

# APEGM and the Pre-Registration Program



What You Need to Know to become a Professional Engineer/Geoscientist in Manitoba

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Hello everyone, my name is Sharon Sankar and I am the Director of Admissions for the Association of Professional Engineers and Geoscientists of Manitoba – or as we know it APEGM.

My presentation today is going to focus on the steps you will need to take in order to become a Professional Engineer or Geoscientist in Manitoba.

## Overview

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- ❑ Engineering and Geoscience in Canada is regulated by the province/territory
- ❑ It is not necessary to be licensed to do engineering/geoscience work in Manitoba as long as a professional member takes responsibility for the work
- ❑ We are the ones who give you the seal.

First, a brief overview.

Engineering and Geoscience in Canada is regulated by the province/territory. The Canadian Council of Professional Engineers and the Canadian Council of Professional Geoscientists are umbrella organizations to which most of the provinces and territories belong - but these organizations have no regulatory power. Their function is to provide guidelines on issues which affect all provinces. However, the decision as to whether or not to implement those guidelines is up to each province.

It is not necessary be a professional or engineer or geoscientist in order to do engineering/geoscience work in Manitoba. If you are supervised by a professional member registered in Manitoba who takes responsibility for your work, you are allowed to do engineering or geoscience work, and in fact, once you become registered as an member-in-training, you are required to do engineering/geoscience work in order to eventually become registered.

Finally, to make it a bit more tangible – we are the ones who give you the engineering or geoscience seal and allow you to append the letters, P.Eng. or P.Geo. after your name. Even though you may do supervised engineering/geoscience work – it is illegal to imply that you are an engineer/geoscientist or professional engineer or geoscientist if you are not, in fact, registered in Manitoba.

The next slide will give you a brief overview of the process of getting registered as an engineer/geoscientist.

## How to Register - Overview

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- Two Step Process:
  - Academic Assessment Program – for those who have their **Bachelor's** degree from non-CEAB (Canadian Engineering Accreditation Board) programs.
  - Pre-Registration Program – 48 months of Engineering/Geoscience Experience.

Getting registered in Manitoba involves a two-step process – the Academic Assessment program and the Pre-Registration program.

Persons who are graduating from accredited Canadian engineering programs - will not have to follow the first step which is the **Academic Assessment program**. However, those of you who have taken your Bachelor's of Engineering or Geoscience from universities outside of Canada or from non-accredited programs within Canada will have to go through this preliminary step. This process is covered further on near the end of this presentation (slide 19). Also, people graduating from **geoscience** who've taken their program at Canadian universities are required to go through an Academic assessment. This is because geoscience has no equivalent to the Canadian Engineering Accreditation Board (CEAB) which oversees engineering programs and therefore, course content can vary somewhat from university to university. For more information on the Academic Requirements for Geoscience in Manitoba see:

<http://www.apegm.mb.ca/Assessment.html>

Graduates of geoscience programs should also view the presentation at:

<http://www.apegm.mb.ca/GeoAssessment.html>

I'm first going to describe the second step – which is the Pre-Registration (or Experience) portion of the program. The Academic Assessment program is detailed after.

## Pre-Registration Program

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- Phone and Request an application – 474-2736.
- **Pre-Registration Program is Mandatory**
- Helpful hints:
  - Phone us – don't wait for us to phone.
  - Student membership will allow you to be better informed.
  - Don't delay
  - Master's and PHD level project and thesis work can be counted toward experience
  - If you move or change your email address please change online or contact the office!!!!!!

First thing to do:

Phone APEGM and request an application. If you're a student from the University of Manitoba, please don't wait for us to call –Privacy regulations do not allow us to request personal contact information from the University .

Another important point – once employed in Manitoba, it's best not to delay. The APEGM pre-registration program is mandatory so it will be more difficult and more expensive to get credit for experience gained in Manitoba while outside the program.

Next point – if you are planning to pursue further studies, be aware that it is usually possible to get experience credit for Master's and PHd level project and thesis work – not course work, however. Therefore, if you've graduated from a CEAB accredited university and plan to continue into graduate studies, you should start the pre-registration program right away, rather than waiting to complete your post-graduate work.

Final point – if you move or change your email address – let us know as soon as possible or preferably, use the new online system to change your address(es). Go to:  
<http://www.apegm.mb.ca/MembersWebsite.html> for instructions on how to log in to the 'members' only website.

