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# MANUAL OF ADMISSIONS

Authorized by the Council of Engineers  
Geoscientists Manitoba

### Revisions to the Manual of Admissions

The following revisions have been made to this Manual

Version	Date	Section	Description
2.0β	3/10/2006	New Document	Document Provided to Council for its consideration
3.0β	September, 2008	Revised Document	Sent to Legal Counsel for checking with EGP Act.
3.1	14/05/2009	Final Document	Sent to Association Council for approval.
3.2	25/05/2009	Revisions from Dave Ennis in terminology	
3.3	7/08/2009	Further revisions –removed from register rather than removed from record & Treatment of Failures finalized from ARC – Section 5.3.4	Passed at the September 2009 Council meeting.
3.4	26/10/2009	Further revisions – added new policy regarding PE's as approved by September 2009 Council meeting and some additional revisions from D.Ennis regarding appeals.	Section 9.0 – added section. Section 11 – revised section to suit.
3.5	16/06/2009	Further revision to failure policy – passed by Council, to  Provide more clarification/detail.	Section 5.3.4 revised Section 5.3.5 added
3.6	7/12/2011	Change to failure policy  Change to reinstatement/reversion policy to allow for consistency with CCC new policies.	Section 5.3.5 revised to take out <b><i>“Those examinations or courses previously passed before being exited cannot be retaken for credit.”</i></b>
3.7	17/05/2012	Change to Acceptable Engineering Work Experience	Section 6.3.1 and 6.3.2 revised to define Current experience as less than five years old.
3.8	13/01/2013	Change to Exam Syllabus criteria to allow applicants to choose up to two syllabi to be examined in	Section 5.3.2 – revision after table 1.
3.9	16/05/2013	Added provision for applicants arriving without documentation.	New Section 5.5

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3.10	14/05/2015	Changed Failure policy and added FE	Revised Section 5.3.5 added Section 5.3.7
3.11	23/12/2015	Added Documentation Unavailable from Home University.	New Section 5.6
3.12	20/06/2016	Changed 'APEGM' to 'the Association'	All Sections
3.13	20/06/2016	Added Specified Scope of Practice License	New Section 12.0
3.14	20/06/2016	Changed Engineer in training and Geoscientist in training to Engineering Intern and Geoscience Intern. Eliminated Member in training (MIT).	Revised section 7.0 and some other sections
3.15	20/06/2016	Changed logo and Association name to Engineers Geoscientists Manitoba	Headers and Cover page
3.16	20/06/2016	Added 14 and 10G to Treatment tables to reflect 5.3.5	Section 5.3.5
3.17	16/03/2017	Added section 5.3.3 for UK degrees and renumbered sections to suit	Special considerations for degree programs from the UK
3.18	16/03/2017	Altered Treatment #14 and 10G which had a previous error – changed	Changed: Staff Review –  ((Total Originally Assigned – Total Failed) + 1 Group B exam); to:  ((Total Originally Assigned – Total Passed) + 1 Group B exam);  And did the same for 10G
3.19	18/05/2017	Added additional degree combinations to Table 1	Added indicators 9A&9B. Revised indicator 8 in Table 1
3.20	22/06/2017	Added clarifying statement to 5.3.6	Added statement indicating that applicants may not re-take (for credit) previously passed exams/courses
3.21	07/12/2017	Changed third bullet in Section 14.1	Clarified actual procedure
3.22	07/12/2017	Add sentence to section 14.2	Clarified the sections of the Act referenced

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3.23	07/12/2017	Section 14.2 – Changed EIT and GIT to Interns	Reflecting new terminology of the Act
3.24	07/12/2017	Section 5.3.6 – Added a section referencing procedures when assessment applicants choose multiple options	This clarifies the failure policy when applicants choose multiple options
3.25	07/12/2017	Section 5.3.8 – Changed to specify that applicant is allowed three chances at the FE. Eliminated the 12 month break.	This is a clarification of the Failure policy.
3.26	07/12/2017	Table 3 – Section 9.2 – Changed Reinstatement policy to allow reinstatement without application if prior to TWO years	Change reflects proposed changes for reversion.

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## **1.0 Introduction**

This Manual was developed by the Council of the Association of Professional Engineers and Geoscientists of the Province of Manitoba. It is based on the previous Manual of Admissions (January 20, 2005).

Council amended this document to:

- Reformat the document to align with various processes in the registration procedure.
- Document actions taken by Council since January 20, 2005.
- Modify the criteria to insure that that it is consistent with The Engineering and Geoscientific Professions Act.

## **2.0 Authority**

### **2.1 Council**

It is the role of Council to populate the Registration Committee, provide criteria that the Registration Committee will use to consider and decide on applications, and to develop performance standards that will be used in the registration process. Council is authorized to perform these functions by the following three sections of the Act

**14(1) *The council shall, in accordance with the by-laws, appoint a registration committee...***

**14(2) *The council shall establish criteria and standards to be used by the registration committee...***

**12(3) *The council may establish operating policies and procedures not inconsistent with this Act or with any by-law of the Association***

Council will also act as the appeal body for the Registration Committee. Council's authority as an appeal body is limited to "make any decision the registration committee could have made"<sup>1</sup>

### **2.2 Registration Committee**

It is the Role of the Registration Committee "to consider and decide upon applications for certificates of registration, certificates of authorization, temporary licenses, specified scope of practice licenses and enrolment as engineers-in-training or geoscientists-in-training"<sup>2</sup>.

### **2.3 Executive Director**

Council has appointed the Executive Director of the Association to the post of Registrar. Council has charged the Executive Director to insure that all applications that are to be considered and decided upon by the Registration Committee are complete. To aid the Executive Director in this responsibility, the Executive Director may employ committees or staff members.

At this time, the Executive Director has two such committees:

- The Academic Review Committee – The Academic Review Committee will assess and make a recommendation on the academic suitability of an applicant.

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<sup>1</sup> Subsection 21(6) of the Act

<sup>2</sup> Subsection 14(1) of the Act



- The Experience Review Committee – The Experience Review Committee will assess and quantify the related experience that an applicant has obtained.

