

# Application for Admission

## 1. Confirm Eligibility

Review the “[Manual of Admissions](#)” to confirm eligibility for application. Please note that you should register as a member with the provincial regulator in the province where the work you perform is regulated.

## 2. Gather Documents

Review the “[Required Documents](#)” to know what documents are needed with your application.

## 3. Submit Application Form

Submit this completed application in .pdf format to the appropriate Association staff member indicated on **page 12** of application. Applications submitted in alternate formats will not be accepted.

**NOTE: All sections of the application must be complete. If a section does not apply to you, indicate “Not Applicable”. Incomplete applications will not be accepted and will be returned.**

## 4. Wait for Follow Up

Once the application has been submitted, you will receive an acknowledgement email which will contain information about your next steps. These steps may include instructions on how to set up your Association profile, complete the Act, By-laws, and Code of Ethics (ABC) test, and pay the application fee.

## 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).

Title:  Dr.  Mr.  Mrs.  Ms.  Miss

First Name: \_\_\_\_\_  
If you do not have a first name on your passport, write “Not Applicable”

Usual First Name: \_\_\_\_\_  
Name by which you are known in everyday life

Middle Name: \_\_\_\_\_  
If you do not have a middle name on your passport, write “Not Applicable”

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 as “Not Applicable”

ID Number: # \_\_\_\_\_

If you have applied to the Association before, you have been assigned an ID number. If you have never applied before, please leave blank. Contact us if you are unsure.

### B. Name Change:

Have you legally changed your name?  No  Yes

If yes, you must submit a legal change of name document with your application. The following documents are accepted:

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

Current Name (if different from above): \_\_\_\_\_

### C. Birth Details:

Gender:  Man  Woman  Non-binary  Two-spirit  Undeclared

Birthdate: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Indicate your date of birth.  
MM DD YYYY This information is used for verification purposes.

Do you identify as Indigenous? That is First Nations (North American Indian), Métis, or Inuit?

Yes  No

If yes, please specify:  First Nations  Métis  Inuit  Prefer not to say

### D. Current Home Address: This is the address where you currently reside, at the time of application.

\_\_\_\_\_  
PO Box Unit/Apartment Number Street Name

\_\_\_\_\_  
City Province Postal Code Country

\_\_\_\_\_  
Telephone Mobile Personal Email  
(include area/country code)

### E. Contact Preferences:

Preferred Mailing Address:  Home  Work Preferred Email:  Home  Work

## 2. Employment Information

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

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

*Please provide details on your employment history related to your application*

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Department (if applicable) Job Title

\_\_\_\_\_  
Unit/Apartment Number Street Name

\_\_\_\_\_  
City Province/State Postal/Zip Code Country

\_\_\_\_\_  
Telephone Mobile Email

Is the engineering or geoscience work you perform at this employer regulated in Manitoba?  Yes  No

### 3. Education

List your education in chronological order. Do not abbreviate and be sure to provide all requested details. This section should match with the details on your transcript. If you need more space to answer the question, please attach an additional sheet (\*.pdf) and clearly indicate "Section 3" in the title.

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Full Name of Institution

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Full Name of Degree or Diploma

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Discipline of Study

Date Degree Awarded: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
MM DD YYYY

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City of Institution

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Country of Institution

#### Degree Type

- PhD  Masters (Non thesis-based)  Masters (Thesis-based)  Other  
 Degree not granted, course credit received  
 Undergraduate, four years or more full time

#### Degree/Diploma Duration:

- 5 year  4 year  3 year  2 year  1 year  Other: \_\_\_\_\_

Start date: \_\_\_\_\_ End date: \_\_\_\_\_  
MM DD YYYY MM DD YYYY

Was any part of your education completed by:

- Correspondence  Online  Distance Education  
 No  Yes

If yes, please provide details: \_\_\_\_\_

WES (World Education Services) Reference #: \_\_\_\_\_

#### Additional Degree/Diploma

If you do not hold any additional degree(s) or diploma(s), please go to Section 4.

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Full Name of Institution

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Full Name of Degree or Diploma

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Discipline of Study

Date Degree Awarded: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
MM DD YYYY

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City of Institution

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Country of Institution

**Degree Type**

- PhD  Masters (Non thesis-based)  Masters (Thesis-based)  Other
- Degree not granted, course credit received
- Undergraduate, four years or more full time

**Degree/Diploma Duration:**

- 5 year  4 year  3 year  2 year  1 year  Other: \_\_\_\_\_

Start date: \_\_\_\_\_  
MM DD YYYY

End date: \_\_\_\_\_  
MM DD YYYY

Was any part of your education completed by:

- Correspondence  Online  Distance Education
- No  Yes

If yes, please provide details: \_\_\_\_\_

WES (World Education Services) Reference #: \_\_\_\_\_

**Additional Degree/Diploma**

If you do not hold any additional degree(s) or diploma(s), please go to Section 4.

