

Application for Admission



ASSOCIATION OF PROFESSIONAL ENGINEERS & GEOSCIENTISTS OF MANITOBA

*My Life's Work
Makes Life Work Better*

870 Pembina Highway
Winnipeg, MB
Canada R3M 2M7

1) Member ID

APEGM Member ID #:

NOTE

If you have ever applied to APEGM, you have been assigned an ID. Otherwise, please leave blank. Contact us if you are uncertain.

2) Applicant Type

Check one: Engineer Geoscientist

I am applying for:

Intern (EIT/GIT)

Check one: First Time Reinstatement From Assessment (*must have your Letter of Invitation*)

Professional Member (*also complete Company Registration section below*)

Check one: Canadian Mobility US Mobility

Check if applicable: Reinstatement

Temporary Licence (*also complete Company Registration section below*)

Check one: First Time Renewal

Company Registration:

(IF you are applying as a Temporary Licensee OR a Professional Member you MUST answer the questions below:)

Please review <http://www.enggeomb.ca/CompanyRegistration.html> including the FAQs.

Individual and company registration is done concurrently, so delays in providing required responses regarding one item may result in delays in processing the other item. Please respond to our correspondence promptly. All applications and explanations are subject to approval before processing.

The following questions must be answered. Failure to answer may result in delays to your registration:

Check one: My employer HAS a C of A in MANITOBA Yes ___ No ___

If No,

Check one: My employer REQUIRES a C of A in MANITOBA Yes ___ Not Certain ___

If Yes,

Send a CofA application to CofA Coordinator at dVanderaa@enggeomb.ca as soon as possible.

If Not Certain,

Include explanation with your name on a separate (*pdf) sheet with this application for admission.

Background

a. Have you previously applied to the Association? Yes No

If Yes, Membership Type:

Membership Start Date:

Membership End Date:

b. Are you currently registered as a Professional Member with a Canadian Association/Ordre/US State Board? Yes No

If Yes, please list all. Attach extra pages if needed.

Canadian Association/Ordre/US State Board	Start Date	Current Status

**c. Have you ever been registered as a Professional Member with a Canadian Association/Ordre/
US State Board?** Yes No

If Yes:

Association/Ordre/US State Board Name	Membership Start Date

d. Have you previously applied for admission to another Canadian association? Yes No

If Yes, please list all. Attach extra pages if needed.

Canadian Association	Date of Application	Result

If you applied unsuccessfully for registration in another Canadian jurisdiction, provide details.
Attach extra pages if needed.

e. Do you currently hold a Temporary Licence to practise Engineering in Manitoba? Yes No

If Yes, expiry date: _____

3) Personal Information

Dr. Mr. Mrs. Ms. Miss

a. Full Legal Name *(name should be the same as it appears on Passport or other government ID such as marriage certificate)*

First Name: _____

Middle Name(s): _____

Last Name: _____

b. Birth Details

Male Female

Birthdate (MONTH / DATE / YEAR): _____

Country of Birth (optional): _____

c. Home Address

Unit/Suite/Apartment #: _____ Street: _____

City: _____

Province/State: _____ Postal/Zip Code: _____ Country: _____

Telephone: _____ Mobile: _____

Fax: _____ Email: _____

4) Employment Information

NOTE If you are unemployed,
please leave this section blank.

Company Name: _____

Job Title: _____

Unit #: _____ Street: _____

City: _____

Province/State: _____ Postal/Zip Code: _____ Country: _____

Telephone: _____ Fax: _____

Email: _____

5) Contact Preferences

Preferred mailing address: Home Work

Preferred email address: Home Work

7) Citizenship/Immigration Status

Your citizenship/immigration status in Canada: Canadian Citizen Permanent Resident

If Permanent Resident, year admitted to Canada: _____

Other: _____

*If the answer is Other, please review the policy information at www.cic.gc.ca/english/study/

8) English Language Proficiency

NOTE English language proficiency is a requirement for membership. APEGM reserves the right to require applicants to demonstrate proficiency in English. See Language Requirements at apegm.mb.ca.

a. Please check all that apply:

- English is my first language
- I completed a degree at a university where English was the language of instruction
- My scores on the following English language proficiency test(s) meet APEGM's language requirements:

Canadian Level Benchmark Test (CLBT)