At its discretion, the Registration Committee may accept the recommendations developed by the Executive Director or these committees, modify these recommendations, or make any other recommendation regarding an applicant that is consistent with the Manual of Admissions. In accepting a recommendation made by the Executive Director, the Association staff, or any committee in the registration process, the Registration Committee accepts the responsibility of that decision as if they had made it.

### **3.0 Standing**

Where a member, holder of a certificate of authorization, temporary licensee, specified scope of practice licensee, engineer-in-training or geoscientist-in-training has been removed from the register pursuant to subsections 24(2) or 47(1) of the Act, they shall not be considered to be in good standing. To become reinstated, or make application to become registered they will first have to repair their Standing.

#### **3.1 Reinstatement for Nonpayment of Dues**

Anyone who has been removed from the register for non-payment of dues may apply to become reinstated at anytime by making application to the Registrar of the Association to have their membership reinstated.

##### **3.1.1 Reinstatement to Resign in Good Standing**

Anyone who has been removed solely for non-payment of dues will be allowed to become reinstated to the register if their sole intent is to resign from the Association in Good Standing. To gain reinstatement, the person must pay the dues and the late penalty from the year that they were removed from the register, plus pay the current year dues in accordance with the fee schedule set forth by Council. If the person was removed during the current year, the person would pay dues and the late fee for the current year only. The Registrar will then cause the person to be reinstated to the register and then immediately remove them from the register as if they had resigned in Good Standing.

##### **3.1.2 Reinstatement to Resume Practice**

Anyone who has been removed solely for non-payment of dues can make application to practice within Manitoba. The requirements that the applicant must satisfy prior to being reinstated to the register are outlined in Table 3 of Section 9.2 of this manual.

##### **3.1.3 Applicant's Right to Appeal**

The applicant has the right to appeal the removal of his or her name from the register or the requirements set forth by the Registrar for reinstatement to the register. The person whose name has been removed from the register will make application to appeal the Registrar's ruling by writing to the Registrar stating his or her desire to have the decision appealed and providing reasons for an appeal. The Registrar will then forward the applicant's request to Council.

Council will upon receiving a notice of appeal *"confirm or reverse the removal from the register, or reinstate the registration of the member, holder of a certificate of*

*authorization, temporary licensee, specified scope of practice licensee, engineer-in-training, or geoscientist-in-training upon such terms as in the opinion of the council are appropriate<sup>3</sup>.*

### **3.2 Reinstatement Following Removal From the Register Under Subsection 47(1) of the Act**

A member who has been removed from the register under 47(1) of the act has the right to apply for reinstatement. The applicant will make application to the Registrar who will forward that application to Council. *The council upon such grounds as it may deem sufficient and upon such terms as it may deem proper, may reinstate a former member whose registration has been cancelled<sup>4</sup>.*

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<sup>3</sup> 24(4) of the Act

<sup>4</sup> Subsection 15(3) of the Act. Council recognizes that this requirement is not consistent with the obligations set forth in the By-Laws, however Council notes that the By-Laws and Act appear to be conflicted in this case and has decided to use the exact wording in the Act until this apparent conflict can be resolved.

## **4.0      Basic Requirements**

The following are the basic requirements to become registered as a professional engineer or as a professional geoscientist:

- a natural person at least 18 years of age; and
- Academically Qualified; and
- have acquired sufficient relevant professional engineering work experience or relevant professional geoscientific work experience; and
- have subscribed to and agreed to abide by the code of ethics of the Association; and
- have made payment of the dues and fees prescribed by the By-Laws; and
- have the ability to communicate effectively in English; and
- have demonstrated to be of good character; and
- have demonstrated ethical and professional conduct; and
- have completed the professional practice test, or have signed the Declaration in Lieu of PPT (also known as ABC test) as applicable; and
- have completed the professional practice exam or have previously had at least 10 years of registered practice, or equivalent to registered practice (in the case of geoscientists).

Other requirements specific to the type and method of registration are listed in the subsequent sections of this document.

## **5.0 Academic Qualification**

In accordance with the ACT and the By-Laws, the Registration Committee determines if an applicant is Academically Qualified based on the following criteria.

### **5.1 Academic Qualification for Engineers**

An applicant will be deemed to be Academically Qualified if the applicant:

- graduated from an engineering program which was accredited by the Canadian Engineering Accreditation Board (CEAB); or
- successfully completed the requirements of the Internationally Educated Engineer Program (IEEQ); or
- graduated from an engineering program deemed “substantially equivalent” to accredited programs by the CEAB; or
- is a member of or has been deemed to be academically qualified by any other Engineering Association within Canada who has been given the authority by a Provincial or Territorial Government to register Professional Engineers; or
- is a member of or has been deemed to be Academically Qualified by any entity that licenses engineers in any jurisdiction that has signed a Mobility Agreement with the Association; or
- has had his or her credentials approved by the Registration Committee and has fulfilled the requirements to become Academically Qualified.

### **5.2 Academic Qualification for Geoscientists**

An applicant will be deemed to be Academically Qualified if the applicant:

- is a member of or has been deemed to be Academically Qualified by any other Geoscientific Association within Canada who has been given the authority by a Provincial or Territorial Government to register Professional Geoscientists, Geophysicists, or Geologists; or
- is a member of or has been deemed to be Academically Qualified by any entity that licenses geoscientists in any jurisdiction that has signed a Mobility Agreement with the Association.

## **5.3 Assessment of Academic Credentials**

Candidates who are not academically qualified under 5.1 or 5.2 may make an application to become Academically Qualified if they meet one of the requirements listed below.

- obtained a Bachelor's degree in engineering or in an engineering-related post-secondary program deemed to be equivalent by the Association; or
- obtained a Bachelor's degree in Geoscientific or in a Geoscientific-related post-secondary program deemed to be equivalent by the Association

### **5.3.1 Standard for Academic Qualification**

An applicant's academic credentials will be reviewed according to Table 1 and 2 in sections 5.3.2 and 5.3.3. Table 1 (engineering) is shown in section 5.3.2, while Table 2 (geoscience) is shown in section 5.3.3.

### **5.3.2 Criteria for the Determination of Academic Qualification (Engineers)**

The criteria, as outlined in Table 1 will be used to determine Academic Qualification: Council recognizes that Registration Committee may seek input from the Registrar, Association Staff, the Academic Review Committee or other appropriate bodies, such as Engineers Canada or Geoscience Canada prior to making a determination.

