

## Information for Certificate of Authorization Application

It is a requirement of *The Engineering and Geoscientific Professions Act* that any corporation, partnership, or other legal entity which contracts to, or otherwise engages in the provision of services which constitute the practice of professional engineering or practice of professional geoscience, directly or indirectly, must hold a Certificate of Authorization issued by the Association. A condition of the Certificate of Authorization is that the entity must have professional liability insurance coverage. A sole proprietorship (ie. not an incorporated entity) is not required to hold a Certificate of Authorization.

However, if the sole proprietor does not have professional liability insurance coverage in the same amounts and on the same terms and conditions as are required for a Certificate of Authorization, he or she must notify the client of the absence of such insurance and must, before proceeding, also obtain written authorization from each client to provide the professional services being contracted.

### Categories of Entities

For the purposes of distinguishing “one person” corporations for fee consideration, and to identify corporations which are not required to hold a Certificate of Authorization, the Association has established the following three categories of entities.

#### **Practising Entity (Type PE)**

A practising entity is a partnership, corporation, agency and other entity which does not meet all of the criteria of either Type SP or Type OE. This category includes those organizations that offer professional services to clients or customers, directly or indirectly, in which:

- Less than 50 percent of the partnership, corporation or other entity is owned by a single professional engineer or professional geoscientist; or
- Less than 100 percent control over the partnership, corporation, or other entity is exercised by a single professional engineer or professional geoscientist who has an ownership position in the partnership, corporation or entity; or
- More than one professional engineer or professional geoscientist takes responsibility for the professional work done by the partnership, corporation, or other entity; or
- The partnership, corporation, or other entity has five or more full or part-time employees.

This category also includes an entity which:

- Does not consume all professional services internally in the creation of the product that the operating entity sells; or
- Offers or provides professional services directly to anyone (person or company) outside the operating entity for a fee or other consideration.

#### **Sole Practitioner Entity (Type SP)**

A sole practitioner entity is a partnership, corporation or other entity which practices professional engineering or professional geoscience where:

- A single professional engineer or professional geoscientist who has an ownership position in the partnership, corporation or other entity exercises 100 percent control over the partnership, corporation or other entity; and,
- Sole responsibility for all of the professional work done by the partnership, corporation, or other entity is taken by the single professional engineer or professional geoscientist who owns the majority of the partnership, corporation or other entity; and,

- No other professional engineer or professional geoscientist is an employee, a partner, or an owner of the partnership, corporation, or other entity;
- Substantially all (more than 95 percent, on an annual basis) of the professional work done by the partnership, corporation, or other entity is carried out by the sole practitioner.

### **Operating Entity (Type OE)**

An operating entity is a partnership, corporation, agency, or other entity where:

- All professional services are consumed internally in the creation of the product that the operating entity sells; and,
- No professional services are offered directly to anyone (person or company) outside the operating entity for a fee or other consideration.

Type OE entities which do not provide professional engineering or professional geoscientific services in addition to goods or products are not required to hold a Certificate of Authorization.

### **Fees**

The Application Fee must be submitted with the Certificate of Authorization application form, for your application to be reviewed. Once your application has been approved, the Authorized Designate will be contacted with a pro-rated notice specifying the amount due to activate the Certificate of Authorization.

Please see the Association website for fees.

### **Professional Liability Insurance**

Information on the professional liability insurance requirements for the Certificate of Authorization is provided in a separate document entitled “Liability Insurance Requirements for a Certificate of Authorization”.

Please note that professional liability insurance is different than both comprehensive general liability insurance and product liability insurance.

### **Period of the Certificate**

Certificates of Authorization expire annually on April 30th. Renewal forms are sent to all Certificate of Authorization holders the first week of March. Renewal payment or written resignations must be received by April 8th.

### **Legislation Requirements**

The following are some of the applicable excerpts from *The Engineering and Geoscientific Professions Act* and the By-laws of the Association dealing with the Certificate of Authorization.

#### **The Engineering and Geoscientific Professions Act**

**“certificate of authorization”** means the certificate issued under the seal of the Association certifying that a partnership, corporation, or other legal entity is entitled to practice professional engineering or professional geoscience within the province through partners or employees who are members, temporary licensees or specified scope of practice licensees.

**“holder of a certificate of authorization”** means a partnership, corporation or other legal entity other than a

natural person that holds a valid and subsisting Certificate of Authorization.

“**person**” means a natural person, partnership, corporation, unincorporated Association, unincorporated organization, trustee, executor, administrator, or other legal personal representative of a natural person.

***Prohibitions on practice***

57 Except as otherwise provided in this Act, no person who is not a member, a holder of a Certificate of Authorization, a temporary licensee, or a specified scope of practice licensee shall

- a) engage in the practice of professional engineering or the practice of professional geoscience within the province; or
- b) act in such a manner as to lead any person to believe that he or she is authorized to fulfil the office of, or act as, a professional engineer or professional geoscientist within the province.

***Prohibition on contracting with corporations and partnerships***

59 No person shall knowingly engage, employ or contract with any person, corporation, partnership or other legal entity that does not hold a Certificate of Authorization for any work that requires the services of a professional engineer or professional geoscientist.

