A P E G S

Association of Professional Engineers & Geoscientists of Saskatchewan

Regulating the professions. Protecting the public.

Annual Fees and Payment Instructions

Annual fees for the upcoming year are due by December 31

- Payment must be received prior to January 31 to avoid being ceased.
- APEGS is not responsible for website service interruptions or delays in delivery of a fee notice or fee payment.

Getting Started

To maintain your annual registration and licence status, you must:

- Log into APEGS Central.
- Review and update your information.
- Complete the required annual declarations.

Payment of your annual fees does not complete your renewal requirements. You must submit all required renewal information using the "Renew Now" button in APEGS Central, even if your fees are paid by your employer or another third party.

If you are considering a life membership, licence waiver, or resignation, review the information below **before** making payment arrangements.

Payment Methods

The preferred payment method is through APEGS Central.

Instructions for individual member payments are provided later in this document. Instructions for Certificate of Authorization payments are available on the APEGS website.

To arrange an alternative payment method, please email apegs@apegs.ca.

Please note that employers and third parties may only make payments one individual at a time; bulk payments are not accepted.

Life Membership

Life Membership may be available to members who have retired from professional practice and meet the eligibility requirements. Members considering Life Membership should review the requirements before paying annual fees.

More information: apegs.ca/members/life-membership

Licence Waiver

The licence waiver is a non-practising status. It may be available to professional members or licensees who are not working in Saskatchewan at any job whatsoever and meet the additional eligibility requirements.

If you are considering a licence waiver, **do not pay your annual fees yet.** Wait until your licence wavier application has been reviewed and a decision has been made.

The deadline to apply for a licence waiver for the upcoming year is December 31.

More information: apegs.ca/members/licence-waiver

Resignation

Members who no longer require APEGS registration may resign their membership.

APEGS must receive your completed resignation form **by January 31** of the year of resignation. Meeting this deadline allows you to resign in good standing and avoid being ceased for non-payment of fees.

More information: apegs.ca/members/resignation

Consequences of Non-Payment

If the required annual fees are not paid by the prescribed deadline:

- your membership will cease;
- you will no longer be in good standing with APEGS; and
- additional requirements or restrictions may apply if you later seek to reinstate your membership.

Continuing Professional Development (CPD)

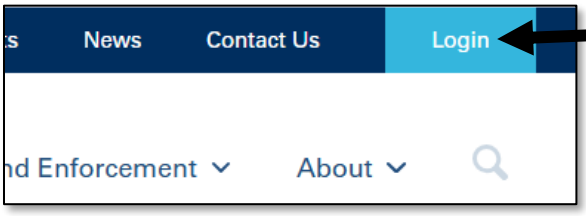
The deadline to report CPD activities for the previous calendar year is **January 31** and is reported in APEGS Central.

Members are responsible for ensuring they meet all applicable CPD requirements and reporting obligations as part of maintaining registration with APEGS.

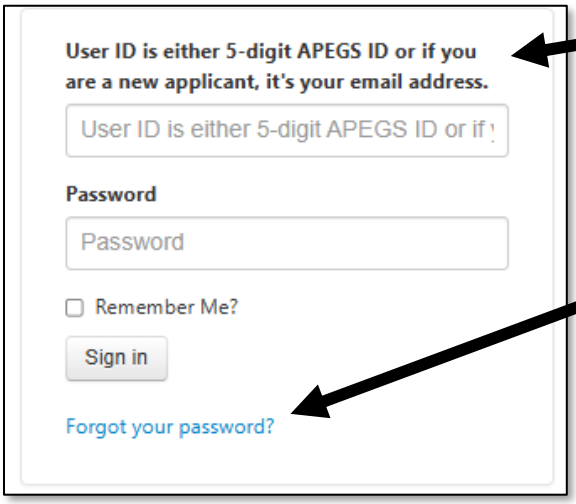
More information: apegs.ca/cpd/cpd-program

Instructions to Pay Annual Fees in APEGS Central

For individual registration fee payments through APEGS Central, follow the instructions below. For Certificate of Authorization fee payments, use the Certificate of Authorization payment instructions available on the APEGS website.

