

INSTRUCTIONS Specified Scope of Practice Licensees: Engineers Geoscientists MB January 10, 2017

(PLEASE READ ALL INSTRUCTIONS BEFORE COMPLETING APPLICATION)

This Application is to be completed **ONLY** by those applicants who are applying for the **Specified Scope of Practice License Practitioner** Category.

Step 1: Complete Application and email with required \*.pdf attachments to Sharon Sankar, P.Eng., P.E. Director of Admissions at [ssankar@apegm.mb.ca](mailto:ssankar@apegm.mb.ca). **Hard copies will NOT be accepted.**

Step 2: There will be a PRELIMINARY email acknowledgement within 14 working days. Incomplete applications or applications which do not meet the eligibility requirements will be rejected. **NOTE: For the first four months of 2017, the Association will be COLLECTING applications, but to allow us time to adapt our IT processes and to familiarize ourselves with the volume and types of applications and kinds of questions asked, we will not start processing until April 2017.**

*NOTE: Steps 3 and 4 below may be modified slightly depending on our IT design. You will be notified at the time of any changes.*

Step 3: (After April 2017) If your application is approved for further consideration, the acknowledgement email will contain instructions for logging in to create your profile on the Association personal website. **Please log in promptly.**

Step 4: (After April 2017) Log in and do the following, depending on the Path chosen:

**Path 0:** (If you have a current limited license or Specified scope of practice in ANOTHER Canadian province)

1. Pay your application fee online. This FEE is NON-REFUNDABLE.
2. Complete your address information.
3. Complete and Pass the online ABC test at your profile. This is an open book test on the **Act, Bylaws and Code of Ethics (ABC test)** specific to Engineers Geoscientists Manitoba.
4. Select the Association(s) for which you have a Limited License/Specified Scope of Practice.
5. Once you have completed all steps, please click the button – *I have completed my application for the specified scope of practice license and I am ready to be reviewed.* You will receive an acknowledgment that your application has been submitted.
6. If all information is not complete it will be returned to you by Association staff. If the information is complete, the Registration Coordinator will verify your status and your standing with the association(s) you have identified to make sure that you have paid your dues and have no history of disciplinary sanctions. It will then be queued for the next available REGISTRATION meeting. Since this is a new program, we anticipate that approval times may take as long as four

months. Feedback will be online at your profile. No hard copy letters will be sent. The feedback will instruct you to PAY your Registration dues for the remainder of the year ending on December 31. Your application will be forwarded for review at the Registration Committee (RC) meeting after you have made your payment.

7. Once paid and approved at the RC meeting, you will receive ONLINE notification plus a certificate and stamp in the mail approximately one month after the date when you have been approved.

**Paths 1, 2 and 3:** (IF you are NOT a limited licensee/specified scope of practice licensee in any other province)

1. Pay your application fee online. This FEE is NON-REFUNDABLE.
2. Complete your address information.
3. Complete and Pass the Online ABC test
4. Complete the online progress reports – one report per employment position where position is defined as a period of employment for which you reported to ONE supervisor. For example, if you worked at one company for a period of 10 years, but in three different departments with three different supervisors, three reports would be expected. See more explanation at the end of these instructions.\*
5. Send the reference forms (available at: <http://www.apegm.mb.ca/pdf/Registration/MIT/MITReferenceForm.pdf> ), to THREE P.Eng. or P.Geo. references who are able to comment on your work. **Instruct your referees to send the references in \*.pdf format to: [ssankar@apegm.mb.ca](mailto:ssankar@apegm.mb.ca) with subject header: Reference for (Your Name) # (Your Association Number).** Caution: serious delays will occur if the references do not follow these instructions, so please make sure that you inform them properly. It is your responsibility to instruct them properly and follow up with them.
6. Note: You may save your information as much as you want. It is NOT necessary nor is it expected that you submit everything all at once. Once you have completed all steps, please click the button – *I have completed my application for the specified scope of practice license and I am ready to be reviewed.* You will receive an acknowledgment that your application has been submitted.
7. If all information is not complete it will be returned to you by Association staff for revision. If the information is complete it will be queued for the next available SSPC meeting. Since this is a new program, we anticipate that feedback times may take as long as FOUR months depending on your category (Path 1, Path 2 or Path 3). Feedback will be online at your profile. No hard copy letters will be sent. Depending on their review, the SSPC may ask for additional information to be provided and reviewed at a future meeting.
8. Once the SSPC approves, you will be notified online and you will be advised to sign up online for the next available sitting of the Professional Practice examination.