\_\_\_\_\_  
Full Name of Institution

\_\_\_\_\_  
Full Name of Degree or Diploma

\_\_\_\_\_  
Discipline of Study

Date Degree Awarded: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
MM DD YYYY

\_\_\_\_\_  
City of Institution

\_\_\_\_\_  
Country of Institution

**Degree Type**

- PhD  Masters (Non thesis-based)  Masters (Thesis-based)  Other
- Degree not granted, course credit received
- Undergraduate, four years or more full time

**Degree/Diploma Duration:**

- 5 year  4 year  3 year  2 year  1 year  Other: \_\_\_\_\_

Start date: \_\_\_\_\_  
MM DD YYYY

End date: \_\_\_\_\_  
MM DD YYYY

Was any part of your education completed by:

- Correspondence  Online  Distance Education
- No  Yes

If yes, please provide details: \_\_\_\_\_

WES (World Education Services) Reference #: \_\_\_\_\_



## 4. Registration History

This section refers to your professional status in Canada. If you need more space to answer, please attach an additional sheet and clearly indicate "Section 4A" in the title.

### A. Are you currently a P. Eng. or P. Geo. with another Canadian engineering or geoscience professional licensing organization?

Yes  No      If yes, please send a .pdf file with proof of license.

### B. Please list all your previous and/or current applications and memberships with any professional engineering and/or geoscience licensing bodies, even if the application was not accepted. Do not include your current Engineers Geoscientists Manitoba application.

- Association of Professional Engineers and Geoscientists of Alberta
- Association of Professional Engineers and Geoscientists of Saskatchewan
- Association of Professional Geoscientists of Ontario
- Engineers and Geoscientists British Columbia
- Engineers and Geoscientists New Brunswick
- Engineers Nova Scotia
- Engineers PEI
- Engineers Yukon
- Geoscientists Nova Scotia
- Northwest Territories and Nunavut Association of Professional Engineers and Geoscientists
- Ordre des ingenieurs du Quebec
- Professional Engineers and Geoscientists of Newfoundland and Labrador
- Professional Engineers Ontario
- I have not applied to any other professional engineering and/or geoscience licensing bodies

### C. Indicate the ID/file/reference/license number for each of the Associations selected in the previous section (4B).

Association	File/Reference #

**D. Are/were you registered/licensed as a professional member with an Ordre or US State Board?**

Yes  No

**E. List all Ordres/US State Boards you have been licensed as a professional member with.**

**Ordre/US State Board:** \_\_\_\_\_

ID/Reference #: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Current Status:  Active  Resigned  Written Off

**Ordre/US State Board:** \_\_\_\_\_

ID/Reference #: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Current Status:  Active  Resigned  Written Off

**Ordre/US State Board:** \_\_\_\_\_

ID/Reference #: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Current Status:  Active  Resigned  Written Off

**F. Are you currently an intern/member in training with another Canadian engineering professional licensing organization?**

Yes  No

If yes, please attach proof of your intern/member in training status in .pdf format with another Canadian engineering professional licensing organization. A screen shot of your login page is sufficient.

**G. Are you currently an Eng.L. with another Canadian engineering professional licensing organization?**

Yes  No

If yes, please attach proof of your Eng.L. in .pdf format.

**H. Have you passed the NCEES Fundamentals of Engineering and/or the NCEES Professional Engineering Exam (USA)?**

Yes ID#: \_\_\_\_\_  No

If yes, please attach a .pdf file of proof you have passed the NCEES Fundamentals of Engineering Exam. To do this, log in to your NCEES account, then click on "Result Notice" and it will open a page showing the pertinent information.

## 5. Character

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

Yes  No

If yes, please attach a .pdf with details explaining the discipline.

**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?**

Yes  No

If yes, please attach a .pdf with details about your explanation regarding the discipline.

**C. Have you ever been charged with a regulatory or criminal offence in Canada or elsewhere, and been found guilty or received a discharge for that offence?**

Yes  No

If yes, please attach a .pdf with details about your explanation regarding the discipline.

## 6. Declarations

The following declarations are essential to the processing of your application. By signing and dating, you indicate that you have agreed to abide by these declarations.

A) I have personally reviewed and am familiar with *The Engineering and Geoscientific Professions Act*, By-laws, and Code of Ethics for the Practice of Professional Engineering and Professional Geoscience, and I agree to abide by the terms contained therein.

