



## Application for Admission Package

for persons who wish to apply for:  
Registration as a Professional Engineer,  
Registration as a Professional Geoscientist, or  
a temporary licence to practice in Manitoba.

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In addition to completing the forms in this package, you must complete and submit the Association's Act, Bylaws, Code of Ethics (ABC) test with your application. The ABC 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.

The Act, By-laws and Code of Ethics are available on the APEGM website: [www.apegm.mb.ca/ActBylawsCode.html](http://www.apegm.mb.ca/ActBylawsCode.html). A hard copy of these documents may be obtained by contacting the APEGM office.



***INSTRUCTIONS FOR COMPLETION OF  
APPLICATION FOR ADMISSION OR REINSTATEMENT***  
(See also <http://www.apegm.mb.ca/Reinstatement.html> )

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 Agreement on Internal Trade (AIT)** 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 AIT must identify, in Section 1, that they are former members of APEGM.

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

- (a) are currently registered as a professional engineer in at least one American State;

- (b) have obtained at least four years of acceptable engineering work experience;
- © have passed the NCEES Fundamentals of Engineering (FE) exam and Professional Engineering (PE) exam and have graduated from an ABET/EAC accredited university. Please arrange to have your NCEES record forwarded to APEGM.
- (d) have not been the subject of any disciplinary action by, and have no disciplinary action pending against you by, any other engineering association; and
- (e) are not a former member of APEGM **who was de-registered.**
- (f) have written the Professional Practice Examination (PPE)\*

\*Note: Applicants who qualify for US Mobility must initially apply as Temporary licensees. This will allow them to write the PPE while Temporary licensees, and then allow them to become registered once they have passed the PPE. Please review: <http://www.apegm.mb.ca/Licensee.html>

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** under the AIT 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;

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) do not qualify for US Mobility and;
- (b) are not a resident of Manitoba and;
- (c) are a professional engineer (P.E.) in the U.S.; and
- (d) have obtained at least four years acceptable engineering work experience or;
- (e) do qualify for US Mobility
- (f) Meet criteria c and d above; and
- (g) Have not yet written the National Professional Practice Examination.

See: <http://www.apegm.mb.ca/Licensee.html> for more information.

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 Canadian Level Benchmark or 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.**

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. A Detailed Chronological resume is required for the following applicants:

1. Applicants who are currently registered in any other province.
2. Applicants who resigned in good standing from another province, and are not currently registered in any province.
3. 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**.
4. Applicants who are applying for Temporary licensure or U.S. PE Mobility. Temporary licensees should also provide a description of the work to be undertaken in Manitoba, its location, and for whom.
5. Applicants who were de-registered with APEGM for non-payment of dues, have not reinstated **within 6 months of the de-registration date**, and are not currently registered in another province.
6. Applicants who have been retired or on deferred dues for greater than **four (4) years**, and are not currently registered in another province. NOTE: Retired and Deferred dues applicants who wish to revert to practicing status will be

processed by the Continuing Competency Committee in the near future. Contact the APEGM office for more information.

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

If you fit category **2, 3, or 5** above, you are required to demonstrate that you have acquired four years' acceptable engineering work experience during the past eight (8) years. Your resume 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 email and mailing addresses.

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 provide a resume. 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 want to have credit towards the 48 month experience requirement.

7. Applicants for **EIT and GIT Enrollment** must pass the Act, Bylaws and Code of Ethics (ABC) test on Manitoba's Engineering and Geoscientific Professions Act By-Laws and Code of Ethics.

Applicants for **Reinstatement** who did not resign in good standing are required to pass the ABC test.

Applicants for **Temporary Licensure** must pass the ABC test. **Temporary Licence Renewal** applicants are required to pass the test every three years.

Applicants for **US (PE) Mobility** must pass the ABC test.

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.

Note: The ABC test supersedes the hard copy PPT test. Those who have passed the PPT test with a mark of 90% or higher may not be required to take the ABC test.

