

# Step-by-Step Instruction Guide

Applying for Admission into the Licensing Process with Engineers Geoscientists Manitoba.

## ***Before You Apply:***

### **Step 1: Make sure you are eligible**

Determine your application type: visit [www.EngGeoMB.ca/ApplicantTypes.html](http://www.EngGeoMB.ca/ApplicantTypes.html) or refer to Section 2 below (Application Type)

### **Step 2: Gather your documents**

Review the required documents under the corresponding application type

All required documents listed must be provided in English. If your documents are not in English, you must provide notarized English translations. See Language Requirements at [www.EngGeoMB.ca](http://www.EngGeoMB.ca).

### **Step 3: Complete the application form**

Download and fill out the application form. Be sure to save the application form to your computer as a .pdf.

### **Step 4: Submit your application**

Send your application to the appropriate staff member.

### **Step 5: Pay the fees**

When Engineers Geoscientists Manitoba has received your application, we will follow up with an email acknowledgement, which will contain instructions on how to claim a password and login to pay the application fee.

### **Wait for the decision.**

## Instruction Guide

The instruction guide has information you must know before you submit your application and it explains how to fill out the application and gather your supporting documents.

### 1) Personal Information

#### **A. Name:**

It is important that you apply using your full legal name as it appears on your passport or other government ID (even if the name is misspelled).

**First Name:** If you do not have a first name on your passport, leave this field blank.

**Middle Name:** If you do not have a middle name, please leave this field blank.

**Last Name/Family Name:** If you do not have a last name/family name on your passport, enter all your given names here and leave the first name field blank.

#### **B. Name Change:**

If you have legally changed your name, you must submit a legal change of name document. The following documents are accepted:

- Legal change of name document
- Marriage Certificate
- Certified Record of Divorce
- Valid unexpired Passport issued in your current name

## C. Birth Details:

**Gender:** Indicate your gender.

**Birthdate:** Indicate your date of birth.

## D. Current Home Address:

Enter your current home mailing address.

Enter your telephone number including the country code, area/regional codes, etc. If you have an extension number, write it after your phone number "Ext."

Enter your personal "home" email address.

## E. Contact Preferences:

Indicate your preferred address for mail and email.

## 2) Application Type

### A. Engineer or Geoscientist:

Indicate if you are applying as an engineer or geoscientist.

Note: If you are eligible to apply for both engineering and geoscience, you are required to submit a separate application and fee. You will be entered into the database twice, having two profiles; one as an engineer and one as a geoscientist.

#### **Determine your application type and required documents:**

*All required documents listed must be provided in English. If your documents are not in English, you must provide notarized English translations. See Language Requirements at [www.EngGeoMB.ca](http://www.EngGeoMB.ca).*

### Academic Assessment

#### • **Internationally Trained Engineer or Geoscientist:**

- You have a 4-year professional level university degree in Engineering or Geoscience from a country outside of Canada, or
- You have a 3-year international diploma plus a 3-year international professional level university degree, or
- You have a 4-year professional level university degree in Engineering or Geoscience from a country outside Canada, and you have a post-graduate degree in an engineering discipline from CEAB or W/A partner, and you are not registered as an Engineer or Geoscientist with another Canadian regulator

#### **REQUIRED DOCUMENTS:**

- World Education Services ICAP document-by-document (WES ICAP),

*Before you submit your Application for Admission, you must get your documents authenticated by World Education Services (WES). We do not accept credential assessments done by other agencies.*

*Special Case: You do not need to obtain a WES ICAP document-by-document credential evaluation if you have completed a post-graduate (Masters or Ph.D.) from a Canadian university. Instead, you may ask the Canadian university to send copies of the undergraduate transcript in which they received at the time of your application for the post-graduate degree to International Assessment Coordinator [CShymko@EngGeoMB.ca](mailto:CShymko@EngGeoMB.ca), in addition to the undergraduate copy, they must also include your post-graduate transcript. If for any reason you cannot get the university to provide us with these requirements, then you must provide the WES ICAP document-by-document credential evaluation.*

