

## **NOW THAT I HAVE A RECOGNIZED DEGREE...**

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

### **WHAT IS ENGINEERS GEOSCIENTISTS MANITOBA?**

Engineers Geoscientists 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.

Engineers Geoscientists Manitoba is accountable to the people of Manitoba for administering the Engineering and Geoscientific Professions Act. It is the Association'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 Engineers Geoscientists Manitoba is practising engineering or geoscience; and that those who are registered with the Association 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 practicing engineering or geoscience legally in Manitoba be, or be working under the supervision of, a registered member of Engineers Geoscientists Manitoba. If you want to practice engineering or geoscience in this province, therefore, **it is the law** that you be registered with Engineers Geoscientists Manitoba.

### **WHAT MUST I DO TO BECOME REGISTERED?**

First of all, you must enroll as an Engineering Intern (EIT) or Geoscience Intern (GIT) with Engineers Geoscientists Manitoba. Enrollment as an Intern is a mandatory pre-requisite to registration. You must be enrolled as an Intern while you obtain the work experience necessary to become registered as a professional engineer or geoscientist.

### **WHAT ARE THE REQUIREMENTS FOR INTERN ENROLLMENT?**

You must either hold an accredited engineering degree or have been deemed academically qualified for registration by Engineers Geoscientists Manitoba'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 INTERN?**

You must complete an application form for Intern 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 online Act, Code of Ethics and Bylaws (ABC) 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 download it from the website: <http://enggeomb.ca/MIT.html> To write the ABC test, email the Association office, giving your first and last name as well as a current email address and mailing address. Indicate that you 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://enggeomb.ca/MembersWebsite.html> . The reference documents are available on the web at: <http://enggeomb.ca/ActBylawsCode.html>.

Send your completed application to our Registration Coordinator. Once she has received the completed application and the online ABC test has been passed, she will place your application on the agenda for the Registration Committee (RC). Dates for the next RC are here: <http://www.apegm.mb.ca/RC.html>

**IMPORTANT:** if you've been a student member or an assessment applicant or have previously applied to Engineers Geoscientists Manitoba, you will already have a membership # with us. Please quote this number when you contact the office. If you are uncertain whether you have a number or not, make sure you ask. We want to minimize the possibility of duplicate records being created for the same person!

### **WHAT IF I FAIL THE ACT, BYLAWS, CODE OF ETHICS(ABC) 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 given another opportunity to pass it. Remember, our 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 may 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 INTERN, WHAT NEXT?**

Intern enrollment is only the beginning! As an Intern, 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, Engineers Geoscientists Manitoba 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 Intern'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". Make sure you review these documents at: <http://enggeomb.ca/ProgressReports.html>

### **I AM PLANNING ON'S DEGREE. WILL THAT COUNT?**

If you are enrolled as an Intern, 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. Please review the FAQ page of the Pre-Registration Program for more information. <http://enggeomb.ca/RegistrationFAQ.html#MIT>

### **HOW ABOUT A PH.D. DEGREE, AND POST-DOCTORAL RESEARCH WORK?**

Provided that you are enrolled as an Intern 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 twelve 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. Every case is different however, so please ask if you are uncertain.

### **HOW WILL I KNOW IF MY WORK EXPERIENCE WILL BE ACCEPTABLE TO THE ASSOCIATION?**

By being an Intern, 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 twelve months of your experience (or more often, if you change jobs), to submit to the Association progress reports describing your work experience. Our 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 INTERN?**

Normally, the Experience Review Committee will only consider up to three months' experience obtained within the Province of Manitoba prior to enrollment as an Intern 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 Intern.

Progress forms which contain sections to be completed by the supervisor and mentor (as applicable) are available through your online profile. Our 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 twelve months, until you are eligible for registration. All feedback from the Experience Review Committee goes back to your online profile, so you must log in to check.

### **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.)

### **WHAT IF THERE IS NO PROFESSIONAL ENGINEER OR PROFESSIONAL GEOSCIENTISTS 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 online progress report; 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 online progress report for each twelve 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 at the website.*

### **HOW WILL THE ASSOCIATION MONITOR MY CONTINUING DEVELOPMENT/PROFESSIONAL DEVELOPMENT AND VOLUNTEER SERVICE ACTIVITIES?**

Upon your enrollment as an intern, and every twelve months thereafter until you are registered, you and your supervisor(s) will be asked to annual online progress reports, detailing your work experience. These forms will be examined, and you will receive feedback from Engineers Geoscientists Manitoba.

### **HOW DO I FOUND OUT ABOUT THE NATIONAL PROFESSIONAL PRACTICE EXAMINATION?**

The Professional Practice Examination is offered three times a year. The examination is a national examination, administered by the Association of Professional Engineers, Geologists of Alberta (APEGA).

The text books are available from the McNally Robinson bookstore in Winnipeg or from Amazon.ca. Details and the registration process are available from the Association’s web site ([www.engeomb.ca](http://www.engeomb.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?**

You are 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 as an engineer or geoscientist until you have successfully completed the NPPE.**

### **WHAT IF I FAIL THE NATIONAL PROFESSIONAL PRACTICE EXAM?**

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

### **IS THERE ANYTHING ELSE?**

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 Intern, 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 REFERENCES?**

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 Intern with Engineers Geoscientists Manitoba, you must pay the Association's non-refundable Admission Fee plus the annual dues for the year. (All fees quoted include GST.) The fees are available at <http://enggeomb.ca/Dues.html>

While enrolled as an Intern, you will be required to pay the annual dues, plus GST.

The Professional Practice Examination fees are available here: <http://www.enggeomb.ca/PPE.html>

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 Intern dues for the number of months which are remaining in the year.

Please note that Council establishes all fees and dues annually.

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

Engineers Geoscientists Manitoba 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 Engineers Geoscientists Manitoba Professional Practice Examination, which is a national examination, will exempt you from having to write a similar examination in any other province.

Our advice to you would be to contact the engineering/geoscience association in your new province as quickly as possible, to establish its requirements.

### **AND IF I HAVE ANY QUESTIONS?**

Please call the Association office, at 474-2736, between 8:30 a.m. and 4:30 p.m., Monday to Friday. Our staff will welcome your questions, comments and suggestions. You are also urged to check out our website - [www.enggeomb.ca](http://www.enggeomb.ca), frequently, in order to get details on any updated information. It's important that you review the information here: <http://www.enggeomb.ca/MIT.html>

Once you are enrolled as an Intern, the Association's publication will keep you updated as to the Pre-Registration Program requirements.

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