

## **INSTRUCTIONS FOR COMPLETING A PERMIT TO PRACTICE APPLICATION**

### **1. Read "Permit to Practice General Information"**

### **2. Provide a copy of the Certificate of Incorporation and/or Certificate of Amendment from Corporate Registry with the Permit to Practice Application**

### **3. Complete Permit to Practice Application form as follows:**

#### **Page 1**

Provide information regarding your company name, identify areas of practice and supply APEGA 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 APEGA, 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

#### **Page 3 - 5**

All Professional Members of APEGA (P.Eng., P.Geo., 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 APEGA by visiting [www.apega.ca](http://www.apega.ca) and updating their employment information in the Member Self-Services Centre (look under Online Payments/CPD).

## **Page 6**

This page is applicable only if your company's name has the words "Engineering", "Geology", "Geophysics" or "Geoscience". If so, please complete and sign this page, otherwise, please leave it blank.

**4. Send your completed application form to APEGA by mail, fax, or e-mail.**

**5. If you have any questions please contact Tessa Adkins, Permit Administrator at 1-800-661-7020 or at [tadkins@apega.ca](mailto:tadkins@apega.ca).**

Revised: April 2012



APPLICATION FOR PERMIT TO PRACTICE AS A PARTNERSHIP, CORPORATION OR OTHER ENTITY

Legal Name of Organization \_\_\_\_\_  
Public Name (if Different) \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Postal Code \_\_\_\_\_ Telephone Number \_\_\_\_\_  
E-Mail \_\_\_\_\_ Fax \_\_\_\_\_

The above named organization hereby applies to APEGA for a Permit to Practice:

Selection of fields of practice listed under the professions of engineering and geoscience is not intended to be restrictive but is requested for statistical purposes only. However, members are reminded they are required by the Code of Ethics to practice only in their areas of competence as determined by their qualifications and experience.

Engineering

- Aerospace, Biosystems, Computer/Software, Petroleum, Chemical, Civil, Environmental, Other Engineering Specialties, Geological, Mechanical, Mining, Electrical & Electronics, Manufacturing/Industrial, Metallurgical & Materials

Geoscience

- General, Hydrology, Remote Sensing, Economic, Mining, Soil Science, Environmental, Palaeontology, Other Geoscience Specialties, Geochemistry, Petroleum

Other Occupations; Please Specify: \_\_\_\_\_

Industry of Professional Practice: Consulting Non-Consulting

Description of Company's or Organization's principal activities: \_\_\_\_\_

\*\*Please ensure you have enclosed a copy of the Certificate of Incorporation and/or Certificate of Amendment with your Application

**APPLICATION FOR PERMIT TO PRACTICE AS A  
PARTNERSHIP, CORPORATION OR OTHER ENTITY**

Branch Offices are located at: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***Declaration by Chief Operating Officer or his Authorized Designate***

I \_\_\_\_\_ Member No. (if applicable) \_\_\_\_\_ occupy the position of \_\_\_\_\_ in the applicant's organization and in that position have authority and undertake to maintain an organization in which the practice of the professions indicated above can be conducted in accordance with requirements described in the Engineering & Geoscience Professions Act with specific reference to Parts 1 & 4 of the Act and Part 7 of the Regulations.

I further undertake:

- (a) To notify the Registrar in writing forthwith if the APEGA member(s) who has assumed responsibility for the professional practice ceases to be a full time employee, member of the firm or in any other way no longer meets the criteria to assume professional responsibility.
- (b) To report on an annual basis the names of:
  - (i) The Chief Operating Officer or his designate taking corporate responsibility for the Permit Holder.
  - (ii) The APEGA member(s) assuming responsibility for direction of the professional practice of the Permit Holder.
- (c) To ensure that the partnership, corporation, or other entity has in place and will follow a professional practice management plan that is appropriate to its professional practice.
- (d) If the Permit to Practice is cancelled for any reason or in circumstances where there are not members or licensees of APEGA assuming responsibility for the professional practice of the Permit Holder, I undertake:
  - (i) To surrender forthwith all permit stamps and certificates to the Registrar
  - (ii) To remove the words "Engineering", "Geology", "Geophysics" or "Geoscience", or variations thereof, from the company name, OR deregister the Permit Holder entity at the Corporate of Central Registry of the Province of Alberta, if applicable.