*How to order your WES ICAP:*

- Visit [www.wes.org/ca/partners/credential-evaluation-requirements-engineers-geoscientists-manitoba/](http://www.wes.org/ca/partners/credential-evaluation-requirements-engineers-geoscientists-manitoba/)*
- Select Canada for your evaluation*
- Select WES Standard Application*
- Add Engineers Geoscientists Manitoba as a recipient*

E. Select WES ICAP Document-by-Documents as the evaluation type

F. Follow the country-specific document requirements and arrange for your documents to be delivered to WES

- Attach .pdf of your current passport or driver's license,
- Attach .pdf of detailed chronological resume,
- If you are licensed in another province or country, please attach a .pdf of your license,
- If you have passed the NCCES Fundamentals of Engineering and/or the NCEES Professional Engineering Exam (USA), please attach a .pdf of proof.

Important: Syllabi and Engineering or Geoscience Report is not required at this point however, Engineers Geoscientists Manitoba may request if later.

- **Canadian Geoscientist:**

- You have a 4-year professional level university degree in Geoscience from a Canadian university, or
- You have a 3-year professional level university degree in Geoscience from Quebec, and
- You are not registered as an Engineer or Geoscientist with another Canadian regulator

**REQUIRED DOCUMENTS:**

- Official Transcript(s),

*Request the Canadian university to issue an official transcript(s) directly to the Association to the attention of the International Assessment Coordinator. All transcripts MUST be mailed to the Association directly in a sealed envelope. Student-issued transcripts are not acceptable.*

- Relevant self-assessment syllabus checklist,

*Please visit [www.EngGeoMB.ca/AssessmentCanadianGeoscience.html](http://www.EngGeoMB.ca/AssessmentCanadianGeoscience.html) and complete the relevant self-assessment syllabus checklist to include with your application package.*

- Attach .pdf of your current passport or driver's license,
- Attach .pdf photocopy of each degree/diploma you hold.

### Intern (EIT/GIT)

- You graduated from an Engineering program that is accredited by the Canadian Engineering Accreditation Board (CEAB)
- You are not registered as an Engineer with another Canadian regulator.

- **First Time:** First time applying as an intern with the Association.

**REQUIRED DOCUMENTS:**

- Official Transcript(s).

*Request the Canadian university to issue an official transcript(s) directly to the Association to the attention of the Registration Coordinator. All transcripts MUST be mailed to the Association directly in a sealed envelope. Student-issued transcripts are not acceptable.*

*To avoid having to order transcripts twice, order your transcripts after your convocation date.*

*Note: Official transcripts must state:*

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

- **Reinstatement:** Previously enrolled as an Intern with the Association.

**REQUIRED DOCUMENTS:**

- Attach .pdf of detailed chronological resume, only.

## Professional Member

- **Canadian Mobility:**

- You are currently registered as an Engineer or Geoscientist with another Canadian regulator
- You have no disciplinary history
- You are not a former member of the Association who was de-registered.

REQUIRED DOCUMENTS:

- Attach .pdf of detailed chronological resume,
- Certificate of Authorization application may also be needed (see Company Registration section below).

## Company Registration

- Your employer or company is a corporation, partnership, or other legal entity that is conducting engineering or geoscience business within the province of Manitoba either directly or indirectly.

Review the types of categories at [www.EngGeoMB.ca/CompanyRegistration.html](http://www.EngGeoMB.ca/CompanyRegistration.html)

REQUIRED DOCUMENTS:

- Application for Certificate of Authorization
- Evidence of legal status
- Certificate of professional liability insurance

## US Temporary Licence

- You do not qualify for US Mobility
- You are registered as an engineer in good standing in at least one US State
- You have a minimum of 4-years of engineering experience
- You have no disciplinary history
- You do not qualify for Canadian Mobility

REQUIRED DOCUMENTS:

- Attach .pdf detailed chronological resume,
- Original Final Transcripts (If applicable),  
*Submit, or arrange to have your university of NCEES submit, original final transcripts by .pdf to the Registration Coordinator at [MPolson@EngGeoMB.ca](mailto:MPolson@EngGeoMB.ca)*
- Certificate of Authorization application may also be needed (see Company Registration section above).

