ENGINEERS GEOSCIENTISTS MANITOBA

# MANUAL OF ADMISSIONS

## AUTHORIZED BY THE COUNCIL OF ENGINEERS GESOCIENTISTS MANITOBA

Effective July 1, 2025

# MANUAL OF ADMISSIONS

## Contents

Version 20250612

# 1. INTRODUCTION

Engineers Geoscientists Manitoba is a durable, growing organization with a rich, honorable history of serving and protecting the public of Manitoba since its inception in 1920.

Engineers Geoscientists Manitoba is a privately incorporated, non-profit, professional regulator, following a narrowly defined purpose found in *The Engineering & Geoscientific Professions Act of Manitob*a.

This Manual of Admissions describes the requirements: education, experience, and high standards for professional conduct and skilled practise expected from every applicant.

Engineers Geoscientists Manitoba welcomes trained and experienced individuals working in the engineering and geoscience fields to pursue professional registration and licensure. The Association prides itself on working with prospective applicants to identify the appropriate application type based on an applicant's training, knowledge and experience. Engineers Geoscientists Manitoba strives to ensure fairness when assessing an applicant's qualifications and competencies for registration and licensure.

## *1.1 LICENSING IN MANITOBA*

Engineers Geoscientists Manitoba is the licensing body for the practice of engineering and geoscience in Manitoba. The function of the Association is to protect the public by ensuring that the practice of engineering and geoscience is being carried out by qualified registered professional engineers and geoscientists. The Association is not an employment agency, and it does not provide such a service.

Anyone who wants to work as an engineer or geoscientist in Manitoba or will be working on a project which takes effect in Manitoba, must by law, obtain a licence to practise from Engineers Geoscientists Manitoba.

# 2. AUTHORITY

## *2.1 COUNCIL*

It is the duty of Council to appoint a Registration Committee, provide criteria that the Registration Committee will use to consider and decide on applications, and develop proficiency standards that will be used in the registration process. Council is authorized to perform these functions by the following sections of the Act.

> 14(1) The council shall, in accordance with the by-laws, appoint a registration committee to consider and decide upon applications for certificates of registration made under section 15(1), temporary licenses, specified scope of practice licenses and enrollment as engineering interns or geoscience interns, and
>
> 14(2) The council shall establish criteria and standards to be used by the registration committee in assessing the academic qualifications and work experience, enforcing proficiency standards, setting other requirements, and determining restrictions imposed on the scope of practice that may be carried out under a scope of practice license.

This Manual was adopted by the Council of Engineers and Geoscientists Manitoba on June 12, 2025. A list of revisions is kept for reference. Amendments adopted are part of the record of Council minutes.

### *2.2 REGISTRATION COMMITTEE*

It is the role of the Registration Committee "to consider and decide upon applications for certificates of registration, temporary licence, specified scope licence and enrolment as engineering interns or geoscience interns"[1].

### *2.3 CEO & REGISTRAR*

The Registrar has authority to consider and decide upon applications for certificates of registration for applicants registered and in good standing with a regulatory body of professional engineers or geoscientists of another jurisdiction; and for certificates of authorization.[2]

### *2.4 COMMITTEES & GROUPS*

Committees and Groups of the Registrar/CEO include:

> The Academic Review Committee is a committee of academic assessors, including staff and other experts as required, who individually assess and make recommendations on the academic suitability of an applicant.
>
> The Competency-Based Assessor (CBA) Group is a group of assessors who individually assess an assigned applicant's experience and competency-based assessment report and assess readiness for professional registration.

At its discretion, the Registration Committee may accept the recommendations developed by the Registrar, Academic Review Committee assessors or CBA Assessors, modify recommendations or make any other recommendation regarding an applicant that is consistent with the Manual of Admissions. In accepting a recommendation made by the Registrar, Association staff or any committee or assessor in the registration process, the Registration Committee accepts the responsibility of that decision as if they had made it. The Registration Committee issues final decisions.

An applicant who is not satisfied with a recommendation submitted by a committee, assessor or staff may:

- Provide a written request, within 30 days of receiving the information, asking the committee, assessor or staff to reconsider.
- In the reconsideration, the assessor, staff or committee may make enquiries with other resources in order to form a new recommendation.

An applicant who disagrees with the new recommendation may request additional reconsideration, or as necessary, request the Registration Committee to review.

[1] Subsection 14(1) of the Act
[2] Subsection 14(1.1) of the Act

## 3. PATHS TO ACHIEVING REGISTRATION AND LICENSURE

Flowcharts for each application type including steps to registration and licensure are available in Appendix B and include the following application types:

- Engineering Intern
- Geoscience Intern
- Professional Member from Intern
- Mobility – Professional Member or Limited Licensee with other Canadian regulator
- Mobility – Intern with other Canadian regulator
- Mobility – US
- Mobility - International
- Reinstatement – Former Member
- Reinstatement – Former Member registered with other Canadian regulator
- Reinstatement – Former Intern
- Temporary Licence
- Specified Scope of Practice Licence

# 4. ACADEMIC QUALIFICATION FOR PROFESSIONAL ENGINEERING AND PROFESSIONAL GEOSCIENCE

In accordance with the Act and the by-laws, all applicants must be deemed academically qualified as a requirement for professional registration. Engineers Geoscientists Manitoba has adopted a confidence- based approach to determine academic qualification that strives to align and harmonize with other Canadian engineering and geoscience regulator academic assessment approaches and is objective, impartial, fair and transparent.

## *4.1 CONFIDENCE-BASED APPROACH TO ACADEMIC ASSESSMENT*

Engineers Geoscientists Manitoba has defined three confidence levels based on the confidence of the Association that the academic program is acceptable to practice professional engineering or professional geoscience safely in Canada. The rigor of the assessment process for each level is proportionate to the level of risk that the program does not meet the standard required to ensure protection of the public.

**For Confidence Level 1**, Engineers Geoscientists Manitoba is confident that the academic program is acceptable to practice professional engineering or professional geoscience in Canada, and an academic assessment is not required. Applicants providing verified and authenticated proof of any of the following qualifications will be deemed to have met the academic requirement for professional licensure and will not be required to undergo an academic assessment.

**Engineering Intern**

- Completed a post-secondary program (typically a bachelor's degree) of at least four-years in duration from:
    - an Engineers Canada Canadian Accreditation Engineering Board (CEAB) accredited program or;
    - an engineering program accredited by a signatory of the Washington Accord or Commission des Titres d'Ingénieur (CTI) France; or
- Completed a post-graduate degree in engineering in addition to a four-year bachelor's degree from a Canadian university with an accredited engineering undergraduate program or from an institution with a program accredited by a signatory of the Washington Accord programs. The post-graduate degree must be in a closely related engineering discipline to the bachelor's degree.

To qualify under the Washington Accord:

- The date of graduation must be after the accreditation organization in the country became a member of the Washington Accord.
- The degree must be on the list of accredited programs in the country.
- The program must have been accredited at the time of graduation.
- All subjects must have been taken as part of an accredited program.

List of all Washington Accord country signatories with dates:
www.internationalengineeringalliance.org/accords/washington/signatories/

**Geoscience Intern**

- Completed a Canadian post-secondary program (typically a bachelor's degree) of at

least four years in duration in geoscience and demonstrates compliance with the coursework requirements of the Geoscientists Canada Knowledge and Experience (GKE) reference document. Compliance with the GKE may be achieved through a combination of undergraduate and graduate coursework.

**Applicant from other jurisdictions (Canadian mobility)**

- Is a professional engineer or geoscientist of any other engineering or geoscientific Association within Canada who has been given the authority by a provincial or territorial government to register professional engineers, professional geoscientists, geophysicists, or geologists.

**Former members of interns**

- Is a former member or intern of Engineers Geoscientists Manitoba applying for re-instatement.

**Applicant from other jurisdictions (International mobility)**

- Is a professional engineer or geoscientist of any entity that licenses engineers or geoscientists, geophysicists, or geologists in any jurisdiction that has signed a Mobility Agreement with Engineers Geoscientists Manitoba.

If at any point in the assessment process, including after results have been received, an applicant meets one of the above situations, these criteria will supersede the original assessment.

An applicant is deemed to be academically qualified if the applicant meets at least one Confidence Level 1 criteria. For Confidence Level 1, Engineers Geoscientists Manitoba is confident that the academic program is acceptable to practice professional engineering or professional geoscience in Canada.

**For Confidence Level 2**, Engineers Geoscientists Manitoba deems that the academic program may be comparable to university level engineering or geoscience in Canada but needs to ensure this through an academic assessment. Applicants that fall into this level will have the breadth, depth, progression and coherence of their education assessed and the level confirmed.

To ensure public safety, Engineers Geoscientists Manitoba must assess and confirm that each individual applicant has sufficient breadth, depth, progression and coherence of education and competence in professional practice. Additional details on assessment are detailed in the Appendix.

A bachelor's degree in engineering, a bachelor's degree of science in engineering or a bachelor's degree of science in geoscience are acceptable for consideration.

Engineers Geoscientists Manitoba considers 120 World Education Service (WES) credits at an undergraduate level to be the minimum requirement for a 4-year bachelor's level degree to be considered a comparable amount of education to a 4-year Canadian bachelor's degree. Applicants deemed to be missing the equivalent of one or more years of full-time study (30 Credit Units (CU)) at a bachelor's level, will be denied.

If the degree is a bachelor's degree in science (not geoscience or engineering), computer science, engineering technology or geoscience technology, an applicant may or may not qualify for an academic assessment by the Academic Review Committee, based on review of the

applicant's self-assessment (see below). If an applicant does not qualify, the application will be denied, and the applicant will be advised if the education meets the academic requirement for engineering or geoscience licensee (specified scope of practice licence).

**SELF ASSESSMENT**

For **engineering applicants in Confidence Level 1**, who meet one of the academic qualification criteria, a self-assessment will not generally be required.

For **engineering intern applicants in Confidence Level 2**, a self-assessment is required.

For all **geoscience applicants** a self-assessment will be required because there is no accreditation of geoscience programs.

During a self-assessment, an applicant will undertake an analysis of their academic program in comparison to the expected content of current Canadian programs.

- For engineering, the applicant will use the CEQB syllabi assessments checklists by discipline available on the Association's website The checklists are based on the CEQB Examination Syllabi which represent expert determination of the academic knowledge required to practice a particular discipline of engineering in Canada. https://engineerscanada.ca/regulatory-excellence/examination-syllabi
- For geoscience, the applicant will use the GKE checklists by discipline available on the Association's website]. The checklists are based on Table 1 of the Geoscience Knowledge and Experience Requirements for Professional Registration in Canada. https://geoscientistscanada.ca/source/pubs/GC-Knowledge-Requ-BKLT--REV--EN--web--final-.pdf

After the applicant has submitted a completed self-assessment, the Academic Review Committee will assess the applicant's self-assessment in association with the applicant's transcripts.

**For Confidence Level 3**, Engineers Geoscientists Manitoba deems that the program is missing the equivalent of one or more years of fulltime bachelor's level engineering or geoscience study in Canada and therefore cannot be remediated through Engineers Geoscientists Manitoba processes. Applicants that fall into confidence level 3 will be denied registration as an intern and will be advised whether the academic background meets the requirements for engineering or geoscience licensee.

There are two types of programs that commonly fall into this category, and can typically be identified without doing a detailed assessment:

- Laddering programs containing diploma credits deemed by WES to be post-secondary rather than undergraduate, such that less than 90 of the total credits are at the undergraduate or post graduate level.
- Bachelor's degrees in science or technology rather than engineering or geoscience that are either lacking first- and second-year science/math/engineering science subjects and/or depth in discipline specific subjects (low credit values). These programs are typically not acceptable to practice professional engineering/geoscience in the country where they were obtained.

The Academic Review Committee will use prior assessments and/or other reliable resources to

determine whether the level of education is sufficient to practice professional engineering or geoscience in the country where it was obtained.

- If the level of education is not sufficient, then the applicant may be eligible for a specified scope of practice license (SSPL).
- If the level of education is sufficient, then the applicant will qualify for a Confidence Level 2 assessment.
- If it is not possible to clearly determine the level of education, then it will qualify for Confidence Level 2 assessment.

## *4.2 ASSESSMENT APPROACH FOR APPLICANTS*

To ensure that registrants are qualified to practice professional engineering or professional geoscience safely in Canada, Engineers Geoscientists Manitoba must ensure that their educational program is comparable to bachelor's level engineering or geoscience in Canada.