Table 1: Guideline for Determining Academic Qualification for Engineering Applicants  
(**numbered** items are defined in the notes below):

Indicator	Bachelor's degree	Additional Degree(s)	Number of years of experience	Treatment
1	W/A Degree or substantial equivalent <b>(1)</b>	N/A	N/A	Staff review <b>(2)</b> /looking to exempt <b>(3)</b>
2	EC-Listed <b>(4)</b>	None	<10 years <b>(6)</b>	Staff review/'List' Confirmatory Exams <b>(7)</b>
3	Non-EC-listed <b>(5)</b>	None	<10 years	Staff review/'Non-List' Confirmatory Exams <b>(8)</b>
4	EC-Listed	None	>10 years	Staff review/List Confirmatory Exams with interview option <b>(9)</b>
5	Non-EC-listed	None	>10 years	Staff review/Non-List Confirmatory Exams with interview option
6	EC-listed or Non-EC-listed	Post-graduate in engineering discipline from CEAB accredited institution <b>(10)</b>	N/A	Staff review/looking to exempt.
7	EC-listed or Non-EC-listed	Post-graduate degree in engineering discipline from a W/A partner	N/A	Staff review/looking to exempt
8	EC-listed	Masters degree in engineering discipline from an EC-listed institution/program	N/A	Staff review/List Confirmatory Exams reduced by one technical exam from group A
9	Non-EC-listed	Masters degree in engineering discipline from an Non-EC-listed institution/program	N/A	Staff review/Non-list Confirmatory Exams reduced by one technical exam from group A
9a	EC-listed	Master's degree in engineering discipline from a Non-EC-listed institution/program	N/A	Staff review/List Confirmatory Exams reduced by one technical exam from group A
9b	Non-EC-listed	Master's degree in engineering discipline from an EC-listed institution/program	N/A	Staff review/Non-List Confirmatory Exams reduced by one technical exam from group A

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10	EC-listed or Non-EC-listed	Phd in engineering discipline from an EC-listed institution/program	N/A	Staff review/List Confirmatory Exams reduced by two technical exams from group A
11	Non-EC-listed	PhD in engineering discipline from an Non-EC-listed institution/program	N/A	Staff review/Non-list Confirmatory Exams reduced by one technical exam from group A and one from Group B.
12	Successful Completion of IEEQ program <b>(11)</b>	N/A	N/A	Academically qualified.
13	Other	N/A	N/A	ARC Review
14	Re-application after being exited	N/A	N/A	Staff Review – ((Total Originally Assigned – Total Passed) + 1 Group B exam); Total number of exams not to exceed Total Originally assigned.

**Notes for Table 1:**

1. W/A - is a degree falling under Washington Accord agreement. 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). Please also review section 5.3.4 which describes a special case for degree from the United Kingdom.
2. Staff Review – means that the applicant's documents would be verified by an Association staff committee. If the staff committee is unable to make a determination, or if there are anomalies or discrepancies in the applicant's information, the file may be forwarded to an Academic Review Committee member for review and recommendation. If the reviewer is unable to make a determination, the documentation will be forwarded to the ARC committee for discussion and possible exam assignment.
3. Looking to Exempt – means that the applicant's documents would be reviewed and under normal circumstances, no exams would be assigned. Serious gaps or anomalies could, however, result in a more thorough review and/or the assignment of exams.



4. EC Listed – Engineers Canada (formerly known as the Canadian Council of Professional Engineers) keeps an extensive database of universities and university programs around the world. University programs which are considered ‘list’ degrees are those university programs which have met the criteria determined by Engineers Canada. **Note: The EC list is the property of Engineer’s Canada and is not available for general distribution.**
  
5. Non-EC Listed – Those universities and programs that have not made ‘the list’ do so for a variety of reasons – it could be due to not meeting the criteria OR it could be due to lack of information. Therefore, while the EC list can give a certain amount of assurance regarding the quality of the institution or program, not making the list does not necessarily mean that the institution or program is substandard. Association staff frequently contact Engineers Canada for additional information regarding a university’s status on the EC List.
  
6. The number of years of experience will be determined by a review of the resume by Association staff. Where there is uncertainty regarding the quality of the experience, the resume will be forwarded to a member who has expertise in that discipline who will make a determination. Normally, that member will be a member of the Experience Review Committee or the Academic Review Committee. To qualify for an interview, the applicant must have at least 10 years of high level engineering or geoscience experience and that experience must be current.
  
7. ‘List’ Confirmatory Exams: Two exams from Group A, 1 Exam from Group B and engineering economics (unless evidence of this subject or its equivalent can be found within the person’s educational background by consulting the course descriptions provided by the applicant.). The exams would be of the candidate’s choice. Normally, these files would NOT have to be referred to the Academic Review Committee. Note: Group A exams are basic exams from the appropriate CEQB syllabus, while Group B exams are more advanced exams from the same CEQB syllabus. The CEQB syllabi are a list of approximately 17 disciplines developed by Engineers Canada and used as GUIDELINES for assessing engineering programs around the world. The candidate would be allowed to choose up to two syllabi to be assessed against – for example: civil and metallurgical or mechanical and electrical.
  
8. ‘Non-list’ Confirmatory Exams: Three exams from Group A, two exams from Group B and engineering economics (unless evidence of this subject or its equivalent can be found within the person’s educational background by consulting the course descriptions provided by the applicant). The exams would be of the candidate’s choice. The candidate would be allowed to choose up to two syllabi to be assessed against – for example: civil and metallurgical or mechanical and electrical.

9. Where there appears to be evidence of 10 or more years of high level and current engineering or geoscience experience, the applicant has the option of being interviewed for the purpose of waiving some or all of the exams.
  
10. CEAB stands for Canadian Engineering Accreditation Board. 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.
  
11. IEEQ – stands for Internationally Educated Engineering Qualifications program. This is a program available at the University of Manitoba whose entry point is through the Association assessment process.

Applicants who have a four year engineering degree AND have passed the NCEES Fundamentals of Engineering and/or the NCEES Professional Engineering exam (USA) will also be subject to a Staff review and will be 'looking to exempt'.

