

# APEGS MEMBER-IN-TRAINING APPLICATION GUIDE

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# **ACADEMIC QUALIFICATION**

# **Minimum Requirements**

For registration as a professional engineer or professional geoscientist the academic requirement is set out in the Engineering and Geoscience Act s. 20(i)(d):

- (i) In the case of a person who applies for registration as a professional engineer, a bachelor level program of study in Engineering recognized by Council; or
- (ii) In the case of a person who applies for registration as a professional Geoscientist, a four-year bachelor level university program of study in Geoscience recognized by Council.

The academic requirement is assessed at the engineer/geoscientist in training stage of the registration process.

For non-Canadian education to be considered comparable in duration to a four-year bachelor's degree in Canada, a program must have at least 120 Canadian equivalent credits at the undergraduate level or post-graduate level based on the credential assessment. A program must have at least 90 credits at the undergraduate level or post-graduate level to be eligible for an academic assessment for professional registration. A program with less than 90 credits is deemed to be missing the equivalent of a year of full-time study, which is too much to be remediated. Programs that do not meet the minimum requirement for an academic assessment will be reviewed to determine if they meet the academic eligibility for registration as an engineering or geoscience licensee.

For Canadian education, only a four-year bachelor's degree in engineering or geoscience or a closely related discipline, as per the Academic Assessment Guideline, will be eligible for academic assessment for professional registration. All other post-secondary education will be reviewed to see if it meets the eligibility requirement for registration as an engineering or geoscience licensee.

# **Assessment Categories**

APEGS has defined three categories based on how confident we are that the academic program is acceptable to practice professional engineering or professional geoscience safely in Canada. The rigor of the assessment process for each category is proportionate to the level of risk that the program does not meet the standard required to ensure protection of the public.

## Meets academic qualifications to bypass an academic assessment

APEGS is confident that the academic program is acceptable, based on the criteria below, and an academic assessment is not required:

- Applicant has a bachelor's degree in engineering accredited by the CEAB or another accreditation body considered to be equivalent through an international agreement signed by Engineers Canada or through CEAB substantial equivalency.
- Applicant has a Canadian four-year Bachelor of Science degree in geoscience that meets the knowledge requirement set out in the GKE.
- Applicant's program has previously been deemed to have met the academic requirement for licensure by APEGS or another engineering or geoscience regulator in Canada.

- Applicant has a program deemed by a WES ICAP document-by-document credential
  assessment to have a Canadian equivalency of a 4-year bachelor's degree with a
  major/specialization in engineering and holds the equivalent of a Professional Engineer
  designation in a Country that is a member of the IPEA or APEC agreements of the
  International Engineering Alliance.
- Applicant has a program deemed by a WES ICAP document-by-document credential
  assessment to have a Canadian equivalency of a 4-year bachelor's degree in geoscience and
  holds the equivalent of a Professional Geoscientist designation in the United States.
- Applicant has a program deemed by a WES ICAP course-by-course credential assessment to
  have a Canadian equivalency of a 4-year bachelor's degree with a major/specialization in
  engineering that has at least 120 credits at an undergraduate or post graduate level, and a
  Canadian graduate degree, or a graduate degree from an institution that has Washington
  Accord accredited programs, that is in a closely related engineering discipline to the
  bachelor's degree.

## 2. Academic assessment is required to evaluate qualifications

This category deems the academic program is likely at a level comparable to Canadian bachelor's degree in engineering or geoscience but needs to ensure this through a full academic assessment.

#### **Academic Assessment Outcomes**

#### Denial:

If APEGS' assessment reveals more than 30 credit units of deficiencies the applicant will be denied registration.

### **Deficiencies:**

If APEGS' assessment reveals that an applicant's academic qualifications are below the established Canadian standard, they will be assigned a Deficiency Program aimed to remedy identified deficiencies for licensing purposes.

Options for fulfilling Deficiencies are:

• **University level courses** – complete a university level course. The course needs to cover the syllabus requirements. Approval by APEGS is required prior to taking the course.

## AND/OR

Technical Exams - write technical exams that correspond to each of the assigned deficiencies.

\*If an applicant fails the same technical exam three times they will be required to complete a university level course as above for that subject.