To do this, Engineers Geoscientists Manitoba relies on third-party credential assessments to provide an analysis of the level and length of each credential compared to the Canadian education system and a translation of the credential name and major/specialty.

The credential assessment may also provide a listing (and translation as required) of all the course names and Canadian equivalent credit units and grade for each course. They do not provide analysis of the program content and whether it compares to bachelor's level engineering or geoscience in Canada.

The Engineers Geoscientists Manitoba academic assessment process takes the information from the credential assessment and decides whether the program content is comparable to bachelor's level engineering or geoscience in Canada. It is the content of the program, not the name of the credential or the major/specialty that determines whether the program is acceptable.

## *4.3 DOCUMENT REQUIREMENTS*

1. TRANSCRIPTS

All intern applicants must provide authenticated and verified documents, to demonstrate their academic training, except in extenuating circumstances, as determined by the Registrar or delegated authority.

### *1a. Canadian Education*

Official transcripts issued directly to Engineers Geoscientists Manitoba by the institution either by mail, email or via an electronic delivery system supported by the institution (e.g., MyCreds.ca), that include degree awarded, and date conferred. If the date conferred is not on the transcript, then a letter indicating that the requirements have been met for conferral must be provided directly to Engineers Geoscientists Manitoba from the institution. The letter must contain: the applicant's name, degree awarded (including discipline), and date of conferral.

This can be emailed directly from the institution to Engineers Geoscientists Manitoba at: Transcripts@EngGeoMB.ca

### *1b. International Education*

International Credential Advantage Package (ICAP) document-by-document or course-

by- course credential assessment by World Education Services (WES) is required.

- **For Confidence Level 1 applicants, the ICAP document-by-document assessment is required.**
- **For Confidence Level 2 and 3 applicants, the ICAP course-by-course assessment is required.** If an applicant is deemed Confidence Level 2, the applicant will be requested to upgrade to the ICAP course-by-course credential assessment to qualify for an academic assessment.

If WES does not assess specific credentials, then alternative arrangements can be approved by the Registrar, or delegated authority, depending on the situation.

Instructions on how to order WES documents are available on the website at: https://www.wes.org/credential-evaluations/wes-evaluation-reports/

2. SELF ASSESSMENT CHECKLIST

Engineering applicants undergoing the academic review process (Confidence level 2) are required to submit a self-assessment where the applicant has mapped their bachelor's degree (or equivalent) to the Canadian Engineering Qualifications Board (CEQB) syllabus that best matches their program of study.

All geoscience applicants must complete a self-assessment where the applicant has mapped their bachelor's degree (or equivalent) to the Geoscience Knowledge and Experience Requirements (GKE).

Self-assessment forms for engineering and geoscience disciplines are available for download at:www.EngGeoMB.ca/AssessmentChecklists.html Self-assessment forms for engineering and geoscience disciplines are available for download at: www.EngGeoMB.ca/AssessmentChecklists.html

3. RESUME

Applicants with engineering and geoscience work experience should submit an up-to-date resume, focusing on technical work experience.

## *4.4 ACADEMIC ASSESSMENT PROCESS*

The assessment process outlined below is for engineering applicants in Confidence Level 2 and 3 and all geoscience intern applicants.

The credit units (CU), and credit type from the WES course-by-course assessment are used to quantify the amount and level (and by inference the depth) of education in different subject areas. In most cases the title of the course is used to infer the appropriate subject area for the credits to be assigned to, but if the course titles are not specific enough, a program syllabus will also be considered (if available). At the discretion of the Registrar, if staff identify extenuating circumstances, other means to verify the content may be considered on a case-by-case basis.

Staff and academic assessors ensure that the breadth, depth, progression, and content produce a coherent program that aligns with the specified discipline/specialization of the program. Any gaps deemed to be significant will be explained to the applicant and must be remediated before the applicant may continue in the process.

If the gaps identified are equivalent to one or more years of study in a typical Canadian

program, then the program is too deficient to be remediated by Engineers Geoscientists Manitoba processes and will be deemed to not meet the academic requirement for licensure as a professional member. However, the program may meet the academic requirement for a specified scope of practice license (SSPL).

**Content Assessment Engineering**
An assessment of breadth, depth, progression, and coherence of program content will be done through a comparison to the Canadian Engineering Qualifications Board (CEQB) syllabi, in accordance with the Academic Assessment Guideline.

**Content Assessment Geoscience**
An assessment of breadth, depth, progression, and coherence of program content will be done through a course-by-course comparison to the Geoscience Knowledge and Experience Requirements for Professional Registration in Canada (GKE) in accordance with the Academic Assessment Guideline.

## *4.5 ACADEMIC ASSESSMENT RECOMMENDATIONS*

For Confidence Level 2 applicants, an assessment may result in the following recommendations based upon the number of deficiencies found:

***Program Acceptable***
If there are 9 credit units (CU) or less in deficiencies (approximately 3 one-semester courses) AND no more than 6 CU of these are from the discipline specific topics, the program is acceptable, and the applicant will be assigned one of the following:

a) Confirmatory Exams
Applicant can choose three exam subjects that they write.
- For engineering, the applicant must choose two technical exam subjects from group A and 1 from group B, of the discipline specific subjects in their content assessment.
- For geoscience, the applicant may choose three technical exam subjects from group 2A and/or group 2B of the GKE stream they were assessed in.

Fundamentals Exam
As an alternative to the three exams, an applicant may choose to write the National Council of Examiners for Engineering and Surveying (NCEES) Fundamentals of engineering (FE) exam or the National Association of State Boards of Geology (ASBOG) Fundamentals of geology (FG) exam.

If an applicant fails any combination of exams three times (e.g., one confirmatory exam three times, or three different exams or the FE/FG three times), then they will be deemed to have not met the academic requirement for licensure and their application will be denied. They may only reapply after they have gained additional education or experience.

b) Postgraduate Option to Waive Confirmatory Exams
This is assigned if the applicant has a postgraduate engineering or geoscience credential (i.e. a master's degree, a Ph.D. degree, a postgraduate diploma, a postgraduate certificate, etc.) in the same, or closely related, discipline of study containing postgraduate courses that complement or build upon the bachelor's degree content.

c) Work Experience (WE) Option to Waive Confirmatory Exams

If a review of the applicant's resume gives an indication that they have at least 4 years of professional engineering or geoscience experience closely related to their bachelor's degree and where application of engineering and geoscience knowledge and skills are likely, the applicant may be assigned the Work Experience (WE) Option to Waive Exams.

The applicant will go through technical work experience assessment in competency-based assessment (CBA) (Competency Category 1 for engineering, Competency Categories 2 and 3 for geoscience). If the experience is approved by an Assessor and Registration Committee, then they will be approved as an intern. If after three submissions the experience is not approved, then confirmatory exams must be written.

***Program Not Acceptable with Deficiencies***

If a program does not meet the "Program acceptable" requirements, and there are less than 30 CU of deficiencies in total, the applicant will be assigned the deficiencies and may clear them through appropriate actions. After the applicant has completed courses/exams to fill the gaps, the breadth and depth is considered acceptable.

**Clearing Deficiencies**

Unless an assessor and/or the Academic Review Committee (ARC) states otherwise, CU deficiencies due to partially met topics are not assigned. Only deficiencies due to "Not met" topics need to be cleared by the applicant.

An applicant who has been assigned "Not met" deficiencies may clear them by taking courses for credit at a university or college recognized by the appropriate government authority in the country where they are taken. These courses must be approved by a staff assessor or the ARC, and the institution must issue a transcript directly to Engineers Geoscientists Manitoba showing that the courses were passed.

Assigned courses may be taken as part of a post baccalaureate diploma program such as the Post Baccalaureate Diploma in Engineering (PBDEng) at the University of Manitoba.

***Application Denied***

If the assessment results in 30 or more CU deficiencies (approximately one or more years' worth of full-time academics), the applicant will be denied registration as an intern but may be deemed to meet the academic requirement for the specified scope of practice license (SSPL) pathway.

## *4.6 REASSESSMENT*

If an applicant disagrees with their assessment result, then they may provide additional information and request a re-assessment. The re-assessment result and Registration Committee decision are final. Applicants may appeal decisions of the Registration Committee in writing specifying the reasons for the appeal within 30 days of receipt of a notice from the Registration Committee.

**Review of Other Relevant Information**

Applications for intern enrollment are subject to the review of any relevant information from other Canadian regulators where the applicant has applied. This includes, but is not limited to, the outcome of academic assessments and/or the results of any assigned technical exams.

**Other Canadian Regulator Outstanding Requirements**
Applications for intern enrollment will not be approved by the Registration Committee if the applicant has outstanding requirements with another Canadian regulator until those requirements are satisfied. The applicant may be required to complete a confirmatory program to become academic eligible for professional registration or licensure.

## *4.7 TIMELINES*

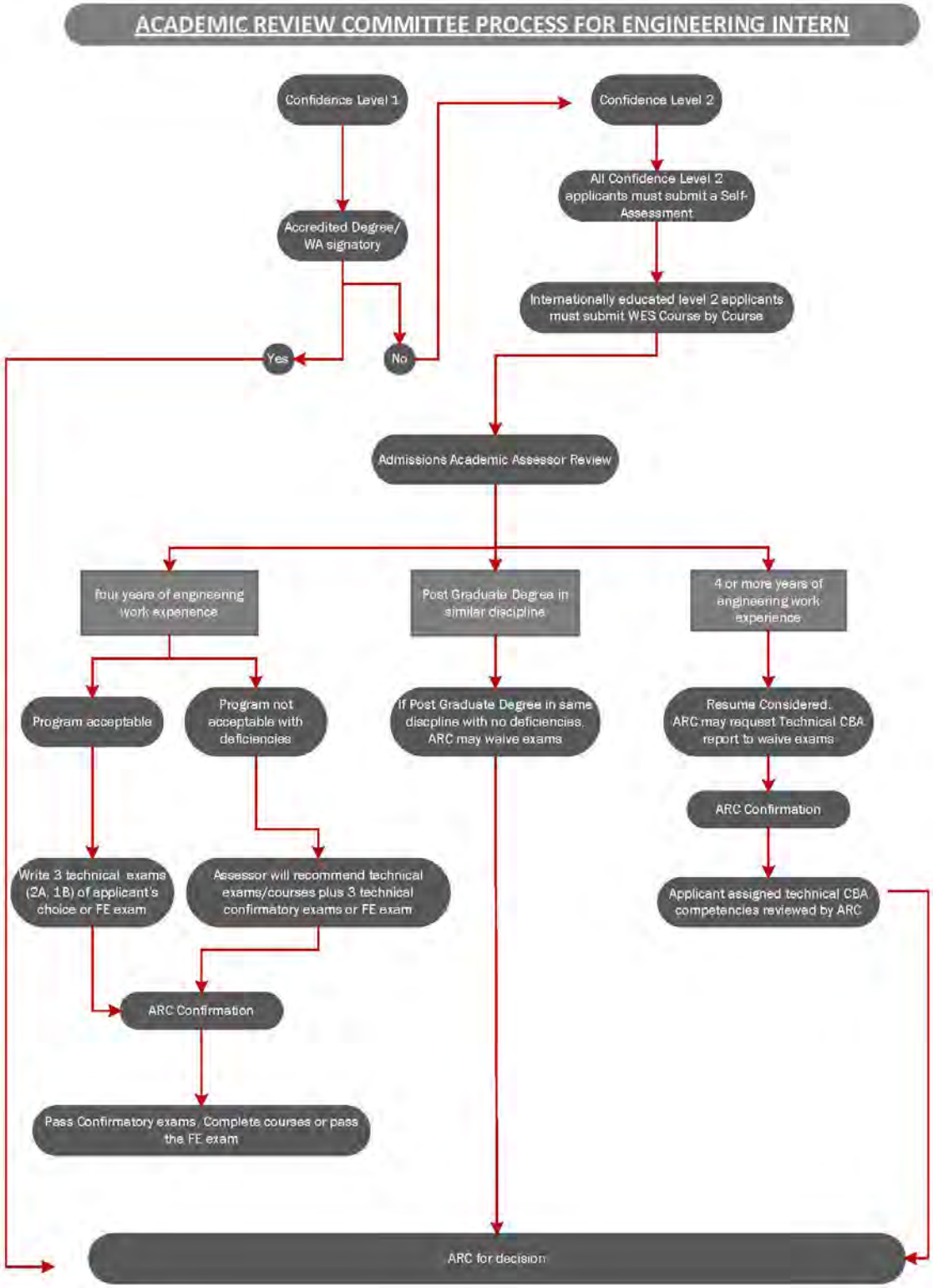
After an applicant has received the result of the academic assessment, they will have **four years** to complete any outstanding requirements, or their file will be closed, and they will have to reapply.