- **First Time:** First time application for US Temporary Licence.
- **Renewal:** You need to re-apply one month before your expiry date.

## US Mobility:

- You have graduated from an Engineering program that is accredited by ABET
- You have passed the Fundamentals of Engineering (FE) and Professional Engineering (PE) exams in USA
- You are registered as an Engineer in good standing in at least one state in USA
- You have a minimum of 4 years of Engineering experience
- You have no disciplinary history
- You have passed the Canadian National Exam - Professional Practice Exam (PPE)
- You do not qualify for Canadian Mobility

If you have NOT passed the PPE, and would otherwise qualify for US Mobility, then apply for a Temporary Licence. Engineers Geoscientists Manitoba will allow you to upgrade your member status from Temporary Licence to US Mobility once you pass the PPE at the next renewal period.

## Specified Scope of Practice:

- You currently hold a Specified Scope of Practice License (limited license) with another Canadian provincial association, also known as Inter-Association Mobility, or
- You have a degree or diploma in applied science and technology with a minimum of four years in scope experience (8 years including schooling), or
- You have a degree or diploma in science or equivalent in math, physics, and basic sciences, with a minimum of four years in scope experience (8 years including schooling), or
- You have a non-accredited degree with 15 years in scope experience acceptable to Council

### REQUIRED DOCUMENTS:

- Official Transcript(s),

*Request the university/college to issue an official transcript(s) directly to the Association to the attention of the Pre-Registration Coordinator at [PreReg@EngGeoMB.ca](mailto:PreReg@EngGeoMB.ca). All transcripts MUST be mailed to the Association directly in a sealed envelope. Student-issued transcripts are not acceptable.*

- Attach .pdf of your current passport or driver's license,
- Attach .pdf detailed chronological resume demonstrating the number of years of experience and schooling,
- Discipline of Practice Form.

*Please visit [www.EngGeoMB.ca/SSPL.html](http://www.EngGeoMB.ca/SSPL.html) and complete the Practice Form*

## B. Engineering or Geoscience Discipline:

Indicate your discipline; normally the discipline of your undergraduate degree. To review the syllabus available, visit [engineerscanada.ca/become-an-engineer/examination-syllabus](http://engineerscanada.ca/become-an-engineer/examination-syllabus).

If your discipline is not an exact match with the options listed, choose up to two that match closest.

## C. Discipline Details:

If you need more space to answer the question, please attach an additional sheet and indicate clearly the section you are referring.

## 3) Citizenship/Immigration Status

### A. Citizenship/Immigration Status in Canada:

Indicate your citizenship/immigration status.

Note: You can start the assessment process regardless of immigration status and physical location; however, exams are written in Manitoba. Membership requires one year of work experience in Canada so, eventually, you will need to have a status which allows you to work in Canada legally.

#### 4) Employer Information

##### **A. Current Employer/Company Name and Address:**

Enter your current employer name and mailing address.

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

#### 5) Professional Status

This section refers to your licensing professional status in Canada. If you need more space to answer the question, please attach an additional sheet and indicate clearly the section you are referring.

#### 6) Education

Enter your education history in chronological order. Do not abbreviate. Be sure to provide all requested details. The details of this section should match with the details on your transcript. If you need more space to answer the question, please attach an additional sheet and indicate clearly the section you are referring.

#### 7) English Language Proficiency

English language proficiency is a requirement for membership. The Association reserves the right to require applicants to demonstrate proficiency in English. See Language Requirements at [www.EngGeoMB.ca](http://www.EngGeoMB.ca).

#### 8) ABC Test

- **My online ABC test has been enabled:** If you click “No”, please note that we will enable it for you after your application is received.

#### 9) Professional Practice Exam

- **Have you passed the Professional Practice Exam:**

See details at [www.EngGeoMB.ca/PPE.html](http://www.EngGeoMB.ca/PPE.html).

If you click “Yes”, please indicate the year you completed the exam and the name of the Canadian Association/Order in which you took the exam.