## **Confirmatory Exams:**

Applicants whose bachelor's level degree was obtained via a program that appears comparable to the respective Canadian program through academic assessment, or have completed assigned deficiencies, are assigned Confirmatory Exams. By passing the exams, applicants demonstrate that their education is at a comparable level to that of a Canadian undergraduate program.

\*If an applicant has completed deficiencies at an acceptable Canadian university or college, or technical exams, which cover required subjects for the confirmatory exams, the confirmatory exams will not be required.

\*If an applicant fails any combination of exams (confirmatory and/or FE/FG) three times, the application will be denied.

Options for fulfilling Confirmatory Exams are:

- FE/FG Exam National Council of Examiners for Engineering and Surveying (NCEES)
   Fundamentals of Engineering exam or National Association of State Boards of Geology (ASBOG) Fundamentals of Geology exam. Proof that the applicant has passed the FE/FG exam is required for the confirmatory exams to be deemed complete.
  - o For details on the FE exam please visit: <a href="https://ncees.org/engineering/">https://ncees.org/engineering/</a>
  - For details on the FG exam please visit: <a href="https://asbog.org/registration.html">https://asbog.org/registration.html</a>

## OR

- **Confirmatory Exams** 3 Technical Exams from the syllabus an applicant was assessed under (refer to the self-assessment).
  - Engineering: 2 from group A and 1 from group B of the discipline specific part of the syllabus they were assessed in.
  - o Geoscience: 3 from group 2A and/or group 2B of the GKE stream they were assessed in.
  - For more information regarding Technical Exams please visit:
     <a href="https://www.apegs.ca/apply/how-to-apply/engineer-in-training/technical-exams">https://www.apegs.ca/apply/how-to-apply/engineer-in-training/technical-exams</a>

#### OR

 University-Level Post-graduate Degree – a university-level post-graduate diploma, master's or PhD degree in the same discipline as the bachelor's degree that contains sufficient technical content that can be used to confirm the level of the applicant's undergraduate study.

## OR

Work experience reporting – submission of technical competencies through the
Competency Based Assessment system if an applicant has more than 4 years of engineering
or geoscience experience in the same discipline as the undergraduate education that shows
the application of engineering or geoscience principles.
 NOTE: APEGS determines if this option is applicable and informs the applicant whether they

\*If given this opportunity, the applicant is only allowed three attempts before this option is removed, and they must write the Confirmatory Exams.

\*Failure to complete any assigned requirements within four years will result in the closure of the application.

## Approval:

An application will be approved with no other requirements assigned if:

are being given the option or not.

 Their Canadian four-year Bachelor of Science degree in geoscience has been deemed by APEGS to meet the knowledge requirements set out in the GKE • Their bachelor's program has been assessed as acceptable, with no deficiencies assigned, and they have a post-graduate degree that APEGS has determined contains sufficient technical content that is acceptable to confirm the level of their undergraduate study

An application will be approved when all requirements, assigned to confirm the level of education, have been met:

- Successful completion of courses and/or exams assigned for deficiency and/or confirmatory requirements
- Work experience submitted through the Competency Based Assessment system that APEGS
  has deemed acceptable to waive the confirmatory exams
- Meeting any of the situations listed in <u>category 1</u>

# 3. Does not meet minimum academic qualifications

This category deems the program is missing the equivalent of one or more years of fulltime bachelor's level engineering/geoscience study in Canada, which is too much to be remediated through APEGS' processes.

A program with less than 90 credits at the undergraduate level or post-graduate level is deemed to be missing the equivalent of a year of full-time study and does not meet the minimum requirement for an academic assessment.

A bachelor's degree in science (not geoscience), computer science, engineering technology or geoscience technology that is deemed to be missing the necessary engineering or geoscience content does not meet the minimum requirement for an academic assessment.

