



Application for Admission Package

for persons who wish to enroll
as an Engineer-In-Training (EIT) or
as a Geoscientist-In-Training (GIT).

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In addition to completing the forms in this package, you must complete and submit the Association's Professional Practice Test with your application. The Professional Practice Test is a test on *The Engineering and Geoscientific Professions Act*, the Association's By-laws and the Code of Ethics for the Practice of Professional Engineering and Professional Geoscience in Manitoba.

A copy of the Professional Practice Test, the Act, By-laws and Code of Ethics may be obtained by contacting the Association office. The Act, By-laws and Code of Ethics are also available on the APEGM website: www.apegm.mb.ca under **Key Documents**.



NOW THAT I HAVE A RECOGNIZED DEGREE...

**(Information for Persons with
Recognized Engineering or Geoscience Degrees)**

WHAT IS APEGM?

The Association of Professional Engineers and Geoscientists of the Province of Manitoba is the regulatory body, comprising all of the practising engineers and geoscientists in Manitoba, responsible for the regulation of the practices of engineering and geoscience in this province.

APEGM is accountable to the people of Manitoba for administering the Engineering and Geoscientific Professions Act. It is APEGM's responsibility to ensure that all persons registered to practise engineering or geoscience in Manitoba are qualified to do so; that no one who is not registered with APEGM is practising engineering or geoscience; and that those who are registered with APEGM are practising responsibly and competently.

WHY DO I HAVE TO BE REGISTERED WITH APEGM?

The Engineering and Geoscientific Professions Act, an Act of the Manitoba Legislature, requires that anyone practising engineering or geoscience legally in Manitoba be, or be working under the supervision of, a registered member of APEGM. If you want to practise engineering or geoscience in this province, therefore, **it is the law** that you be registered with APEGM.

WHAT MUST I DO TO BECOME REGISTERED?

First of all, you must enroll as an Engineer-in-Training (EIT) or Geoscientist-in-Training (GIT) with APEGM. Enrollment as an EIT/GIT is a mandatory pre-requisite to registration. You must be enrolled as an EIT/GIT while you obtain the work experience necessary to become registered as a professional engineer or geoscientist.

WHAT ARE THE REQUIREMENTS FOR EIT/GIT ENROLLMENT?

You must either hold an accredited engineering degree or have been deemed academically qualified for registration by APEGM's Academic Review Committee; you must be at least 18 years of age; and you must be legally entitled to work in Canada.

How do I enroll as an EIT or a GIT?

You must complete an application form for EIT/GIT enrollment, submit (an) original final transcript(s) of your marks for review, submit the appropriate fees, and demonstrate that you are familiar with the Engineering and Geoscientific Professions Act (“the Act”), this Association’s By-laws (“the By-laws”) and the Code of Ethics for the Practice of Professional Engineering and Professional Geoscience (“the Code of Ethics”) by successfully completing the “mail-in” Professional Practice Test. You will also be required to sign a statement in which you agree to be bound by, and to practise engineering or geoscience in accordance with, the Act, the By-laws and the Code of Ethics.

To obtain an application form, a test, and copies of the Act, By-laws and Code of Ethics, simply call the APEGM office, and a package will be mailed to you. The documents are also available on the web at: <http://www.apegm.mb.ca/keydocs/index.html>.

What if I fail the Professional Practice Test?

As the test is “open-book” and straight forward, it is unlikely that you will fail. In the event that you do, however, you will be sent another copy of the test and given another opportunity to pass it. Remember, APEGM’s concern at this point is only that you be familiar with the Act, By-laws and Code of Ethics. (If you fail the test three times, you will be asked to attend an interview, during which you will discuss the purpose and function of the Association, following which you will be given a long-answer test to complete.)

ONCE I BECOME AN EIT/GIT, WHAT NEXT?

EIT/GIT enrollment is only the beginning! As an EIT or GIT, you will be required to participate in a structured program, whereby this Association will guide, record, monitor, and review the progress and quality of your engineering or geoscience work experience, professional development activity, and professional service activity. You will be expected to obtain employment **under the supervision of a registered professional engineer or a registered professional geoscientist who assumes responsibility for your work**, and commence with the acquisition of the appropriate work experience.

WHAT CONSTITUTES ACCEPTABLE WORK EXPERIENCE?

