

APEGA PERMIT TO PRACTICE APPLICATION
For Companies Practising Engineering or Geoscience in Alberta

| | | |
|-------------------------|---|---|
| Application Type | <input type="checkbox"/> New APEGA Permit to Practice <input type="checkbox"/> Reinstatement of APEGA Permit to Practice with APEGA Permit Number: | OFFICE USE ONLY APEGA Permit Number |
|-------------------------|---|---|

GENERAL INFORMATION

- A Permit to Practice from APEGA is an annually renewed contract between the company and APEGA.
- To view the *Engineering and Geoscience Professions Act*, the *General Regulation*, and APEGA's bylaws, practice standards, bulletins, and guidelines to better understand your regulatory obligations, visit apega.ca/practice-standards.
- The senior officer is not required to be an APEGA licensed professional but must be in a position of authority to enter into this legal agreement on behalf of the company.
- Additional information on the practice standard *Professional Practice Management Plan (PPMP)* can be found at apega.ca/about-apega/publications/standards-guidelines/ppmp.
- APEGA offers mandatory Permit to Practice seminars that outline the duties of Responsible Members and permit holders. These are open to the public and senior officers of the company. More information is available at apega.ca/members/responsible-members/permit-seminars.
- The Permit to Practice certificate remains the property of APEGA. If the company has its Permit to Practice cancelled, either voluntarily or by APEGA, the certificate must be returned to APEGA along with the Permit to Practice stamp.
- Permit to Practice stamps may be obtained through APEGA's approved vendor. If the company uses a permit stamp as part of its practice, the company will need to obtain the stamp from the approved vendor. More information is available at apega.ca/members/replacements#stamps.
- Additional general information can be found at apega.ca/apply/company.

The APEGA Permits Department can be contacted at permits@apega.ca or by phoning 1-800-661-7020.

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| SECTION 1: Company Contact Information | |
|---|---|
| Company Registered Legal Name Proof of Alberta registration to be included with the application | |
| Company Operating Name | |
| Company Address | |
| Address Line 1 | |
| Address Line 2 (optional) | |
| City | |
| Province/State | |
| Postal/Zip Code | |
| Country | |
| Additional Delivery Information (Optional) | |
| Company Phone Number | |
| SECTION 2: Permit Designation | |
| Requested Permit Type | <input type="checkbox"/> Engineering Practice Only <input type="checkbox"/> Geoscience Practice Only <input type="checkbox"/> Engineering and Geoscience Practice For engineering technology practice only, apply for a permit to the Association of Science & Engineering Technology Professionals of Alberta at aset.ab.ca . For a joint architecture and engineering permit, apply for a joint permit to the Alberta Association of Architects at aaa.ab.ca . |
| SECTION 3: Senior Officer Contact Information | |
| Senior Officer Name The senior officer holds signing authority to make decisions on behalf of the permit holder and legally binds the permit holder to the Permit to Practice agreement with APEGA. | |
| Is the senior officer an APEGA registrant? | <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please provide APEGA ID: |
| Senior Officer Corporate Email Address The permit holder is required to update APEGA's records regularly. Log in to myAPEGA to make changes to your contact and member information. | |

APEGA SENIOR OFFICER DECLARATION (as part of APEGA PERMIT TO PRACTICE)
For Companies Practising Engineering or Geoscience in Alberta

SECTION 4: Senior Officer Declaration

The following declaration is to be **read, initialed, and signed** by the senior officer.