9. Once you have passed this examination, you will receive notification that your file is ready to be reviewed by the Registration Committee and you will be requested to provide payment for the remainder of the year up to December 31.
10. Once payment is received, your file will be forwarded to the next available meeting of the Registration Committee.
11. Once the Registration Committee has approved, you will receive online notification that you are now an Eng./Geo. Licensee and your certificate and seal will be sent by mail approximately fourteen working days later.

Step 5: Once you have become an Eng or Geo. Licensee you will be required to pay dues once per year at the same fee level as engineers and geoscientists and you will be subject to the same Continuing Competency requirements (Pro-Dev) as they are.

\*All progress reports are completed ONLINE using our automated system. The reports and the instructions for completion will become visible to you once you are able to login and see your profile.

All progress reports must be corroborated by your P.Eng. or P.Geo. supervisor. If they are registered in Manitoba, they will have a number on our system which you can request from them or from us if necessary. If they are NOT registered in Manitoba, they will require a Guest supervisor password. For instructions on creating a guest supervisor password, please go to:

<http://www.apegm.mb.ca/pdf/Registration/MIT/GuestSupervisorHelp.pdf> . If your direct supervisor was NOT a P.Eng. or P.Geo. you will require comments from both that supervisor AS WELL AS a professional member P.Eng. or P.Geo. who can corroborate your work AT THAT TIME.

In order to help in assessing the experience, you should split up your experience into a number of discrete reports. A single report should be provided for each distinct supervisor, or distinct job description. Where experience provided is engineering or geoscience experience not specifically related to the specified scope of practice, it should be in a separate report from the SSP experience to ensure that clarifications are not required for finalization.

For Paths 1 and 2, the minimum time period covered by the progress reports would be 8 years – the number of years in school, though it is perfectly acceptable to add additional reports to cover a longer time frame. For Path 3, the minimum time period covered by the progress reports would be 15 years – the number of years in school, though it is perfectly acceptable to add additional reports to cover a longer time frame. All things being equal, if you've been working for a significant amount of time, it is normally preferable to put the most recent work first since the SSPC will always put more emphasis on the most current work. At least 12 months of this work MUST be supervised practice (under a Canadian P.Eng./P.Geo. and in a Canadian environment). Note that Path 3 constitutes education considered by the Council to be equivalent to path 1 or path 2. If there is NO post-secondary education at all (after High school), this would NOT be accepted.

To illustrate the paths, here is an example of a Path 1 program:

**Two years at Red River diploma program + two years on the job outside of scope + 4 years on the job in scope (8 total years, 4 years in scope)**

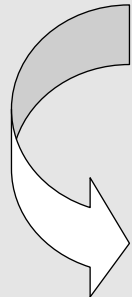
Here is an example of a Path 2 program:

**Four years Bachelor of Physics + Two years M.Sc. + 4 years on the job in scope (10 years total, 4 years in scope)**

Sometimes additional time may be required, if there are concerns about the level of the work, the currency of the work or if references or supervisors express concerns about performance, level of work done, communication or professionalism. Calendar time alone is not enough to ensure attainment of either a P.Eng. , P.Geo. or a Limited License.