Since January 1, 1995, APEGM requires all applicants for registration to have obtained at least four years’ acceptable work experience, normally following academic qualification, under the guidance and supervision of a registered professional engineer or a registered professional geoscientist who assumes full responsibility for the technical quality of the EIT’s or GIT’s work. At least one year of this experience must be obtained in a Canadian environment.

Acceptable work experience has been defined as comprising the practice of professional engineering or professional geoscience which **must include** the

application of theory, as well as exposure to the areas of practical experience, management, communication skills development, professionalism, ethical responsibilities, and the social implications of engineering or geoscience.

Details regarding acceptable work experience are included in the documents entitled “Nature of Acceptable Engineering Work Experience” and “Nature of Acceptable Geoscientific Work Experience”.

I am planning on taking a Master’s degree. Will that count?

If you are enrolled as an EIT or GIT, if you obtain an M.Sc. degree in engineering or geoscience from an institution with a recognized undergraduate program in the same discipline, if your thesis will be completed under the guidance and supervision of a registered professional member, and if that professional member considers the work completed in the preparation of the thesis to comprise the practice of engineering or geoscience, you **may** receive work experience credit for your thesis work. You should keep track of the time spent in preparing your thesis, and you should submit a progress report for every six months’ experience obtained. The Experience Review Committee will decide how much credit you will receive for your thesis work, as it progresses.

How about a Ph.D. degree, and post-doctoral research work?

Provided that you are enrolled as an EIT or GIT while completing your research work, and provided that it satisfies the criteria for “Nature of Acceptable Engineering Work Experience” or “Nature of Acceptable Geoscientific Work Experience”, the work experience obtained during the preparation of the doctoral thesis, or during post-doctoral research work, may well qualify as acceptable work experience. Again, progress reports should be submitted for every six months’ experience obtained.

What if I’m working in an area different from the area of my degree?

The purpose of the work experience requirement is to demonstrate that you are able to put your education into practice. If you are working in an area different from your discipline of graduation, you may well require additional training or education, which will mean that you will likely require more than the four-year minimum to obtain sufficient qualifying work experience.

How will I know if my work experience will be acceptable to the Association?

By being an EIT or GIT, you will be participating in a structured program to guide, record, monitor, and review the progress and quality of your work experience.

As part of the Association’s Mandatory Pre-Registration Program, you and your supervisor are required, for every six months of your experience (or more often, if you change jobs), to submit to the Association progress reports describing your work experience. APEGM’s Experience Review Committee will consider these reports, and will notify you of any concerns it may have regarding any of your work experience.

What if I already have some work experience before I become an EIT or GIT?

Normally, the Experience Review Committee will only consider up to three months' experience obtained within the Province of Manitoba prior to enrollment as an EIT/GIT with this Association.

If you have recently moved to Manitoba, and have obtained engineering or geoscientific work experience elsewhere, you are urged to submit progress and supervisor reports for all engineering or geoscience experience obtained outside the province as soon as possible after enrollment as an EIT/GIT.

Progress forms which contain sections to be completed by the supervisor and mentor (as applicable) are available at <http://www.apegm.mb.ca/register/accred/eitprog.html>. APEGM's Experience Review Committee will consider these reports, and will notify you as to the acceptability of your previous work experience. You and your supervisor(s) will be required to submit progress reports every six months, until you are eligible for registration. You may also contact the APEGM office to request these reports, though it is preferred that these be downloaded from the website.

What if some of my work experience was obtained in another country?

No problem! If you can provide references from professional engineers or professional geoscientists (or the foreign equivalent), foreign work experience may count for **up to three years** of your work experience. **Twelve months** of your work experience, however, must have been obtained in Canada or in a Canadian environment. For those who've gone through the academic assessment program, only work experience gained after the deemed date of academic qualification will be considered. (Check the letter of academic qualification for this date.) You are also strongly advised to view the presentation at: <http://www.apegm.mb.ca/register/geninfo/pre-reg.pdf>.

Information particularly relevant to people who have gone through the Academic Assessment process starts on page 19 of the presentation, though it is helpful if you completely review the entire presentation. To claim for foreign work experience you and your supervisor(s) should complete one progress report per position. The supervisor(s) should be recognized as an engineer or geoscientist in your country of origin.

What if there is no professional engineer or professional geoscientist supervising my work?