| INITIAL | Agreed-To Statements | | |
|--|---|-------------|--|
| | 1. I have read and understand that APEGA permit holders are regulated under the <i>Engineering and Geoscience Professions Act (EGP Act)</i> , the <i>General Regulation</i> and APEGA's bylaws, policies, practice standards, bulletins, and guidelines. | | |
| | 2. As senior officer, I have the authority to legally bind this company to the Permit to Practice contract with APEGA. I hold signing authority to make decisions on behalf of the permit holder. | | |
| | 3. I acknowledge that if the company is practising engineering or geoscience in Alberta, an APEGA Permit to Practice must be obtained and renewed annually. | | |
| | 4. I acknowledge that APEGA may ask for the PPMP to be submitted, and the onus is on me to respond within the given timeline (<i>EGP Act</i> Bylaw 32.1). | | |
| | 5. I acknowledge that the company and its Responsible Member(s) must ensure all engineering and geoscience work performed on behalf of the company is appropriately reviewed, authenticated, and validated in accordance with the <i>EGP Act</i> , the <i>General Regulation</i> , and APEGA's practice standards and bulletins. | | |
| | 6. I acknowledge that the company and its Responsible Member(s) remain fully accountable to ensure all engineering and geoscience work associated with the company abides by all applicable statutes, regulations, bylaws, and standards, which include those that APEGA enforces. | | |
| | 7. I acknowledge that the company must develop and implement a Professional Practice Management Plan (PPMP) appropriate to its engineering and geoscience practice (<i>EGP General Regulation</i> Section 48[1][d]). The PPMP must be in place within one year of receiving an APEGA Permit to Practice. The PPMP must meet the requirements outlined in the practice standard Professional Practice Management Plan . I acknowledge that the PPMP we have in place is current and has been reviewed in the past 12 months, and that its declaration has been signed within the last 12 months. I acknowledge that the PPMP is appropriate for the Permit to Practice. | | |
| | 8. I acknowledge that APEGA may, at any time, conduct a practice review of engineering and geoscience work performed by the company, in accordance with the <i>EGP Act</i> Section 16(1)(b). | | |
| | 9. I acknowledge that to engage in the practices of engineering and geoscience in Alberta, the company must assign at least one designated APEGA licensed professional to act as Responsible Member. I, on behalf of the company, must assign, direct, and support the Responsible Member(s) to create, revise, implement, and follow the PPMP. | | |
| | 10. I must ensure the Responsible Member(s) have the necessary authority to oversee the practices of engineering and geoscience within the company and validate professional work products in their area of oversight, and their contact information is associated with the Permit to Practice. | | |
| | 11. I will ensure that should APEGA contact me, the senior officer, with regards to regulatory matters, I will respond promptly and appropriately, as per <i>EGP Act</i> Bylaw 32.1. | | |
| | 12. I will ensure APEGA has up-to-date and accurate company and contact information, and all APEGA registrants associated with the company are identified. | | |
| | 13. I will contact APEGA immediately should I no longer be acting as the company's senior officer in association with the company's APEGA Permit to Practice and will provide a replacement for this position. | | |
| | 14. I will notify APEGA should the company have a discipline decision related to the practices of engineering and geoscience in another province or territory in Canada. | | |
| | 15. I acknowledge that if the company is no longer practising engineering or geoscience in Alberta, but the registered company name contains any of the words engineering, geology, geophysics, geoscience, or variations that imply engineering or geoscience practise, an APEGA Permit to Practice is still required and must still be renewed annually. | | |
| | 16. I will submit a cancellation request through myAPEGA (apega.ca/portal) should the company wish to cancel its Permit to Practice and inform all APEGA registrants associated with the Permit to Practice. | | |
| Senior Officer Name | | | |
| Company Name (or Permit Number) | | | |
| Signature | | Date | |

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SECTION 5: Company Contacts (Optional)

The following information is optional and will be used for APEGA member services, such as the APEGA annual salary survey.

Human Resources Contact

Human Resources Full Name

Human Resources Email Address

Executive Assistant Contact

Executive Assistant Full Name

Executive Assistant Email Address

Finance Contact

Finance Full Name

Finance Email Address

SECTION 6: Adding Responsible Members

Provide one APEGA licensed professional in good standing who is qualified by education and experience in the field of engineering or geoscience in which the permit holder intends to engage, to act as Responsible Member. If you are applying for a permit in a single profession, at least one Responsible Member is required for your application. **Each Responsible Member must read, initial, and sign SECTION 7: Responsible Member Declaration.**

Once the permit application is approved, additional Responsible Members can be added on myAPEGA.

Responsible Member Name

APEGA ID

Job Title & Designation

Employment Start Date

Are they a contract Responsible Member? (Is this individual a contractor with the company?)

No Yes

Are they a Responsible Member for another permit holder?

No Yes

If yes, include a completed *SECTION 8: Responsible Member of Multiple Permit Holders* for this individual.

Responsible Member Name

APEGA ID

Job Title & Designation

Employment Start Date

Are they a contract Responsible Member? (Is this individual a contractor with the company?)

No Yes

Are they a Responsible Member for another permit holder?

No Yes

If yes, include a completed *SECTION 8: Responsible Member of Multiple Permit Holders* for this individual.

OFFICE USE ONLY: Good-Standing Check

Engineering RM Good Standing

No Yes

Geoscience RM Good Standing

No Yes

Date of Check

APEGA RESPONSIBLE MEMBER DECLARATION (as part of APEGA PERMIT TO PRACTICE)

For Companies Practising Engineering or Geoscience in Alberta

SECTION 7: Responsible Member Declaration

Completed declarations must accompany the application for all individuals listed as Responsible Members in *SECTION 6: Adding Responsible Members*.

