



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.

Document	Page
Instructions for Completion of Application for Admission	2
20F€ Fees	6
Application for Admission	7
Privacy Consent Statement	11

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.



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

u:\apegm files\05751 apegm forms\applicationforadmission.doc/Revised Apr 13, 2009



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.