The Engineering and Geoscientific Professions Act requires that all engineering and geoscientific work be performed by, or "under the immediate and direct personal supervision and guidance of", a professional engineer or geoscientist "who assumes all responsibility for the work". There must, therefore, be a professional engineer or a professional geoscientist supervising your work.

If there is no professional engineer or professional geoscientist at your place of employment, and if your work involves the practice of professional engineering or

professional geoscience, you must have regular contact with a professional engineer or professional geoscientist who assumes all responsibility for your engineering/geoscience work (a mentor). Ideally, your employer will engage the professional engineer or professional geoscientist to serve as a consulting supervisor to you while you obtain the necessary experience.

You will be asked to identify your supervisor(s) in your progress report forms; and you will be expected to advise the Association immediately if your supervisor ceases to assume responsibility for your work and you are unable to find another professional member to supervise your work. Both the mentor engineer or geoscientist and your direct (non-member) supervisor should complete their portions of the progress forms for each 6 month period.

DOES THE ASSOCIATION HAVE ANY OTHER PRE-REGISTRATION REQUIREMENTS?

Yes. In addition to acquiring four years of acceptable work experience, and in order to prepare you for registration at the end of this “apprenticeship” period, the Association requires that you:

- a) complete a program of continuing education/professional development;
- b) engage in a number of volunteer service activities; and
- c) pass the National Professional Practice Examination.

What are the Association’s continuing education/professional development and volunteer service requirements?

Throughout your formative period, you will be expected to enhance your professional and personal development by taking courses and seminars, attending conferences, becoming involved with technical and professional organizations, etc., and generally developing an appreciation of, and a commitment to, life-long learning. As a part of the Association’s Pre-Registration Program, you will be required to engage in a minimum number of hours of continuing education/professional development activity annually. You are also expected to develop an appreciation of the volunteer nature of the profession, and to participate in volunteer service activities each year.

Details regarding acceptable activities, courses, etc. are included in the document entitled “Pre-Registration Program”.

How will the Association monitor my continuing education/professional development and volunteer service activities?

Upon your enrollment as an EIT or GIT, and every six months thereafter until you are registered, you and your supervisor(s) will be asked to submit semi-annual progress report forms, detailing not only your work experience, but also your continuing education/professional development and volunteer service activities, over the past six months. These forms will be examined, and you will receive feedback from APEGM.

How do I find out about the Professional Practice Examination?

The Professional Practice Examination is offered twice a year: once in April, and once in October. The examination is a national examination, administered by the Association of Professional Engineers, Geologists and Geophysicists of Alberta (APEGGA).

The text books are available from the McNally Robinson bookstore in Winnipeg or from the APEGGA office. Details and application forms are available from the APEGM web site (www.apegm.mb.ca). You should allow two to three months to study the materials before writing the examination.

When will I be eligible to take the exam?

Starting January 1, 2005, you will be eligible to take this exam at any point while you are enrolled in the pre-registration program or on the exam program. **You will not be allowed to register until you have successfully completed the PPE.**

What if I fail the Professional Practice Examination?

You will be required to repeat it at your own cost.

IS THERE ANYTHING ELSE?

Yes. This Association recommends that you keep a detailed record of your work experience - preferably a hand-written log in a bound book - recording the technical, professional, and personal development components of your work experience. This record will assist you and your supervisor in preparing your semi-annual reports; and, if required, may assist the Association's admissions officials in assessing your work experience. It may also be of assistance to you, should you leave Manitoba, and wish to register in another province.

This Association also recommends that you establish informal relationships with professional members, other than your supervisor, to provide advice, support, and impartial, third-party guidance.

Finally, this Association has an English language proficiency requirement, and reserves the right, where appropriate, to require you to demonstrate proficiency in oral and written English.

WHAT DO I DO WHEN I'VE OBTAINED THE FOUR YEARS' EXPERIENCE AND PASSED THE PROFESSIONAL PRACTICE EXAMINATION?

As an EIT or GIT, you will be “guided” through the Pre-Registration Program, to registration. Once the Experience Review Committee is satisfied with your work experience, your professional development activities, your volunteer service activities, and your performance on the professional practice examination, it will invite you to “apply” for registration by naming professional members who are familiar with your work and can provide character references on your behalf.

What will you be asking my referees?