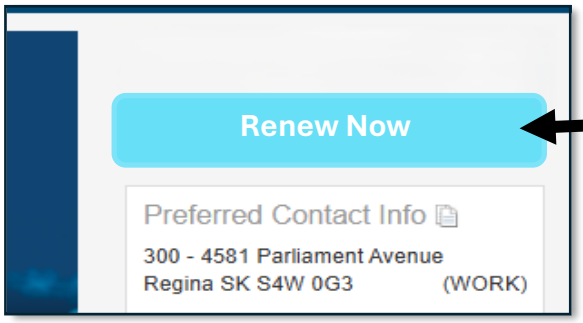


Step 1: Click **Login** in the top right corner of the APEGS homepage at www.apegs.ca



STEP 2: Enter your User ID and password. User ID is your 5-digit registration number. Use a preceding zero if it is a 4-digit number.

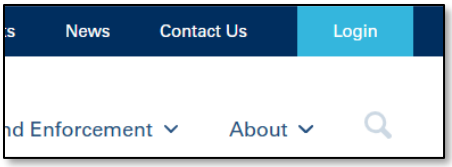
To reset your password, click "Forgot your password?" If you have trouble, check your spam filter before contacting APEGS. You may have to use your home email address rather than your business one to receive the reset link.



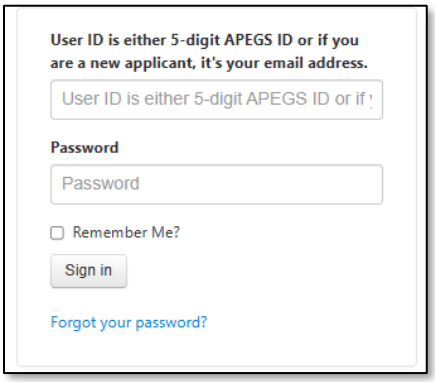
STEP 3: Click **'Renew Now'** to be guided through the annual fee payment process and to review/update your information on record with APEGS.

Instructions for Downloading Your Official Receipt

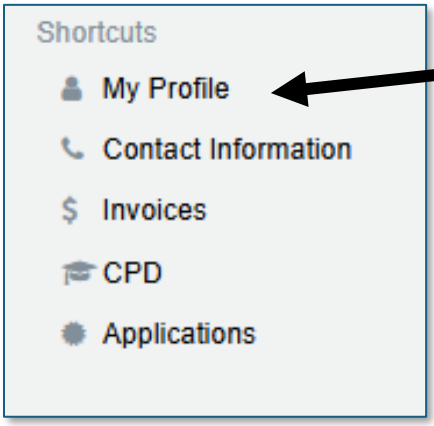
After paying your annual fees, you can download your official receipt from your APEGS Central account. Log in and follow the instructions below.



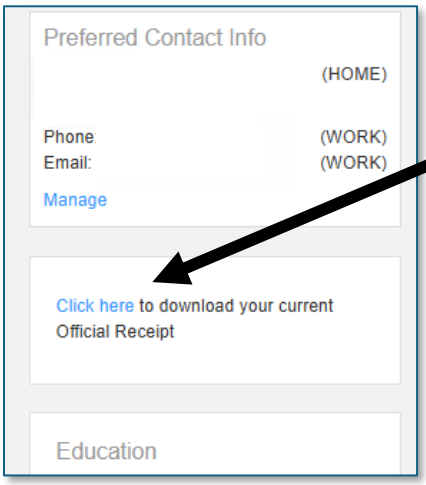
Step 1: Click **Login** in the top right corner of the APEGS homepage at www.apegs.ca



STEP 2: Enter your User ID and password. User ID is your 5-digit registration number. Use a preceding zero if it is a 4-digit number.



STEP 3: Click **My Profile** from the Shortcuts menu on the left-hand side.



STEP 4: Click the indicated link on the right-hand side of the screen to download your official receipt.