**Dormant Applications**
If an application has been dormant (no activity of any kind) **for more than two years**, it will be closed and the applicant will have to reapply if they want to continue in the process. After the file is closed, all documents will be scanned, shredded, and disposed. Electronic records will be kept for 10 years and then deleted.

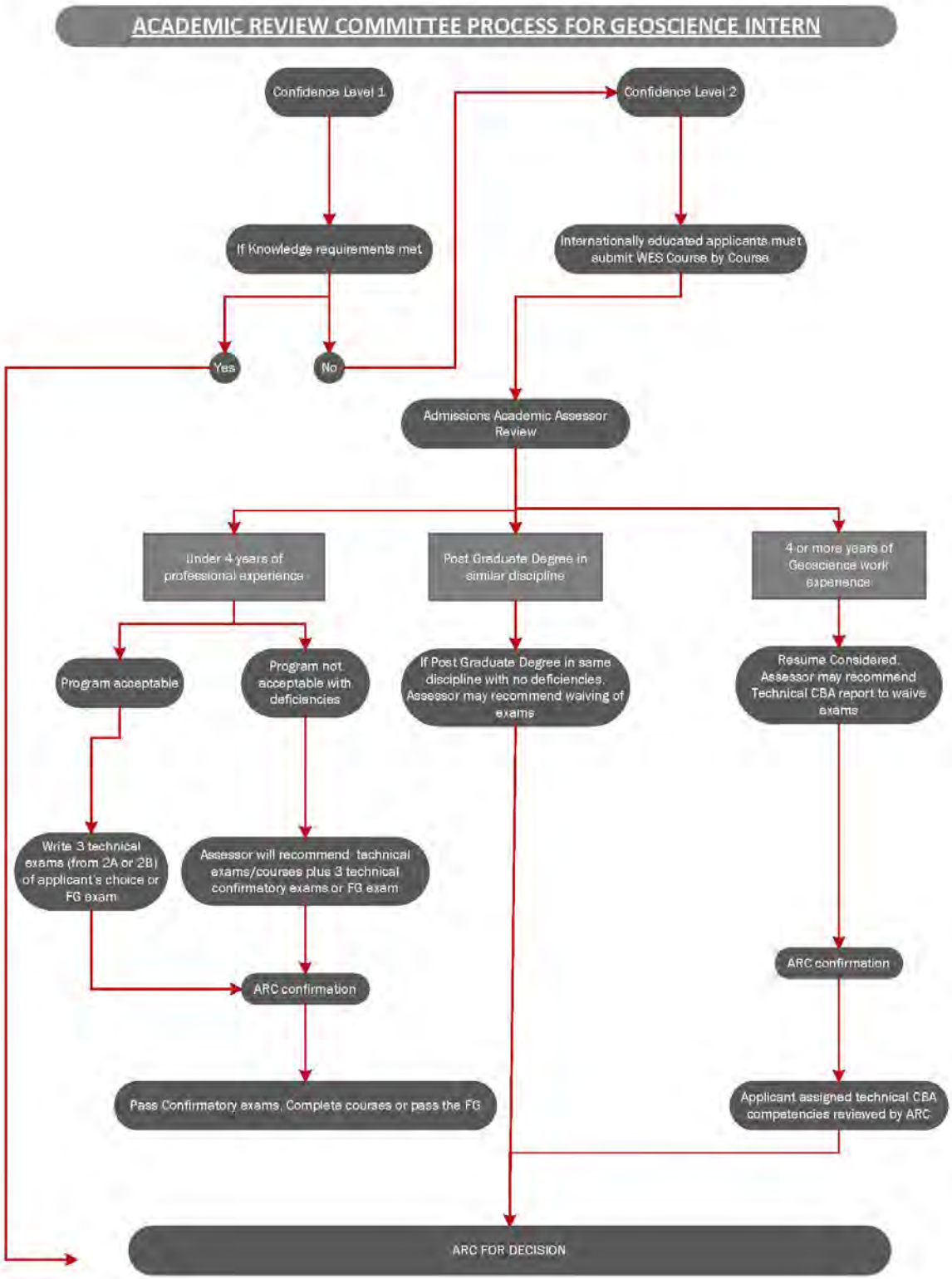
## *4.8 OVERVIEW OF ACADEMIC ASSESSMENT PROCESS*

Refer to the following flowcharts for academic assessments of confidence level 2 applicants for engineering and geoscience intern applicants.

*ACADEMIC ASSESSMENT – ENGINEERING INTERN FLOWCHART*



*ACADEMIC ASSESSMENT – GEOSCIENCE INTERN FLOWCHART*



# 5. EXPERIENCE REQUIREMENTS

The Registration Committee will grant that an applicant meets the requirements for professional practice experience when the applicant:

- has obtained the necessary competencies in the practice of engineering or geoscience; or
- is a professional engineer or geoscientist of any other engineering or geoscientific Association within Canada who has been given the authority by a provincial or territorial government to register professional engineers, professional geoscientists, geophysicists, or geologists; or
- is a professional engineer or geoscientist of any entity that licenses engineers or geoscientists, geophysicists, or geologists in any jurisdiction that has signed a Mobility Agreement with Engineers Geoscientists Manitoba.

## *5.1 WORK EXPERIENCE*

The Association uses the pan-Canadian competency-based assessment (CBA) model, in which specific competencies must be demonstrated. CBA applies to both intern applicants pursuing professional registration or applicants pursuing a specified scope of license.

**To demonstrate readiness for registration and licensure, four years of work experience in engineering or geoscience is recommended.**

An applicant must demonstrate that they possess the core competencies by providing descriptions of situations from their work experience where they have used each competency. Each competency must be validated by an applicant's selected validator. The core competencies allow the Association's assigned assessors to assess the quality of work experience, by looking not just at what an applicant has done, but by also looking at how and why tasks were completed.

A full description of each competency, including what actions an individual would take to demonstrate that they meet a competency can be found in the following guides:

- Competency Assessment Guide for Engineering Applicants and Trainees
- Competency Assessment Guide for Engineering Validators and Assessors
- Competency Assessment Guide for Geoscience Applicants and Trainees
- Competency Assessment Guide for Geoscience Validators and Assessors

More information about competency-based assessment and the competency assessment system used by the Association is available at www.EngGeoMB.ca/CBA

## *5.2 CANADIAN ENVIRONMENT COMPETENCIES*

An applicant must demonstrate that they have experience equivalent to working in the Canadian environment through the CBA process. This experience can be gained in Canada or internationally. Experience is assessed through eight competencies for engineering and seven competencies for geoscience that demonstrate an applicant's knowledge of Canadian regulations, codes, standards, quality control, safety awareness, professional accountability and communications.

If international work examples are used, it is the applicant's responsibility to demonstrate equivalency of the examples to the Canadian work context. Canadian environment

competencies are assessed when an applicant completes competency-based assessment.

More information is available in the following guides and at:
www.EngGeoMB.ca/CBACanadianEnvironment

- Canadian Environment Competencies Guide for Engineering Applicants, Trainees, Validators and Assessors
- Canadian Work-Environment Experience Competencies Guide for Geoscience Applicants, Trainees, Validators and Assessors

## *5.3 ENGLISH LANGUAGE REQUIREMENTS*

### *5.3.1 MOBILITY APPLICANTS*

Mobility applicants registered with other provincial jurisdictions are required to communicate effectively in English.

A language proficiency requirement is not required if the applicant has already met a similar language proficiency requirement to register, following the Labour Mobility Chapter of the Canadian Free Trade Agreement (CFTA).

Engineers Geoscientists Manitoba will accept mobility applicants coming from any province other than Quebec and New Brunswick as being proficient in English.

For mobility applicants from Quebec and New Brunswick, Engineers Geoscientists Manitoba reserves the right to assess the applicant to ensure either:

- The applicant has a degree from a university where English was the language of instruction; or
- The applicant can demonstrate English proficiency equivalent to Canadian Language Benchmark (CLB) level 8.

### *5.3.2 ENGINEERING AND GEOSCIENCE INTERN & SPECIFIED SCOPE OF PRACTICE LICENCE APPLICANTS*

To assess English language competence, Engineers Geoscientists Manitoba considers:

1. the applicant's assessed ratings in Competency-Based Assessment (CBA);
2. the primary language in the applicant's professional work environment; and, if applicable,
3. the primary language of instruction in the applicant's degree programs.

All intern and specified scope of practice licence applicants must complete Competency-Based Assessment (CBA). Communication in English is a competency category in CBA with a minimum rating of 3 in all communication competencies to obtain professional registration. An applicant's English language competency is assessed by reviewing:

- Oral, written, and reading comprehension skills in the CBA communications category; and
- Comments from validators and assessors.

A rating of 3.0 in the CBA communication competencies aligns and is consistent with a Canadian Language Benchmark level 8.

If a CBA Validator indicates the language of communication with the applicant was not English, and the Validator validates a communication competency, the applicant will be requested to change the Validator for communication competencies to a Validator who communicated with

the applicant in English.

**Language Tests**
If required, an approved English language test may be requested. The Association accepts the following tests in order to satisfy the English language proficiency requirement:

- Canadian English Language Proficiency Index Program (CELPIP) General Test
  Minimum Combined Average Score: 8

- International English Language Testing System (IELTS) General Test
  Minimum Combined Level: 7.0. IELTS One Skill Retake is also accepted.

- Canadian Academic English Language (CAEL) Test
  Minimum Combined Score: 70

Language tests must be undertaken and dated within two years of submission to EngGeoMB. Once valid test results are submitted with adequate scores, no further retesting will be required.

Applicants must arrange the direct submission of language test results from the language testing agency to EngGeoMB.

If the applicant does not meet the minimum rating of a 3.0 in the three communication competencies, and the applicant's primary language of instruction was not English, and/or English was not the primary language of communication in the applicant's work environment, a language proficiency test may be requested.

The language test does not replace the requirement to meet the CBA competency requirement. It is in addition to meeting the CBA requirement.

**Testing Expiration & Retesting**
Upon the submission of a valid language proficiency test, individuals will not be subject to re-testing if their test results expire during the CBA assessment and registration process.

Retesting will not be required if the applicant's test results are valid at time of application (undertaken within two years at minimum) but expire before the applicant completes the CBA requirements.

## *5.4 GOOD CHARACTER REQUIREMENT*

Good character is a requirement of engineers and geoscientists in Manitoba and of every regulator across Canada. Character is defined as the combination of qualities which distinguishes one individual from another. Good character connotes moral and ethical strength and includes traits such as integrity, candour, honesty, and trustworthiness.

All applicants must show that they are of good character and good repute. Engineers Geoscientists Manitoba reviews the applicant's submitted application and information to ensure an applicant meet these standards. In the competency-based assessment process, and the applicant's validators are required to provide feedback on the applicant's character.

Good character requirements are outlined in the Association's Good Character Guideline:
www.EngGeoMB.ca/pdf/Guidelines/GoodCharacterGuideline.pdf

# 6. APPLICANT TYPES

## *6.1 PATH TO P.ENG. OR P.GEO.*

### *6.1.1 APPLICANTS FROM OTHER JURISDICTIONS (CANADIAN MOBILITY)*

If an applicant is a registered engineer or geoscientist in another Canadian jurisdiction and wishes to work in Manitoba, they may apply for a certificate of registration. A person can be registered in multiple jurisdictions.

**Qualifications**

To qualify for a certificate of registration, an applicant must:

- be a person at least 18 years of age; and,
- have completed the admission application supportive documentation; and,
- have obtained a valid professional engineer (P.Eng.) or professional geoscientist (P.Geo.) registration anywhere in Canada and is in good standing; and,
- have made payment of dues and fees prescribed by the by-laws; and,
- have the ability to communicate effectively in English; and,
- have demonstrated good character, and ethical and professional conduct.

**Term of Certificate**

The professional certificate of registration acquired through Canadian mobility is subject to annual renewal.