Applicants with engineering related degrees who do not fit into the above categories will have their applications forwarded to the Academic Review Committee for in-depth review. The Academic Review Committee rely on the CEQB syllabi to assist them in determining the exam assignment. Engineering or engineering related degrees of less than 4 years duration will be rejected, unless there is evidence of additional post-graduate engineering degrees of sufficient caliber. It is up to the Academic Review Committee to assess the caliber of the additional education.

### **5.3.3 Engineering Degrees from the United Kingdom**

The United Kingdom has an accreditation system known as the Engineering Council of the United Kingdom (ECUK). Many degrees which are ECUK are considered to be Washington Accord, however, there are two issues with some of these degrees. First, there are many degrees that are less than 4 years long. Second, some degrees which are on the ECUK list require an additional component called 'further learning'. Further learning typically means a Master's degree, but does leave room for other options as long as the option fulfills the requirement to become a C.Eng. in the UK. A C.Eng. is one of the highest titles that an engineer in the United Kingdom can have.

A few issues come up frequently with UK engineering degrees:

1. There is a difference between B.Eng. degrees and B.Sc. degrees. Even though they are of the same duration(s), in general, B.Eng. degrees often have the note: “Further Learning required from XX intake” , which means that in order to be eligible for C.Eng., one must have an accredited further learning component if the degree was started AFTER the date of the specified **intake** year. (This is different from Engineers Canada which typically uses the **graduation** year as the milestone.) Usually, the further learning requirement would be a Master’s degree of one or two year’s duration. Often, depending on the program, B.Sc. degrees do NOT require this – they are eligible for C.Eng. WITHOUT the additional learning. Therefore, for the most part, B.Sc.’s are recognized as ECUK accredited, but B.Eng.’s are generally NOT, unless the person has the additional accredited degree. Again, this always depends on the individual program and the ECUK list must be consulted for the actual program.
2. BOTH B.Eng’s and B.Sc’s can be as short as 3 years, meaning that the applicant would have only 15 years of education rather than 16 if they only took the 3 year degree. At least 16 years of education is one of the components that Engineers Canada instructs us to look for when assessing degrees. Therefore, it is possible to have a B.Sc. (3 year) which is ECUK, but does not fit our assessment criteria which requires that the length of time in school be at least 16 years.

The following table has been adopted in order to allow a fair, equitable and transparent treatment of applicants who have degrees from the United Kingdom:

Table 1a: Guideline for Determining Academic Qualification for Engineering Applicants with UK degrees (**numbering is continued from Table 1**):

Ind.	Name of UK Degree	Duration	Addn. Degree or diploma	ECUK (?)	W.A.(?)	Treatment	Rationale
15	B.Eng.	3 year	None	No - Further Learning required from xx intake	No	Full ARC review	Too short AND NOT ECUK.
16	B.Eng.	4 years or more	None	No - Further Learning required from xx intake	No	List - 2A, 1B, Eng.Ec if not found in transcripts	Long enough but NOT ECUK
17	B.Eng.	3 year	1 or more	No -	No	List	Long enough

			years diploma or degree or other relevant education	Further learning required from xx intake			but NOT ECUK
18	B.Eng.	3 years or more	Has accredited further learning for C.Eng. (E.G. – accredited M.Sc.)	Yes – because of accredited learning due to the additional degree.	Yes	Looking to Exempt	Long enough with the additional degree AND ECUK
19	B.Sc.	3 years	None	If No additional learning required - yes	No – Too short of a program	List	Too Short BUT ECUK.
20	B.Sc.	3 years	1 or more years diploma or other relevant degree	If No additional learning required - yes	No - Program is short but there is an additional diploma	List	ECUK and long enough with the additional diploma
21	B.Sc.	3 years	Has accredited further learning for C.Eng. (e.g. – M.Sc.)	Yes - because of accredited learning due to the additional degree	Yes	Looking to Exempt	ECUK And long enough with additional degree
22	B.Sc.	4 years or more	None	If No additional learning required - yes	Yes	Looking to Exempt	Long enough AND ECUK.

### 5.3.4 Criteria for the Determination of Academic Qualification (Geoscientists)

The criteria, as outlined in Table 2 will be used to determine Academic Qualification: Council recognizes that Registration Committee may seek input from the Registrar, Association Staff, the Academic Review Committee or other appropriate bodies, such

as Engineers Canada or the Canadian Geoscience Standards Board prior to making a determination.

**Table 2** Guideline for Determining Academic Qualification for Geoscience Applicants

Indicator	Bachelor's Degree	Additional Degree(s)	Experience	Other Criteria	Treatment
1G	4 yr B.Sc. Geoscience Honours/Majors from Canadian University or equivalent from Quebec	None	<10 years	Graduation Prior to or on 2004	Staff review/Looking to exempt
2G	"	None	<10 years	Graduation After 2004	Staff review/correspondence With Association syllabus (see: <a href="http://www.apegm.mb.ca/AssessmentCanadianGeoscience.html">http://www.apegm.mb.ca/AssessmentCanadianGeoscience.html</a> ) OR academically qualified (a/q) in another Canadian province.
3G	"	Post-graduate in Geoscience from Cnd University	n/a	Graduation After 2004	Staff review/looking to exempt
4G	4 yr B.Sc. Geoscience Honours/Majors from International university	Post-graduate in Geoscience from Cnd University	n/a	n/a	Staff review/looking to exempt
5G	"	Phd in Geoscience from Int. University	n/a	n/a	Staff review/looking to exempt
6G	"	Masters in Geoscience from Int. university	n/a	n/a	Staff review/ 1 geo. exam of applicant's choice OR ARC review/correspondence with Association syllabus or

					academically qualified (a/q) in another Canadian province OR Interview if >10 years
7G	3 Year Cnd Geoscience degree	Post-graduate degree(s) or not	n/a	n/a	ARC review/correspondence with Association syllabus or academically qualified (a/q) in another Canadian province.
8G	4 yr. B.Sc. Geoscience Honours/Majors from International university.	None	n/a	n/a	ARC review/correspondence with Association syllabus or academically qualified (a/q) in another Canadian province.
9G	Related degrees – geography, soil science, environmental science	Post-graduate degree(s) or not	n/a	n/a	ARC review/correspondence with Association syllabus or academically qualified (a/q) in another Canadian province
10G	Re-application after being exited	n/a	n/a	n/a	Staff Review – ((Total Originally Assigned – Total Passed) + 1 Geological exam); Total number of exams not to exceed Total Originally assigned.