To write the ABC test, email the APEGM office, giving your first and last name as well as a current email address and mailing address. Indicate that you wish to apply to APEGM and wish to write the ABC test. The staff member will then create a membership number for you which will enable you to log in and write your test online. Instructions for logging in are here:

<http://www.apegm.mb.ca/MembersWebsite.html> . The reference documents are available on the web at: <http://www.apegm.mb.ca/ActBylawsCode.html> . Once the Registration Coordinator receives online notification that you have passed the test AND she has received your completed application, your file will be placed on the agenda for the next available Registration Committee (RC) meeting. Dates for the next RC are here: <http://www.apegm.mb.ca/RC.html>

IMPORTANT: If you've received a membership number from us, please make sure this is indicated in your application.

8. All applicants are required to sign the Declaration.
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.





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.
- Canadian Level Benchmark (CLB) test. Written: \_\_\_\_ Oral: \_\_\_\_ Listening: \_\_\_\_ Reading: \_\_\_\_
- 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 MIT (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

**Applicants for U.S. (P.E.) Mobility please check one box:**

- NCEES record(s) with details on PE, FE and engineering degree are being forwarded to APEGM.

**6. ENGINEERING/GEOSCIENTIFIC WORK EXPERIENCE: (Does not apply to MIT applicants)**

A chronological report (ie. resume, c.v.) detailing a minimum 4 years of relevant engineering/geoscientific work experience, at least one year of which was in Canada or the U.S., within the last 8 years, is required for all applicants indicated in Instruction #6.

**7. PROFESSIONAL PRACTICE TESTS: (Please review instructions carefully)**

i) Has online Act, Bylaws, Code (ABC) Test been enabled? No, enable link:  Yes:

**IMPORTANT:** If 'Yes' indicate your APEGM # here: \_\_\_\_\_

ii) My hard copy completed Professional Practice Test is enclosed.  Yes  No

iii) I have completed the Professional Practice Test as a student member through:  
 APEGM  University of Manitoba's *Introduction to Engineering* Course

iv) My Professional Practice Test - Long Answer is enclosed.  Yes  No

**Temporary Licensees Only:**

v) I last completed the Professional Practice Test or ABC test for temporary licensure in \_\_\_\_\_.  
Year

**8. DECLARATION:**

I have personally reviewed and am familiar with *Manitoba's Engineering and Geoscientific Professions Act, By-Laws and Code of Ethics for the Practice of Professional Engineering and Professional Geoscience* and I agree to practice the profession of engineering or geoscience in conformance with the requirements contained therein.

I agree \_\_\_\_\_  
Signature Date

**9. PROFESSIONAL PRACTICE EXAMINATION:**

I have successfully completed a three-hour, closed-book Professional Practice Examination:

Yes  No If Yes, for \_\_\_\_\_ in \_\_\_\_\_.  
Canadian Association/Ordre Year

**10. OTHER INFORMATION:**

i) Have you ever been disciplined by a Canadian Engineering Association or a U.S. State Licensing Board.  Yes  No

ii) Do you have any disciplinary action pending against you, by a Canadian Engineering Association or a U.S. State Licensing Board, either as an individual or as a corporate officer.  Yes  No

iii) Have you ever been convicted of a criminal offence in any jurisdiction.  Yes  No

**(If you answered yes to any or all of the above, you are required to provide details)**

iv) I enclose a letter to the Registration Committee explaining why I allowed my membership to lapse.  
 Yes  Not applicable

v) I still have my APEM/APEGM certificate.  Yes  No  Not applicable

vi) I still have my APEM/APEGM seal.  Yes  No  Not applicable

## 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](http://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. 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 For MITs: 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 consent of the supervisor or professional member supervisor who provided the comments.
3.  Yes  No I authorize APEGM to release details of the results of any academic or experience review assessments to my employer(s) or potential 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.
5. I understand that it is my responsibility to maintain my up-to-date contact information with APEGM. 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.
6. for MITs: I authorize APEGM to provide to the supervisors the number of months of experience already credited or potentially credited if requested by the supervisor. I understand that It is my responsibility to keep my own back-up copies of my own progress report(s) for my records.
7. 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.
8. I understand that APEGM is required by law to provide certain applicant data information to the Fairness Commissioner appointed under the Fair Registration Practices in Regulated Professions Act (the "FRP Act"), but that such information will not reveal the identity of any applicant. Such information may be used by the Fairness Commissioner to prepare reports and for other purposes under the FRP Act. I consent to the personal information that I have provided being used for such purposes.

**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.**

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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: \_\_\_\_\_  
*Office use only*

## 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](http://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.

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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.**