### *6.1.2 INTERN APPLICANTS FROM OTHER JURISDICTIONS (CANADIAN INTERN MOBILITY)*

If an applicant is a current academically-qualified intern, engineer-in-training (EIT) or geoscientist-in-training (GIT) with another Canadian regulator, they may apply for an intern mobility. Interns can complete their internship with the original regulator or start an internship with the Association. Once registered, the intern can use the title legally in Manitoba. More information is available in the Association's *Guideline on Use of Title*: www.EngGeomb.ca/PDF/Guidelines/UseOfTitleGuideline.pdf

**Qualifications**

To qualify for intern mobility, an applicant must:

- be a person at least 18 years of age; and,
- have completed the admission application supportive documentation; and,
- have obtained Canadian intern, member-in-training, EIT or GIT status, and is academically-qualified and is in good standing with another regulator; and,
- have made payment of dues and fees prescribed by the by-laws; and, have the ability to communicate effectively in English; and,
- have demonstrated good character, and ethical and professional conduct; and,
- have completed the Act, By-laws, and Code of Ethics (ABC) test with 90% or greater.

**Term of Intern Status**

There is no application fee to apply for intern mobility. Intern status is subject to annual renewal. Once an intern has successfully completed competency-based assessment and passed the National Professional Practice Exam (NPPE), they are eligible to apply for professional registration.

### *6.1.3 ENGINEERING INTERN*

An engineering intern applicant means a person who acquires their professional engineering designation by enrolling with the Association as an engineering intern and whose name is entered on the Association's register as an engineering intern.

**Qualifications**

To qualify for engineering intern, an applicant must:

- a person at least 18 years of age; and,
- have completed the admission application and supporting documentation, and,
- been deemed academically qualified by completing a post-secondary program (typically bachelor's degree) of at least four years in duration in engineering or a confirmatory program; and,
- have subscribed to and agreed to abide by the code of ethics of the Association; and,
- have the ability to communicate effectively in English; and,
- have made payment of the dues and fees prescribed by the by-laws; and
- have demonstrated good character, and ethical and professional conduct; and,
- have completed the Act, By-laws, and Code of Ethics (ABC) test with 90% or greater.

**Term of Licence**

The engineering intern enrollment is subject to annual renewal.
*Note: As of September 15, 2022, engineering intern applicants starting their experience qualification will go through the Competency-Based Assessment program.*

### *6.1.4 GEOSCIENCE INTERN*

A geoscience intern applicant means a person who acquires their professional geoscience designation by enrolling with the Association as a geoscience intern and whose name is entered on the Association's register as a geoscience intern.

**Qualifications**

To qualify for geoscience intern, an applicant must:

- be a person at least 18 years of age; and,
- have completed the admission application and supporting documentation, and,
- been deemed academically qualified by completing a post-secondary program (typically bachelor's degree) of at least four years in duration in geoscience or a confirmatory program; and,
- have subscribed to and agreed to abide by the code of ethics of the Association; and,
- have the ability to communicate effectively in English; and,
- have made payment of the dues and fees prescribed by the by-laws; and,
- have demonstrated ethical and professional conduct; and,
- have completed the Act, By-laws, and Code of Ethics (ABC) test with 90% or greater.

**Term of Licence**

The geoscience intern enrollment is subject to annual renewal.
*Note: As of September 15, 2022, geoscience intern applicants starting their experience qualification will go through the Competency-Based Assessment program.*

### *6.1.5 US MOBILITY*

If an applicant is a registered engineer or geoscientist in at least one state in the USA, and currently holds a temporary licence (US), with the Association (see Section 6.3.1), they may apply for a certificate of registration through US Mobility. A person can be registered in multiple jurisdictions.

**Qualifications**

To qualify for US Mobility, an applicant must:

- be a person at least 18 years of age; and,
- have completed the admission application and supportive documentation; and,
- been deemed academically qualified; and,
- have passed the Fundamentals of Engineering (FE) and Professional Engineering (PE) exams in the USA; and,
- be registered as an engineer or geoscientist in good standing in at least one state in the USA; and,
- not be registered in another Canadian province; and,
- have passed the National Professional Practice Exam (NPPE); and,
- have made payment of dues and fees prescribed by the by-laws; and,
- have the ability to communicate effectively in English; and,
- have demonstrated good character, and ethical and professional conduct; and,
- have completed the Act, By-Laws, and Code of Ethics (ABC) test with 90% or greater.

**Term of Certificate**

The certificate of registration obtained through US Mobility is subject to annual renewal.

### *6.1.6 INTERNATIONAL ENGINEERING MOBILITY*

Engineers Geoscientists Manitoba recognizes multinational agreements signed by Engineers Canada:

- The International Professional Engineering Agreement (IPEA)
- Asia-Pacific Economic Cooperation Agreement (APEC EA)

An applicant holding the International Professional (IntPE) engineer designation or Asia- Pacific Economic Cooperation Agreement engineer designation is eligible to apply for a temporary license. See section 6.3.1 for Temporary Licence requirements.

If a temporary licensee who holds the IntPE or APEC engineer designation passes the National Professional Practice Exam, they may apply for a certificate of registration through International Mobility. IntPE or APEC EA engineers are not required to complete competency-based assessment.

**Term of Certificate**

The certificate of registration obtained through International Mobility is subject to annual renewal.

### *6.1.7 FIRST TIME PROFESSIONAL REGISTRATION*

A First-Time Professional Registration applicant means a person currently enrolled as an engineering intern or geoscience intern with the Association that has completed requirements and is applying for registration as a professional engineer (P.Eng.) or professional geoscientist (P.Geo.).

**Qualifications**
To qualify for professional registration (P.Eng. or P.Geo.), an applicant must:

- have completed the first time professional registration application;
- have been deemed academically qualified and is an intern in good standing with the Association;
- have completed the competency-based assessment (CBA) assessor assessment process with the Association;
- have passed the National Professional Practice Exam (NPPE);
- have subscribed to and agreed to abide by the code of ethics of the Association;
- have the ability to communicate effectively in English;
- have made payment of the dues and fees prescribed by the by-laws; and,
- have demonstrated ethical and professional conduct.

**Term of Certificate**
The certificate of registration obtained is subject to annual renewal.

## *6.2 PATH TO ENG.L. OR GEO.L.*

### *6.2.1 SPECIFIED SCOPE OF PRACTICE LICENSEE*

In accordance with the Act, the Specified Scope of Practice Licensee (SSPL) means a person who holds a valid and subsisting specified scope of practice licence and whose name is entered on the Association's register as a specified scope of practice licensee.

**Qualifications**
To qualify for a specified scope of practice licence, an applicant must:

- be a person at least 18 years of age; and,
- have completed an admission application and supporting documentation, including a Specified Scope Discipline of Practice Form; and,
- have obtained a specified scope of practice license (limited licence) with another Canadian regulating body and in good standing; or,
- have obtained one of the following:
    - a post-secondary degree or a minimum two-year diploma in engineering or geoscience technology and obtained acceptable work experience approved by the Association, under the direct supervision of a professionally registered engineer or geoscientist or engineering or geoscience licensee or equivalent; or,
    - have a post-secondary degree or minimum two-year diploma in a related science, with a minimum of five years of engineering or geoscience-related experience, under the direct supervision of a professionally registered engineer or geoscientist or engineering or geoscience licensee equivalent; and,
- have the ability to communicate effectively in English; and,
- have made payment of the dues and fees prescribed by the by-laws; and,
- have demonstrated good character, and ethical and professional conduct; and,
- have completed the Act, By-laws, and Code of Ethics (ABC) test with 90% or greater.

**Scope of Licence**
The applicant must submit their proposed scope of practice. The scope of licence will be determined by the Registration Committee using the competency-based assessment (CBA) model procedure, which is available in the Competency-Based Assessment Guide.
If the applicant holds a limited license with another Canadian regulatory body, the scope of

licence is the defined scope of practice of that limited license.

**Term of Licence**
The specified scope of practice licence is subject to annual renewal.
*Note: As of September 15, 2022, Specified Scope of Practice Licensee applicants starting their experience qualification will go through Competency-Based Assessment.*

**Scope Change for Licensees**
Licensees may apply for change to their scope of practice subject to review and approval of the Registration Committee.

A Minor Scope Change is a change that is limited to changes to the Limitations or Exclusions of the approved scope but does not include changes to the Discipline or Field of Practice. The licensee is required to submit a completed Change of Scope form and a validated work experience report.

A Major Scope Change is a change that would add or change the Discipline or Field of Practice in the approved scope of practice. For major scope changes, the licensee is required to complete the Competency-Based Assessment process.

## *6.3 PATH TO TEMPORARY LICENCE*

### *6.3.1 TEMPORARY LICENSEE*

In accordance with the Act, Temporary Licence means the certificate issued under the seal of the Association certifying that a non-resident person has been licensed to temporarily practice professional engineering or professional geoscience within the province.

**Qualifications**
To qualify for a Temporary Licence, an applicant must:

- be a person at least 18 years of age; and,
- have completed an admission application and supporting documentation; and,
- not be registered with another Canadian regulator; and,
- be a professional engineer or professional geoscientist registered in good standing in at least one state in USA or other jurisdiction; or,
- be a professional engineer holding the International Professional (IntPE) or APEC EA engineer designations; and,
- be in good standing with a state board(s) or other jurisdiction; and,
- have made payment of the dues and fees prescribed by the by-laws; and,
- have the ability to communicate effectively in English; and,
- have demonstrated good character, and ethical and professional conduct; and,
- normally be a non-resident in Manitoba; and,
- have completed the Act, By-laws and Code of Ethics (ABC) test with 90% or greater.

**Scope of Licence**
The holder of a temporary licence shall not use their seal to verify or validate any work that is not associated with the project described when making application for the licence.

**Term of Licence**
The temporary licence is subject to annual re-application. Note: Full registration is possible if certain criteria are fulfilled. See US Mobility for more information.

**Applicable Jurisdictions**
The temporary licence is available to professional engineers and professional geoscientists licensed in the USA.

The Registration Committee may consider temporary license applications from professional engineers and professional geoscientists in other jurisdictions at their discretion. The Registration Committee will keep a list of jurisdictions from which applicants will not be considered.

## 7. ADDITIONAL INFORMATION

### *7.1 CERTIFICATE OF AUTHORIZATION*
A Certificate of Authorization is a requirement of *The Engineering and Geoscientific Professions Act* for any corporation, partnership, or other legal entity which contracts to, or otherwise engages in the provision of services which constitute the practice of professional engineering or practice of professional geoscience, directly or indirectly. More information is available at: www.EngGeoMB.ca/CompanyRegistration.html

### *7.2 STANDING*
Where a member, holder of a Certificate of Authorization, temporary licensee, specified scope licensee, or intern has been removed from the register pursuant to subsections 24(2) or 47(1) of the Act, they shall not be in good standing. To become reinstated or make application to become registered, they first must repair their standing.

### *7.3 REINSTATEMENT*
Former Association members may be reinstated and resume practice under certain conditions. The *Return to Active Practice Guide* describes the policy, documentation, and considerations related to requests to return to active practice. This Council-approved guide outlines all of the necessary considerations when processing applications from former members.

Details and forms for how to reinstate for the categories of Resuming Active Practice, Reinstatement - Intern, and Reinstatement - Professional Member are available at: www.EngGeoMB.ca/Reinstatement.html

### *7.4 APPEALS*
The Registration Committee must give an applicant written notice of a decision and reasons of refusal to issue a certificate of registration, a temporary licence or a specified scope of practice licence, or refuse to enroll an applicant as an engineering or geoscience intern. The Registrar must give an applicant written notice of a decision and reasons for refusal to issue a certificate of registration who is registered with another regulatory body of professional engineers or geoscientists, or a certificate of authorization.