Applicants with four year geoscience degrees Honours or Majors from a Canadian University (or equivalent from Quebec) or an International university and what appears to be greater than 10 years of high level and current experience in geoscience could be offered the option of an interview, for the purpose of waiving exams.

### 5.3.5 Failure of a Confirmatory Examination

Applicants who fail a confirmatory examination(s) or equivalent course(s) must clear the failure within the deadline time frame and within the number of failures assigned (as stated in 5.3.5 Failure of an Examination program). Exam or course failures must be cleared either by retaking the same exam or the course equivalent(s) for that same exam.

### 5.3.6 Failure of an Examination Program

Time allowed to complete the program shall be one year (12 months) multiplied by the number of exams. The time starts counting from the date of the exam month following

the date of the ARC meeting on which the applicant was reviewed (and not from the date of the assessment). Those who have three exam or course failures (whether those failures are in one or in multiple exam(s)/course(s)) will be exited from the examination program. Failure of ANY exam(s) or course(s) will negate the possibility of an interview for the purpose of exam waiver.

Applicants who wish to re-apply after being exited from either the examination program or the IEEQ program must do the following:

Resubmit a new application with the fee plus a cover letter explaining why they feel they are now ready to complete the program.

Whether the applicant has been exited due to excessive failures or due to excessive time to complete the program, credit will be given for exam(s)/course(s) previously passed, however, the new assignment will result in ONE additional Group B examination being added, except in the case where the applicant had not previously passed any examinations. In this case, no additional group B examination will be added. The Group B examination will be of the applicant's choice. No additional time extensions will be allowed and the interview option will not be allowed for those who have been previously exited from the examination program or the IEEQ program.

To explain the above paragraph – if an applicant is assigned five examinations and in the time period allotted have passed two examinations and failed three, they would be allowed to re-apply, and their new examination provision would be three examinations plus ONE additional group B examination. If an applicant is assigned five examinations and fails three examinations and passes NONE, if they re-apply, their new examination program would be five examinations.

Applicants who either exceed the time limit or exceed the number of failures a second time will be required to take a twelve month break from re-applying and demonstrate to ARC, when they reapply, what steps they have taken to ensure their success this time around. When they reapply, the formula of adding the additional B level exam as described above will be applied.

Applicants who elect to challenge multiple options – e.g. courses, exams and FE (see Section 5.3.8) will be allowed a cumulative total of three attempts to pass the assigned program. (For example – failing one course and one technical exam would allow for only one chance to pass the FE). After three unsuccessful attempts they will be exited from the Academic assessment program and will be required to demonstrate, when they re-apply, what steps they have taken to ensure their success this time around. When they re-apply, the formula of adding the additional B level exam as described above, will be applied.

Applicants who re-apply will be allowed to retake exams or courses which they have previously failed but they will NOT be allowed to retake exams or courses which they have previously passed.

### **5.3.7 Interview Procedure**

Interviews may be conducted for the purpose of determining academic qualification. The procedure for the interview will be provided to those assessment applicants who qualify. Only those applicants who appear to have ten or more years of high level and current engineering or geoscience experience will be allowed the option of an interview for the purpose of waiving examinations. Applicants who are in disciplines which are not common in Manitoba and for which there are no interviewers readily available may not be eligible to be considered for interviews.

### **5.3.8 Fundamentals of Engineering (FE) Examination**

Those applicants who have been assigned an examination program where they must complete 5 or fewer technical examinations and engineering economics (if assigned) will have the opportunity to write the NCEES Fundamentals of Engineering (FE) Examination in lieu of confirmatory examinations. Applicants who have been given a specific examination program will not be allowed to write the FE in lieu of examinations, however, may make a request to the Academic Review Committee if they wish. The onus will be on the applicant to make the case.

If the applicant elects only to challenge the FE exam, they will be allowed three attempts to pass the exam. After three unsuccessful attempts they will be exited from the Academic assessment program and will be required to demonstrate, when they reapply, what steps they have taken to ensure their success this time around. When they reapply, the formula of adding the additional B level exam as described above will be applied.

## **5.4 Date of Academic Qualification**

The date of academic qualification is normally the date on which the applicant has completed his or her undergraduate degree in engineering or geoscience. Where the first degree has not been an engineering or geoscience degree, the date of academic qualification will be determined by the Academic Review Committee.

## **5.5 Missing Documentation**

Most of the time, applicants are able to provide adequate documentation of their education to the Association. Occasionally, there may be those who have left their



country under less than ideal circumstances, who may not be able to supply the minimum required documentation. Assessment applicants who claim to have a qualifying engineering or geosciences degree, who are unable to submit the minimum required documentation, must do the following:

1. Provide a detailed description in their own words, of the institution attended, the coursework completed, the date of graduation and all other details relevant to their academic criteria and the reason for why these cannot be obtained. If required, the description will be reviewed by the Academic Review Committee. The Association reserves the right to verify the accuracy of the description through any and all resources available.
2. Sign an affidavit which indicates that they have made all reasonable efforts to obtain documentation but have been unable to do so AND that they have successfully completed the education which they claim to have completed.
3. If the degree is deemed to be equivalent to an engineering or geosciences degree in Canada, and the explanation appears to be truthful and have merit, successfully complete an examination program consisting of four exams from group A (basic or fundamental) and three examinations from group B (specific) in their chosen discipline, in addition to engineering economics. The failure policy will be the same as per Section 5.3.4 and 5.3.5. Approved course substitutions, if available, will be allowed in lieu of examinations. Successful completion of this examination program will result in a date of academic qualification which is the date of the claimed date of graduation of the Bachelor's of engineering or Bachelor's of geosciences degree.
4. If later information indicates that the applicant has intentionally misinformed the Association regarding any details relevant to their education or their ability to obtain documentation, the Association has the right to immediately suspend the applicant's status or membership. Future reinstatement may be disallowed.
5. Should relevant academic documentation become available at a later date, the applicant must contact the association and the documentation should be submitted to the Association for review.

