
PERMIT TO PRACTICE GENERAL INFORMATION

The Association of Professional Engineers and Geoscientists is an organization constituted by Provincial Statute for the regulation of the practice of engineering and geoscience. As steward of the Engineering Geoscience Professions Act it is the Association's responsibility to register only qualified persons and to control the quality of the professional services that they provide.

The Engineering Geoscience Professions Act also requires that partnerships, corporations and other such entities which practice engineering or geoscience have a Permit to Practice. The requirements concerning Permits to Practice are described in Articles 2, 5, 7, 21, 24, 25, 26, 27, 28, 29, 39, 42, 43, 44, 55, 75, 76, 78, 79, 80, 81, 82, 97, 98 and 99 of the Act and Part 7 of the Regulations.

POLICIES

1. It is recognized in the Act and Regulations that effective control of the quality of professional practice in partnerships, corporations and other such entities requires that the employer of professionals provide the atmosphere and organizational structure necessary for the proper practice of the professions. This involves three distinct levels and/or types of responsibility:

- **Corporate Management**

The Chief Operating Officer of a company undertakes to *maintain an organization* in which the practice of the professions can be conducted in accordance with the intent of the Act.

- **Member Assuming Responsibility for the Professional Practice**

Full time employees or members of the firms undertake to *provide responsible direction and personal supervision* of the professional practice engaged in.

- **Member Supervising or Performing the Work**

The individual APEGA member, in accordance with the Code of Ethics, *undertake only such work as he is competent to perform or supervise* by virtue of his training and experience.

2. An individual, who is a professional member or licensee of APEGA, who engages in the practice of engineering or geoscience in his or her own name does not require a Permit to Practice. Their personal registration is, in effect, their Permit to Practice. If this same individual practices through a company, then the company requires a Permit to Practice even though the member is the only employee.
3. If a parent company or joint venture group holds a Permit to Practice, any subsidiary of that company that engages in the practice of engineering, geology or geophysics must also hold a permit, if the subsidiary is a separate entity with a different name.
4. The association will issue a Permit to Practice to any partnership, corporation or other entity provided at least one full time employee or member of the firm, who is also a member or licensee of APEGA, undertakes to direct and accept responsibility for the professional practice of the Permit Holder. The member(s) who assume responsibility for the professional practice must be qualified by training and experience in the fields of engineering or geoscience in which the firm provides services and must be available to the full extent necessary to direct the day to day activities engaged in by the Permit Holder.

PERMIT TO PRACTICE GENERAL INFORMATION

Larger organizations with more than one functional division which are spread geographically over several operating centres are encouraged to name as many professional members as necessary to provide responsible direction and personal supervision to the professional practice engaged in. The number of members selected to assume that responsibility for the organization should complement the organization structure and will vary according to the type of operation and management style of the organization. Reference in the Act to 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.

5. The Association will give its consent to the incorporation of a company and/or to the registration of extra provincial companies pursuant to the laws of Alberta, where the name of the company includes the word "engineering", "geology", or "geophysics" or any variation thereof, provided the company undertakes to maintain a valid Permit to Practice from the Association. A written request for consent is required in order for the Association to give consent for incorporation. If the Permit to Practice is canceled, lapses, is revoked or for any reason becomes invalid, approval by APEGA to use the words engineering, geology and geophysics or any form thereof in the firm's name is automatically withdrawn.
6. Permit Holders whose registration is canceled by APEGA due to nonpayment of annual dues or for any other reason are assessed an administrative fee when applying for reinstatement. Permit Holders who request in writing that their Permit to Practice be canceled will not be assessed the administrative fee when they apply for reinstatement.
7. Under the current Act and Regulations, Permit Holders are issued a permit number: section 25(3 & 4) of the Act and section 48(3) of the Regulations. The current Act and Regulations require that all final plans, specifications, reports or documents of a professional nature must show the permit number: section 78(2) of the Act and section 49(b) of the Regulations.
8. A permit stamp is optional. A Permit Holder can obtain a permit stamp(s) from APEGA. The permit stamp must be under the control of the professional member or licensees assuming responsibility of the professional practice in which the Permit Holder is engaged. In accordance with STANDATA 97-DI-002RI, entitled Professional Involvement in Projects and Seals on Construction Documents, issued by the Building Standards Branch of the Provincial Government, the permit stamp should be signed by a person authorized to take professional responsibility for the Permit Holder.