## Pre-Registration Program

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- Application, Professional Practice Test (PPT), Act, Bylaws & Code of Ethics sent to you
- Write PPT and send in
- Application goes to Registration Committee
- Accepted as an MIT (Member in Training)
- Requirements of Pre-Registration program
  - 48 months experience
  - Professional Practice Exam (PPE)
  - Volunteer service
  - Professional Development
  - URL: <http://www.apegm.mb.ca/MITPDVS.html>

When you receive your application, you will also receive a professional practice test (ppt) and three books – APEGM’s Act, Bylaws and Code of Ethics. The purpose of the professional practice test is to encourage you to read and understand our Act, Bylaws and Code of Ethics. This test should be completed at home (without assistance from others). Those of you who’ve have passed the professional practice test (with 90% or greater) as student members and have remained student members in good standing will not be required to re-take this test. Once the application and test is completed, you must return it to APEGM, where the test is marked. The pass mark is 90% and most people get it on the first try. However, If you don’t pass, you can request another one and re-write it.

Once you’ve sent in your application and passed the PPT, your file goes to our Registration Committee who reviews it, and if there are no further questions, you are accepted as a Member in Training (MIT).

At this point, you will have to comply with the requirements of the pre-registration program. You must obtain 48 months of experience (at least one year of which is in a Canadian environment), write the professional practice exam – this is a closed book exam on law and ethics in Canada - perform up to **48** hours of volunteer service and do up to **48** hours of professional development. Details on this program and what counts as volunteer service and professional development is available at the URL indicated above.

In the next slides, I’ll summarize some more of the features of the pre-registration program in Manitoba.

## Pre-Registration Program

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- Minimum 6 month reporting required
- Progress/Supervisor report URL:
  - <http://www.apegm.mb.ca/ProgressReports.html>
  - \*\*\*NEW\*\*\*Online Reporting – We encourage MITs to start using the online reporting system which is now in place.
- 8 month Rule: you have up to 2 months to submit a 6 month report. See explanation in the notes.

First of all, for every 6 months of experience you are required to submit a progress report and your supervisor must submit a corresponding supervisor report. These are now combined into one report which is available at the URL shown above.

The way the progress reports work is this: the MIT has up to 2 months to submit for 6 months of experience - this is what we call the 8 month rule: we timestamp the progress report when it comes into our office and we will consider any experience received 8 months prior (or less) to be “regular experience”. Any experience prior to these 8 months will be subject to late penalties if you wish to have it counted. The lateness penalty only applies to MITs, not to their supervisors, so if you don't think your supervisor will have the report in on time send us a copy prior to sending your report to your supervisor. For details, please see the the Types of Experience section at the above URL, including <http://www.apegm.mb.ca/ExperienceTimelines.html>

Once a month, the Experience Review Committee reviews submitted reports, but they will only give credit for experience that has been verified by your supervisor, so it's important to encourage your supervisor to fill out the forms promptly. We will contact supervisors if necessary, at your request , in order to encourage them not to hold you up.

## Pre-Registration Program

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- Volunteer Service[VS] (maximum of 48 hours total for 48 months on program)
- Professional Development [PD] (maximum of 48 hours total for 48 months on program)
  
- <http://www.apegm.mb.ca/MITPDVS.html>
  
- \*\*\*New\*\*\* Log in to your 'member's area' to Claim VS and PD online\*\*\*

Some other features of the pre-registration program:

You must report on both your volunteer service activities and professional development activities. Examples of relevant volunteer and professional development activities are outlined at the URL above.

One question I get asked frequently is whether or not community based volunteer service can get counted. The answer is yes – and under the new rules of the pre-registration program up to 100% of the service may be community service (under the 'old rules' only 50% could be counted). This is explained at the above URL.

It is now possible to claim for your volunteer service and professional development hours ONLINE. We encourage you to do so because it will enable you to make sure that the hours claimed are up-to-date. Hours will not be approved until your next report is reviewed at a subsequent ERC meeting.

Generally, the pre-registration program rules are fairly straightforward, but there are all kinds of different situations which can cause a lot of confusion. Because of this, I've prepared a set of frequently asked questions with the appropriate answers. Hopefully this will help to clarify some of the details of the program.

## Frequently Asked Questions

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- Q: What happens if I'm employed in a company where my supervisor is not an engineer?
- A: In this case, you will be required to find a professional engineer who is willing to mentor you. When you submit your 6 month progress reports, your supervisor and your mentor will have to submit supervisor reports. Mentors are preferably from within your organization for which you are employed but can be outside of your organization, if necessary.
- Please note: Due to the fact that the mentor engineer or geoscientist is responsible for the engineering or geoscience work you are performing, it may be difficult to find professional members outside the company who are willing to accept the (relatively small) chance of liability exposure which could accompany mentorship. Mentors or applicants who have concerns may contact me for more information.