## **5.6      Documentation Unavailable directly from Home University**

Similar to 5.5, there are applicants who are able to obtain their documentation from their home university, but they are unable to have the home university provide it directly to the Association. The Association therefore asks that they do the following:

1. Sign an affidavit attesting to the fact that they have made every reasonable effort to have this documentation forwarded directly from the university to the Association but are unable to do so.
2. Once this is provided to the Association, admissions staff will keep a copy on file and will review the file with the documentation that has been provided by the applicant.
3. If later information indicates that the applicant has intentionally misinformed the Association regarding any details relevant to their education or their ability to obtain the documentation directly from the university, the Association has the right to immediately suspend the applicant's status or membership. Future reinstatement may be disallowed.

## **6.0 Experience Qualification**

In accordance with the By-Laws, the Experience Review Committee will make a recommendation to the Registration Committee when it has determined that the candidate has met the requirements for Experience Qualification.

### **6.1 Experience Qualification for Engineers**

An applicant will be deemed to be Experience Qualified if the applicant:

- Has obtained at least four years of Acceptable Work Experience approved by the Association. One year of this experience must be obtained in Canada (preferred) or the United States. In disciplines which are climate-specific, the Association has the right to mandate that the one year of experience be obtained while physically located in Canada.
- Is a professional engineer of any other Engineering Association within Canada who has been given the authority by a Provincial or Territorial Government to register Professional Engineers; or
- Is a professional engineer of any entity that licenses engineers in any jurisdiction that has signed a Mobility Agreement with the Association.

### **6.2 Experience Qualification for Geoscientists**

An applicant will be deemed to be Experience Qualified if the applicant:

- Has obtained at least four years of Acceptable Work Experience approved by the Association; or
- Is a professional geoscientist of any other Geoscientific Association within Canada who has been given the authority by a Provincial or Territorial Government to register Professional Geoscientists, Geophysicists, or Geologists; or
- Is a professional geoscientist of any entity that licenses Geoscientists, Geophysicists, or Geologists in any jurisdiction that has signed a Mobility Agreement with the Association.

### **6.3 Acceptable Work Experience**

#### **6.3.1 Acceptable Engineering Work Experience**

Acceptable Engineering Work Experience must:

- Comprise the practice of professional engineering as defined in the Engineering and Geoscientific Professions Act; and
- Be current\*; and
- Demonstrate progression in complexity and responsibility; and
- Include the application of theory; and
- Provide exposure to or experience with practical experience, project management, communication, professionalism and ethical responsibilities, and the social implications of engineering; and
- Be obtained under the guidance or supervision of a professional engineer who assumes all responsibility for the technical quality of the work; OR, in specific cases and with the permission of the Association, by a mentor engineer. It will be up to the applicant to locate that mentor engineer.

\*Current experience is normally considered to be experience that is less than five years old. Experience older than this will be considered if:

- The ERC considers it to still be relevant in light of any changes in the field since it was obtained
- The Intern (formerly known as an MIT) can demonstrate that they have taken adequate steps since the experience was earned to stay current in their field

The amount of older experience credited will be at the discretion of the Experience Review Committee and will be based on the quality of the experience and its current relevance.

### **6.3.2 Acceptable Geoscientific Work Experience**

Acceptable Geoscientific Work Experience must:

- Comprise the practice of professional geoscience as defined in the Engineering and Geoscientific Professions Act; and
- Be current\*; and
- Demonstrate progression in complexity and responsibility; and
- Include the application of theory; and

- Provide exposure to or experience with practical experience, project management, communication, professionalism and ethical responsibilities, and the social implications of geoscience; and
- Be obtained under the guidance and supervision of a professional geoscientist or engineer with geological/geoscience experience who assumes all responsibility for the technical quality of the work; OR, in specific cases AND with the permission of the Association, by a mentor engineer or geoscientist.

\*Current experience is normally considered to be experience that is less than five years old. Experience older than this will be considered if:

- The ERC considers it to still be relevant in light of any changes in the field since it was obtained
- The MIT can demonstrate that they have taken adequate steps since the experience was earned to stay current in their field

The amount of older experience credited will be at the discretion of the Experience Review Committee and will be based on the quality of the experience and its current relevance.

## **6.4 Experience Review Committee's Operations Manual**

The Experience Review Committee documents its processes at the Association website.

## **7.0 Pre-registration Program**

The Association provides a preregistration program for all candidates applying for the first time. In accordance with the By-Laws, the Experience Review Committee will manage the program and will make a recommendation to the Registration Committee when it has determined that a candidate has completed the program. To be admitted to the pre-registration program, a candidate must become an Engineering Intern or a Geoscience Intern (known before as an EIT or a GIT).

### **7.1 Membership as an Engineering Intern or Geoscience Intern**

To be admitted as an Engineering Intern or Geoscience Intern the applicant must:

- be in good standing; and
- successfully complete the Professional Practice Test; and
- be Academically Qualified; and
- complete the appropriate application form; and
- pay all applicable dues.

Once the application is made the application will be forwarded to the Registration Committee who will consider and decide upon each application for membership as an Engineering Intern or Geoscience Intern.

### **7.2 Completion of the Pre-registration Program**

The Intern will be considered to have completed the Pre-registration program when they:

- Have obtained a minimum of four (4) years of Acceptable Work Experience. The Association may require more work experience if it is deemed that the candidate is not yet ready for registration.
- Have completed 48 hours of Professional Development Hours. This will be prorated for candidates with acceptable experience outside of Manitoba.
- Have completed 48 hours of Volunteer Service Hours. This will be prorated for candidates with acceptable experience outside of Manitoba.
- Have completed the Professional Practice Exam.
- Have provided three acceptable references from three professional members or otherwise qualified persons who have knowledge of their work. The

Experience Review Committee will stipulate the exact criteria they are looking for, for the reference. A poor reference may result in additional criteria being required from the applicant in order to mitigate or explain the poor reference.

- See additional information posted at the Association website.

## **8.0      First Time Registration**

### **8.1      Candidates who are Academically Qualified**

A candidate who is Academically Qualified must successfully complete the Pre-registration Program prior to being registered as a member.