**Specified Scope of Practice Licensee Application/Information Sheet**  
**This Application is to be used ONLY by those applicants who are applying for a specified scope of practice license.**

Current Date:	
First Name:	
Middle Name:	
Last Name:	
Date of Birth:	Date:                      Month:                      Year:
Do you reside in Canada?	<input type="checkbox"/> <b>Yes</b> → If yes, what province in Canada do you reside in? _____ I am: <input type="checkbox"/> a Canadian Citizen <input type="checkbox"/> Visiting Manitoba from _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> <b>No</b> → If no, what country do you reside in? _____ Approximately when do you think you will be moving to Manitoba? _____
How did you find out about Engineers Geoscientists Manitoba:	<input type="checkbox"/> Friend/Family Member <input type="checkbox"/> Immigrant Centre <input type="checkbox"/> Manitoba Start <input type="checkbox"/> Success Skills <input type="checkbox"/> Internet <input type="checkbox"/> Other (Please indicate) _____
Email address: (Please print clearly)	
Phone Number:	



I am applying under the following Paths: (Check ONLY one Path)

Path 0: \_\_\_\_\_ Limited License or Specified Scope of Practice License in another Canadian engineering/geoscience association. List all association(s):  
 \_\_\_\_\_

Path 1: \_\_\_\_\_ Degree or Diploma in applied science or technology with 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. Ex: 2 years of school + 2 years on the job (outside or inside the scope) + 2 years in scope (direct on the job experience) + 2 years in scope (not direct on the job experience)

Path 2: \_\_\_\_\_ Degree or Diploma in science or acceptable equivalent with adequate foundation in math, physics and basic sciences and with 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.

Path 3: \_\_\_\_\_ Education accepted by Council as equivalent to Path 1 or Path 2. FIFTEEN 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. \*\*\*\*PATH 3 WILL TAKE LONGER TO PROCESS\*\*\*\*

For information purposes only:

I am a current CTTAM member – Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please give number: \_\_\_\_\_

Discipline of Practice for which you wish to apply: (Select ONE of the following)

Structural \_\_\_\_\_ Environmental \_\_\_\_\_ Geotechnical \_\_\_\_\_ Municipal \_\_\_\_\_ Mechanical \_\_\_\_\_  
Electrical \_\_\_\_\_ Geological \_\_\_\_\_ Computer \_\_\_\_\_ Industrial \_\_\_\_\_ Chemical \_\_\_\_\_  
Other \_\_\_\_\_

If Other, please give a description: \_\_\_\_\_

Description of Proposed Scope: (Please write a precise succinct paragraph indicating the scope of the discipline for which you would like to practice. For reference, please review the sample scopes at the end of this application. See Sample Scopes: From <https://apeg.bc.ca/Member-Directories/Limited-Licensees-and-Scopes-of-Practice>)

I have the following number of years of experience: (Dates must NOT overlap)

\_\_\_\_\_ Years of school - Start date: \_\_\_\_\_ End date: \_\_\_\_\_ (d/m/y)

\_\_\_\_\_ Years of direct on the job experience in my Discipline OUTSIDE my scope of practice

Start date: \_\_\_\_\_ End Date: \_\_\_\_\_ (d/m/y)

\_\_\_\_\_ Years of direct on the job experience in my Discipline INSIDE my scope of practice

Start date: \_\_\_\_\_ End date: \_\_\_\_\_ (d/m/y)

Attachments required: (must be submitted by \*.pdf ONLY to Sharon Sankar at [ssankar@apegm.mb.ca](mailto:ssankar@apegm.mb.ca)).

1. Detailed chronological resume clearly demonstrating the number of years of experience and schooling as per above.
2. Copies of all certificates/diplomas and TRANSCRIPTS.