## Frequently Asked Questions

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- ❑ Q: I'm planning to take graduate studies. Should I apply to APEGM now, or wait until I've completed my studies.
- ❑ A: Graduate level thesis or project work is eligible toward experience. Often, the teaching of engineering courses is eligible towards experience but that is looked at on a case-by-case basis. Course work is considered professional development.
- ❑ In most cases, Grad students should submit reports every six months, and use the table provided to pro-rate their experience – based on the amount of time spent taking courses, doing thesis work, etc. Their supervisor would then sign off on this.
- ❑ (Con't on Next Slide)

## Frequently Asked Questions

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- Q: (Con't)
- If you're only taking courses, you may elect not to start on the pre-registration program right away (because you will be unable to get experience credit for coursework). However, once you start work which is eligible for engineering/geoscience credit you should apply promptly in order to get experience credit. [Note: if you are a student member of APEGM, please submit a note to us ([sbruce@apegm.mb.ca](mailto:sbruce@apegm.mb.ca)) indicating that you will not be applying for pre-registration until you begin your engineering or geoscience work and keep us up-to-date on any address changes!]

## Frequently Asked Questions

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- Q: Can I get credit for engineering work done prior to graduation?
- A: Yes, provided the work experience was gained after the mid-point of your engineering/geoscience degree. This means that co-op work is eligible, but like other experience will be subject to the same scrutiny as regular post-graduate experience. Up to 12 months pre-graduation credit may be claimed. There is a fee for review of pre-graduation work – currently \$53.50.

## Frequently Asked Questions

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- ▣ Q: My supervisor is a geoscientist, I'm an EIT – is he eligible to approve my experience?
- ▣ A: No, you must find a mentor (P.Eng.) engineer to submit reports in addition to the geoscientist supervisor. In certain cases, geological or mining engineers may be suitable as mentors for GITs.

## Frequently Asked Questions

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- Q: My friend delayed getting onto the pre-registration program. He's now 6 years past graduation. What should he do?
  
- A: Your friend can apply for pre-enrolment credit but this is subject to a fee per month claimed (if he has been doing engineering/geoscience work in Manitoba).
  
- See:  
<http://www.apegm.mb.ca/ProgressReports.html>  
(Types of Experience)

## Frequently Asked Questions

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- Q: I'm planning to join the military – do I have to go through the program?
- A: No, but once you leave the military and practice engineering in Manitoba, you will have to submit your entire work experience for review at that time using our progress report format. You will still go through the pre-registration program, but if your experience is good, you should go through it much more quickly than a recent graduate – provided that you can supply the documentation.

## Frequently Asked Questions

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- Q: I'm moving to another province. What do I do?
- A: It depends. If you have not yet started the pre-registration program in Manitoba, you can move to the other province and go through the pre-registration process there. Once you have your licence, you can apply to register in Manitoba under the Inter-Association Mobility Agreement. If, however, you've already started the process in MB, and wish to continue, you will have to get an engineering/geoscience supervisor registered in that province to complete supervisor reports. Generally, it's advisable to continue if you're more than half-way through the program. Don't quit one program before starting another and PLEASE let us know in writing if you wish to resign from APEGM's pre-registration program. Make sure you also contact the association at the other province to make sure what you're doing is not in conflict with their policies.

## Frequently Asked Questions

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- Q: I'm moving to another country on a work project. What should I do?
- A: It depends. If you're working for a Canadian company on a specific project for example, it may be best if you start the pre-registration process and get a supervisor or mentor professional member to submit supervisor reports. The best course of action, however, depends on the individual case. Email [ssankar@apegm.mb.ca](mailto:ssankar@apegm.mb.ca) for further information.

## Frequently Asked Questions

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- ❑ Q: My Master's is in computer engineering, but my Bachelor's is in Physics. Can I get registered?
- ❑ A: It depends – you should contact APEGM. Non-CEAB degrees are compared on a course by course basis by APEGM's Academic Review Committee. Unless your Bachelor's degree combined with your Master's is substantially close to a CEAB program you will probably have to write a significant number of technical exams.

