



A P E G S

*Association of Professional Engineers
& Geoscientists of Saskatchewan*

300 4581 Parliament Avenue, Regina, Saskatchewan S4W 0G3
T (306) 525 9547 F (306) 525 0851 Toll Free: 1 800 500 9547
www.apegs.ca apegst@apegs.ca

How to become a member-in-training with APEGS

If your engineering/geoscience related Bachelor's Degree is from outside of Canada and it is a four year degree, this is the link that has all of the information about how to apply for Engineer-in-Training, international graduate - <http://www.apegs.ca/Portal/Pages/International-Engineering-Graduates> or Geoscientist-in-Training, international graduate - <http://www.apegs.ca/Portal/Pages/International-Geoscience-Graduates> .

1. Start your application here:
<https://www.apegsservices.ca/applications/default.aspx>.
You will select 'Start a New Application'. The application fee is \$210.
2. Your online checklist will automatically display the following requirements:
 - WES Assessment ICAP Course by Course or ICAP Document-by-Documents
 - Proof of ID
 - Resume

After your WES assessment is received additional requirements may be added:

- Academic Assessment Fee (\$210)
 - Self-Assessment
 - Program Syllabus
3. After you submit all required documents, your file will be placed in line for review to evaluate whether it meets our standards. **The review process can take anywhere from 8-12 months to complete.** The result will be sent by mail.

Possible outcomes:

- Confirmatory exams – you will be assigned 3 technical exams which you must write (if required, this is the step where you would receive your result letter to give to SINP)
- Work experience – If you have more than 5 years of engineering experience you may be given the option to waive confirmatory exams with the APEGS work experience reporting option.
- Deficiencies - you will be required to write deficiency exams or take approved University level courses.

All of this information is on our website in detail. If you have any further questions, please contact questions-academicreview@apegs.ca.



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Details of the standard application process

Email documents to documents-academicreview@apegs.ca

World Education Services (WES) Credential Assessment

- You must choose the ICAP Course-by-Course report.
- If you have already obtained an Educational Credential Assessment (ECA) by WES, for immigration purposes, then you must upgrade to the ICAP Course-by-Course assessment. You can do this online by logging into your WES account. *You must also request a duplicate report and choose APEGS as the recipient.*
- You must include all non-Canadian engineering university education in the WES assessment. You must submit both the diploma certificate and the transcript of marks.

NCEES Record (if applicable)

- If you have a full NCEES Records <https://ncees.org/records/>, please have NCEES send your complete record to APEGS. If you do not have a full NCEES record, then you must submit an application for a credential assessment by World Education Services (WES) Canada.

Canadian Education (if required)

- If you have any Canadian university or college engineering education please *request that the institution issue a transcript directly to APEGS.*

Proof of Identification

- The proof of identification (ID) cannot be emailed. This form can be sent by mail (post) or courier only.
- Complete the proof of ID form and get a notarized copy of your photo ID, and send to APEGS by mail (post)/courier. <http://www.apegs.ca/Portal/Sites-Management/FileDownload/DataDownload/34156/Proof%20of%20ID%20fillable%20form%2020Nov%206%202017/pdf/1/1033>).
- For more information see the proof of ID policy on our website - http://www.apegs.ca/Portal/Sites-Management/FileDownload/DataDownload/10273/Proof%20of%20ID%20policy_Oct2012_for%20website/pdf/1/1033.

Resume of engineering experience

- Your resume should include engineering work experience since completing your bachelor degree. You must include the start and end dates (month/year), name and location of the company, job title and brief description of duties for each job (similar to what you would submit for a job application). Please *email* this to APEGS.

Academic Assessment Fee

- After APEGS has received your application and WES assessment we will confirm if the academic assessment fee is required at which time we will invoice you and this will be available in the Fee Payments section of your online profile.
- You must go to your online profile (Fee Payments) to pay the fee of \$210. This fee is in addition to the member-in-training application fee.

Self-assessment (SA)

- Complete the SA columns of the engineering Academic Assessment form or the Geoscientist SA form and *email* to APEGS. Do not change the format of the form. The SA is discipline-specific. You must choose the discipline that is closest to the discipline of your bachelor level degree.
 - Engineers - <http://www.apegs.ca/Portal/Pages/self-assessment-engineering>
 - Geoscientists - <http://www.apegs.ca/Portal/Pages/self-assessment-geoscience>
- Your WES assessment is required to complete the SA. You can start this as soon as you receive your copy of the WES assessment.