An applicant may appeal decisions of the Registration Committee or Registrar by notice in writing within 30 days of receipt of the notice of refusal and specifying reasons for the appeal, to the Registrar, who will forward to the Appeal Committee. More information is available at: www.EngGeoMB.ca/Appeals.html

### *7.5 STUDENT ENROLLMENT*

Student means a person who is registered in an accredited engineering or geoscience program at a Manitoba university, who has been enrolled by the Association as a student, and whose name is entered on the Association's register as a student. An undergraduate engineering student accepted into the Price Faculty of Engineering at the University of Manitoba either in direct entry or second year and have designated a department of study, or an undergraduate geoscience student at either the University of Manitoba or Brandon University, is eligible to enroll as a student with the Association. More information is available at: https://www.EngGeoMB.ca/StudentMembership.html

# APPENDIX A

## *ACADEMIC ASSESSMENT INFORMATION*

### *BREADTH, DEPTH, PROGRESSION AND COHERENCE OF EDUCATION*

Engineers Geoscientists Manitoba endorses three important aspects that must be included in the assessment of academic requirements:

1. Authentication and verification of academic documents
2. Assessment of breadth and depth of education
3. Confirmation of breadth and depth of education.

To ensure public safety, Engineers Geoscientists Manitoba will confirm the depth and breadth of education of each applicant in a demonstrable way, regardless of degree origin or degree name.

Engineers Geoscientists Manitoba also follows the following guiding principles:

1. Assessment processes must be individualized.
2. Assessment processes must be fair.
3. Education documents must be authenticated and verified.
4. Assessment of breadth and depth of education should primarily be quantitative and partly qualitative.
5. Confirmation of breadth and depth of education is a requirement for all applicants.
6. Flexibility should be allowed between breadth and depth, as long as a minimum threshold is met.

Definitions include:

**Breadth:** amount and type of theoretical and practical knowledge in mathematics, natural sciences, geoscience, engineering sciences, engineering design and related non-technical skills.

**Depth:** level of theoretical and practical knowledge in mathematics, natural sciences, geoscience, engineering science, engineering design and related non-technical skills.

**Progression and Coherence:** education should demonstrate progression from concept introduction to complex analysis/problem solving, as well as coherence of subject matter related to the discipline of study.

ENGINEERING

The Canadian Engineering Accreditation Board (CEAB) accredits programs at Canadian higher education institutions and ensures the breadth, depth, progression and coherence of their programs. Graduates of accredited engineering programs are accepted as having confirmed breadth, depth, progression, and coherence of content beyond the threshold for registration. https://engineerscanada.ca/accreditation/about-accreditation

The Canadian Engineering Qualification Board (CEQB) develops and maintains syllabi that are representative of accredited Canadian engineering programs in a variety of disciplines as well as basic studies (math, natural science, and engineering science) that are common to many disciplines. Engineers Geoscientists Manitoba uses the CEQB syllabi to assess the breadth, depth, progression, and coherence of education of applicants who do not have a CEAB accredited engineering program. https://engineerscanada.ca/regulatory-excellence/examination-syllabi

GEOSCIENCE

The Canadian Geoscience Standards Council maintains the geoscience knowledge requirement for professional registration as part of the Geoscience Knowledge and Experience Requirements for Professional Registration in Canada (GKE). Engineers Geoscientists Manitoba uses the GKE to assess the breadth, depth progression and coherence of education of all geoscience applicants. https://geoscientistscanada.ca/source/pubs/images/GIT%20Guide-2024-DIGITAL-03142024.pdf

*GUIDING PRINCIPLES FOR ACADEMIC ASSESSMENT*

Engineers Geoscientists Manitoba uses the following guiding principles for academic assessment, which align with the general duties set out in *The Fair Registration Practices in Regulated Professions Act* of Manitoba:

> 8(2) If a regulated profession makes its own assessment of qualifications, it must do so in a way that is transparent, objective, impartial and fair; and,
>
> 8(4) The criteria used in an assessment of qualifications must be necessary to assess competence in the practice of the profession.

**1. The amount of regulation should be proportionate to the level of risk to the public**

Engineers Geoscientists Manitoba adopts the concept of right-touch regulation, which means that the level of regulation is proportionate to the level of risk to the public. A confidence-based approach is used to determine the rigor of academic assessment processes.

**2. Assessment processes must be individualized**

Each applicant's assessment should be based on their individual educational program and experience. All post-secondary education, verified by authenticated academic documents, will be considered. Post-secondary level engineering or geoscience courses taken or taught, or a thesis written as part of a master's or Ph.D. program, may be used toward satisfying the academic requirements. Professional level work experience may be considered to compensate for gaps in the academic program.

**3. Assessment processes must be fair**

Engineers Geoscientists Manitoba strives to ensure the following three types of fairness when assessing qualifications for registration:

- Substantive fairness: the decision is the result of pre-determined and defensible criteria, understandable to applicants.
- Procedural fairness: the assessment procedure is clear, transparent, timely and provides an equal opportunity to all applicants to demonstrate their education.
- Relational fairness: applicants feel that they are treated fairly during the process and their perception is considered and addressed.

***3a. Qualifications must be authenticated and verified***

In most cases, Engineers Geoscientists Manitoba relies on the impartiality and specialized expertise of a third-party credential assessment agency (e.g., World Education Services) to authenticate and verify academic documents. These agencies provide analysis of the level and length of the applicant's program compared to the Canadian education system. They do not assess the engineering or geoscience content of the program. That is the role of Engineers Geoscientists Manitoba.

If there is a valid reason why a third-party academic credential assessment cannot be obtained, alternative arrangements can be made on a case-by-case basis, by the Registrar.

Work experience history and competence must be validated by appropriately qualified individuals, none of whom are the applicant.

***3b. Breadth, depth, progression and coherence of education must be assessed consistently***

For programs that are not CEAB accredited, Engineers Geoscientists Manitoba compares the content of an applicant's program to the CEQB syllabi or the GKE to assess breadth, depth, progression and coherence.

Academic assessors will undertake an assessment to determine whether the program of study includes sufficient educational content in mathematics, natural sciences, complementary studies, geoscience or engineering science and design as well as progression from concept introduction to complex analysis/problem solving, and coherence of subject matter related to the discipline of study. Any gaps deemed to be significant will be explained to the applicant.

***3c. Level of education must be confirmed***

The level of education can be confirmed by:

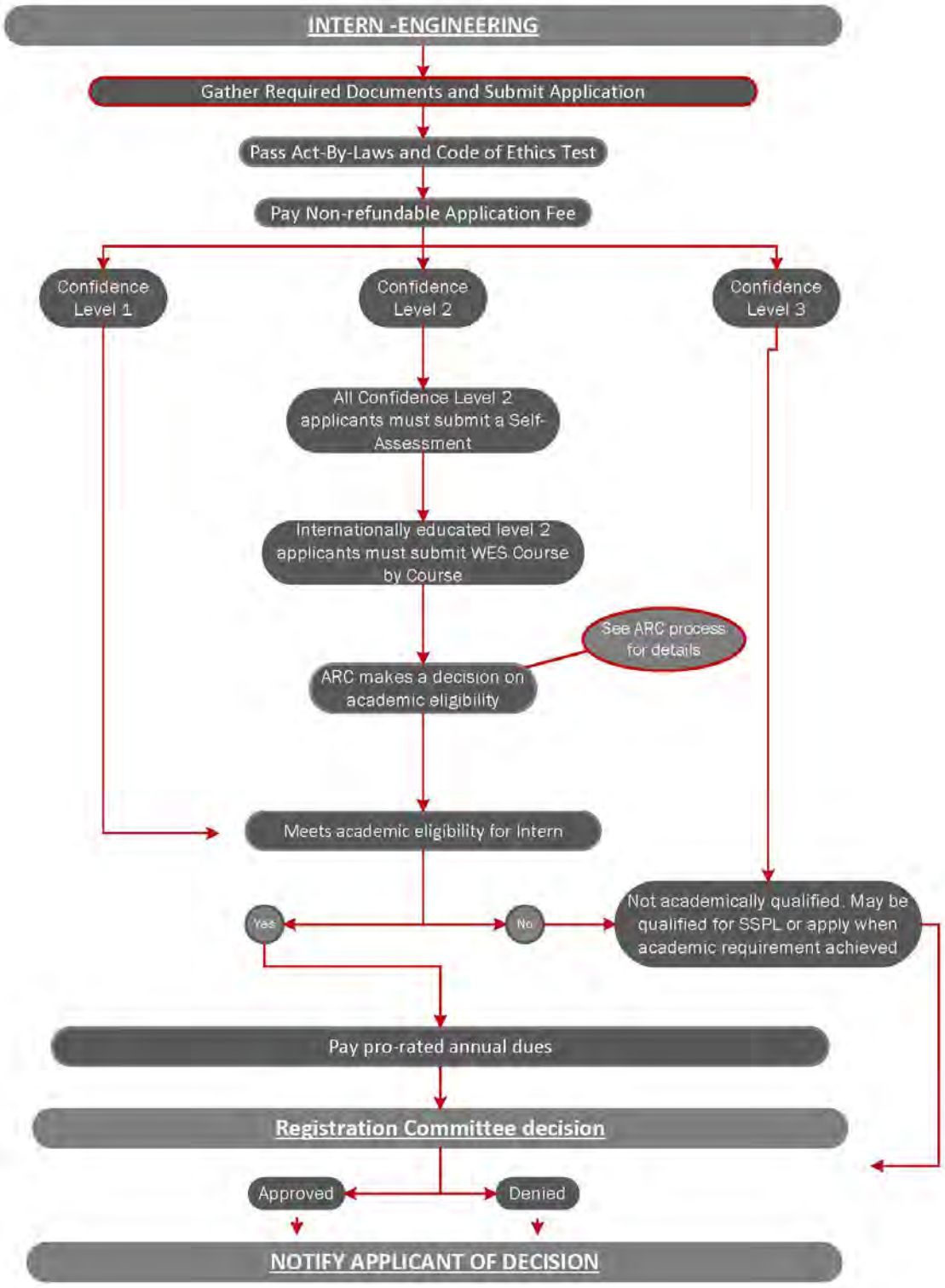
i. CEAB accreditation
    a. Accreditation by a system that is deemed to be substantially equivalent to CEAB (e.g, Washington Accord)
ii. Technical exams
iii. Work experience at a professional level in the discipline of education
iv. Technical, post-graduate education in a closely related discipline

***3d. Applicants must be given an opportunity for reassessment***

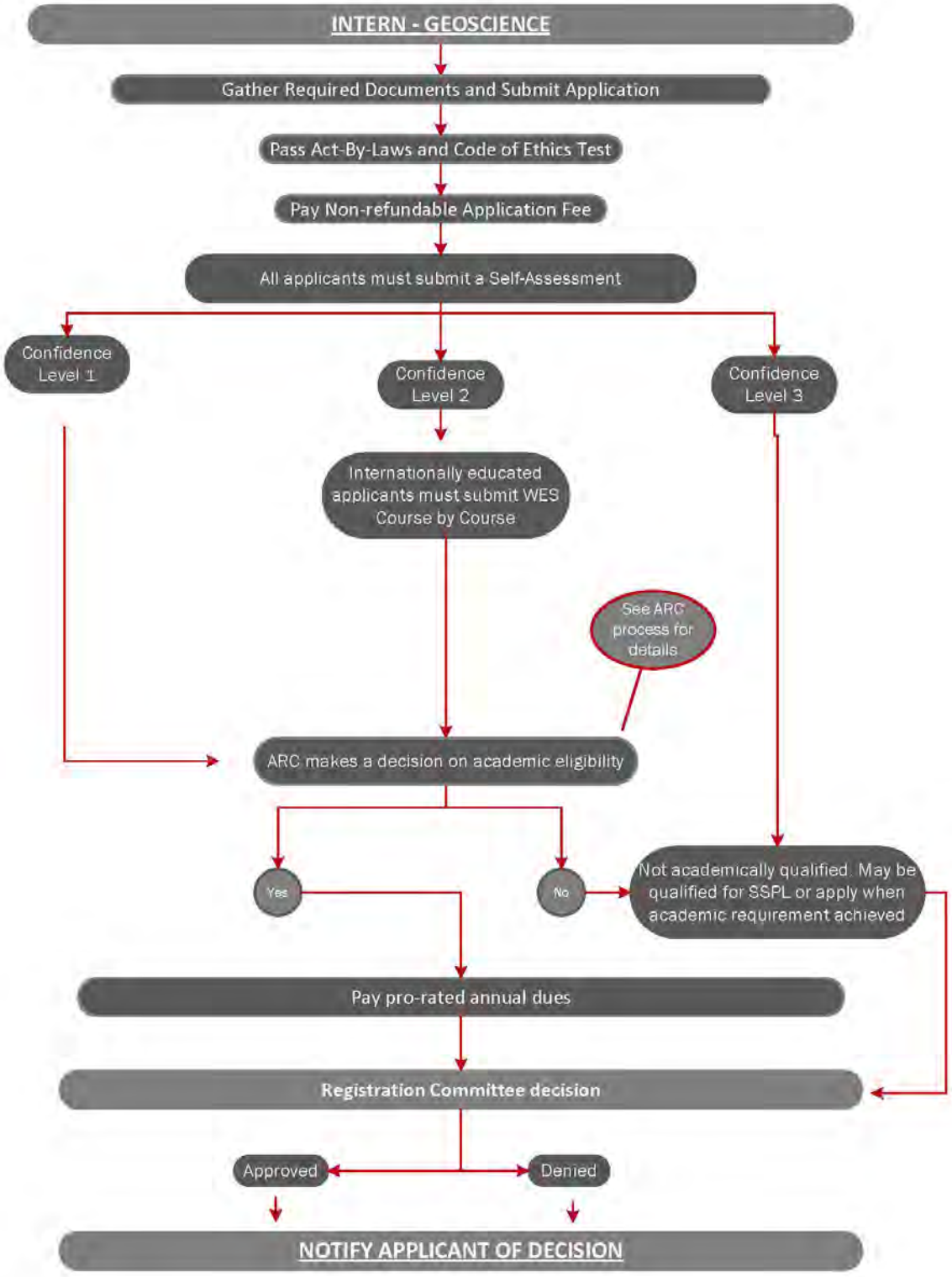
If an applicant disagrees with the assessment outcome, they will be given an opportunity for a reassessment.

