



INFORMATION FOR APPLICANTS ASSESSED ADDITIONAL EXPERIENCE

APPEAL YOUR ASSESSMENT

If you feel that the Board has overlooked something and you wish to question the assessment there is an appeal process available. You may request a reconsideration of the assessment as follows:

1. Reconsideration by the Executive Committee of the Board of Examiners

1. A written request for reconsideration of a decision must be received by APEGGA within 30 days of receipt of the letter advising you of the Board's decision.
2. The applicant making the request must include the words:
"I recognize in making this request that the Board may make a different decision than the one previously given. I agree to be bound by the new decision given by the Board of Examiners upon reconsideration of my application."
3. The request must provide detailed reasons, appropriate supporting materials, and grounds for the reconsideration. The request must provide new or additional information (work experience records, references etc.) or material that was not previously before the Board when it rendered the decision being appealed from and that might have resulted in the Board rendering a different decision had that information or material been available to it.
4. A non-refundable "Reconsideration" fee of \$150 (G.S.T. exempt) must accompany the appeal. If the request for reconsideration is received later than 30 days after receiving your letter advising you of the decision of the Executive Committee a non-refundable "Re-assessment" fee of \$225 will be charged.

If you wish to appeal the decision of the Executive Committee after a reconsideration of your assessment, you may request an appeal to the Full Board of Examiners:

2. Appeal to the Full Board of Examiners

The Full Board meets twice a year.

1. An appeal request must be made in writing, and received by APEGGA within 30 days of receipt of the letter advising you of the decision of the Executive Committee.
2. The appeal letter submitted must also state:
"I recognize in making this request that the Full Board of Examiners may make a different decision than the one previously given. I agree to be bound by the new decision."
3. The request must provide detailed reasons, appropriate supporting materials, and grounds for the appeal. The request must provide new or additional information (work experience records, references etc.) or material that was not previously before the Executive Committee when it rendered the decision being appealed from and that might have resulted in the Executive Committee rendering a different decision had that information or material been available to it.

4. A non-refundable "Appeal" fee of \$150 must accompany the appeal. If the request for an appeal is received later than 30 days after receiving your letter advising you of the decision of the Executive Committee a non-refundable "Re-assessment" fee of \$225 will be charged.

If the appeal to the Full Board of Examiners is unsuccessful there are no further appeals allowed.

* Please note that nothing done by way of reconsideration or appeal under this policy removes from the applicant the statutory right of an appeal to the Appeal Board given by Section 31(4) of the Engineering, Geological and Geophysical Professions Act in the event of a decision by the Board of Examiners to refuse an application. If the Board has required an applicant to pass one or more examinations and/or to obtain additional experience, it means the Board's decision has been to defer, not refuse, approval of the application until it is satisfied that the applicant has complied with the requirement.

3. WITHDRAW/REACTIVATE YOUR APPLICATION

If you do not wish to pursue registration with APEGGA you may withdraw your application. Files that remain inactive for two years or more are withdrawn by APEGGA. Membership and/or exam fees paid are not refunded. APEGGA retains files for 7 years after which they are destroyed if they remain inactive.

Files that are withdrawn either voluntarily or by APEGGA may be reactivated at a later date but will be subject to review under whatever rules may be in place at that time and subject to the application fee that is in place at the time of re-activation.

For further information contact the Technical Exams Coordinator at 1-800-661-7020.

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