Your referees will be asked to verify your work experience, to provide information on your growth in terms of both technical and professional judgement, and to provide opinions as to your professionalism, integrity, character, ability to work effectively as part of a team, ability to assume responsibility, commitment to life-long learning, etc.

What Next?

Your references will be reviewed by the Experience Review Committee and, once accepted, your file will be placed before the Registration Committee. Upon approval of your application by the Registration Committee, you will be a registered professional member.

WHAT WILL ALL OF THIS COST?

To enroll as an EIT or GIT with APEGM, you must pay the Association's non-refundable Admission Fee (\$125.00 for 2009) plus the annual dues for the year (\$140.00 in 2009). (All fees quoted include GST.)

While enrolled as an EIT or GIT, you will be required to pay the annual dues, plus GST (\$140.00 in 2009).

The Professional Practice Examination will cost approximately \$130.00 in 2009, payable to APEGGA. The textbooks will cost approximately \$145.00.

When you are invited to provide references for registration, you will be asked to pay a lump sum which represents the difference in the professional member dues and the EIT/GIT dues for the number of months which are remaining in the year.

Please note that the APEGM Council establishes all fees and dues annually.

WHAT IF I MOVE TO ANOTHER PROVINCE BEFORE I BECOME REGISTERED?

APEGM has adopted national guidelines which require a minimum of four years' acceptable work experience. While the experience requirements of the professions may vary slightly from province to province, the experience you obtain here will certainly be eligible for consideration by another association; and your successful completion of APEGM's Professional Practice Examination, which is a national examination, will exempt you from having to write a similar examination in any other province.

APEGM's advice to you would be to contact the engineering/geoscience association in your new province as quickly as possible, to establish its requirements. (APEGM would be pleased to provide the other association with any information it may require).

AND IF I HAVE ANY QUESTIONS?

Please call the APEGM office, at 474-2736, between 8:30 a.m. and 4:30 p.m., Monday to Friday. APEGM's staff will welcome your questions, comments and suggestions. You are also urged to check out APEGM's website - www.apegm.mb.ca, frequently, in order to get details on any updated information. Another useful location is: <http://www.apegm.mb.ca/register/accred/index.html>.

Once you are enrolled as an EIT or GIT, the Association's quarterly publication will keep you updated as to EIT/GIT requirements.

April, 2009



INSTRUCTIONS FOR COMPLETION OF APPLICATION FOR ADMISSION OR REINSTATEMENT

Everyone wishing to practise engineering or geoscience in Manitoba must complete the “Application for Admission”. This document provides instructions for the completion of the “Application for Admission” form, which should be either printed or typed, and which **must be submitted with the appropriate fees.**

1. Please mark, with an “X”, your intended type of application.

If you have never been registered as a Professional Engineer or a Professional Geoscientist you may qualify for enrollment as a ***Member-in-Training (MIT)*** if you hold a Canadian Engineering Accreditation Board (CEAB)-accredited degree, or if this Association's Academic Review Committee has deemed you academically qualified for registration.

Please note: MIT (otherwise known as EIT/GIT) enrollment is a mandatory prerequisite to registration. All engineering and geoscience graduates are required to enroll as EITs or GITs prior to obtaining work experience in Manitoba. For those who have obtained their work experience outside of Manitoba, and who are not currently registered as professional engineers, geologists, geophysicists, or geoscientists elsewhere in Canada, enrollment as EITs or GITs, upon arrival in Manitoba, is mandatory.

If you are reinstating your enrollment as an EIT or a GIT, please provide the date of expiry of your previous enrollment.

You may qualify for ***Registration as a Professional Engineer under the Mobility Agreement*** if you:

- (a) are currently registered as a professional engineer elsewhere in Canada;
- (b) have obtained at least four years of acceptable engineering work experience;
- (c) have not been the subject of any disciplinary action by, and have no disciplinary action pending against you by, any other engineering association in Canada; and
- (d) are not a former member of APEGM **who was de-registered.**

Note: Former members who qualify for registration under the Mobility Agreement must identify, in Section 1, that they are former members of APEGM.

You may qualify for ***Reinstatement to Membership*** if you have been registered as a professional engineer or geoscientist with this Association in the past.