## Frequently Asked Questions

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- Q: I graduated from Computer engineering, but I work in Information Technology. Do I need to get registered?
  - It's certainly advisable especially if there are engineers working at your company. IT is one of those 'gray areas' where it can be difficult to distinguish the practice of computer science from the practice of engineering.
  - Computer industry may become more regulated in the future – so it may be easier to get in now, than to try to get in later.
  - There is a lot of crossover – for example – industrial control design has a heavy IT component but it's still considered the practice of engineering.
  - **The job you have now might not be the job you want to keep forever.** Many companies tie promotions and salary increases to registration and this seems to be a growing trend.

## Frequently Asked Questions

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- Q: My Bachelor's Degree is from a country outside Canada. How does the Pre-Registration Program apply to me?
- A: People who have obtained their Bachelor's outside the country are referred to as International Engineering Graduates (or IEGs). If your degree is on the **Washington Accord** it is considered substantially equivalent to a Canadian-accredited (CEAB) degree. This means you must fill out an application and supply your transcripts and basic documentation. If it's not on the Washington Accord, a full academic assessment is required and this will require more documentation. APEGM has a list of the University programs which are on the Washington Accord.
- **NOTE: The Academic Assessment process for graduates of geoscience programs from Canadian universities follows a similar process. See:**  
<http://www.apegm.mb.ca/GeoAssessment.html> for details.

This question is asked to illustrate the Academic Review Process which was referred to earlier in this presentation.

The next few slides cover this process in detail giving examples. All engineering applicants who have obtained their **Batchelor's** degree outside the country plus all geoscience applicants, whether they obtained their Bachelor's degree outside the country or from Canadian universities must go through the Academic Assessment process. (The procedure is somewhat modified for Honours and Majors 4 year geoscience degrees from Canadian universities, however. Please contact Claudia, our foreign assessment officer (cshymko@apegm.mb.ca) for further details).

## Frequently Asked Questions

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- Academic Assessment requires:
  - 1. Application
  - 2. Transcripts
  - 3. Syllabus (or Course Description)
  - 4. Fee – currently \$400.00
  - 5. Engineering/Geoscience Report (if one had been written)
  - 6. Resume
- To obtain an Academic Assessment, phone the APEGM office or download from the website at: <http://www.apegm.mb.ca/Assessment.html>
- Please read it carefully!

See next slide for further description of the Academic Review Process.

## Frequently Asked Questions

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- ❑ Once you've completed the Application and gathered all your information, you should contact the office (Claudia at [CShymko@apegm.mb.ca](mailto:CShymko@apegm.mb.ca)) and make an appointment to have your information reviewed.
- ❑ Once the information is complete and the fee is paid, you will be placed on the agenda of the next Academic Review Committee (ARC) meeting. These meetings are generally four to six times per year.

See next slide for further description of the Academic Review Process.

## Frequently Asked Questions

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- About two weeks after the ARC meeting you will get the results of the assessment in writing. Please don't phone. (If we answer every phone call, we won't be able to finalize the letters from the meeting and get the information back to you very quickly!)
- Depending on the assessment, you will either be declared academically qualified – in which case, you can go straight to the pre-registration program or you will be assigned a confirmatory examination program or a proficiency examination program.

## Frequently Asked Questions

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- ❑ Confirmatory program – you will be asked to write exams which confirm your knowledge.
- ❑ Proficiency program – is assigned when your degree is judged have significant gaps when compared to the Canadian Engineering Qualifications Board (CEQB) syllabus.

See next slide for further description of the Academic Review Process.

## Frequently Asked Questions

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- ❑ Once you've been given your assessment, you can start signing up for exams – these are offered twice a year & cost \$300.00 each. Usually the pass mark is 50%.
- ❑ Once all exams are complete, if you've been successful, you are sent a letter of academic qualification. **READ THIS LETTER CAREFULLY.**

See next slide for further description of the Academic Review Process.

## Frequently Asked Questions

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- ❑ The letter will give you a date on which you have been judged academically qualified or a/q. If you've been on a confirmatory program, this date will be either the date of your Bachelor's degree or the date of a later degree depending on the assessment. This is the date from which you can start counting your experience. (See next slide for more details)
- ❑ You are now eligible to enrol as an engineer or geoscientist in training, and depending on the date of academic qualification, you may be able to claim for some or all of your previous work experience if applicable: up to 36 months of work outside Canada can be claimed if it is after the date of academic qualification. You can contact [ssankar@apegm.mb.ca](mailto:ssankar@apegm.mb.ca) for more details.

See next slide for further description of the Academic Review Process.

