



## **REGISTRATION PROCESS: REGISTERED PROFESSIONAL LICENSEE (ENGINEERING), (GEOLOGICAL) AND (GEOPHYSICAL)**

This application package must be used by an applicant wishing to be registered with APEGGA as a Professional Licensee (Engineering), (Geological) or (Geophysical).

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

### **REGISTRATION PROCESS**

The following are the steps in the normal processing of an application.

1. Submit the Application for Registration (see Registration Criteria et al.), application fees (see Fee 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 and transcripts from your post secondary institution(s) to be sent directly to APEGGA (see Request for Academic Documents form).
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 through Reference Questionnaires. A sample copy of this questionnaire is included in this package for your information only.
4. When the documentation is complete, your application is forwarded to the Professional Licensee (Engineering) or Professional Licensee (Geological and Geophysical) Committee. The Committee will review your application to determine whether you appear to meet the minimum requirements necessary for registration as a Professional Licensee. If the Committee is of the view that you appear to meet the minimum threshold requirements for registration, the Committee will then evaluate the appropriateness of your proposed defined scope of practice. The committee may contact you to obtain clarification and additional information. The Committee may contact you to modify your proposed defined scope of practice if the Committee is of the view that your academic training and demonstrable work experience do not support the proposed defined scope of practice being sought.
5. If the Committee is of the view that you might qualify for registration as a Professional Licensee with APEGGA, and is satisfied that your academic training and demonstrable work experience appears to support the proposed defined scope of practice, the Committee will advise the APEGGA Director of Registration of this.
6. If the Committee is of the view that you do not appear to meet the minimum requirements to qualify for registration as a Professional Licensee, the Committee will advise you of this in writing. If you disagree with this decision, you may request a review of that decision and the review will be conducted by the Committee. If you disagree with the review decision, you can request an appeal of that decision to the APEGGA Full Board of Examiners. Please refer to the attached sheet entitled 'Reviews and Appeals: for more information.
7. Once the APEGGA Director of Registration has received positive notification from the Committee in point #5 above, your file will be forwarded to the appropriate Academic Examiner of the APEGGA Board of Examiners and then to the appropriate Experience Examiner of the APEGGA Board of Examiners.

8. If the academic and/or experience examiners do not recommend registration within the proposed defined scope of practice, your file may be sent to the 50/50 Subcommittee for review. The 50/50 Subcommittee is a sub committee of the Board of Examiners. The 50/50 Subcommittee consists of a 50/50 mix of professional members and professional licensees and shall consist of at least two Professional Member Board members and two Professional Licensee Board members. The 50/50 Subcommittee will review your application and make a recommendation to the Board of Examiners.
9. If your character needs further review because you have responded in the affirmative to at least one of the questions in the character section, or if one of your references has raised a character issue, your file is duplicated (so as not to slow down the academic and experience review) and referred to the Character Committee of the Board of Examiners for further review and recommendation. The character issue must be satisfactorily resolved before you can be registered as a Professional Licensee.
10. The Board of Examiners reviews the recommendations of the Academic Examiners, the Experience Examiners, and the Character Committee and makes its decision. You will be advised of the Board's decision in writing.
11. If the decision of the Board of Examiners is to not register, you can appeal that decision through APEGGA's regular appeal process.
12. You must also pass the APEGGA National Professional Practice Examination before you can be registered as a Professional Licensee

### **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.

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. Re-application thereafter will require resubmission of all the documents.

### **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. This requirement also applies to Professional Licensees. A Permit to Practice application package is available from either the Edmonton or Calgary APEGGA office or can be downloaded from the APEGGA website at [www.apegga.org](http://www.apegga.org).

**Revised: OCTOBER 2009**