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## INSTRUCTIONS FOR COMPLETING A PERMIT TO PRACTICE APPLICATION

1. Read "Permit to Practice General Information"
2. Complete Permit to Practice Application form as follows:

### Page 1

Provide information regarding your company name, identify areas of practice and supply us with a brief description of company's activities.

### Page 2

Identify the Chief Operating Officer (COO) of your company. The COO does not need to be a professional member of APEGGA, nor do they need to hold the specific job of Chief Operating Officer. He or she must, however, be in a position of authority and able to enter into legal agreements on behalf of the company. The application fee is **\$435.00** (GST included). Your first year's dues are waived. Please be advised that the dues reduction program applies to Annual Dues only, not the application fee. When you are invoiced next year, you may then apply for the dues reduction if you meet the criteria. The payment may be made by VISA, Master Card, AMEX or by cheque made payable to APEGGA

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All Professional Members of APEGGA (P.Eng., P.Geol., P.Geoph, P.Lic. or Foreign Licensee) who wish to declare themselves as Responsible Members for the firm must read the Responsible Member Declaration form, including the regulations that accompany the form. The Responsible Member(s) must then complete the form, indicating his/her name, Prof. Designation, Member Number, Job Title, Legal Name of Organization, what position they hold within the company, what aspect of professional practice they are taking responsibility for, sign and date it. The Professional Member must also affix their Professional Stamp or Seal on the Declaration. If the Professional Member does not have a Professional Stamp or Seal, a Confirmation of Identity will be performed via telephone with the Permit Administrator.

Contract RM Questionnaire – Completion of this form should be done by Professional Members who have selected the *Contract Employee* section of the Responsible Member Declaration and to ensure that the contract professional has sufficient influence and control over the practice of the profession within the firm to carry out the duties of a Responsible member.

Questionnaire for Responsible Members of Multiple Firms – Completion of this form should be done by Professional Members who hold a Responsible Member position on another firm's Permit to Practice to ensure they have sufficient influence and control over the practice of the profession within the firms to carry out the duties of a Responsible Member.

We ask that those individuals signing the form confirm that their employment information is current and up to date with APEGGA by visiting [www.apegga.org](http://www.apegga.org) and updating their employment information in the Member Self-Services Centre (look under Online Payments/CPD).

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This page is applicable only if you plan on using "Engineering", "Geology" or "Geophysics" in the name of your company. If so, please complete and sign this page, otherwise, please leave it blank.

3. Send your completed application form to APEGGA by mail, fax, or e-mail.
4. If you have any questions please contact Tessa Adkins, Permit Administrator at 1-800-661-7020 or at [tadkins@apegga.org](mailto:tadkins@apegga.org).

**Revised: January 2012**