The following declaration is to be filled out and signed by the Responsible Member.

| | |
|---|--|
| Responsible Member Name | |
| Describe what aspect(s) of professional practice will be under your oversight. | |

| INITIAL | Agreed-To Statements |
|---------|---|
| | 1. I have read and understand that all APEGA permit holders are regulated by the <i>Engineering and Geoscience Professions Act (EGP Act)</i> , the <i>General Regulation</i> , and APEGA's bylaws, practice standards, bulletins, and guidelines. |
| | 2. I have accepted the delegated authority from the senior officer and agree to act as Responsible Member. I am qualified by education and experience in the field of engineering or geoscience in which the permit holder intends to engage. |
| | 3. I am a registered licensed professional with APEGA of practising status and I am in good standing . |
| | 4. I will notify APEGA if I should be subject of a discipline decision related to the practice of engineering or geoscience in another province or territory in Canada. |
| | 5. I acknowledge that the company must develop and implement a Professional Practice Management Plan (PPMP) appropriate to its engineering and geoscience practice (<i>EGP General Regulation</i> Section 48[1][d]). The PPMP must be in place within one year of receiving an APEGA Permit to Practice. The PPMP must meet the requirements outlined in the practice standard Professional Practice Management Plan . I acknowledge that the PPMP we have in place is current and has been reviewed in the past 12 months, and that its declaration has been signed within the last 12 months. I acknowledge that the PPMP is appropriate for the Permit to Practice. |
| | 6. I acknowledge that the PPMP must meet the requirements in APEGA's practice standard Professional Practice Management Plan . I will ensure the PPMP is suitable to the practices of the professions and the APEGA registrants I oversee are trained in and follow it. |
| | 7. I will ensure the engineering and geoscience work I oversee in my acknowledged functional area that is performed on behalf of this company is appropriately reviewed, authenticated, and validated in accordance with the <i>EGP Act</i> , the <i>General Regulation</i> , and APEGA's standards, guidelines, and bulletins. |
| | 8. I acknowledge that I remain fully accountable on behalf of the company for ensuring the engineering and geoscience work I oversee in my acknowledged functional area that is associated with this company abides by all applicable statutes, regulations, bylaws, standards, and bulletins, which include those APEGA enforces. |
| | 9. I acknowledge that APEGA may, at any time, conduct a review of all engineering and geoscience practice done by the company, in accordance with the <i>EGP Act</i> Section 16(1)(b). |
| | 10. I will ensure that should APEGA contact me, as a Responsible Member, with regard to regulatory matters, I will provide a response promptly and appropriately, as per <i>EGP Act</i> Bylaw 32.1. |
| | 11. I will ensure APEGA has my up-to-date and accurate contact information. |
| | 12. I will complete the mandatory APEGA Permit to Practice seminar within six months of becoming a Responsible Member and at minimum every five years thereafter, in accordance with <i>EGP General Regulation</i> Section 48.1. |
| | 13. I will contact APEGA immediately should I no longer be acting as a Responsible Member in association with the company's APEGA Permit to Practice. |
| | 14. I understand I am responsible for validating professional work products in accordance with the APEGA practice standard <i>Authenticating Professional Work Products</i> . I understand I am responsible for ensuring that outsourced professional work complies with APEGA's practice standard Relying on the Work of Others and Outsourcing . |

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APEGA RESPONSIBLE MEMBER DECLARATION (as part of APEGA PERMIT TO PRACTICE)
For Companies Practising Engineering or Geoscience in Alberta

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| INITIAL | Agreed-To Statements | | |
| | 15. IF YOU ARE A CONTRACTOR OR CONTRACT EMPLOYEE, you must agree to this statement: I have authority and access granted through a written contract with the company to satisfy item 2 above and can provide a copy upon request from APEGA. | | |
| Responsible Member Name | | | |
| APEGA ID | | | |
| Company Name (or Permit Number) | | | |
| Signature | | Date | |

| | |
|------------------------|--|
| OFFICE USE ONLY | |
| Name of Approver | |
| Signature of Approver | |
| Date of Signature | |

APEGA RESPONSIBLE MEMBER DECLARATION (as part of APEGA PERMIT TO PRACTICE)

For Companies Practising Engineering or Geoscience in Alberta

SECTION 7: Responsible Member Declaration (Additional Copy)

Completed declarations must accompany the application for all individuals listed as responsible members in *SECTION 6: Adding Responsible Members*. If only one Responsible Member is listed, please leave this section blank.