Official Program Syllabus (if required)

- A program syllabus is required for all applications unless the Bachelor's degree is older than 10 years from the date of application.
- A program syllabus should outline the content of all the subjects you studied in your program. You must provide program syllabi for all the math, science and engineering/geoscience subjects you took.
- Program syllabi must be official documents published by the institution. Applicants must either provide a link to the appropriate location on the institution website or scanned versions of a hard copy publication, including the publishing information (usually on front and back inside and outside covers).
- Program syllabi must be from a time period that overlaps the time period that you attended the institution.
- If official program syllabi are not available, you must provide proof, in the form of a letter from the institution or other documentation acceptable to APEGS.
- If you are unable to get a letter from the institution, you must provide acceptable proof to APEGS that you have attempted, on more than one occasion and by more than one means, to obtain such a letter.

- If official program syllabi are not available, then the Academic Review Committee (ARC) will conduct their review without them. However, this lack of information may result in the assignment of deficiencies.

Application Status

- Each time APEGS receives a document for your application, we will update your On-Line Profile and the system will send you an automated email.
- **APEGS will not provide updates over the phone or by email. You must use your On-Line Profile.**

In Progress

- Within one month of APEGS receiving all of your documents, your file will be changed to In Progress and you will receive an email.

Contact information

- It is your responsibility to keep your contact information up to date in your On-Line Profile. If contact information is not up to date, it may delay your application.

Questions

- Any questions you have during the application process can be sent to questions-academicreview@apegs.ca

Documents

- Send documents to documents-academicreview@apegs.ca.

Do not contact APEGS for updates on the progress of your individual file. If we receive these emails or phone calls they will not be answered as this slows down the process.

How to log in to APEGS On-Line Profile/Checklist

- From the [APEGS home page](#) click on [Log In](#) in the top right corner. Your User ID is the 5-digit file number that was included in the email that APEGS sent you. If you have never retrieved your password before click on "[New Password / Forgot Password](#)". Enter the information requested and the system will send an email containing your password. If you do not have a valid email address on record with us, email the APEGS office at apecgs@apecgs.ca to have it added to your record.

See below for a screenshot example of the online profile/checklist.

The screenshot displays the APEGS On-Line Profile/Checklist interface. The top navigation bar includes 'My Profile', 'Fee Payments', 'Meetings', and 'Official Rep-C of A'. The left sidebar contains 'My Profile', 'Contact Information', 'Reset Password', 'My Details', and 'My Applications'. The main content area is titled 'My Applications' and shows a list of applications with 'Engineer-in-Training - Intl grad' selected. Below this, the 'Application Summary' table provides details: Application Type (Engineer-in-Training - Intl grad), Application Received Date (2017-01-01), Application Status (Applied), Application Status Date (2017-03-15), and Working Towards Designation (Engineer-In-Training). To the right, 'More Information From APEGS:' includes instructions on how to interpret the requirements table. At the bottom, the 'Requirements to complete the application:' table lists various items with their completion status (green checkmark for completed, red X for incomplete) and notes.

Application Summary		More Information From APEGS:	
Application Type:	Engineer-in-Training - Intl grad	All items required for the application are listed under the Requirements tab below. <ul style="list-style-type: none"> Completed items have a green check mark. Incomplete items have a red X. The "Note" column contains any messages for you. Your application is approved when Application status is "Approved" in the box to the left. If your application is approved, go to the "Fee Payments" tab in the blue bar above to pay annual fees. Once you have paid annual fees, your stamp will be delivered which can take up to one week. Your certificate will be delivered within six weeks. You do not need your certificate in your possession to start 	
Application Received Date:	2017-01-01		
Application Status:	Applied		
Application Status Date:	2017-03-15		
Working Towards Designation:	Engineer-In-Training		

Requirements to complete the application:		
Requirements	Completed	Note
Application form completed in full	✓	
Application fee paid	✓	
Academic assessment fee paid	✗	
WES assessment	✗	You will be contacted with further instructions after your WES assessment has been received.
Program syllabus	✗	
Self assessment	✗	
Resume	✗	
Proof of ID	✗	