No  Yes

B) I declare that all of the statements in this application are complete and correct to the best of my knowledge and belief. I understand that a false statement or failure to provide the information requested may, at any time, disqualify me from registration. I authorize Engineers Geoscientists Manitoba (the Association) to obtain such additional information as it may deem appropriate, from such additional sources as it may deem appropriate, for the processing of my application.

No  Yes

C) I understand that it is my responsibility to update my contact information with the Association as required. If I fail to do so, the Association will not be held responsible for any consequences related to inaccurate contact information including missed mailings, failure to receive renewal forms, or routing of personal information to other persons not authorized to view such information.

No  Yes

D) I understand that the Association is required by law to provide certain applicant data information to the Fairness commissioner appointed under *The Fair Registration Practices in Regulated Professions Act* (The FRP Act), but that such information will not reveal the identity of any applicant. Such information may be used by the Fairness Commissioner to prepare reports and for other purposes under the FRP Act. I consent to the personal information that I have provided being used for such purposes.

No  Yes



E) I understand that the Association is authorized to allow me access to any reports created by myself, but is not authorized to allow me access to any reports created by my supervisor/validator or professional member supervisor/validator or mentor without their written consent. I understand that if I request the return of my information, it shall be copied by the Association and copies sent to me by regular mail or .pdf only, unless otherwise agreed by both the Association and myself. Reasonable charges will apply.

No  Yes

F) I authorize the Association to provide to my employer(s)/potential employer(s)/supervisor(s)/validator(s)/organization(s) any assessment details/results, the number of months of experience already credited or potentially credited, any professional development credits, volunteer service credits, and the status of my professional practice exam if requested by the employer(s)/supervisor(s) to facilitate the application process. I understand that it is my responsibility to keep my own back-up copies of my own progress report(s).

No  Yes

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

### Privacy Consent Statement

Engineers Geoscientists Manitoba has adopted the Personal Information Protection and Electronic Documents Act (PIPEDA) as the standard by which it enforces protection of personal information. Personal information is defined as information about an identifiable individual, but does not include the name, title, business address, or telephone number of an employee of an organization. The Association shall not retain or disclose personal information of an individual without the consent of that individual. Please carefully review the Privacy Policy at [www.EngGeoMB.ca/PrivacyPolicy.html](http://www.EngGeoMB.ca/PrivacyPolicy.html) in conjunction with the declarations below.

Yes, I have reviewed the privacy policy

### Third Party Consent

The Association sponsors a range of products and services through third-parties that provide value added benefits to members and their families. To administer these products and services, the Association will provide the suppliers with your preferred mailing or e-mail address so that they may provide you with up-to-date information on their services and products.

**NOTE:** If you agree to have your personal contact information provided to these third-parties, you must contact the supplier(s) directly to be removed. The Association will provide a list of suppliers upon request.

**I authorize Engineers Geoscientists Manitoba to release my contact information to third-party suppliers of member benefits who are approved by the Association.**

No  Yes, by mail only  Yes, by mail or email

### Declarations and Privacy Consent Statement

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
MM DD YYYY

## 7. Application Types

A. Please review the application types listed and select the option most appropriate for you.

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

I am applying for:

Engineering    Geoscience

First-Time: It is your first time applying with the Association.

Reinstatement: Previously applied with the Association.

Licence Transfer (Canadian Mobility) Must complete Company Registration section below.

Temporary Licence

This only applies to US PE applicants. Must complete Company Registration section below.

First Time    Renewal    US Mobility

(Must meet requirements as indicated in the eligibility criteria found at [www.EngGeoMB.ca/ApplicantTypes.html](http://www.EngGeoMB.ca/ApplicantTypes.html))

Specified Scope of Practice Licence

Please indicate which path you are applying for:

First Time: It is your first time applying with the Association.

Reinstatement: Previously applied with the Association.

Mobility

Company Registration

If you are applying as a temporary licensee OR a Professional Member, you MUST answer the statements below. Individual and company registration is done concurrently, so delays in providing required responses regarding one item may result in delays in processing the other item. Please review [www.EngGeoMB.ca/CompanyRegistration.html](http://www.EngGeoMB.ca/CompanyRegistration.html) and [FAQs](#) for more information.

A Certificate of Authorization is a requirement of *The Engineering and Geoscientific Professions Act* for any corporation, partnership, or other legal entity which contracts to, or otherwise engages in the provision of services which constitute the practice of professional engineering or practice of professional geoscience, directly or indirectly.

My employer HAS a Certificate of Authorization in Manitoba

No    Yes, Certificate of Authorization # \_\_\_\_\_

My employer REQUIRES a Certificate of Authorization in Manitoba

Yes    Not Certain

If Yes, send a Certificate of Authorization [application](#) to the Certificate of Authorization Coordinator.