## APPENDIX B

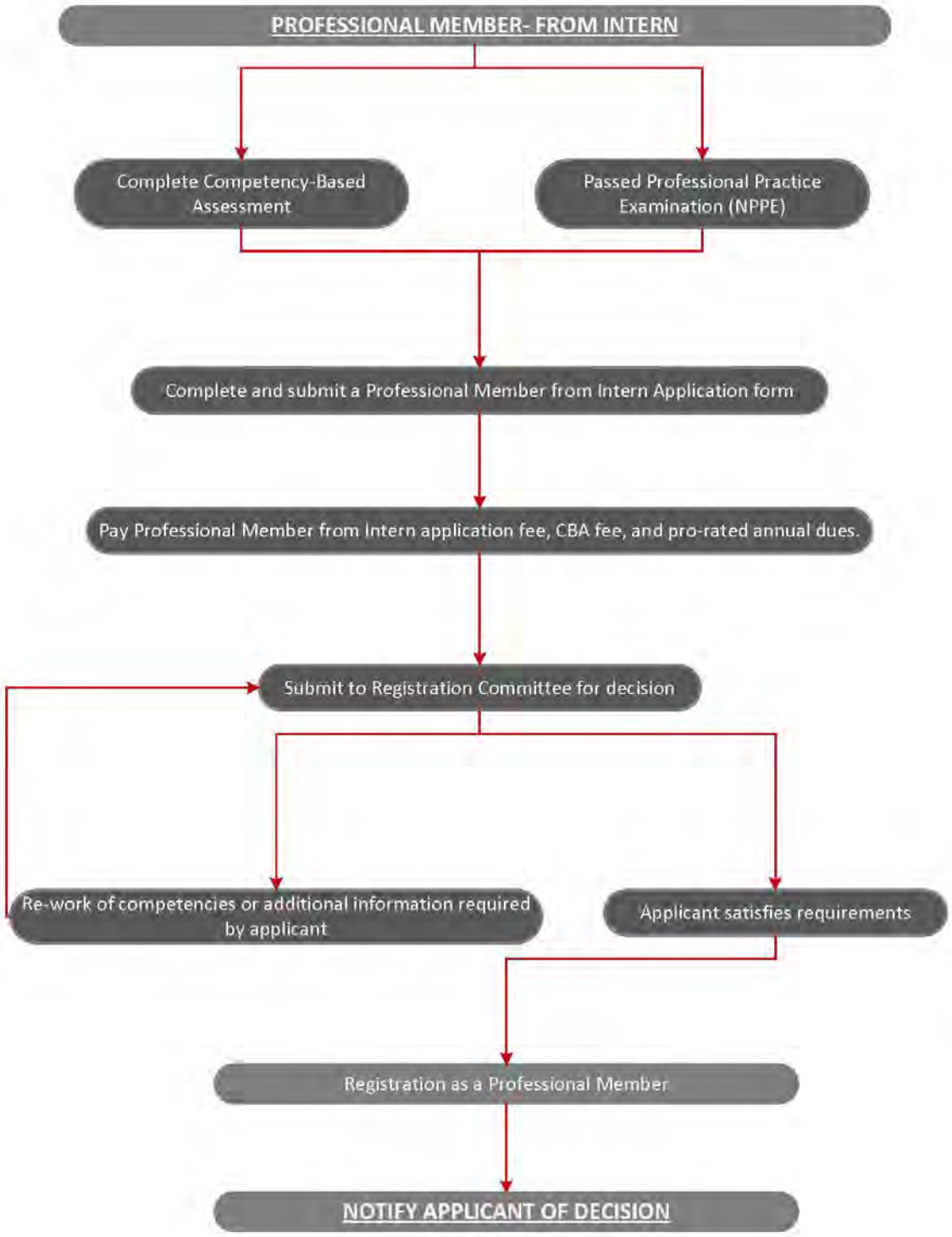
### *INTERN – ENGINEERING FLOWCHART*



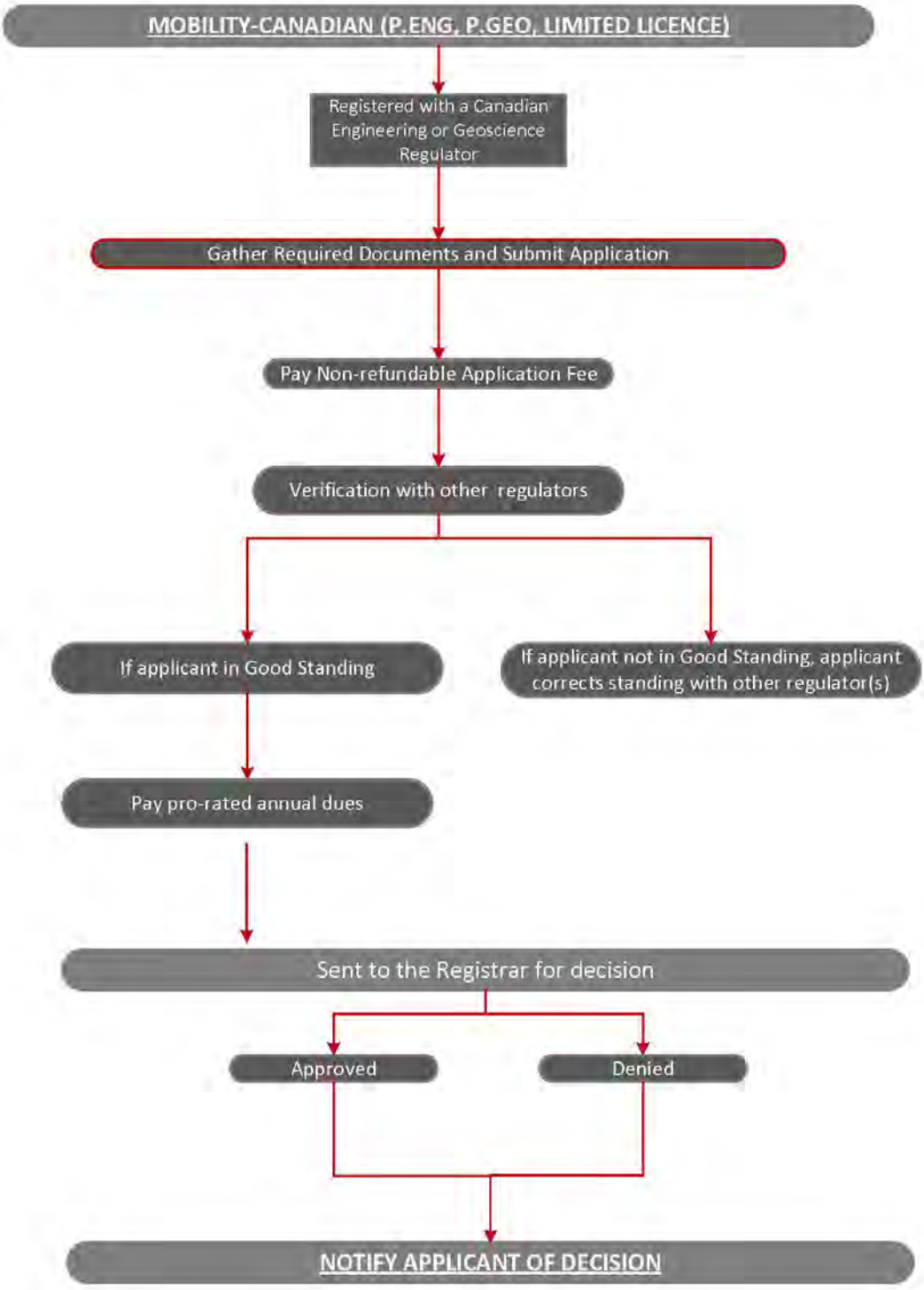
***INTERN – GEOSCIENCE FLOWCHART***



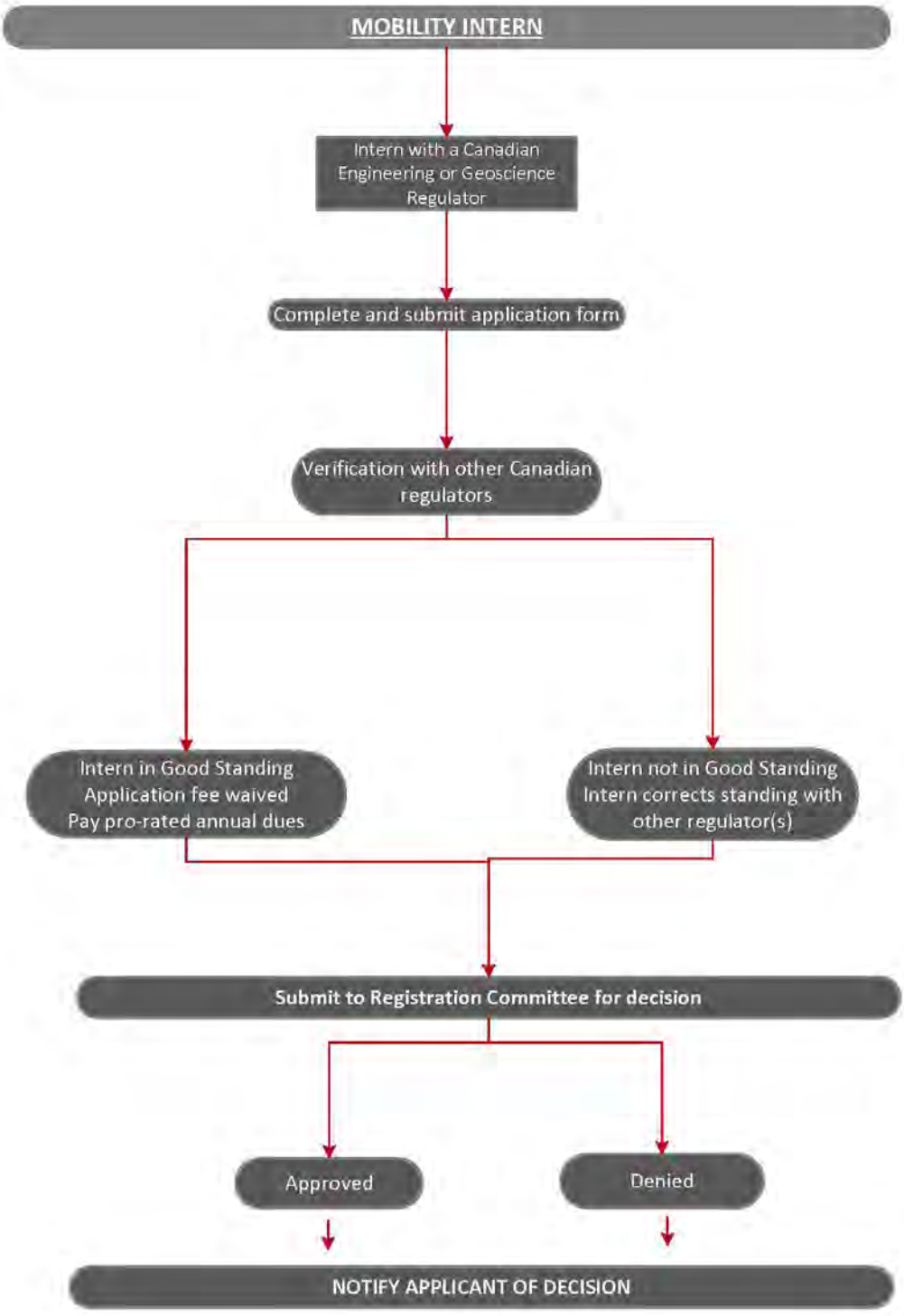
***PROFESSIONAL MEMBER FROM INTERN***



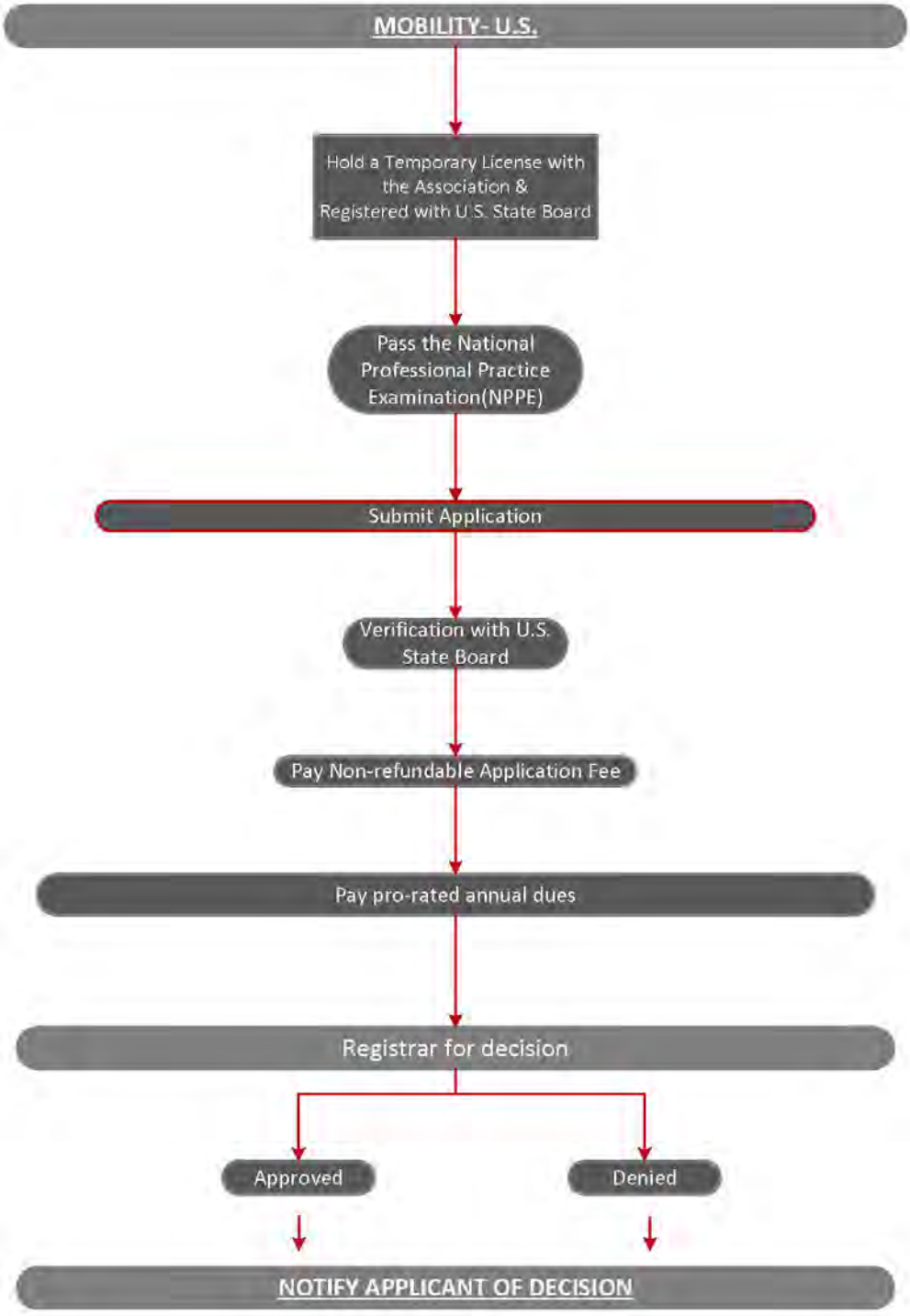
***MOBILITY – PROFESSIONAL MEMBER OR LIMITED LICENSEE WITH OTHER CANADIAN REGULATOR***



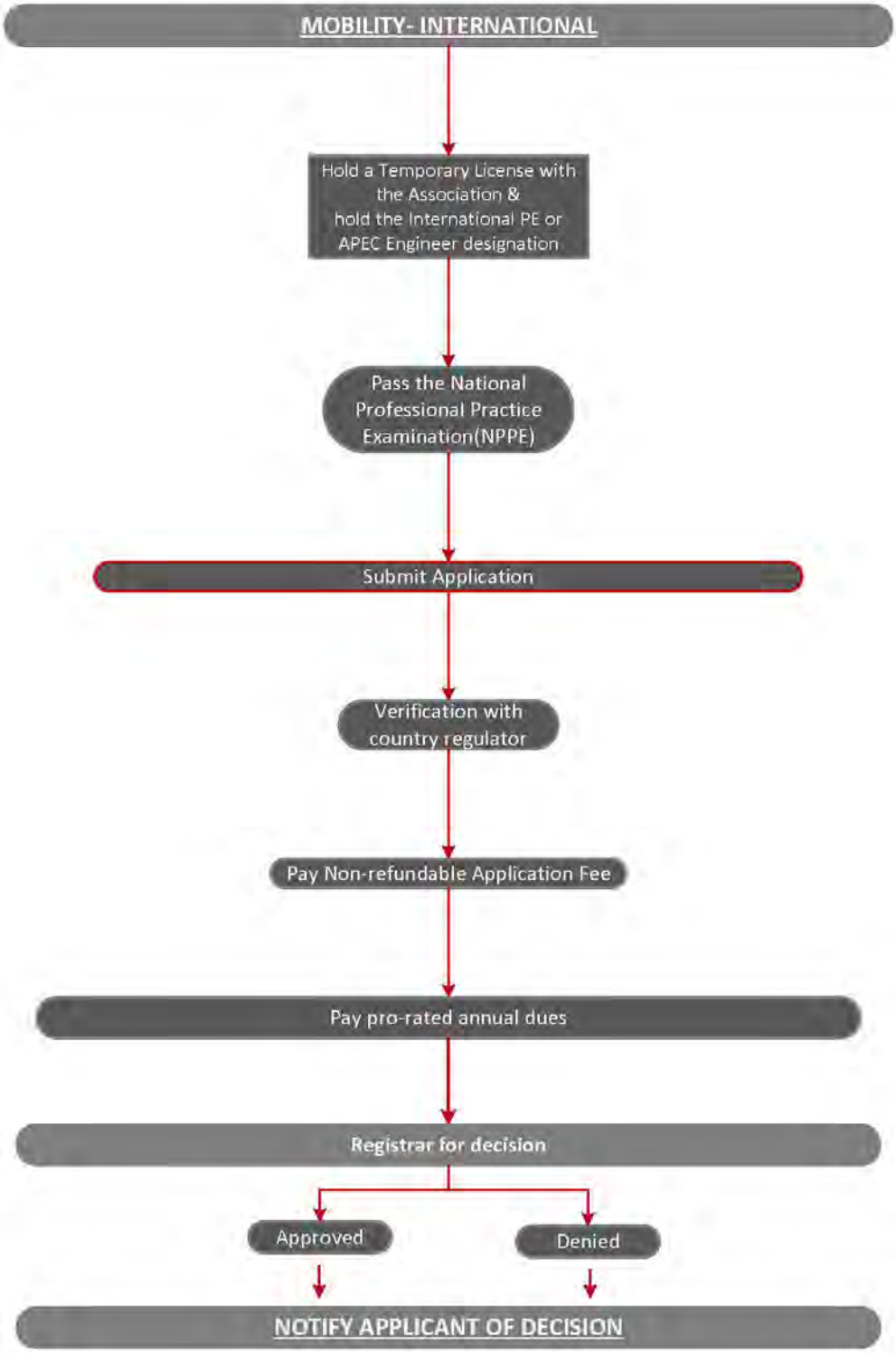