\*\*\*\*\*Engineering or Geoscience Related **Education Information:** Please list in chronological order\*\*\*\*\*

Name of Degree/Diploma or Certificate:	
Discipline of Degree/Diploma or Certificate:	
Name of the Institution you obtained your Degree/Diploma or Certificate from:	
Country you obtain your Degree/Diploma or Certificate from:	
Date Degree/Diploma or Certificate granted:	
Length of Study :	<input type="checkbox"/> 5 year program <input type="checkbox"/> 4 year program <input type="checkbox"/> 3 year program <input type="checkbox"/> 2 year program <input type="checkbox"/> Other
Degree/Diploma or Certificate obtained by: (Type of Study)	<input type="checkbox"/> Correspondence /Online <input type="checkbox"/> Evening Classes <input type="checkbox"/> Part time <input type="checkbox"/> Full Time

\*\*\*\*\* Additional Degree/Diploma or Certificate Information \*\*\*\*\*

Name of Degree/Diploma or Certificate:	
Discipline of Degree/Diploma or Certificate:	
Name of the Institution you obtained your Degree/Diploma or Certificate from:	
Country did you obtain your Degree/Diploma or Certificate from:	
Date Degree/Diploma or Certificate granted:	
Length of Study :	<input type="checkbox"/> 5 year program <input type="checkbox"/> 4 year program <input type="checkbox"/> 3 year program <input type="checkbox"/> 2 year program <input type="checkbox"/> Other
Degree/Diploma or Certificate obtained by: (Type of Study)	<input type="checkbox"/> Correspondence /Online <input type="checkbox"/> Evening Classes <input type="checkbox"/> Part time <input type="checkbox"/> Full Time

\*\*\*\*\* Additional Degree/Diploma or Certificate Information \*\*\*\*\*

Name of Degree/Diploma or Certificate:	
Discipline of Degree/Diploma or Certificate:	
Name of the Institution you obtained your Degree/Diploma or Certificate from:	
Country did you obtain your Degree/Diploma or Certificate from:	
Date Degree/Diploma or Certificate granted:	
Length of Study :	<input type="checkbox"/> 5 year program <input type="checkbox"/> 4 year program <input type="checkbox"/> 3 year program

	<input type="checkbox"/> 2 year program <input type="checkbox"/> Other
Degree/Diploma or Certificate obtained by: (Type of Study)	<input type="checkbox"/> Correspondence /Online <input type="checkbox"/> Evening Classes <input type="checkbox"/> Part time <input type="checkbox"/> Full Time
***** Additional Degree/Diploma or Certificate Information *****	
Name of Degree/Diploma or Certificate:	
Discipline of Degree/Diploma or Certificate:	
Name of the Institution you obtained your Degree/Diploma or Certificate from:	
Country did you obtain your Degree/Diploma or Certificate from:	
Date Degree/Diploma or Certificate granted:	
Length of Study :	<input type="checkbox"/> 5 year program <input type="checkbox"/> 4 year program <input type="checkbox"/> 3 year program <input type="checkbox"/> 2 year program <input type="checkbox"/> Other
Degree/Diploma or Certificate obtained by: (Type of Study)	<input type="checkbox"/> Correspondence /Online <input type="checkbox"/> Evening Classes <input type="checkbox"/> Part time <input type="checkbox"/> Full Time

Sample Scopes: From <https://apeg.bc.ca/Member-Directories/Limited-Licensees-and-Scopes-of-Practice>

**Sample Scope 1:**

Discipline: Civil

Scope Limitation: Detail design and review of arterial, collector and local roads, grade parking and laneways, site grading, sanitary sewers, water mains and appurtenances, storm water drainage and control facilities, where the accepted engineering design formulae and infrastructure are all in accordance with prescribed municipal standards.

Exclusions: Retaining walls and Geosynthetics, Sewerage disposal and treatment, sewerage pumping and forcemains, water supply, treatment and reservoirs.

**Sample Scope 2:**

Discipline: Software

Field of Practice: System Development

Scope Limitation:

1. Requirements, design, programming, testing, project management, configuration management, quality management, and supporting life cycle activities.
2. Software architecture, software design for software applications and application system

Exclusions: Systems involving public safety.