If you are not certain, include a written explanation with your name and employers full name on a separate sheet (\*.pdf) with this application. All applications and explanations are subject to approval before processing.

## B. Please indicate your discipline:

Normally this is the same discipline as your undergraduate degree. To review syllabus and information, visit [engineerscanada.ca/become-an-engineer/examination-syllabi](http://engineerscanada.ca/become-an-engineer/examination-syllabi) and [geoscientistscanada.ca/becoming-a-p-geo.php](http://geoscientistscanada.ca/becoming-a-p-geo.php).

Engineering Discipline(s): \_\_\_\_\_

Geoscience Discipline(s): \_\_\_\_\_

## C. If the discipline of your undergraduate degree is NOT the same as the discipline you have been practicing, please provide additional details:

If you need more space to answer, please attach an additional sheet and clearly indicate "Section 2C" as the title.

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

Yes  No

## 8. Act, By-laws, Code of Ethics (ABC) Test

See details at [www.EngGeoMB.ca/ABCTest.html](http://www.EngGeoMB.ca/ABCTest.html). *Does not apply to Canadian Mobility applicants.*

### A. Please check all that apply:

If you click "No", please note that we will enable it for you after your application is received.

**My online ABC Test has been enabled.**

No  Yes Member ID: \_\_\_\_\_

**I have already passed the ABC Test:**

No  Yes

## 9. National Professional Practice Exam

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

**Have you passed the National Professional Practice Exam?**

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

No  Yes Year: \_\_\_\_\_

Name of Canadian Association/Order: \_\_\_\_\_

## 10. Delivery

Based on your application type, send your signed application and required documents by email in .PDF format to the corresponding staff member below with the subject line: **Last Name, First Name, Application for Registration**.

Company Registrations should have the subject line: **Company Name, C of A Application**.

**If applications are not received in .PDF format, they will not be accepted.**

Applicant Type	Corresponding Staff Member
P.Eng. (Professional Engineer), P.Geo. (Professional Geoscientist), <b>(Internationally Educated)</b>	Please send the application form in .pdf format to <i>International Registration Program Coordinator</i> at <a href="mailto:CShymko@EngGeoMB.ca">CShymko@EngGeoMB.ca</a>
P.Eng. (Professional Engineer) <b>(Domestic)</b>	Please send the application form in .pdf format to <i>Registration Coordinator</i> at <a href="mailto:MPolson@EngGeoMB.ca">MPolson@EngGeoMB.ca</a>
P.Geo. (Professional Geoscientist) <b>(Domestic)</b>	Please send the application form in .pdf format to <i>Domestic Registration Program Coordinator</i> at <a href="mailto:CCabral@EngGeoMB.ca">CCabral@EngGeoMB.ca</a>
Professional Member/ Canadian Mobility/License Transfer	Please send the application form in .pdf format to <i>Registration Coordinator</i> at <a href="mailto:MPolson@EngGeoMB.ca">MPolson@EngGeoMB.ca</a>
Company Registration	Please send the application form in .pdf format to <i>Certificate of Authorization Coordinator</i> at <a href="mailto:DVanderAa@EngGeoMB.ca">DVanderAa@EngGeoMB.ca</a>
Temporary Licence	Please send the application form in .pdf format to <i>Registration Coordinator</i> at <a href="mailto:MPolson@EngGeoMB.ca">MPolson@EngGeoMB.ca</a>
Eng.L./Geo.L. (Specified Scope of Practice Licensee) <b>(Domestic)</b>	Please send the application form in .pdf format to <i>Domestic Registration Program Coordinator</i> at <a href="mailto:CCabral@EngGeoMB.ca">CCabral@EngGeoMB.ca</a>
Eng.L./Geo.L. (Specified Scope of Practice Licensee) <b>(Internationally Educated)</b>	Please send the application form in .pdf format to <i>International Registration Program Coordinator</i> at <a href="mailto:CShymko@EngGeoMB.ca">CShymko@EngGeoMB.ca</a>

## 11. Glossary of Terms

If you are unsure about the language or definitions of terms used throughout this Application, a Glossary of Terms has been created to help.

### **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,
- Their name,
- Their official position or title, and
- Their signature.

### **Degree**

A degree is an academic credential, usually earned at a university.

### **Educational Credential**

Any diploma, degree, or trade/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/geoscience association to practise engineering or geoscience. You must have a licence to practise engineering or geoscience independently in Canada.

### **Official Transcripts**

The Registrar’s Office of an academic institution issues official transcripts of academic activity and achievement.

### **Professional Member**

A professional member is a member who 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.