***Group practice permitted***

16(1) A partnership, corporation or other legal entity may, in its own name, practice professional engineering or professional geoscience if

- a) it has the legal capacity to engage in the practice of professional engineering or professional geoscience;
- b) the practice is carried on by or under the direct personal supervision of a professional engineer in the case of engineering practice or a professional geoscientist in the case of geoscience practice who, in either case,
  - (i) assumes professional responsibility for the practice, and
  - (ii) is a partner or full-time employee of the partnership or a full-time employee of the corporation or other entity;
- c) the practice of professional engineering or professional geoscience is subject to the same standard of professional conduct as if the practice of professional engineering or professional geoscience were provided by a member or temporary licensee of the Association; and
- d) such practice will not give rise to unauthorized practice or otherwise lead to circumvention of this Act;

provided that such partnership, corporation or other legal entity, at the time it conducts the practice of professional engineering or professional geoscience, is the holder of a valid and subsisting Certificate of Authorization.

***Qualifications for Certificate of Authorization***

16(2) No person is entitled to hold a Certificate of Authorization, unless such person

- a) is a partnership, corporation or other legal entity other than a natural person;
- b) submits to the Registrar an application in the prescribed form containing
  - (i) evidence of the legal status of the partnership, corporation or other entity,

- (ii) the name or names and addresses of the members or temporary licensees who are designated by the holder of the Certificate of Authorization as being in charge of the practice of professional engineering or of professional geoscience on its behalf,
  - (iii) the identity of the person or persons whose responsibility it will be to ensure that this Act and the by-laws are complied with by the holder of the Certificate of Authorization, and
  - (iv) the address of its head office and any office in which the practice of professional engineering and/or the practice of professional geoscience in Manitoba will be carried out;
- c) pays such fees or dues as are prescribed by the by-laws;
- d) submits evidence of agreement to abide by the code of ethics prescribed by the by-laws;
- e) complies with such requirements as the council, taking into account the public interest, may establish from time to time respecting
- (i) the amounts, terms and conditions of professional liability insurance coverage to be maintained by a partnership, corporation or other legal entity,
  - (ii) alternatives to professional liability insurance coverage for a partnership, corporation or other legal entity that provides coverage which is substantially the same or greater than that which would be provided by professional liability insurance for the legal entity, and
  - (iii) disclosure of the nature and extent of professional liability insurance coverage or any alternative to such coverage maintained by a partnership, corporation or other legal entity, or one or more of its partners, employees or members, and provides evidence of compliance as required by the council; and
- f) complies with such other terms and conditions as may be imposed in accordance with this Act or the by-laws.

## **By-Laws of Engineers Geoscientists Manitoba**

### ***8.1 Information to be Provided***

The information to be provided by the applicant for a Certificate of Authorization under sub-clauses 16(2)(b)(ii) and 16(2)(b)(iii) of the Act shall be submitted to the Association at the time of application for the certificate on a form provided by the Registrar.

#### ***8.2.1 Designated Members or Temporary Licensees***

Members or Temporary Licensees designated by the holder of a Certificate of Authorization under sub-clause 16(2)(b)(ii) of the Act shall notify the Registrar in writing within 30 days of ceasing to be in charge of the practice of professional engineering or professional geoscience on the holder's behalf.

#### ***8.2.2 Persons Responsible for Compliance***

The person or persons designated by the holder of a Certificate of Authorization under sub-clause 16(2)(b)(iii) of the Act shall notify the Registrar in writing within 30 days of ceasing to hold responsibility for compliance with the Act and the bylaws on the holder's behalf.

#### ***8.3.2 Request***

In addition to the provisions of sub-section 16(3) of the Act, the Registrar may issue a notice of request for current information under sub-section 16(4) of the Act upon notification of a change from a person or person designated under sub-clauses 16(2)(b)(ii) and 16(2)(b)(iii), or at any other time that he or she has reason to believe that the holder is not in compliance with sub-section 16(3).

### **8.3.3 Revised Information to be Provided**

Revisions to the information to be provided by the holder of a Certificate of Authorization under sub-clauses 16(2)(b)(ii) and 16(2)(b)(iii) of the Act shall be submitted to the Registrar in writing.

#### **9.2.4.1 Application**

The fees and dues applicable to an application for a Certificate of Authorization, as prescribed under sub-section 16(2)(c) of the Act, shall comprise a non-refundable administration fee in an amount to be set annually by council plus the annual dues for a Certificate of Authorization, prorated in accordance with the policies of the council.

#### **9.2.4.2 Renewal**

The fees and dues applicable to the annual renewal of a Certificate of Authorization shall comprise a non-refundable administration fee in an amount to be set annually by council plus the annual dues for a Certificate of Authorization.

### **12.1.4 Certificate of Authorization**

The Certificate of Authorization issued to each holder will have the name of the legal entity inscribed thereon stating that the entity is entitled to engage in the practice of professional engineering, or professional geoscience as the case may be, in the Province of Manitoba for the time period stated thereon.

#### **12.1.4.1 Validity of Certificate of Authorization**

The Certificate of Authorization shall not be valid unless it bears a sticker issued by the Association indicating that the certificate is valid for the period shown on the sticker.

#### **12.1.4.2 Ownership of Certificate of Authorization**

Each seal issued by the Association shall remain the property of the Association and shall be returned to the Registrar upon the suspension or cancellation of registration or non-renewal of the Certificate of Authorization.

#### **12.3.1 Certificate of Authorization Stamp**

The form of identification required under sub-section 26(6) of the Act shall include the identity of the holder and a number on a stamp issued by the Association. The image of the stamp may be reproduced by the holder of the Certificate of Authorization and incorporated in electronic documents.