The following declaration is to be filled out and signed by the Responsible Member.

| | |
|--|--|
| Responsible Member Name | |
| Describe what aspect(s) of professional practice you are taking responsibility for. | |

| INITIAL | Agreed-To Statements |
|---------|---|
| | 1. I have read and understand that all APEGA permit holders are regulated by the <i>Engineering and Geoscience Professions Act (EGP Act)</i> , the <i>General Regulation</i> , and APEGA's bylaws, practice standards, bulletins, and guidelines. |
| | 2. I have accepted the delegated authority from the senior officer and agree to act as Responsible Member. I am qualified by education and experience in the field of engineering or geoscience in which the permit holder intends to engage. |
| | 3. I am a registered licensed professional with APEGA of practising status and I am in good standing . |
| | 4. I will notify APEGA if I should be subject of a discipline decision related to the practice of engineering or geoscience in another province or territory in Canada. |
| | 5. I acknowledge that the company must develop and implement a Professional Practice Management Plan (PPMP) appropriate to its engineering and geoscience practice (<i>EGP General Regulation</i> Section 48[1][d]). The PPMP must be in place within one year of receiving an APEGA Permit to Practice. The PPMP must meet the requirements outlined in the practice standard Professional Practice Management Plan . |
| | 6. I acknowledge that the PPMP must meet the requirements in APEGA's practice standard Professional Practice Management Plan . I will ensure the PPMP is suitable to the practices of the professions and the APEGA registrants I oversee are trained in and follow it. |
| | 7. I will ensure the engineering and geoscience work I oversee in my acknowledged functional area that is performed on behalf of this company is appropriately reviewed, authenticated, and validated in accordance with the <i>EGP Act</i> , the <i>General Regulation</i> , and APEGA's standards, guidelines, and bulletins. |
| | 8. I acknowledge that I remain fully accountable on behalf of the company for ensuring the engineering and geoscience work I oversee in my acknowledged functional area that is associated with this company abides by all applicable statutes, regulations, bylaws, standards, and bulletins, which include those APEGA enforces. |
| | 9. I acknowledge that APEGA may, at any time, conduct a review of all engineering and geoscience practice done by the company, in accordance with the <i>EGP Act</i> Section 16(1)(b). |
| | 10. I will ensure that should APEGA contact me, as a Responsible Member, with regard to regulatory matters, I will provide a response promptly and appropriately, as per <i>EGP Act</i> Bylaw 32.1. |
| | 11. I will ensure APEGA has my up-to-date and accurate contact information. |
| | 12. I will complete the mandatory APEGA Permit to Practice seminar within six months of becoming a Responsible Member and at minimum every five years thereafter, in accordance with <i>EGP General Regulation</i> Section 48.1. |
| | 13. I will contact APEGA immediately should I no longer be acting as a Responsible Member in association with the company's APEGA Permit to Practice. |
| | 14. I understand I am responsible for validating professional work products in accordance with the APEGA practice standard <i>Authenticating Professional Work Products</i> . I understand I am responsible for ensuring that outsourced professional work complies with APEGA's practice standard Relying on the Work of Others and Outsourcing . |

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| | | | |
|--|---|-------------|--|
| INITIAL | Agreed-To Statements | | |
| | 15. IF YOU ARE A CONTRACTOR OR CONTRACT EMPLOYEE, you must agree to this statement: I have authority and access granted through a written contract with the company to satisfy item 2 above and can provide a copy upon request from APEGA. | | |
| Responsible Member Name | | | |
| APEGA ID | | | |
| Company Name (or permit number) | | | |
| Signature | | Date | |

| | |
|------------------------|--|
| OFFICE USE ONLY | |
| Name of Approver | |
| Signature of Approver | |
| Date of Signature | |

APEGA RESPONSIBLE MEMBER DECLARATION (as part of APEGA PERMIT TO PRACTICE)
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SECTION 8: Responsible Member of Multiple Permit Holders

Complete this section only if you are a Responsible Member for multiple APEGA permit holders.

APEGA requires this information to ensure you have sufficient time and authority to regulate the engineering and geoscience practices performed by multiple permit holders.

The following declaration is to be filled out and signed by all Responsible Members listed by multiple permit holders.

