

# APPLICATION PROCESS



## **GATHER DOCUMENTS**

The list of required documents can be found at the Association website in the admission application section called Required Documents.



## **SUBMIT APPLICATION**

The application is assessed on the quality of the admission application and supporting documentation. Therefore, an applicant must submit all requested information, explanations, and materials supporting the application.



## **PASS ACT, BY-LAWS, AND CODE OF ETHICS (ABC) TEST**

All applicants applying for first-time registration are required to pass the Act, By-laws, Code of Ethics (ABC) test.



## **PAY NON-REFUNDABLE APPLICATION FEE**

A non-refundable application fee is payable after passing the Act, By-laws, and Code of Ethics (ABC) test.



## **ASSESSMENT**

The application package goes for assessment. All submitted documents will be reviewed for completeness, minimum academic requirement, eligibility for either the confirmatory program requirement or competency-based assessment.



## **CONFIRMATORY PROGRAM**

First-Time Engineering or Geoscience applicants who have not completed a post-secondary program of at least four-year in duration in engineering or geoscience will be assigned the confirmatory program to confirm the level and quality of academic education.



## **COMPETENCY-BASED ASSESSMENT (CBA)**

A competency-based assessment (CBA) is conducted to determine whether applicants have progressed to a professional level of competency in their field during their engineering or geoscience work experience.



## **VERIFICATION**

The Association will verify registration with other Canadian engineering and geoscience associations or US state licensing boards.



### **NATIONAL PROFESSIONAL PRACTICE EXAM (NPPE)**

The National Professional Practice Exam (NPPE) is based on professionalism, law, and ethics. Applicants must pass this exam to be eligible for registration, as applicable.



### **PAY FEE**

All applicable dues or fees must be paid. Fees are subject to change without notice.



### **PROFESSIONAL MEMBER OR LICENSEE DESIGNATION**

When all steps have been completed and annual dues or fees have been paid, the applicant's file is forwarded to the Registration Committee for approval. The Registration Committee is the final approving body and determine if registration or licensing is obtained.