#### 10) Other Information

##### **A. Have you ever been disciplined by a Canadian Engineering or Geoscience Association or a US State Board?**

If “Yes”, please attach details on an additional sheet, sent as .pdf, and indicate clearly the section you are referring.

##### **B. Do you have any disciplinary action pending against you, by a Canadian Engineering or Geoscience Association or a US State Licensing Board, either as an individual or as a corporate officer?**

If “Yes”, please attach details on an additional sheet, sent as .pdf, and indicate clearly the section you are referring.

##### **C. Have you ever been convicted of a criminal offence in any jurisdiction?**

If “Yes”, please attach details on an additional sheet, sent as .pdf, and indicate clearly the section you are referring. Be sure to include proof that you have been cleared of the charge.

#### D. Are you applying for reinstatement?

If “Yes”, provide details explaining why you allowed your membership to lapse on the application form. Attach extra pages if necessary.

#### E. Do you still have your Engineers Geoscientists Manitoba Association seal?

This question only applies to professional reinstatement applicants. Note: If “Yes”, a seal will not be ordered.

#### F. If you are licensed in another province or country, please include a .pdf of your proof of license.

This requirement is not mandatory, but may be helpful with your application.

#### G. If you have passed the NCEES Fundamentals of Engineering and/or the NCEES Professional Engineering Exam (USA), please include a .pdf of proof that you have passed.

Log in to your NCEES account, click on “Result Notice” and it will open a page showing the pertinent information, as well as a link that you can provide to anyone wishing to verify your results. Please arrange to have the verification sent by email according to the application type staff member listed below. For example, if your application type is “Academic Assessment”, please arrange to have your verification sent to [CShymko@EngGeoMB.ca](mailto:CShymko@EngGeoMB.ca).

### 11) Declarations and Privacy Consent Statement

Sign and date in the space provided. If you have an electronic signature, please attach. If you do not have an electronic signature, print the last page of the application, sign and send by .pdf.

### 12) Delivery

Based on your application type, send your application and required documents to the corresponding staff member below.

Applicant Type	Corresponding Staff Member
Academic Assessment	Please send the Application for Admission by .pdf to <b>International Assessment Coordinator</b> at <a href="mailto:CShymko@EngGeoMB.ca">CShymko@EngGeoMB.ca</a> Note: If the application not received in .pdf format it will not be accepted. In your email please use subject line: Last Name, First Name, Application for Admission Special Case: If you did not order a WES ICAP document-by-document report because you hold a post-graduate (Masters or Ph.D.) from a Canadian university, please indicate in your email the name of the institution that will be sending over your documents and indicate the date you ordered them.
Intern (EIT/GIT)	Please send the Application for Admission by .pdf to <b>Registration Coordinator</b> at <a href="mailto:MPolson@EngGeoMB.ca">MPolson@EngGeoMB.ca</a> Note: If the application not received in .pdf format it will not be accepted. In your email please use subject line: Last Name, First Name, Application for Admission.

Professional Member	<p>Please send the Application for Admission by .pdf to <b>Registration Coordinator</b> at <a href="mailto:MPolson@EngGeoMB.ca">MPolson@EngGeoMB.ca</a></p> <p>Note: If the application not received in .pdf format it will not be accepted.</p> <p>In your email please use subject line: Last Name, First Name, Application for Admission.</p>
Company Registration	<p>Please send the Certificate of Authorization Application by .pdf to <b>Certificate of Authorization Coordinator</b> at <a href="mailto:DVanderAa@EngGeoMB.ca">DVanderAa@EngGeoMB.ca</a></p> <p>Note: If it's not received in .pdf format it will not be accepted.</p> <p>In your email please use subject line: Company Name, C of A Application.</p>
US Temporary Licence	<p>Please send the Application for Admission by .pdf to <b>Registration Coordinator</b> at <a href="mailto:MPolson@EngGeoMB.ca">MPolson@EngGeoMB.ca</a></p> <p>Note: If it's not received in .pdf format it will not be accepted.</p> <p>In your email please use subject line: Last Name, First Name, Application for Admission.</p>
Specified Scope of Practice	<p>Please send the Application for Admission by .pdf to <b>Pre-Registration Program Coordinator</b> at <a href="mailto:PreReg@EngGeoMB.ca">PreReg@EngGeoMB.ca</a></p> <p>Note: If it's not received in .pdf format it will not be accepted.</p> <p>In your email please use subject line: Last Name, First Name, Application for Admission.</p>

