



REGISTRATION PROCESS

MULTIPLE REGISTRATION AND CORPORATE REGISTRATION

This application package must be used by everyone wishing to be registered with APEGGA with the following exceptions:

1. former members whose membership lapsed less than 7 years ago,
2. engineers or geoscientists registered elsewhere in Canada and the USA,
3. students graduating at the undergraduate level from the University of Alberta or the University of Calgary attending the Graduating Student Workshop, and
4. Registered Professional Technologists (Engineering, Geology or Geophysics) applicants.

In the case of **former members**, a letter requesting reinstatement is required indicating the dates of your previous registration and full details of your work experience since your membership lapsed. **Engineers registered elsewhere** must use a different package that has been designed to reflect the need for increased mobility expressed in the Inter-association Mobility Agreement and the North American Free Trade Agreement. **Graduating students** will be provided with a package which emphasizes the experience and National Professional Practice Examination requirements. **Registered Professional Technologists (Engineering Geology or Geophysics)** applicants must use a different package that has been designed to provide for the registration of a Registered Professional Technologist (Engineering) in a defined scope of practice.

Authority for registration is vested in a Board of Examiners. Board membership consists of professional engineers, geologists and geophysicists and public members. Some of the professional members serve as academic examiners and some as experience examiners. The academic and experience examiners meet monthly with a public member to consider applications. The experience examiners meet as a group every two months or more often as required to discuss more complex cases. At least twice yearly this same group of academic and experience examiners, reinforced with additional professionals and public members, meet to discuss policy issues.

The academic examiners are primarily responsible for the assessment of academic qualifications. The experience examiners are primarily responsible for the assessment of the applicant's experience. Both groups jointly deal with English language competency, knowledge of law and ethics and character.

PROCESS

The following are the steps in the normal processing of an application. You may find the attached chart useful. The routing varies depending on the complexity of academic and experience qualifications.

1. Submit the Application for Registration (see Registration Criteria et al.), registration fees (see Schedule) and other applicable documentation (see Registration Criteria et al.). Do not submit annual dues. You will be invoiced for annual dues once your registration/enrolment is approved. Arrange for certification of graduation or transcripts from your post secondary institution(s) to be sent directly to APEGGA.
2. Your application arrives in APEGGA office and it is acknowledged in writing and the fees are receipted.
3. APEGGA contacts persons listed as supervisors and references for verification of your experience, character and English language competency.
4. When the documentation is complete, your application is referred to the Director of Registration. If you are already enrolled as a Member-In-Training or hold an approved or accredited degree and your experience is acceptable, the application is then referred directly to the Board with a recommendation for registration. If your experience needs further review your file is referred to an Experience Examiner. If your character needs further review because you have responded in the affirmative to at least one of the questions in the character section, your file is duplicated (so as not to slow down the academic and experience review) and referred to the Character Committee.

5. If you do not hold an approved or accredited degree your file is referred to an Academic Examiner. If the Academic Examiner does not require any further material or clarification the application will go forward either with a recommendation that your academic qualifications be accepted or that examinations be assessed.
6. If it has been necessary to have an Academic Examiner review your file, an Experience Examiner is generally asked to review your file also. If the Experience Examiner is satisfied with your work history the application is referred to the Board with a recommendation for registration provided the academic qualifications and other requirements are deemed acceptable. If your experience is insufficient or unsatisfactory, an appropriate recommendation is made to the Board. If the Experience Examiner is either uncertain about the quality of your experience or the experience is of sufficient quality and quantity to warrant a review of the assessed exams, your file will go before the Experience Committee.
7. The Board of Examiners reviews the recommendations of the Director of Registration, Academic Examiners, Experience Examiners, the Experience Committee and the Character Committee and makes its decision.
8. You are advised of the Board's decision in writing. Normally, applicants without degrees in engineering, geology or geophysics are enrolled as students. Applicants with unapproved or unaccredited degrees in engineering, geology or geophysics are enrolled as exam candidates. Applicants who meet the academic requirements but are short of the required experience are enrolled as Members-In-Training. Applicants who meet all criteria are registered as Professional Members or Foreign Licensees.

Timing

After documentation is complete it may take as much as three months to get the written decision from the Board. Problems encountered in obtaining replies from references or in securing other documentation can cause further delays. To minimize delays, all addresses should be correct and complete and APEGGA should be advised of any changes.

There is no advantage for Members-In-Training who are trying to anticipate the processing time in sending in the application for Professional Membership prior to completion of the experience requirement. Early submissions will not be accepted until one month prior to meeting the full experience requirements.

Applicants may contact APEGGA for the status of their application, but should not do so until at least one month has elapsed from the receipt of the acknowledgment letter.

Records Retention

A file withdrawn either voluntarily or due to having not met registration requirements, will be retained for seven years only, after which time all the contents will be destroyed. Reapplication thereafter will require resubmission of all the documents.

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.

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 the Permit to Practice is available from either the Edmonton or Calgary office or on our WebSite: www.apegga.org

REVISED FEBRUARY 6, 2008

REGISTRATION PROCESS

Transcripts/Certificate of Graduation:
Reference Letters: TOEFL Results
(if applicable); other documents

