



## REQUEST FOR CHANGE IN DEFINED SCOPE OF PRACTICE (DSOP)

(Fee is non-refundable)

*This request form is used request a **new** Defined Scope of Practice. If you have not obtained two years within your new proposed scope and has not been supervised by a P.Eng. or P.Geo. supervisor who has taken direct control and technical responsibility of your work, please **DO NOT** complete this form.*

### Instructions & Supplemental Information

1. Complete, sign, and date the request form. **Note: you must be a registered Professional Licensee with APEGA in order to request a change of DSOP.**
2. Complete and submit the Professional Licensee Work Experience Record with a new proposed Defined Scope of Practice. Your Work Experience Record (WER) must demonstrate:
  - A **minimum** of two years of professional level engineering or geoscience work in the proposed scope which was performed under the direct control and supervision of P.Eng. or P.Geo.

The new proposed scoped and work experience details must be submitted according to the following guidelines.

3. Please email your completed form and Professional Licensee Work Experience Record to [professionallicensee@apega.ca](mailto:professionallicensee@apega.ca) with the following subject line:

**[Your APEGA ID] Request for a Change in DSOP**

To check the progress of your request, please log in to [myAPEGA](#).

If you do not provide completed outstanding requirements, as requested in your BOE decision letter, **within 90 days of your request**, your request will be **declined with no refund and you will need to submit your request again**.

Once the Request for a Change in DSOP has been processed and sent for review, the file can take anywhere from **6 – 12 months** to receive a new decision from the Board of Examiners. Please visit our [Application Time Frames](#) for more information.

## REQUEST FOR CHANGE IN DEFINED SCOPE OF PRACTICE (DSOP)

### Personal Information

Last Name

Full Given Name(s)

Preferred Name

APEGA ID Number

Email Address

Daytime Phone Number

This request is based on:

A change in Defined Scope of Practice

***I recognize in making this request that if my proposed scope is not accepted by the BOE, I will retain my current Scope of Practice with my Professional License. I agree to be bound by the new decision.***

*APEGA adheres to the privacy standards under PIPA regarding the collection, use, disclosure, and retention of personal information. For a description of APEGA's privacy policy, please refer to [apega.ca/privacy.html](http://apega.ca/privacy.html).*

***By signing below, I declare that I am fully aware that any omissions or inaccuracies on this form or in my online work experience submissions may subject me to investigation by APEGA.***

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

### Payment Information

#### UPDATE FEE (non-refundable)

Update Fee

**500.00**

GST (#106728603)

**25.00**

**Total Payable**

**525.00**

After APEGA has received and processed the Request for Change in Defined Scope of Practice (DSOP) form, we will create an order for the Request for Change in the Defined Scope of Practice (DSOP). This invoice will be available in your myAPEGA portal for you to complete the payment. Your application **will not** be processed or sent for review until the payment has been received.