Candidates in this category shall be registered if the candidate:

- Fulfills the Basic Requirements; and
- Completes the Pre-registration Program as outlined in related document #2 – the Experience Review Committee manual, and
- Pays the appropriate fees and dues.
- Once these requirements have been met, the application for registration and supporting documentation will be presented at the next regular meeting of the Registration Committee for consideration and decision.



## **9.0 Candidates Registered in Other Canadian and U.S. Jurisdictions**

Subject to the requirements listed below, candidates registered in other Canadian Jurisdictions shall be considered to have met all the Basic Requirements for Registration and will be deemed to be *otherwise qualified* under subsection 15(1)(d) of the Act.

Subject to the requirements listed below, practicing professional engineers (pe's) registered in jurisdictions within the United States shall be considered to have met all the Basic Requirements for Registration and will be deemed to be *otherwise qualified* under subsection 15(1)(d) of the Act provided the following additional requirements are met:

- The applicant has graduated with a four year Washington Accord engineering degree
- The applicant has written and passed both the NCEES Fundamentals of Engineering exam (FE) and the Professional Engineering exam (PE).
- The applicant has completed and been credited with four years of engineering experience as confirmed by the state board(s) in which he/she is/was registered.
- The applicant must write and pass the Association's Act, Bylaws and Code of Ethics test (ABC) with 90% or greater.

### **9.1 Requirements**

A candidate who wishes to apply under this category will:

- make application to the registrar; and
- pay all the appropriate fees and dues
- be confirmed that they are or have been a member in good standing with the other Association(s) and, as applicable, the Association.
- have no disciplinary action currently pending against him or her either as an individual or as a corporate officer; and
- agree to provide the information described above and permit all other associations to release such information; and

- agree to permit all other associations to provide the Association with all information that the Association requires for its deliberation

If the Registration Committee has obtained information which leads them to suspect that a candidate may be a risk to public safety, the Registration Committee may assign additional requirements for admission as they deem necessary.

Once the application has been completed, the fees and dues are paid, and the information has been gathered from other associations, the Registrar will forward the completed application to the Registration Committee.

Manitoba applicants who have not lived outside Manitoba, who become registered in another Canadian jurisdiction to avoid the mandatory pre-registration program in Manitoba are subject to administrative penalties upon registration in Manitoba.

## 9.2 Consideration for Former/Present Members of the Pre-registration Program

Former members who wish to reinstate or change their status have different requirements depending on how long they have been in that status, whether or not they are registered in another jurisdiction and whether or not they have previously resigned in good standing. See Table 3 below for the procedures which pertain to the different situations.

**Table 3** Reinstatement Procedures for Former Applicants and Applicants reverting from a Retired/Deferred Dues Status to a Practicing Status

*Note: The description of the Procedures to be followed are described on the following page. An application is required except where specifically indicated that it is not.*

Applicant Type	Description	Time Span	Procedure
Mobility	Currently registered and in good standing in one or more Cnd provinces or territories	N/A	Procedure 1
"Mobility"	Formerly registered in another province & resigned in good standing, but not registered elsewhere	N/A	Procedure 2
U.S. "Mobility" (Engineers only)	Registered PE in at least one U.S. State, having passed both the FE* and the PE**, having graduated with an ABET/EAC accredited degree and having at least 4 years of engineering practice confirmed by at least one U.S.	N/A	Procedure 1 + ABC (formerly the PPT)**** + PPE***

	State engineering board		(Applicants in this category will start as Temporary licensees until they are able to pass the PPE)  NOTE: Other agreements, e.g. NAFTA, may allow for U.S. Mobility. Please contact Director of Admissions for information.
Reinstatement	Formerly registered with the Association, resigned in good standing, but not registered elsewhere	Resigned < or = 2 years	Procedure 3 – Fee only
		Resigned > 2 years	Procedure 2
Reinstatement-Writeoff (for non-payment of dues)	Formerly registered with the Association, NOT resigned in good standing, not registered elsewhere	resigned < or = 2 years	Procedure 4 – Fee only
		resigned > 2 years	Procedure 5
Reinstatement-Mobility	Formerly registered with the Association, resigned in good standing, currently registered in another Cdn province	N/A	Procedure 1
Reinstatement-Mobility-Writeoff	Formerly registered with the Association, NOT resigned in good standing, currently registered in another Cdn province	N/A	Procedure 1
Reversion-Mobility	Retired or Deferred dues reverting to practicing, registered in another Cdn province	N/A	Procedure 1 or Procedure 3 if < 4 years Retired/Deferred
Reversion	Retired or Deferred dues reverting to practicing	N/A	Procedure 6

**FE\***: National Council of Engineering Examiners (NCEES) Fundamentals of Engineering exam

**PE\*\***: NCEES Professional Exam.

**PPE\*\*\***: National Professional Practice Examination.

**ABC\*\*\*\***: Formerly the PPT. ABC test is an online version of the old Professional Practice Test (PPT)

**Procedure 1:** Mobility Procedure requires curriculum vitae plus continuing competency declaration. The Association staff will request confirmation of good standing in other association.

**Procedure 2:** Applicant must provide a reverse, detailed chronological work history showing 4 years of engineering/geoscience work experience in the last 8 years, sign the PPT declaration, and write the Professional Practice Exam (PPE) if not previously written or if the applicant has not had 10 or more years of previously registered practice (or equivalent to registered practice in the case of geoscientists). At least three engineering/geoscience references must be provided which indicate the level and quality of the work done. The format of the reference is available at the Association website for review. PLEASE NOTE: Allow more time for processing via Procedure 2.

**Procedure 3:** Fee only. Pay annual fee pro-rated. No application required.

**Procedure 4:** Procedure 3 plus a de-registration penalty. No application required

**Procedure 5:** Procedure 2 plus a de-registration penalty plus letter of explanation for de-registration, plus the ABC test (formerly the PPT)

**Procedure 6:** File to be reviewed by the Continuing Competency Committee for compliance with Continuing Professional Development (CPD) program. Full Application to be reviewed by Continuing Competency Committee rather than Registration Committee.

All procedures are subject to fees. See the Association website for a listing of the current fees.