## *MOBILITY – INTERN WITH OTHER CANADIAN REGULATOR*



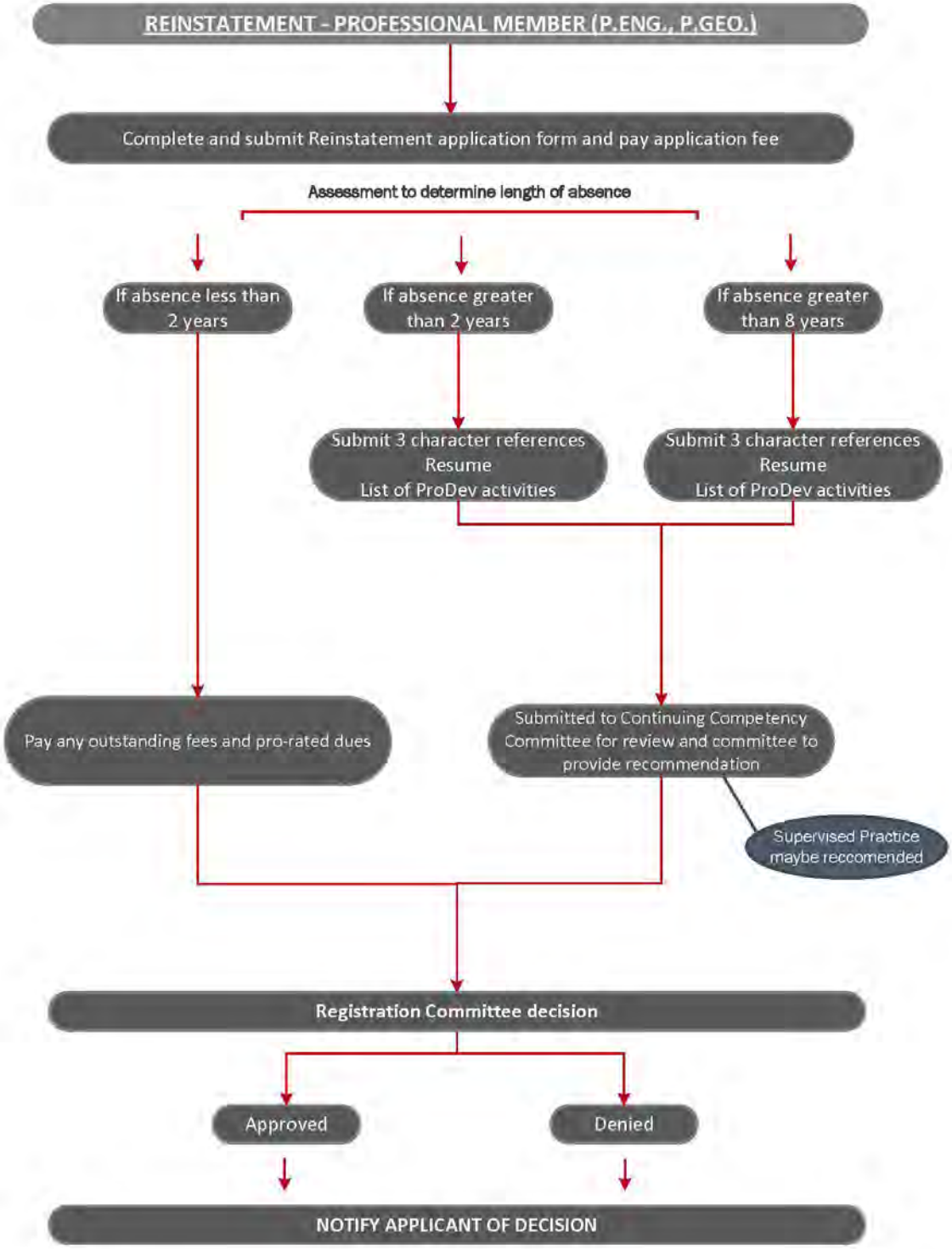
***MOBILITY – US***


MOBILITY- U.S.
Hold a Temporary License with the Association & Registered with U.S. State Board
Pass the National Professional Practice Examination(NPPE)
Submit Application
Verification with U.S. State Board
Pay Non-refundable Application Fee
Pay pro-rated annual dues
Registrar for decision
Approved
Denied
NOTIFY APPLICANT OF DECISION