It is the intent that details regarding permit stamp custody and specific signing authority within the organization are matters to be addressed by the officer or designate/"person" who signs page two of the Application for Permit to Practice on behalf of the Permit Holder.

PERMIT TO PRACTICE GENERAL INFORMATION

PROCEDURES

- Application is made by completing forms entitled Application for Permit to Practice. In completing the form it is the responsibility of the applicant's Chief Operating Officer or his designate to ensure that the members selected to be responsible for the respective professional practices are qualified and have organizational authority to direct and control the overall quality of services being provided. On page four of the application, special attention is drawn to the requirement for an organizational breakdown that corresponds to the professional responsibility of each member name. Following are examples to illustrate:

Name & Prof. Designation	Member Number	Job Title	Legal Name of Organization	Aspects of Prof. Practice Member is taking responsibility for
ONE MEMBER RESPONSIBLE FOR TOTAL PROFESSIONAL PRACTICE				
J.D. Doe, P.Eng.	98888	President & COO	Doe Engineering Inc.	All Electrical Engineering aspects
SEVERAL MEMBERS NAMED TO ASSUME RESPONSIBILITY FOR PROFESSIONAL PRACTICE BY DISCIPLINE				
W.D. Smith, P.Eng.	98765	President	Smith Engineering & Associates Ltd.	Civil Engineering
C.A. Jones, P.Eng.	98989	Vice President, Engineering	Smith Engineering & Associates Ltd.	Civil/Structural Engineering
L.T. Brown, P.Eng.	76543	Manager, Operations	Smith Engineering & Associates Ltd.	Engineering Operations
O.R. White, P.Eng.	65432	Design Engineer	Smith Engineering & Associates Ltd.	Design review of Engineering Projects
S.A. Black, P.Eng.	54391	Sr. Structural Engineer	Smith Engineering & Associates Ltd.	Structural Engineering
SEVERAL MEMBERS NAMED TO ASSUME RESPONSIBILITY FOR PROFESSIONAL PRACTICE BY DESIGNATION				
A.S. Green, P.Eng.	78987	Project Director	ABC Energy Inc.	Drilling and Completions
L.T. Adams, P.Geo.	86543	Production Geoscientist	ABC Energy Inc.	Production Division
J.R. Frank, P.Geo.	45988	Sr. Geoscientist	ABC Energy Inc.	Exploration and Refining Division
V.H. Banks, P.L.(Eng)	47995	Sr. Process Specialist	ABC Energy Inc.	Pipeline Division

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 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.

Professional Seal – The Professional Member should affix their Personal Professional Stamp or Seal to the Declaration as a measure to prevent fraudulent submissions of the Responsible Member 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.

PERMIT TO PRACTICE GENERAL INFORMATION**2. Approval**

Approved applications are acknowledged by letter and the Permit Holder is assigned a permit number and issued one certificate. Permit stamps are optional and may be obtained upon request.

Additional certificates to a maximum of one for each branch office and additional permit stamps to a maximum of one for each responsible member may be obtained by contacting the APEGA office (Edmonton). Replacement certificates and stamps are available at cost when a Permit Holder changes its name. The certificates and stamps remain the property of the Association and must be surrendered on demand.

3. Schedule of Fees for Permit Holders

Initial application fee should accompany the application. The first year's annual dues are included in the initial application fee.

Initial Application Fee (GST included)

Domestic Permit Holder- \$435.00

Annual dues will be invoiced annually on each anniversary of the month of issue.

Annual Dues (GST exempt)

Domestic Permit Holder- \$435.00

A Permit Holder may apply for a 50% reduction in annual dues if:

- (a) The Permit Holder has only one Professional Engineer, Professional Geoscientist or Professional Licensee as a full time employee or member of the firm, and
- (b) The gross revenues of the firm did not exceed \$250,000.00 in the preceding 12 months.

Please note the 50% reduction applies to Annual Dues only and does not apply to the Initial Application Fee.

Reinstatement (GST included)

Should cancellation by APEGA occur due to nonpayment of Annual dues, or failure to provide an Annual Report, a \$135.00 **reinstatement fee is payable in addition to any other outstanding dues.**

If you have any questions please contact Tessa Adkins, Permit Administrator at 1-800-661-7020 or at tadkins@apega.ca.

Revised March 2012