You may qualify for ***Registration as a Professional Geoscientist*** by mobility if you:

- (a) are currently registered as a Professional Geoscientist, Professional Geologist, or Professional Geophysicist elsewhere in Canada;

- (b) satisfy APEGM's current admissions criteria;
- (c) are not a former member of APEGM who was de-registered;
- (d) have passed an approved Professional Practice Examination.

Note: If you applied unsuccessfully for registration in another Canadian jurisdiction, please provide details.

You may qualify for a **Temporary Licence to Practise Engineering** in Manitoba if you:

- (a) are not a resident of Manitoba; and
- (b) are a professional engineer (P.E.) in the U.S.; and
- (c) have obtained at least four years acceptable engineering work experience.

2. Please check all applicable boxes.
3. Please provide your **full** legal name. If your application is successful, this name will appear on your certificate, in full. Your seal (where applicable) will contain your surname and the initials of your given names.

If you are providing documents containing a name different from your current legal name, please include proof of name change (e.g. marriage certificate) with your application.

Please indicate whether you wish APEGM correspondence to be sent to your home or business address.

4. Please note that English language competency is a requirement for membership in APEGM, and that APEGM reserves the right to require applicants to demonstrate proficiency in English.

If English is not your first language, and you have not passed a Test of English as a Foreign Language (TOEFL) or equivalent, and you did not study at a university where English was the language of instruction, please attach a letter to your application, explaining why you feel you are competent in the use of the English language.

5. Please note that applicants for **EIT and GIT Enrollment** must submit, or arrange to have submitted, **original final transcripts of marks indicating all courses taken and the final mark for each**. These will be returned upon enrollment.

Applicants whose academic credentials were assessed by this Association's Academic Review Committee are not required to submit transcript of marks.

Former members of APEGM and applicants registered with other Canadian engineering/geoscience jurisdictions are not required to submit transcripts of marks. This Association will contact your current and, where applicable, previous Association(s) for confirmation of your academic qualifications.

6. Chronological report is required for the following applicants:
1. Applicants who resigned in good standing from another province, and are not currently registered in any province.
 2. Applicants who resigned in good standing from APEGM, are not currently registered with any province, and have been resigned from APEGM for greater than **one (1) year**.
 3. Applicants who were de-registered with APEGM for non-payment of dues, have not reinstated **within 6 months**, and are not currently registered in another province.
 4. Applicants who have been retired or on deferred dues for greater than **four (4) years**, and are not currently registered in another province.

This report should be continuous, including reference to periods of unemployment and non-engineering or non-geoscientific employment.

If you are applying for **MIT (EIT or GIT) Enrollment** and already have some out-of-province engineering or geoscientific work experience, please note that it is not necessary to complete this section. You will be asked, following enrollment as an EIT or GIT, to complete a Progress Report Form for each position you have held.

If you are applying for **Reinstatement to Membership** and fit the criteria indicated above, you are required to demonstrate that you have acquired four years' acceptable engineering work experience during the past eight (8) years. Your work experience report should, therefore, be detailed, and at least three professional engineers should be named as referees, including one referee for each position held. The referees should be able to vouch for the four (4) years of experience claimed. We will be contacting your referees, so please ensure that you have provided their current mailing addresses.

If you are **currently a full practising member of another Canadian association**, and are not a former member of APEGM who was de-registered, you are required to provide a detailed work experience report, but you are not required to name referees. This Association will contact your current and, where applicable, previous Association(s) for confirmation of your work experience qualifications.

If you are applying for **Temporary Licensure**, you are required to provide a detailed engineering work experience report, but you are not normally required to name referees. **Please also provide a description of the work you intend to undertake in Manitoba, its location, and for whom.**

7. Applicants for **EIT and GIT Enrollment** must pass the mail-in Professional Practice Test on Manitoba's Engineering and Geoscientific Professions Act and APEGM's By-Laws and Code of Ethics.

Applicants for **EIT and GIT Reinstatement** are required to pass the long-answer mail-in test on Manitoba's Engineering and Geoscientific Professions Act and APEGM's By-Laws and Code of Ethics.

Applicants for **Reinstatement** who did not resign in good standing are required to pass the mail-in Professional Practice Test on Manitoba's Engineering and Geoscientific Professions Act and APEGM's By-Laws and Code of Ethics.

Applicants for **Temporary Licensure** must pass the mail-in test for temporary licensure. **Temporary Licence Renewal** applicants are required to pass the test for temporary licensure every three years.