Written: _____

Oral: _____

Listening: _____

Reading: _____

Test of English as a Foreign Language (TOEFL)

Date: _____

Score: _____

Other

Test Name: _____

Date: _____

Score: _____

NOTE You must submit your test scores with your application.

b. If you have **not** checked one of the above, please explain why you feel you are proficient in the use of English language, and therefore meet APEGM's language requirements:

9) Academic Qualification

a. List all university degrees/diplomas:

Institution	City	Program	Diploma/Degree	Graduation Date <small>(MONTH / DATE / YEAR)</small>

10) ABC Test

NOTE

See Step 3: ABC Test at apegm.mb.ca to determine if you must write the ABC Test. Does not apply to mobility applicants.

a. Please check all that apply.

My online ABC Test been enabled? Yes No, please enable

If Yes, APEGM Member ID:

I have already passed the ABC Test: Yes No

If Yes, I passed the test with: APEGM IEEQ University of Manitoba Introduction to Engineering course

My long-answer ABC Test is enclosed

I am a temporary licensee who last completed the ABC Test in (YEAR): _____

11) Professional Practice Exam (PPE)

NOTE See Step 5: Professional Practice Exam at apegm.mb.ca to determine if you must write the PPE.

Have you passed the Professional Practice Exam? Yes No

If Yes:

Year: _____

Name of Canadian Association/Ordre: _____

12) Other Information

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

b. Do you have any disciplinary action pending against you, by a Canadian Engineering Association or a US State Licensing Board, either as an individual or as a corporate officer? Yes No

c. Have you ever been convicted of a criminal offence in any jurisdiction? Yes No

If Yes to any of the above, provide details. Attach extra pages if needed.

d. Are you are applying for Reinstatement? Yes No

If Yes, was your membership terminated due to non-payment of dues? Yes No

If Yes, provide details explaining why you allowed your membership to lapse. Attach extra pages if needed.

e. Do you still have your APEM/APEGM certificate? Yes No Not applicable

f. Do you still have your APEM/APEGM seal? Yes No Not applicable

13) Declarations

The following declarations are essential to the processing of your application. Please review carefully and see our privacy policy at apegm.mb.ca for further details. By signing and dating below you indicate that you have agreed to abide by these declarations.

Please check:

a. **Yes** **No:** I have personally reviewed and am familiar with *The Engineering and Geoscientific Professions Act*, By-Laws and Code of Ethics for the Practice of Professional Engineering and Professional Geoscience, and I agree to abide by the terms contained therein.

b. **Yes** **No:** I declare that all of the statements in this application 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.

Member-in-Training applicants only:

c. **Yes** **No:** 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 their written consent. 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 or pdf only, unless otherwise agreed by both APEGM and myself. Reasonable charges will apply.

d. **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).

e. **Yes** **No:** I declare that I have read, understood and agree to be bound by the requirements of APEGM's Intern program as described at apegm.mb.ca

f. **Yes** **No:** I authorize APEGM to provide to my 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).

g. 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.

h. 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 consent.

i. I understand that any credit card information or banking information used for the payment of my fees will be retained according to banking regulations.

j. 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.

k. 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.

l. 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.

NOTE: To practice professional engineering or geoscience within the Province of Manitoba as an employee, partner director, shareholder, principal or agent of a partnership, corporation or other legal entity, you are not entitled to do so unless that entity has been issued a valid and subsisting Certificate of Authorization under s. 16 of the Engineering and Geoscientific Professions Act. Should you violate the requirement, you and the related legal entity for whom you practice may be in violation of s. 57 and/or s. 59 of the Act. Pursuant to s. 65 of the Act, every person who violates any provision of the Act is guilty of an offence and liable, in the case of a first offence, to a fine of not more than \$10,000.00, and in the case of a subsequent offence to a fine of not more than \$20,000. The Court may also grant an injunction to prevent any further violation of the Act.

IMPORTANT

Your application may be rejected if you answer No to any of the above. If you fail to check a box, we will assume that you have not provided consent, which may result in your application being rejected or delayed.

Date: _____

: Signature: _____

14) 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 apegm.mb.ca for details on the APEGM privacy policy, or contact APEGM directly.

APEGM sponsors a range of products and services that provide value-added benefits to members and their families. In so doing, APEGM provides your preferred mailing address to the suppliers of these products and services, so they may provide you with up-to-date information on their services and products.

