



A P E G S

*Association of Professional Engineers
& Geoscientists of Saskatchewan*

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www.apegs.ca apegg@apegs.ca

How to become a member-in-training with APEGS

If your engineering/geoscience related bachelor's degree is from outside of Canada, 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. In order to start an application you will need to create an account with APEGS first, you can do this by going to <https://www.apegs.ca/Portal/Pages/sign-up-member>

* If you have applied to APEGS in the past then you already have an account and you would not use this sign up page. You would go straight to APEGS Central (your online profile) by clicking "Login" on the top right corner of the APEGS home page www.apegs.ca, and use your 5 digit user id to login.

- 1) Check your email for "APEGS - Sign Up Verification" from APEGS apegg@apegs.ca. The link in this email will take you directly to the APEGS Central login page and provide login instructions.

- 2) After you have logged into your APEGS Central Home page select "Applications":

The screenshot shows the APEGS Central website interface. On the left, there is a navigation menu with the following items: Home, My Profile, Contact Information, Invoices, CPD, and Applications. A red arrow points to the 'Applications' link. The main content area features a header with the APEGS logo and a welcome message: 'Welcome to APEGS Central - launched October 19, 2018!'. Below this, there is a news section titled '2019 Renewals - Reinstatement is now required' with a 'Read More' button. On the right side, there are several utility boxes: 'Request Service', 'Submit Feedback', 'Support Feature', 'More', 'Your CPD Quick Stats' (showing 'No data for the current year on file'), 'Preferred Contact Info', and 'My Involvement'.


- 3) Select "Apply Now":

The screenshot shows the 'Applications' page. At the top, it says 'Applications'. Below that, it states 'You currently have no applications. Select Apply Now to begin a new application.' A green button labeled 'Apply Now' is located in the top right corner of the page, with a red arrow pointing to it.

4) Follow the instructions on screen to choose the correct application type

Application for Engineering
Please select the application that applies to you.

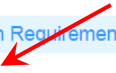





Engineer-in-Training - Cdn grad
If you have a CEAB (Canadian Engineering Accreditation) degree
[Apply Now](#) | [View More Details](#)

Engineer-in-Training - Intl grad 
If your bachelor level education is from outside Canada
[Apply Now](#) | [View More Details](#)

5) Complete your application by selecting Application Form from the Application Submission Requirements listing.

1. Application

[Application Submission Requirements](#)

-  [Application Form](#)
- [Application Submission Guide](#)
- [Application form completed in full](#)  APEGS Staff
- [Application fee paid](#)  APEGS Staff
- [Proof of ID](#)  APEGS Staff
- [WES assessment](#)  APEGS Staff
- [Resume](#)  APEGS Staff

2. 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 email.

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. <https://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 with details of technical engineering experience

- Include all engineering related experience since completing your bachelor degree.
- Include sufficient details to demonstrate if you have **technical engineering** work experience doing ***application of engineering theory and/or application of science***, which includes (but is not limited to) any of the following:
 - analysis (for example: scope and operating conditions, feasibility assessment, safety and environmental issues, technology assessment, and economic assessment, etc.);
 - design and synthesis (for example: functionality or product specification, component selection, integration of components and subsystems into larger systems, reliability and maintenance factors, human and environmental aspects, and the societal implications of the product or process, etc);

The reviewers will be looking for these things in order to decide if you qualify for the experience review option to waive confirmatory exams.

- Some project management experience is acceptable, but if you have only project management experience you will not qualify for the experience reporting option to waive confirmatory exams.
- Include the start and end dates (month/year), name and location of the company, job title and brief description of duties for each job.
- Please email resume 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 C2 columns of the engineering Self- 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 **not** required if you graduated more than 10 years before your application date.
- If you graduated less than 10 years before your application date, we will let you know if a program syllabus is required.

- 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.**
- If there is no activity on your application for a period of two years, your file will be closed.

In Progress

- Within one month of APEGS receiving all of your documents, your file will be changed to *In Progress* status 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