8. Applicants for registration under the **Mobility Agreement** are required to sign a declaration in lieu of the Professional Practice Test. See section 8 of the Application for Admission.

Applicants for **Reinstatement** who resigned in good standing but do not qualify for registration under the Mobility Agreement are required to sign a declaration in lieu of the Professional Practice Test. See section 8 of the Application for Admission.

9. Applicants for reinstatement who have never written a Professional Practice Examination (PPE) will be required to write a PPE if they've had ten (10) years or less of registered practice in Canada.
10. Any applicant for **Reinstatement** whose membership was terminated due to non-payment of dues is required to submit a letter, satisfactory to the Registration Committee, explaining why he or she allowed the membership to lapse.

All applicants for **Reinstatement** should indicate whether they still have, in their possession, their APEGM seals and/or certificates.

All applicants are required to provide details, where applicable, of disciplinary action and/or convictions.

11. All applicants must sign and date the declarations. Any information submitted that is determined to be false may result in refusal of the application.
12. For information on fees, please see fee schedule.

All applicants for **EIT Enrollment and GIT Enrollment** and **Registration** as Professional Engineers or Geoscientists are required to pay the non-refundable registration fee.

All applicants for **Reinstatement to Membership** whose names were removed from the register for **non-payment of annual dues** are required to pay the de-registration fee in addition to the registration fee and the annual dues.

All applicants for **Temporary Licensure** are required to pay the licence fee.

The Canadian Goods and Services Tax (G.S.T.) is payable on all fees.

APPLICATION FOR ADMISSION



Please read the accompanying instructions carefully before you complete this application.
An illegible or incomplete application will be returned to the applicant.

1. I WISH TO APPLY FOR:

- i) Enrolment as a Member-in-Training (MIT)
 - A. Engineer-in-Training (EIT)
 - Geoscientist-in-Training (GIT)
 - B. First Time
 - Reinstatement
- ii) Registration as a Professional Member
 - A. Professional Engineer (P.Eng.)
 - Professional Geoscientist (P.Geo.)
 - B. Mobility
 - Reinstatement
- iii) A temporary licence to practise engineering in MB (US Citizens only)
 - First Time
 - Renewal

Professional Member & Licensee applicants **must** check one of the following:

- Certificate of Authorization (COA) application included
- COA not required, letter of explanation included
- Company currently holds a COA

2. BACKGROUND INFORMATION:

- i) I previously made application to APEM/APEGM: Yes No
If Yes: I was enrolled/registered as a _____ from _____ to _____.
Type of Membership Date Date
- ii) I previously applied for admission to another Canadian jurisdiction: Yes No
If Yes: _____ and _____.
Canadian Association/Ordre Results/Details
- iii) **Important - please complete.**
I was first registered as a professional member with _____ in _____.
Cdn. Association/Ordre/U.S. State Board Date

iv) I am currently registered as a professional member: (list all – append extra pages if req'd)

Cdn. Association/Ordre/U.S. State Board	Dates	Cdn. Association/Ordre/U.S. State Board	Dates

- v) I currently hold a temporary licence to practise engineering in Manitoba: Yes No
If Yes: Expiry Date: _____

3. PERSONAL INFORMATION:

Dr. Mr. Mrs. Ms.

Legal Name: _____
(All given names in full) First Middle Name(s) Last

Home Address: _____
Street City Province/State Postal/Zip Code

Telephone Number Fax Number E-Mail Address

Current Employer: _____
Company Name

Job Title/Position: _____

Work Address: _____
Street City Province/State Postal/Zip Code

Telephone Number Fax Number E-Mail Address

Preferred Mailing Address: Home Business

Preferred E-mail Address: Home Business

Date of Birth: _____ Place of Birth (optional): _____
MM / DD / YY City/Country

Citizenship: Canadian Citizen
 Admitted to Canada as a permanent resident in _____
Year
 Other _____

4. LANGUAGE COMPETENCY: (Select all that apply.)

See Item #4 in Instruction for completion of Application for Admission or Reinstatement

- English is my first language.
- I have written the Test on English as a Foreign Language (TOEFL) or equivalent.
 Test: _____ Date: _____ Score: _____
- I completed a degree at a university where English was the language of instruction.
- Attached is a letter explaining why I believe I am competent in the use of the English language.