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 to have your name removed. APEGM will provide a list of suppliers upon request.

Please include my contact information on the APEGM member benefits mailing lists.
If the above box is checked, your contact information will be included on the APEGM member benefits mailing lists.

Printed Name: _____

Signature: _____

Date: _____

15) Application Fee

NOTE Please see apegm.mb.ca for application fees.

Type of Payment:

I am enclosing a money order/cheque payable to APEGM

I wish to pay by credit card: Visa MasterCard American Express

Amount: \$ _____ Full Name on Card: _____

Credit Card Number: _____

Expiry Date: _____

Validation Number*: _____

**The validation number is a three-digit number on the back of your credit card, beside your signature.*

Signature of Card Holder: _____

I prefer to pay ONLINE by credit card : Yes ____ No ____

Payment instructions for online payment will be sent by the Registration Coordinator, Marlene Polson at mpolson@enggeomb.ca after your application is received and processed. Due to the high volume of applications received, please allow a minimum of 10 working days.

16) Required Documents

Submit the following documents with your application. APEGM will not process your application until we have received all required documents.

Language Requirements

All required documents listed below must be provided in English. If your documents are not in English, you must provide notarized English translations. See Language Requirements at apegm.mb.ca

Checklist

Check each box once you add the required document to your application package.

Legal change of name document *(if applicable)*

If your name is different from the name in your documents such as transcripts, attach a copy of a legal change of name document such as a Marriage Certificate, Certified record of divorce, or a valid passport issued in your current name.

English Language Test Results *(if applicable)*

Please provide a copy of the results of an English language proficiency test such as the Canadian Level Benchmark (CLB) test or International English Language Testing System (IELTS).

See Language Requirements at apegm.mb.ca

Original transcripts

If applicable, submit, or arrange to have your university or NCEES submit, original final transcripts. Transcripts must state:

- All courses
- Final grade in each course
- Degree awarded
- Date degree was obtained

Check one:

- I have completed APEGM's academic assessment process and I am NOT required to submit transcripts
- I am an MIT applicant and I submit, or have arranged to have my university submit, original final transcripts as described above

If applicable, date transcript(s) ordered: _____

- I am a US Mobility or Temporary Licence applicant and have arranged for NCEES to submit the following to APEGM: NCEES records, including details on PE, FE, and transcripts as described above

If applicable, date ordered: _____

- I am a US Mobility or Temporary licence applicant and am enclosing a copy of my engineering degree
- I am a former member of APEGM and am NOT required to submit transcripts
- I am a Canadian Mobility applicant registered with another Canadian Engineering/Geoscience association(s), and am NOT required to submit transcripts

NOTE APEGM will contact your current and, where applicable, previous association(s)/state boards for confirmation of your academic qualifications/status.

ABC Test – Long Answer *(if applicable)*

NOTE See Step 3: ABC Test at apegm.mb.ca for details

DETAILED CHRONOLOGICAL RESUME (if applicable)

Categories

Submit a resume if one or more categories applies to you:

- a. You are currently registered in another province
- b. You resigned in good standing from another province, and are not currently registered in another province
- c. You resigned in good standing from APEGM, have been resigned for more than one year, and are not currently registered in another province
- d. You are applying for US Mobility
- e. You are applying for a Temporary Licence
- f. You 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

NOTE Member-in-Training applicants are NOT required to submit a resume.

Resume Requirements

- Include periods of unemployment and work unrelated to Engineering or Geoscience
- Detail a minimum 4 years of relevant Engineering/Geoscience experience, at least one year of which was in Canada or USA, within the last 8 years
- Engineers who fit category b. or c. above must provide at least 3 Professional Engineers or Geoscientists as references, including one reference for each position held. The references must vouch for the 4 years of experience you are claiming. Please forward the Reference Form to each reference directly and have them return to the Registration Coordinator by email as a PDF.
- Temporary Licence applicants must include a description of work to be undertaken in Manitoba including location and employer name and address

17) Delivery

Deliver your required documents, this entire application form, and your fees by email, mail or in person:

Registration Coordinator

APEGM

870 Pembina Highway
Winnipeg, MB Canada
R3M 2M7

Only the Application form and resume may be submitted by email to mpolson@enggeomb.ca .
All other required documents must be delivered in hard copy.