

REGISTRATION CRITERIA & INSTRUCTIONS FOR FILLING OUT THE APPLICATION FOR REGISTRATION: PROFESSIONAL LICENSEE

You are evaluated according to Section 77 of the Regulations accompanying the Engineering and Geoscience Professions of Alberta Act as follows:

77(1) A person who meets the following requirements and applies to the Registrar for registration is entitled to be registered as a professional licensee.

- (a) the applicant is of good character and reputation;
- (b) the applicant has at least 2 years of post-secondary education acceptable to the Board of Examiners in areas that relate to the practice of engineering and/or geoscience;
- (c) the applicant has a knowledge of the Act and the regulations under the Act, and general knowledge related to the practice of engineering and geoscience which has been demonstrated by passing an examination for those purposes that is prescribed by the Board of Examiners;
- (d) the applicant demonstrates to the Board of Examiners that the applicant has a proficiency in the English language that is sufficient to enable the applicant to responsibly practice the profession of engineering and geoscience;
- (e) the applicant has obtained at least 6 years of experience in work of an engineering and/or geoscience nature that is acceptable to the Board of Examiners, at least 2 of which are in the applicant's specific area of professional practice and were completed under the supervision and control of a professional member.

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

NAME

Provide both your legal name and your preferred name. Your preferred name will appear in the APEGA 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.

ADDRESS

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

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

Alberta residency is not a requirement for membership. This means that you may freely move in and out of the province while retaining the same status with APEGA.

DEFINED SCOPE OF PRACTICE

Please describe the defined scope of engineering and/or geoscience practice in which you are seeking registration. The Board of Examiners will give due consideration to your description of the defined scope of practice in its assessment of your application. If you are granted registration as a Professional Licensee, you will be entitled to practice engineering and geoscience within the scope of practice as specified by the APEGA Board of Examiners.

Please be as specific as possible in describing the proposed defined scope of practice. If your description of the proposed scope of practice is too broad, your application might not be approved. Your references will be asked to comment on your demonstrated knowledge, experience, and ability to apply principles of engineering and/or geoscience within the proposed scope of practice. If your description is too broad, your references may indicate you do not have sufficient knowledge, experience, and ability within the proposed scope of practice.

Each applicant's proposed defined scope of practice will vary depending on his or her work experience. The onus is on you to identify and specify the scope of practice in which you are seeking registration. **Please refer to the enclosed "Approved Defined Scopes of Practice" sheet for examples of scopes that APEGA has approved to date.**

Please also note that an existing Professional Licensee can apply to modify his or her defined scope of practice. In such case a new application must be submitted accompanied by all applicable fees.

POST SECONDARY EDUCATION

Please list all post-secondary education. The academic achievements must be confirmed by the institution(s) that you attended by using the attached Request for Academic Documents form. Complete and forward the Request Form directly to your educational institution(s); do not return the form to our office.

EXPERIENCE

Provide full employment details using the APEGA "WORK EXPERIENCE RECORD" Summary and Detail forms. This is the only format that will be accepted.

Note: Please refer to the GUIDELINES FOR EXPERIENCE REQUIREMENTS included in this package.

REFERENCES

Please provide the names and current addresses of at least three persons who are familiar with significant time elements of your experience, at least two of whom are professional members with APEGA or another comparable professional association. At least one of these individuals must be a professional member who is or has been your supervisor and under whose supervision and control you worked in your defined scope of practice for two years or more.

Under relationship indicate whether the reference is/was your employer, supervisor, mentor, colleague, friend or client. A standard Reference Questionnaire, a copy of which is enclosed in this package for information only, will be sent by APEGA to the three references above (or to supervisors, not listed as references, if elements of your experience are not sufficiently covered by the listed references) to confirm your character and employment experience.

CHARACTER

You must be of good character and reputation. Character is defined as the combination of qualities which distinguishes one individual from another. 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.

You fail to demonstrate good character when:

- you willfully obtain or attempt to obtain registration or renewal of registration by cheating on examinations or making or causing to be made a false statement on the application
- you commit an act or series of acts that relate directly to the practice of engineering, that affords grounds for the belief that you will not engage in the practice in accordance with the Engineering and Geoscience Act and the Regulations and By-laws accompanying the Act
- you have committed an act or series of acts that are inconsistent with the qualities of honesty and integrity

- and you have not been rehabilitated or have not made adequate reparation
- you have been convicted of a criminal offence or a civil offence impacting your practice

Good character is determined, with 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 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 concern about your character, you will be given another opportunity to respond to the concern in writing.

KNOWLEDGE OF LAW AND ETHICS

You must demonstrate knowledge of professional law and ethics. This may be accomplished by passing the National Professional Practice Examination (NPPE). More information is provided in the brochure for the NPPE, the Application to Write the NPPE, and the NPPE Literature Order Forms. The costs and dates change at the beginning of each year so if your form is out of date call us for the current information before you submit the form.

Indicate on the form how you meet or plan to meet this criterion by checking one of the boxes.

ENGLISH LANGUAGE COMPETENCY

You must be fluent in the English language. **Applicants whose native language is not English must confirm their ability to write and speak English in one of two ways. Either provide a letter in your own hand writing explaining why you feel that your English is acceptable or get a TOEFL score of 600 or better on hand-written exam, 250 or better on computer-based exam or 100 or better on the internet-based exam (iTOFEL).** Lengthy exposure to English through education or experience may be sufficient to meet the competency requirements but your comments will be verified by your references. For more information on TOEFL, contact TOEFL, Box 6151, Princeton, New Jersey, 08541-6151, USA. Several organizations can help you prepare for the TOEFL test. Results should be sent back to APEGA directly from TOEFL. It is important that you are confident of your capabilities in the English language before you tackle any exams that you may be assessed.

Indicate on the form how you meet or plan to meet this criterion by checking one of the boxes.

CONTINUING PROFESSIONAL DEVELOPMENT

APEGA's primary responsibility is to protect the public. The professions of engineering and geoscience 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 APEGA Council approved a mandatory Continuing Professional Development (CPD) Program as a requirement for all registered members. This includes Professional Licensee. 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, APEGA'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.

COMMENTS

You are welcome to comment on anything else that you feel is pertinent to your application. The Board will also consider your feedback on the registration criteria, process and documentation.

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

Thank you for following the instructions.

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