5. ACADEMIC QUALIFICATION:

(Please list all university degrees/diplomas received, and attach additional information as required.)

<i>Institution</i>	<i>Location</i>	<i>Diploma or Degree Received</i>	<i>Program</i>	<i>Date of Graduation m / d / y</i>

In addition, I was required by _____, to complete
Canadian Association/Ordre/U.S. State Board
 the following examinations, and I received the following grades:

Applicants for EIT / GIT please check one box:

- Original transcripts for all degrees obtained are enclosed.*
- Original transcripts are being forwarded directly from the institution(s).*

*transcripts must state: final grades in all courses; degree and date on which it was obtained

11. DECLARATIONS:

The following declarations are essential to the processing of your application. Please read, complete and sign the following declarations. Please see our privacy policy at www.apegm.mb.ca for further details.

1. Yes No I declare that all of the above statements are complete and correct to the best of my knowledge and belief. I understand that a false statement or failure to provide the information requested may, at any time, disqualify me from registration. I authorize APEGM to obtain such additional information as it may deem appropriate, from such additional sources as it may deem appropriate, for the processing of my application. If granted enrolment/registration or a license, I hereby agree to abide by the terms of The Engineering and Geoscientific Professions Act and the Association's By-laws and Code of Ethics.
2. Yes No If applicable, I authorize APEGM to keep any progress reports, supervisor reports and professional member supervisor reports on file. I understand that APEGM is authorized to allow me access to any reports created by myself, but is not authorized to allow me access to any reports created by my supervisor or professional member supervisor or mentor without the written consent of same. I understand that if I request the return of my information, it shall be copied by APEGM and copies sent to me by regular mail only, unless otherwise agreed by both APEGM and myself.
3. Yes No I authorize APEGM to release the results of any assessments, number of months of experience credited, professional development credits, volunteer service credits and the status of my professional practice exam to my employer(s).
4. I understand that APEGM will retain all information contained herein and any appended documents, including but not limited to discipline information, work history and information regarding academic qualification for the purposes of processing my application. I understand that this information will be kept on file with APEGM in accordance with its retention policy.
5. I understand that the information contained in this application is confidential and will not be released to organizations or persons outside of APEGM staff, APEGM Council or APEGM committees/subcommittees without written consent from myself.
6. I understand that any credit card information or banking information used for the payment of my fees will be retained according to banking regulations.
7. I understand that it is my responsibility to update my contact information with APEGM as required. If I fail to do so, APEGM will not be held responsible for any consequences related to inaccurate contact information including missed mailings, failure to receive renewal forms or routing of personal information to other persons not authorized to view such information.
8. I understand that if I request personal information, APEGM is required to make reasonable efforts to confirm my identity. In order to do this, APEGM may ask one (1) or more authentication questions, such as date of birth or/and home address, to confirm my identity.

Answering "no" to any of the above (except #3) may result in your application being rejected. If neither box is checked in any of the above declarations we will assume that consent is not given, which may result in your application being rejected or delayed.

Date

Printed Name

Signature

Association of Professional Engineers and Geoscientists of the Province of Manitoba, 870 Pembina Hwy. Winnipeg, Manitoba, Canada R3M 2M7

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No: _____ <i>Office use only</i>

Privacy Consent Statement

APEGM has developed a privacy policy in response to the federal government's Personal Information Protection and Electronic Documents Act (PIPEDA) Bill C-6. Please visit the APEGM website: www.apegm.mb.ca for details on the APEGM privacy policy, or contact the APEGM office.

APEGM sponsors a range of products and services that provide value-added benefits to members and their families. In so doing, APEGM provides your home address to the suppliers of these products and services, so that they may provide you with up-to-date information on their services and products.

PLEASE NOTE: If you agree to have your personal contact information provided to these mailing lists then later decide to strike your name from these mailing lists, you must contact the supplier(s) directly in order to have your name removed. APEGM will provide a list of suppliers upon request.

Please **do not include** my home address on the APEGM member service mailing lists.

*If the above box is not checked, your home address will be included on the APEGM member service mailing lists.

IMPORTANT: YOU MUST SIGN AND DATE BELOW

Signature: _____ Date: _____

First Name: _____ Last Name: _____
Please Print Please Print

Please submit completed form with application.