to be flexible in order to address the many needs of our diverse membership and, at the same time, includes elements that help to ensure protection of the public, APEGGA's primary responsibility. All new members will be provided with a Continuing Professional Development Guideline upon approval of registration at which time it will be their responsibility to have a CPD plan in place.

The Association is taking a leadership role in the development of such a program in Canada. As such, the governing council recognizes that adjustments may have to be made. It is a living program that will be reviewed on a regular basis.

Thank you for following the instructions.

Revised September 2011