\_\_\_\_\_  
(Signature) (Date)

Enclosed is my cheque for \$ 435.00 (G.S.T. included) made payable to APEGA **or**

VISA  AMEX  MasterCard # \_\_\_\_\_ Expiry Date: \_\_\_\_\_

<b>For Office Use Only</b>		
Permit No. _____	Fee: \$ _____	Approved _____ Registrar
	# _____	

## REGULATIONS

### PART 7

#### REGISTRATION OF PERMIT HOLDERS

**48(1)** The Council may issue to a partnership, corporation or other entity a permit to practice engineering, geology or geophysics in its own name if

- (a) an application is made to the Registrar in the form and containing the information required by the Council,
- (b) the application is accompanied with the fees prescribed by the Council, and
- (c) the Council is satisfied that the practice will be carried on under the direct personal supervision and responsibility of a full-time permanent employee or member of the partnership, corporation or other entity who is also a professional member or licensee and who is qualified by education and experience in the field of engineering, geology or geophysics in which the partnership, corporation or other entity intends to engage.
- (d) The professional member or licensee certifies to the satisfaction of the Council that the partnership, corporation or other entity has in place and will follow a professional; management plan that is appropriate to its professional practice.

**(2)** A permit expires one year after the date on which it is issued.

**(3)** When the Council issues a permit, it shall provide the permit holder with a permit number.

**(4)** No person shall use a permit number where the permit to which the number is assigned has been cancelled or suspended.

**48.1** A professional member or licensee who accepts responsibility under section 48(1)(c) shall every 5 years attend a permit to practice seminar acceptable to the Council.

**49** When the practice of engineering, geology or geophysics is carried on by a partnership, corporation or other entity pursuant to a permit under section 48, all final plans, specifications, reports or documents of a professional nature must

- (a) be signed by and be stamped or sealed with the stamp or seal of
  - (i) the professional member or licensee who prepared them or under whose supervision and control they were prepared, or
  - (ii) in the case of plans, specifications, reports or documents that were prepared by other persons, the professional member or licensee who thoroughly reviewed and accepted professional responsibility for them,

and

- (b) show the permit number issued to the partnership, corporation or other entity under section 48.

**50(1)** A partnership, corporation or other entity practising pursuant to a permit under section 48 shall keep the Association advised of the name of the professional member or licensee referred to in that section.

**(2)** The professional member or licensee referred to in section 48 shall forthwith advise the Registrar if the professional member or licensee

- (a) ceases to be person accepting responsibility under that section, or
- (b) is no longer able to provide the certification referred to in section 48(1)(d)

**51** The Council may revoke a permit issued under section 48 if the permit holder contravenes the Act, this Regulation or a term or condition of the permit.

**52** No partnership, corporation or other entity may be incorporated or registered in the Province of Alberta under a name including the words "Engineering", "Geology", "Geophysics", or "Geoscience", or variations of those words, unless it holds and continues to hold a valid permit issued under section 48.

**53** The permit number issued to a permit holder may only be used by the professional members or licensees referred to in section 48(1)(c).

**53.1** The Council may, subject to any terms and conditions it considers appropriate, waive compliance with the requirements of sections 48(1)(d) and 48.1

**Responsible Member Declaration**

I, \_\_\_\_\_, \_\_\_\_\_, APEGA Member \_\_\_\_\_,  
(Legal Name) (Prof. Designation) (Member Number)

occupy the position of \_\_\_\_\_ at \_\_\_\_\_,  
(Job Title) (Legal Name of Organization)

declare that I am a professional member or licensee of APEGA, and work as a (select one):

- Full-Time Employee
- Part-Time Employee, working \_\_\_\_\_ hours per \_\_\_\_\_
- Owner of the firm
- Partner in the firm
- Officer of the firm, serving as \_\_\_\_\_
- Contract Employee (please complete attached Contract RM questionnaire)

and as such undertake to provide responsible direction and personal supervision to that portion of the applicant's professional practice performed by the organizational unit described below.

\_\_\_\_\_  
(Describe what aspect(s) of professional practice you are taking responsibility for)

I have read the relevant sections of The Engineering and Geoscience Professions Act and the Regulations reproduced on the reverse side hereof and I agree to conduct the professional practice for which I have assumed responsibility in strict accordance with the requirements of relevant legislation and regulations.

I understand that to be eligible to assume and maintain this responsibility that I must declare myself to be Practicing for the purposes of APEGA's Continuing Professional Development program.