### 13) Application Fee

When Engineers Geoscientists Manitoba has received your application, we will follow up with an email acknowledgement, which will contain instructions for claiming a password and login to pay the application fee.



## Glossary:

### **Academic Assessment**

The evaluation of an applicant's education by a provincial/territorial engineering association.

### **Accredited Degree**

Accredited engineering program meets the academic requirements needed to become licensed with Canada's engineering regulators. Accreditation ensures that programs are meeting the high standards necessary for licensure.

### **Canadian Engineering Accreditation Board (CEAB)**

Most Canadian university Bachelor's of Engineering programs are CEAB accredited – meaning that there is a certain level of design component, a certain level of technical and non-technical electives, a certain number of tenured staff, a certain amount of time spent doing laboratory work, etc. The CEAB accreditation is rigorous and demands both documentation review and one or more visits to the institution.

Applicants who apply for graduate studies from foreign institutions are subject to a review of their academic performance prior to acceptance. Successful completion of a graduate studies program at a CEAB-accredited institution indicates that the Bachelor's degree, though not necessarily a one-to-one match with any one Canadian degree, has a level of rigor that would be at least comparable to a typical Canadian Bachelor's degree.

### **Canadian Language Benchmarks (CLB)**

The Canadian standard used to describe, measure, and recognize English language ability of adult immigrants and prospective immigrants who plan to live and work in Canada, or apply for citizenship.

### **Certified English or French Translation**

To have a copy certified, an authorized person must compare the original document to the photocopy and must print the following on the photocopy:

- "I certify that this is a true copy of the original document",
- The name of the original document,
- The date of the certification,
- His or her name,
- His or her official position or title, and,
- His or her signature.

### **Degree**

A degree is an academic credential, usually earned at a university. There are two main kinds of degrees in Canada:

1. undergraduate degrees, which require a minimum four years of full-time study;
2. graduate degrees or post-graduate degrees which can only be earned after you have obtained an undergraduate degree. For example, Masters would involve one to two years of further study; and a Doctorate would involve two to five years of study.

It is important to note that, in Canada, a degree is different from a diploma, which is earned after a one- to three-year program.

### **Discipline**

A specific kind of engineering work a person does. Common engineering disciplines are civil, electrical and mechanical.

### **Educational Credential**

Any diploma, degree, or trade or apprenticeship credential issued for completing a program of study or training at a recognized educational or training institution.

### **Eligible**

To be eligible for something means to be qualified to participate or be chosen.

**Licence**

The official document that provides proof of formal permission given by a provincial/territorial engineering association to practise engineering. You must have a licence to practise engineering independently in Canada.

**Non-Accredited Degree**

Unaccredited schools and universities usually do not have the same educational standards and policies as accredited schools.

**Official Transcripts**

The Registrar's Office issues official transcripts of academic activity and achievement.

**Professional Member**

A professional member is a member whom is currently fully registered in good standing.

**Registered**

Recognized as a member of a provincial/territorial engineering association.

**Syllabus**

The syllabus is described as the summary of the topics covered in the subject.

**Transcript**

An official document similar to a mark sheet issued by your academic institution upon completion of your program that contains a record of the courses you took, your grades in those courses and degrees you earned.

**Washington Accord**

Several countries around the world have accreditation systems that fall under the Washington Accord because they meet a standard acceptable to the other countries on the Accord. Canada, with its Canadian Engineering Accreditation Board (CEAB) system is one of them. Substantial Equivalency means that the accreditation system of the country has been judged to be equivalent by the CEAB - (however, that Country's accreditation system is not [necessarily] on the Washington Accord).