

Registration Checklist: Registered Elsewhere

Please refer to the checklists below for a list of the documents that should be attached when you submit your on-line application to APEGA.

Engineer-In-Training or Geoscientist-In-Training - Registered Elsewhere in Canada

Submit a fully completed on-line application. This will require the following:

- Application fee* of \$80.00 will need to be paid using the on-line submission process. (Subject to change without notice.)
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Professional Member or Foreign Licensee - Registered Elsewhere in Canada

Submit a fully completed on-line application. This will require the following document:

- Current and fully detailed *resume* or *experience records* including dates of employment (months and years) and position titles
- Application fee* of \$145.00 will need to be paid using the on-line submission process. (Subject to change without notice.)

**For individuals who may be enrolled or registered as Geoscientists, transcripts of your degree(s) will be requested by us home association.*

Professional Member – Registered as a P.E. or P.G. in the USA

Submit a fully completed on-line application. This will require the following documents:

- Request for Academic Documents:* forwarded to your University requesting *Certification of Graduation* directly from your University for your Degree(s) if you have a Bachelor Degree in Engineering obtained from a Canadian Institution

OR

Transcripts (list of courses with marks) to come directly from your University for your Degree(s) if:

- obtained from an institution outside of Canada
- you have a Masters and/or PhD degree(s)
- you have obtained a degree in Geoscience

When completing this portion of the on-line application list all Diplomas then Degrees in order. (Example Diploma, BSc, MSc, PhD. **(All degrees should be listed in order that they were received.)**)

- The names and addresses of at least three *references* who can attest to your work experience (If you need to supply more than three references to cover all of your experience please supply additional names and contact information). **Please refer to the “Work Experience Record Summary” and “Work Experience Record Details”. Please ensure this is attached when you submit your on-line application. APEGA will only accept non-generic e-mail addresses or mailing addresses for references.**
- Attach a copy of your *Canadian Citizenship* or *Permanent Resident* card/form if you were not born in Canada. **(A copy of your passport will not be accepted).**
- Attach a copy of a valid *TOEFL* test score (600 + for handwritten, 250 + for computer based, 100 + for internet based) OR a *handwritten letter* if English is not your native language **(The handwritten letter should be one full page in length in your own words) – APEGA will not accept a typed letter nor will we accept testing systems other than TOEFL.**
- Attach the “Work Experience Record Summary” and “Work Experience Record Details including dates of employment. If you are claiming credit for summer work experience, co-op or internship experience please list (months and dates) with position titles.
- If you are applying for *postgraduate degree experience credit* please ensure all required documentation is attached with your on-line application. Please refer to the post graduate experience information sheet for more information.
- If you are registered with NCEES and can provide an NCEES record book you will not be required to submit any of the above information.
- Application fee of \$285.00 will need to be paid using the on-line submission process. (Subject to change without notice).

Foreign Licensee – Registered as a P.E. or P.G. in the USA

Submit a fully completed on-line application. This will require the following documents:

- Request for Academic Documents:* forwarded to your University requesting *Certification of Graduation* directly from your University for your Degree(s) if you have a Bachelor Degree in Engineering obtained from a Canadian Institution

OR

Transcripts (list of courses with marks) to come directly from your University for your Degree(s) and a copy of your *Certification of Graduation* if:

- obtained from an institution outside of Canada
- you have a Masters and/or PhD degree(s)
- you have obtained a degree in Geoscience

When completing this portion of the on-line application list all Diplomas then Degrees in order. (Example Diploma, BSc, MSc, PhD. **(All degrees should be listed in order that they were received.)**)

- The names and addresses of at least three *references* who can attest to your work experience (If you need to supply more than three references to cover all of your experience please supply additional names and contact information). **Please refer to the “Work Experience Record Summary” and “Work Experience Record Details”. Please ensure this is attached when you submit your on-line application. APEGA will only accept non-generic e-mail addresses for references.**
- Attach a copy of a valid *TOEFL* test score (600 + for handwritten, 250 + for computer based, 100 + for internet based) **OR** a *handwritten letter* if English is not your native language **(The handwritten letter should be one full page in length in your own words) – APEGA will not accept a typed letter nor will we accept testing systems other than TOEFL.**
- Attach the “Work Experience Record Summary” and “Work Experience Record Details including dates of employment. If you are claiming credit for summer work experience, co-op or internship experience please list (months and dates) with position titles.
- If you are applying for *postgraduate degree experience credit* please ensure all required documentation is attached with your on-line application. Please refer to the post graduate experience information sheet for more information.
- If you are registered with NCEES and can provide an NCEES record book you will not be required to submit any of the above information.
- Application fee of \$430.00 will need to be paid using the on-line submission process. (Subject to change without notice).

REVISED MARCH 2012