I undertake to attend a Permit to Practice Seminar within six months of first becoming a Responsible Member, and to attend the seminar at least once every five years thereafter while I remain a Responsible Member.

I further specifically undertake to notify the Registrar of APEGA in writing if I cease to accept the responsibility indicated below and advise reasons for relinquishing that responsibility.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



Professional Stamp/Seal

\*Reference in the Act on a full time employee or member of the firm is interpreted to mean that the relationship between the APEGA member and the firm is an ongoing and continuous one as distinguished from one that does not have the depth or responsibility normally associated with a full time employee relationship.

# Contract RM Questionnaire

The Engineering and Geoscience Professions Act requires that a firm engaging in the practice(s) of engineering and/or geoscience in the Province of Alberta obtain a Permit to Practice and ensure that the practice is conducted under the direct personal supervision and control of a professional member of APEGA who is also a full-time employee or member of the firm - the Responsible Member(s). This generally means that a Professional would normally serve as a Responsible Member for only one company at any given time. Often, however, there may be valid reasons for a professional to serve as the Responsible Member for more than one company. This is permitted, provided APEGA is assured that the Professional is positioned to directly and personally supervise and control the work he or she is taking responsibility for.

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, APEGA has determined that the contract must have characteristics and certain contain certain elements. **Please check off all that apply to your contract:**

- The contract between the firm and the Professional is in writing.
- The contract clearly states that the Professional is in a position to examine all the work being done within the firm and determine what constitutes the practice of the profession and what does not.
- The contract clearly states that the Professional has the authority to establish policies and procedures for the practice of the profession within the firm.
- The contract clearly states that the Professional has the authority to audit the records of the work being done in the firm to ensure that the established policies and procedures are being adhered to.
- The contract clearly states that the Professional has the authority to thoroughly review the professional work done within the firm to ensure that he or she is satisfied and can take professional responsibility for the work.
- The contract clearly defines the frequency and method(s) by which Professional is in contact with the firm.

Please describe the Professional's working interaction with the firm (minimum number of hours per week, frequency of being on-site at the firm, alternative forms of supervision and control, etc.) and any other details you feel are relevant.

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I hereby certify the above statements are true.

\_\_\_\_\_  
*(Signature of Responsible Member)*

\_\_\_\_\_  
*(Date)*

## Members of Multiple Firms Questionnaire for Responsible

The Engineering and Geoscience Professions Act requires that a firm engaging in the practice(s) of engineering and/or geoscience in the Province of Alberta obtain a Permit to Practice and ensure that the practice is conducted under the direct personal supervision and control of a professional member of APEGA who is also a full-time employee or member of the firm - the Responsible Member(s). This generally means that a Professional would serve as a Responsible Member for only one company at any given time. Often, however, there may be valid reasons for a professional to serve as the Responsible Member for more than one company. This is permitted, provided APEGA is assured that the Professional is positioned appropriately in each company to directly and personally supervise and control the work he or she is taking responsibility for.

To ensure that the contract professional has sufficient influence and control over the practice of the profession within the firms to carry out the duties of a Responsible Member, APEGA requires answers to the following questions:

1. Please provide a description of your relationship with each of these companies, together with a description of your job duties and responsibilities with respect to each of the companies.

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2. Please describe the relationship of the companies to each other.

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3. Please provide an indication of how your time is divided between the companies.

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4. Please provide an indication of whether the companies share common office space, employees and the like.

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5. Please provide a description of how you feel you can adequately supervise and direct the practice of engineering and /or geoscience for all the companies.

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6. Please provide any additional information you feel may be relevant.

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I hereby certify the above statements are true.

\_\_\_\_\_  
(Signature of Responsible Member)

\_\_\_\_\_  
(Date)

**APPLICATION TO USE ENGINEERING, GEOLOGY,  
GEOPHYSICS, OR GEOSCIENCE IN COMPANY NAME**

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone No: \_\_\_\_\_

I, \_\_\_\_\_ Chief Operating Officer or Authorized Designate of the above named company undertake to maintain a valid Permit to Practice with the Association of Professional Engineers and Geoscientists of Alberta so long as any of the words **Engineering, Geology, Geophysics, or Geoscience**, or variations thereof, are used in the company name.

I further undertake, in the event that the Permit to Practice is cancelled for any reason, to deregister the company with the Corporate Registry of the Province of Alberta or remove the words **Engineering, Geology, Geophysics, or Geoscience** as applicable from the company name.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date