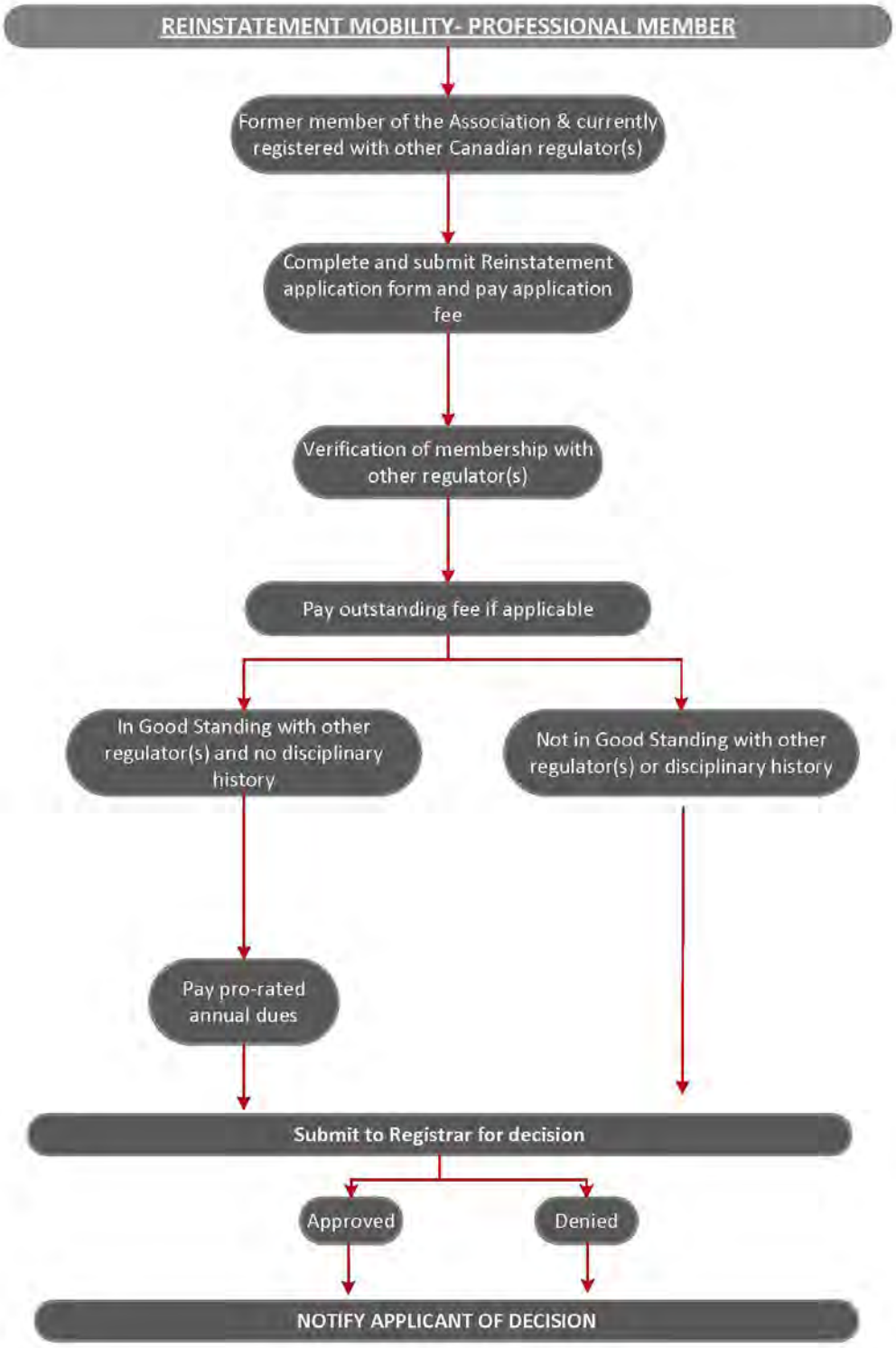
***MOBILITY – INTERNATIONAL***



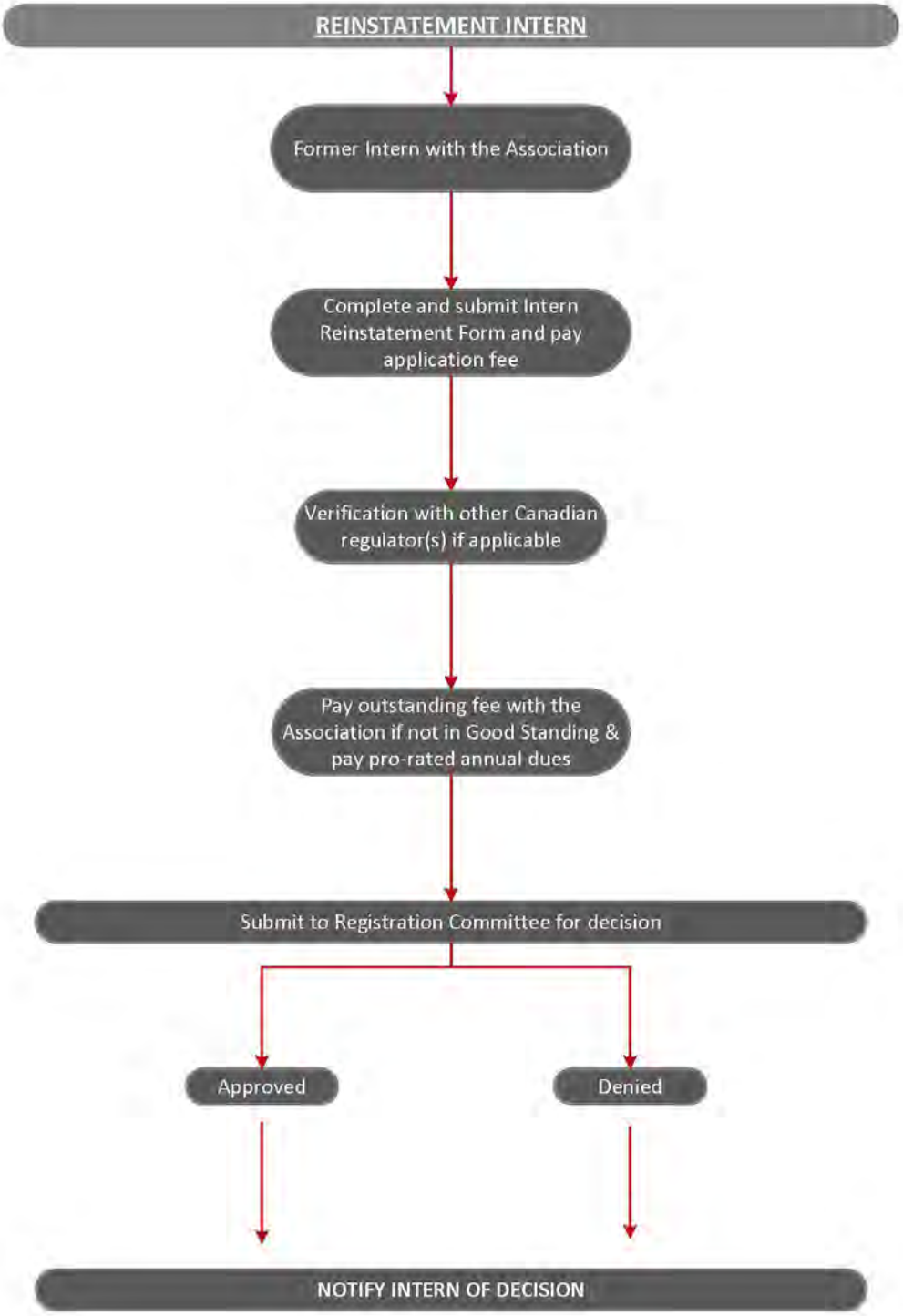
## *REINSTATEMENT – FORMER MEMBER*



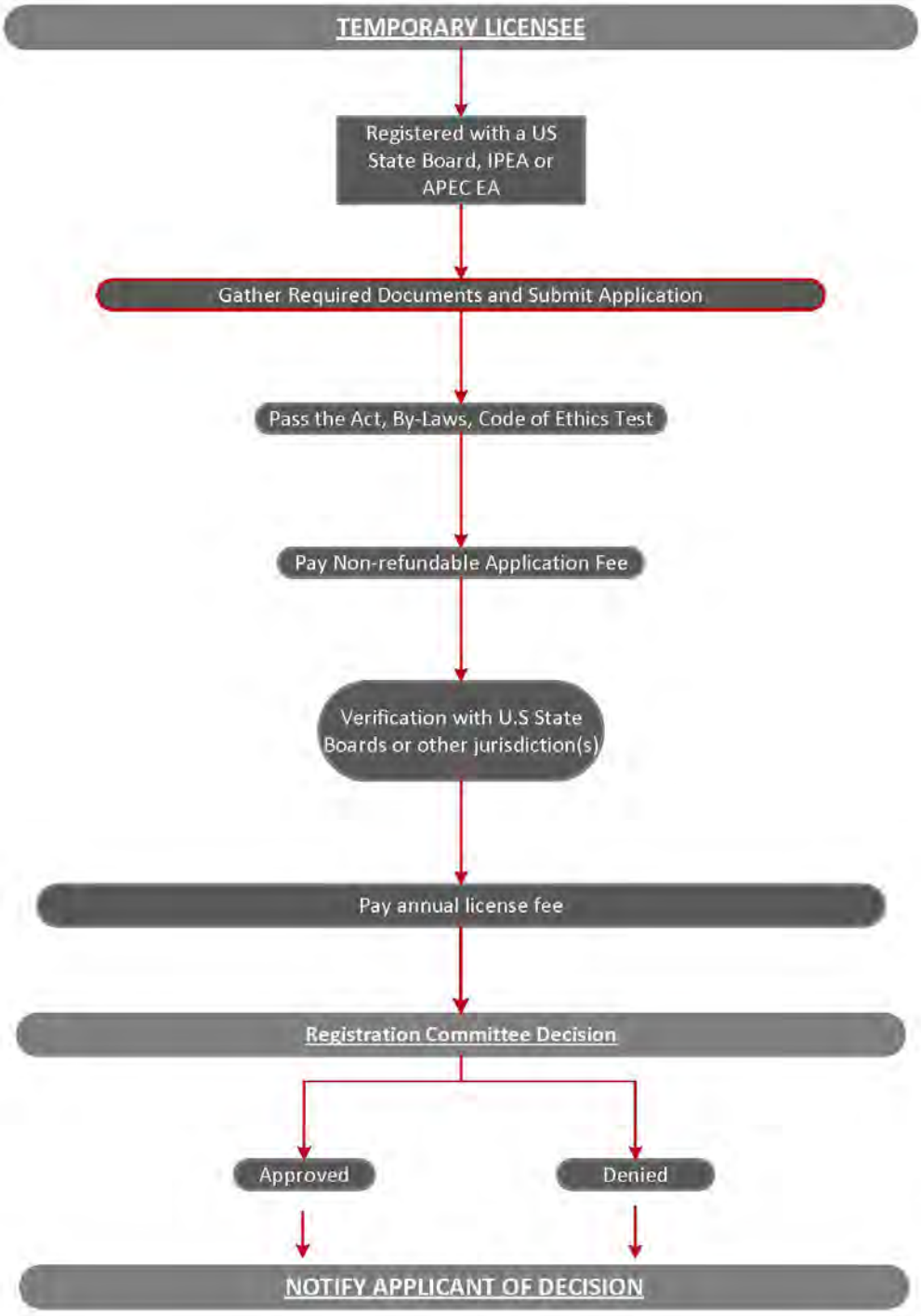
***REINSTATEMENT – FORMER MEMBER REGISTERED WITH OTHER CANADIAN REGULATOR***



***REINSTATEMENT – FORMER INTERN***



***TEMPORARY LICENCE***



## *SPECIFIED SCOPE OF PRACTICE LICENCE*