Note that if you have been de-registered for non-payment (written off), the Registration Committee (or Continuing Competency Committee as applicable) will expect a letter of explanation as to why you resigned without notification, as well as the ABC test (formerly the PPT)

## **10.0 Provisional Member**

Applicants who have not been credited with 12 month's work experience in a Canadian environment but have met all the other requirements of registration may apply to become a Provisional Member.

Provisional Members will be:

- Academically Qualified; and
- Experience Qualified with the exception that they do not have 12 months of work experience in a Canadian Environment; and
- meet the Basic Requirements for Registration

Candidates in this category shall be registered if they:

- fulfill the Basic Requirements as listed in section 4; and
- complete an application for Registration; and
- pay the appropriate fees and dues.

A Provisional Member will revert to an Engineering Intern or a Geoscience Intern if they cannot become registered as a Practicing Member within 48 months of becoming a Provisional Member.

## **11.0 Temporary License**

In accordance with the Act the Association may issue a temporary license. Note: applicants who fulfill certain criteria will be eligible for full registration. See section 9.0.

### **11.1 Qualifications**

To qualify for this type of License the applicant must:

- be a professional engineer or professional geoscientist registered outside of Manitoba; and
- be in Good Standing with the Association
- normally be non-resident in Manitoba

### **11.2 Scope of License**

The holder of a temporary license shall not use their seal to verify or validate any work that is not associated with the project described when making application for the license.

### **11.3 Licensure**

To gain a Temporary License the applicant must:

- complete an application form; and
- pay all applicable fees and dues; and
- demonstrate that they are a professional engineer or professional geoscientists registered outside of Canada; and
- provide a description of the project including the scope of work; and
- pass the Professional Practice Test<sup>5</sup>

### **11.4 Term of License**

The license will be valid for one year and may be renewed.

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<sup>5</sup> Now called the ABC test

## **11.5      Applicable Jurisdictions**

This license is available to all professional engineers and professional geoscientist registered in the United States of America.

The Registration Committee may consider applications from other jurisdictions at their discretion. The Registration Committee will keep a list of jurisdictions from which applicants will not be considered. This list will be reviewed by Council at their discretion.

## **12.0 Specified Scope of Practice License**

In accordance with the Act the Association may issue a Specified Scope of Practice license.

### **12.1 Qualifications**

To qualify for this type of License the applicant must:

- (Path 1) Have an Accredited degree or Diploma in applied science or technology.
- OR,  
(Path 2) From an approved educational program, have a diploma in engineering or geoscience technology, a science degree, or acceptable equivalent. The applicant must have an adequate knowledge in math, physics and basic sciences. The program of study must have been in an area relative to engineering or geoscience and should be in the same discipline area as that of the limited scope being requested. Technical Confirmatory examinations or an interview may be required.

OR,

(Path 3) Possess academic qualifications accepted by the Council as equivalent to a diploma or degree as indicated above.

- Demonstrate adequate knowledge of the scope of practice requested as determined by the Specified Scope of Practice Committee (SSPC).
- Write confirmatory examinations or other technical examinations demonstrating knowledge of the scope of practice if required by the Specified Scope of Practice Committee. (SSPC)
- Write and pass the National Professional Practice Examination (NPPE)

### **12.2 Scope of License**

Determined by the SSPC using a documented procedure which will be available from the Association website.

### **12.3 Licensure**

To gain a Specified Scope of Practice License, the applicant must:

- complete an application form; and



- pay all applicable fees and dues; and
- Either:
- provide evidence of having a Specified Scope of Practice License with the requested scope in another recognized Canadian provincial association. This is part of the AIT agreement.
- OR:
- For Paths 1 and 2: demonstrate at least eight (8) years including schooling of experience at least two years of which are direct on the job experience and at least 4 years of which are directly in the specified scope of practice requested.
- For Path 3: demonstrate at least 15 years of experience to the satisfaction of the SSPL.
- pass the Professional Practice Test<sup>6</sup> (now known as the Act, Bylaws, Code of Ethics test (ABC) )

## **12.4 Term of License**

Indefinite. Renewable yearly.

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<sup>6</sup> Now called the ABC test



## **13.0 Cause to be Interviewed**

The Registration Committee may interview or cause to be interviewed any candidate the Registration Committee believes could be detrimental to the public safety. Following the interview the Registration Committee can make any decision that it feels is appropriate. A decision to refuse the issuing of a license, including grounds for refusal, will be provided to the applicant.

## **14.0 Appeals**

The Act states that Council's role is to develop criteria for registration while the Registration Committee is the body that decides upon applications. To assist in these decisions, the Registration Committee relies on input from other committees, such as the Academic Review Committee and the Experience Review Committee as well as the Association staff resources.

### **14.1 Recommendations from the Academic Review Committee, Experience Review Committee, or Staff**

A person who is not satisfied with a recommendation sent forward from the Academic Review Committee, Experience Review Committee, or the Association Staff may:

- Provide a written request asking the Committee or Staff to reconsider.
- In the reconsideration the staff or committee may make enquiries with other resources in order to form a new recommendation.
- An applicant who disagrees with the new recommendation may request additional reconsideration or, as necessary, appeal to the Registration Committee for a decision.

### **14.2 Appeals from the Registration Committee to Council**

Sections 14.2 to 14.4 are referenced by the Engineering Geoscientific Professions Act and specifically, Act 21(1.1), Act 21(7) and Act 22(1). Where there is conflict between these sections and the Act, the Act supercedes.

A person whose application for a certificate of registration, certificate of authorization, temporary license, specified scope of practice license or enrolment as an engineering intern or geoscience intern is not approved by the Registration Committee may, by notice in writing within 30 days of receipt of a notice of refusal, appeal the decision of the Registration Committee to the Council. The applicant will:

- Specify why they feel the decision is unjustified; and
- List all errors it believes that the Registration Committee has made in making its determinations
- Pay a cash deposit of \$500.00

The Council members present at the Hearing will decide upon the merits of the appeal within 90 days of the Hearing.

Council will cause the applicant to be notified in writing with reasons for its decision.

### **14.3 Council's Decision**

Council's decision will:

- limit its scope to the points raised in the appeal; and
- be consistent with a finding the Registration Committee could have made; and
- determine if any or all of the cash deposit should be returned.

### **14.4 Appeals from Council**

- Appeals from Council will be made in accordance with the Act.