## Provisional Registration

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- In 2004, a new bylaw was passed allowing for what's called "Provisional Registration". (Please refer to bylaw 7.1.5 at <http://www.apegm.mb.ca/pdf/Bylaws.pdf> for exact wording).
- Provisional Registration requires:
  - 48 months of qualifying work experience
  - PPE passed and complete
  - Professional development and Volunteer service completeOnly requirement left: 12 months of Canadian Experience.

## Provisional Registration

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- ❑ Qualified applicants can contact [ssankar@apegm.mb.ca](mailto:ssankar@apegm.mb.ca) to indicate whether they wish to be considered for provisional registration.
- ❑ Provisional Members have the following requirements:
  - 1. Must be enrolled in the Pre-registration program.
  - 2. Must not use the title P.Eng. Or P.Geo.
  - 3. All work must be sealed by a P.Eng. Or P.Geo, as the case may be.

## Summary for IEGs

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- ❑ Every case is different – advised to contact us for assistance
- ❑ Professional Development (PD) and volunteer service (VS) for IEGs is usually around 12 hours PD and 12 hours VS (1 year's worth of PD and VS)

As you can see the amount of creditable experience you can get as an IEG is dependent on many factors. Every case is different and please contact us for assistance if required.

Another point, usually professional development and volunteer service requirement for IEGs is 12 hours PD and 12 hours of VS (or one year's worth).

On the next slide I'm going to describe some of the Tips and Tricks that are important for International Engineering Graduates to know.

## Tips and Tricks for IEGs

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- Get your syllabus, transcripts, degrees, documentation, before you leave the country.
- Credentials Recognition Program (CRP) provides monetary assistance for costs associated with exams, fees etc.
  
- **Credentials Recognition Program**
- **Manitoba Labour and Immigration**
- **500-213 Notre Dame Ave.**
- **Winnipeg, MB R3B 1N3**
- **Contact: Sandra Simpson –945-6300**
- **[ssimpson@gov.mb.ca](mailto:ssimpson@gov.mb.ca)**
  
- **Contact her before applying for the assessment with APEGM.**
  
- As soon as possible, apply for an Academic Assessment.
- **Don't delay, but don't rush either!**
- Keep in contact with your former supervisors.

First point, get your syllabus, transcripts, degrees and documentation before you leave the country and if you're talking to friends or relatives who are thinking of immigrating, pass this piece of information on. We've found that many IEGs have difficulty getting their syllabus once they've left the country – especially those IEGs who've graduated many years ago.

2<sup>nd</sup> point, The Credentials Recognition Program provides some monetary assistance for costs associated with exams, and fees and any measures taken to get credentials recognized. You may contact Ms. Sandra Simpson at the address given here.

3<sup>rd</sup> point, tell any friends and relatives who are currently working in engineering jobs to enquire about getting on the Academic Assessment program, as soon as possible. The earlier you get in, generally the more experience can be counted. Notwithstanding the previous sentence, however, if you are close to completion of a post-graduate Canadian degree it may be advisable to delay the assessment until you complete that degree. Contact APEGM ([cshymko@apegm.mb.ca](mailto:cshymko@apegm.mb.ca)) for advice on this.

4<sup>th</sup> point, might seem to be contradictory – don't delay, but don't rush either. It's important to do as thorough a job as possible getting your information together for the Academic Assessment - it is imperative to supply as much information as possible about the courses you've taken, your current degrees etc. Don't leave anything out. The more information you can supply, generally the better the assessment.

5<sup>th</sup> point, keep in contact with your former supervisors. Once you've completed the assessment you are often able to count experience gained in your home country. However, this experience must be verified by a person recognized as an engineer/(or geoscientist if applicable) in that country. You might even consider asking supervisors to fill out reports prior to your entering the pre-registration program (second step of the program) – this way, they will be in the file when you move onto the next stage – which is the pre-registration program. (Note: these will not be reviewed by the Experience Review Committee until you start the Pre-Registration (Experience) process).

## Full Summary

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- ❑ Pre-Registration program is mandatory in Manitoba. If you're living and working in Manitoba, you should be enrolled as an MIT (or an Assessment applicant if applicable).
- ❑ If you have questions – please ask – preferably before the fact.
- ❑ If you move – send us an email with your updated address.
- ❑ If you intend to resign from either the Academic Assessment program or the Pre-registration program inform us in writing by email, fax or letter – to [sbruce@apegm.mb.ca](mailto:sbruce@apegm.mb.ca)
- ❑ Any other questions? My Email: [ssankar@apegm.mb.ca](mailto:ssankar@apegm.mb.ca)