1. What is the relationship between the permit holders? (E.g., Is it a parent or subsidiary relationship? Are the companies independent of each other? Is it a client and service provider relationship? Are there any shared resources, such as office space or employees?)

| |
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2. What is your relationship to each permit holder? (E.g., How is your time divided? What position do you hold?)

| |
|--|
| |
|--|

3. Are the permit holders aware you are a Responsible Member for another company?

Yes

No

If no, why not?

| |
|--|
| |
|--|

| | | | |
|--|--|-------------|--|
| Responsible Member Name | | | |
| APEGA ID | | | |
| Company Name (or Permit Number) | | | |
| Signature | | Date | |

OFFICE USE ONLY

| | | | |
|-----------------------|--|--|--|
| Name of Approver | | | |
| Signature of Approver | | | |
| Date of Signature | | | |

APEGA RESPONSIBLE MEMBER DECLARATION (as part of APEGA PERMIT TO PRACTICE)

For Companies Practising Engineering or Geoscience in Alberta

SECTION 8: Responsible Member of Multiple Permit Holders (Additional Copy)

Complete this section only if you are a Responsible Member for multiple APEGA permit holders. If you have only listed one Responsible Member in your application, you can leave this section blank.

APEGA requires this information to ensure that you have sufficient time and authority to regulate the engineering and geoscience practices performed at multiple permit holders.

The following declaration is to be filled out and signed by all Responsible Members listed by multiple permit holders.

1. What is the relationship between the permit holders? (E.g., is it a parent or subsidiary relationship? Are the companies independent of each other? Is it a client and service provider relationship? Are there any shared resources, such as office space and employees?)

2. What is your relationship to each permit holder? (E.g., How is your time divided? What position do you hold?)

3. Are the permit holders aware that you are a Responsible Member for another company?

Yes

No

If no, why not?

| | | | |
|--|--|-------------|--|
| Responsible Member Name | | | |
| APEGA ID | | | |
| Company Name (or permit number) | | | |
| Signature | | Date | |

OFFICE USE ONLY

| | | | |
|-----------------------|--|--|--|
| Name of Approver | | | |
| Signature of Approver | | | |
| Date of Signature | | | |

APEGA PERMIT TO PRACTICE APPLICATION
For Companies Practising Engineering or Geoscience in Alberta

SECTION 10: Application Submission Requirements Checklist

- All pages of the Permit to Practice application are completed and signed.
- Proof of Alberta Corporate Registry registration is included with the permit application.
- One signed *SECTION 7: Responsible Member* declaration is included for each Responsible Member.
- One signed *SECTION 8: Responsible Member of Multiple Permit Holders* is included for each Responsible Member of multiple permit holders.

SECTION 11: Application Payment & Submission

You will receive payment instructions once your application has been processed. **Payment must be made through the myAPEGA portal.**

If you are a new permit holder, your first year of annual dues is included as part of the application fee (permit reinstatements are ineligible). Learn more about the permit holder annual dues at apega.ca/members/dues.

Method of Application Submission

1. ELECTRONICALLY: Email to permits@apega.ca

2. BY POSTAL SERVICE: To the following mailing address

APEGA Edmonton Office
1500 Tower One, 10060 Jasper Avenue
Edmonton, AB T5J 4A2
Attention: Permits | Professional Practice Dept.

APEGA PERMIT TO PRACTICE APPLICATION

For Companies Practising Engineering or Geoscience in Alberta

NEXT STEPS

- Once your Permit to Practice application is completed, it will be processed within 15 business days.
- Once approved:
 - a notification of the decision will be sent with a single official APEGA Permit to Practice certificate
 - the Permit to Practice certificate must be displayed in a prominent public location to indicate the company is entitled to engage in the practices of engineering, geoscience, or both
 - the notification of the company's annual renewal will be sent via email to the senior officer two months prior to the payment due date
 - the company will be listed on the public APEGA permit holders directory at apega.ca/permit-holder-directory
 - the senior officer will be granted access to the myAPEGA company profile to manage the permit holder information and annual renewal process at <https://www.apega.ca/portal-login>
 - If you are a current or former APEGA member, you can access the company profile using your existing APEGA ID
 - If you do not have an existing APEGA account, one will be created for you. You will receive login information and application fee payment instructions once available
 - Once you have access to myAPEGA, you must update the list of APEGA members working under your Permit to Practice

For inquiries or assistance with your application, please email permits@apega.ca.

OFFICE USE ONLY

| | |
|--|---|
| APEGA Permit Number | |
| Date Permit to Practice Application Received | |
| Date Logged to Aptify | |
| Date Permit to Practice Application to Approver | |
| APPROVAL | |
| Permit to Practice Approved for | <input type="checkbox"/> Engineering Practice Only <input type="checkbox"/> Geoscience Practice Only <input type="checkbox"/> Engineering and Geoscience Practice |
| Name of Approver | |
| Signature of Approver | |
| Date of Signature | |
| NOTIFICATION OF DECISION | |
| Confirmation and Permit to Practice Certificate Sent | |
| Month Assigned for Annual Renewal | |