



A P E G S

Association of Professional Engineers
& Geoscientists of Saskatchewan

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Certificate of Authorization 2025 Annual Fees Information Sheet

Annual Fees for 2025 are due by December 31, 2024

- Payment must be received prior to **January 31, 2025 at 5:00 pm (CST)** to avoid being ceased.
- APEGGS is not responsible for website service interruptions or delays in mail, email, or courier service, so you are encouraged to act as soon as possible.

PLEASE NOTE: The Official Representative(s) is responsible for compliance with *The Engineering and Geoscience Professions Act* and *Bylaws* and must be a licensed professional engineer, professional geoscientist, engineering licensee, geoscience licensee or temporary licensee with APEGGS.

- An Official Representative **cannot** apply for a licence waiver and still be the Official Representative for a Certificate of Authorization.
- Pursuant to subsection 22(5) of *The Engineering and Geoscience Professions Act*, holders of a Certificate of Authorization (C of A) are required to notify APEGGS of any changes within 30 days of the effective date of the change.

If resigning, complete and submit the CofA Holders – Notice of Resignation form.

[www.apegs.ca/Members/Annual Renewal of Membership and Licence](http://www.apegs.ca/Members/Annual_Renewal_of_Membership_and_Licence)

If you have any questions regarding the above please contact APEGGS via the Contact Us page at www.apegs.ca.

Payment instructions

Online

- Official Representative(s) **must renew their membership and licence in full** before logging into APEGGS Central to pay the C of A membership. **See “Instructions for Logging into APEGGS Central”**.
- If you are making any member changes, send an email to apegs@apegs.ca or mail a letter. For further details, see here on the APEGGS website: Apply, Companies, How to Apply, Make Changes to Certificate of Authorization.

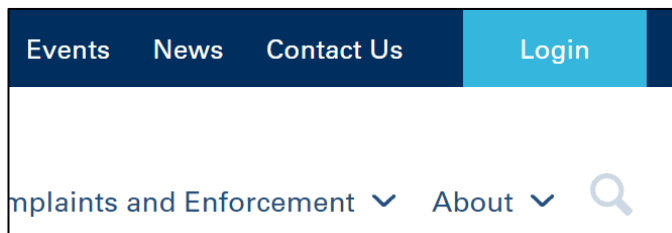
Cheque or money order

- If you employ **one to five professional members** or licensees registered anywhere in Canada, **sign the declaration** on the Fees Notice and send it with a cheque or money order for the amount listed on the fees notice **along with the Annual Return**.
- If you employ **six or more professional members** or licensees registered anywhere in Canada, you do not need to complete the Declaration. Simply send a cheque or money order for the amount listed on the fees notice **along with the Annual Return**.

Instructions for Logging into APEGS Central - Renewals

For Certificate of Authorization (C of A) Official Representatives

Follow the steps below to access the C of A account. **The Official Representative must have already paid for membership and licence fees in full as an individual before paying the C of A fee.**

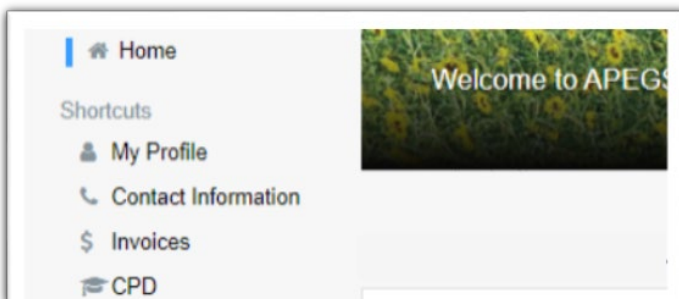


STEP 1: Click “Login” in the top right corner of the APEGS homepage at www.apegs.ca.

STEP 2: Enter user ID and password.

User ID is your **personal** 5-digit registration number. Use a preceding zero if it is a 4-digit number.

To reset your password, click “Forgot your password?” If you have trouble, check your spam filter before contacting APEGS. You may have to use your home email address rather than your business one to receive emails from APEGS.



STEP 3: Click “My Profile” at the left of the page.

STEP 4: Scroll down to the “Official Rep – C of A” box and **select “Pay Now”** to be guided through all the screens you need to see to renew and review/update your information on record with APEGS.

Note: If updating your address, **ensure to leave Address Line 1 as the main contact person’s** name and do not adjust the address types.