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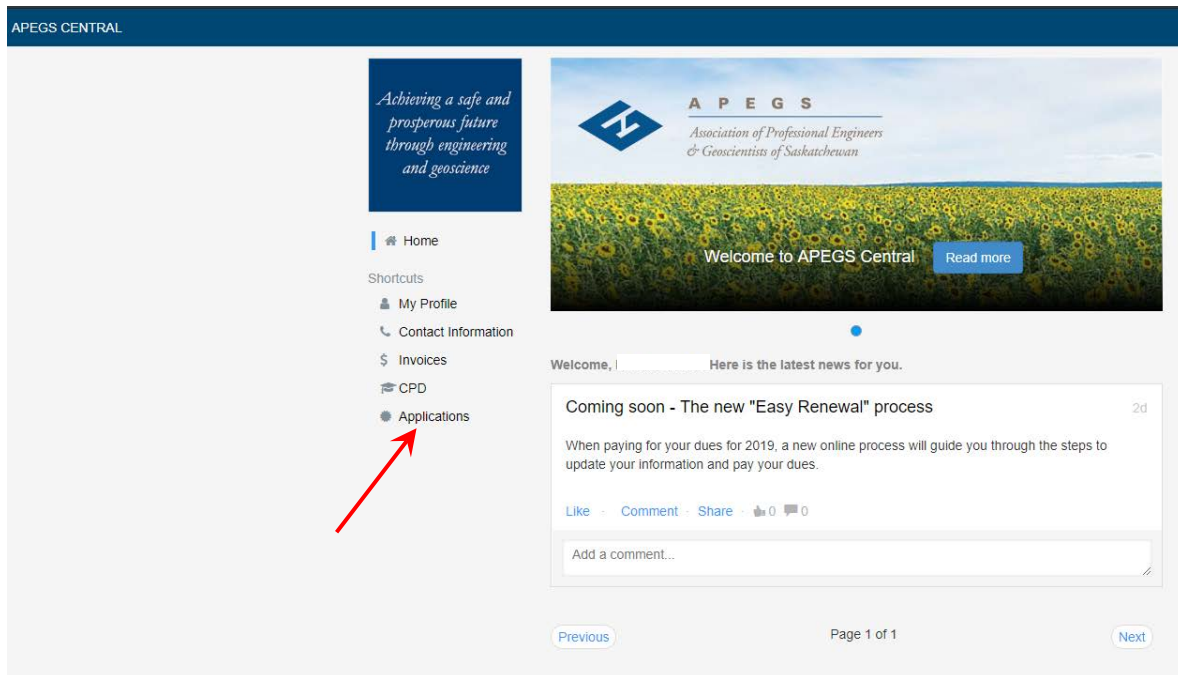
Documents

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

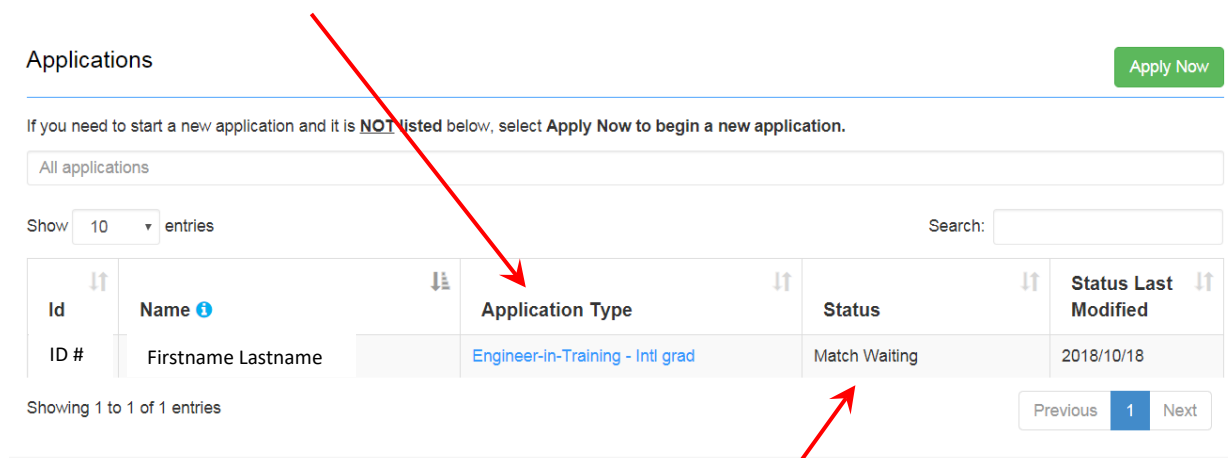
Do not contact APEGS for updates on the progress of your individual file. If we receive these emails or phone calls they will not be answered as this slows down the process.

How to log in to APEGS Central and view your Requirements list

- 1) Log into APEGS Central (your online profile) by clicking “Login” on the top right corner of the APEGS home page www.apegs.ca and entering your 5 digit User id. If you have not received your permanent User id yet you will use the email address you signed up with.
- 2) Select “Applications”:



- 6) Select your application (eg. Engineer in Training – International Grad)



This is also where you will be able to see your application status

7) You will then be able to see the details of your application progress:

Engineer-in-Training - Intl grad

1. Application

Application Submission Requirements

- ✓ Application Form [🔗](#)
- ✗ Application Submission Guide
- ✗ Application form completed in full [🔒](#) APEGS Staff
- ✗ Application fee paid [🔒](#) APEGS Staff
- ✗ Proof of ID [🔒](#) APEGS Staff
- ✗ WES assessment [🔒](#) APEGS Staff
- ✗ Resume [🔒](#) APEGS Staff

2. Review Process

- Applicant Specific Requirements
- Director review for approval [🔒](#) APEGS Staff

3. Applicant Approval Process

- Registrar Approval [🔒](#) APEGS Staff
- Dues Payment

How to use this Application Summary page

- All items with a green check mark (✓) have been completed
- All items with a red X (✗) have not been completed

Refer to the Application Submission Guide to find out what items you need to submit for your application.

Red Xs will not be updated until APEGS staff has received it at our office and it has been processed, which may take up to two weeks.

8) You will need to click on Application Submission Requirements in order to see any additional notes from APEGS regarding any of these requirements:

Engineer-in-Training - Intl grad

Application Submission Requirements PDF

Mandatory	Complete	Requirement	Memo	Completed
Yes	✓	Application Form 🔗		
Yes	No	Application Submission Guide		
Yes	No	Application form completed in full		
Yes	No	Application fee paid		
Yes	No	Proof of ID	This must be mailed in via regular post or courier	
Yes	No	WES assessment		
Yes	No	Resume		

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