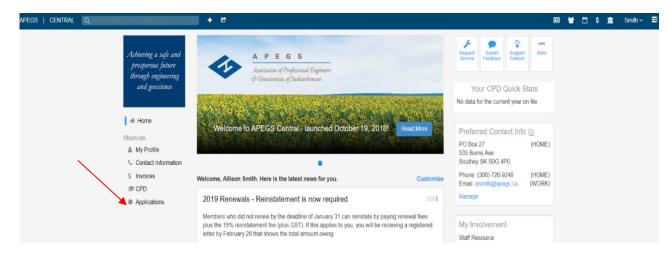
Applicants that fall into this category will be denied registration as a member-in-training and will be advised whether the academic background meets the requirements for engineering or geoscience licensee.

# **HOW TO APPLY**

If you have a bachelor's degree in engineering or geoscience, you will start by applying for Engineer-in-Training or Geoscientist-in-Training from the APEGS website <a href="https://www.apegs.ca">www.apegs.ca</a>.

- To start an application, you will need to sign up for an account with APEGS by going to:
   https://central.apegs.ca/Portal/Pages/sign-up-member

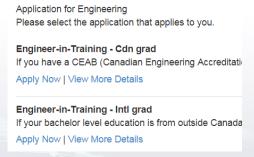
   \*If you have applied to APEGS in the past or you have already created an account, you would not use this sign-up page. Go straight to APEGS Central (your online profile) by clicking "Login" on the top right corner of the APEGS home page <a href="www.apegs.ca">www.apegs.ca</a>, and use your 5-digit User ID or email address to login.
- Check your email for "APEGS Sign Up Verification" from APEGS <a href="mailto:apegs@apegs.ca">apegs@apegs.ca</a>. Follow the instructions in the email to complete the sign-up.
- After you have logged into your APEGS Central Home page, select "Applications":



Select "Apply Now":



 Follow the instructions on screen to choose the correct application type (engineer or geoscientist):



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



Submission of your application form will be completed upon payment of the application fee of \$210. All application fees are non-refundable.

# **APPLICATION PROCESS**

# **Engineer-in-Training - Canadian Graduates**

After your application has been accepted, you will receive a confirmation email from APEGS requesting the following:

X Proof of ID

X Academic Documents – official transcript or letter of completion

After we have received your transcript(s) or a letter confirming your graduation directly from the institution, APEGS will review it to determine if your program is accredited under the <u>Canadian Engineering Accreditation Board (CEAB)</u>.

• If your program is not accredited, you will be required to undergo further assessment, and APEGS will contact you for additional requirements.

When/if the academic qualification has been deemed to be met, your file will be forwarded to the Registrar for review for approval.

After you have been approved, you will receive a confirmation email from APEGS with an invoice for annual registration fees, prorated for the remainder of the year.

\*Failure to submit all required application materials within <u>one</u> year will result in the closure of your application.

# **Geoscientist-in-Training – Canadian Graduates**

After your application has been accepted, you will receive a confirmation email from APEGS to submit the following requirements:

- X Proof of ID
- X <u>Academic Documents</u> official transcript(s)

After we have received your transcript(s) directly from the institution, APEGS will review to determine if your program meets the academic <u>Geoscience Knowledge and Experience Requirements for Professional Registration in Canada (GKE).</u>

- You may be required to submit the following additional requirements for further assessment if your degree is obtained from an institution outside of Saskatchewan, or if it is determined by APEGS that further assessment is required:
  - X Resume
  - X Self-Assessment
- Following the submission of the above requirements, your file will be placed in line for review to assess your academic qualification for licensure.
- You will receive an email notifying you that your status has been changed to In Progress and the review process may take around 2-4 months.
- You may be required to complete additional exams and/or courses following the academic assessment. See <u>academic assessment category</u> for further information.

When/if the academic qualification has been deemed to be met, your file will be forwarded to the Registrar for review for approval.

After you have been approved, you will receive a confirmation email from APEGS with an invoice for annual registration fees, prorated for the remainder of the year.

\*Failure to submit all required application materials within <u>one</u> year will result in the closure of your application.

# **Engineer-in-Training – International Graduates**

After your application has been accepted, you will receive a confirmation email from APEGS to submit the following requirements:

- X Proof of ID
- X WES assessment ICAP course-by-course
- If you have any relevant, Canadian post-graduate degrees(s) in engineering noted in your application, or you would like to submit for consideration, this will be added to your online portal:
  - X Academic Documents official transcript
- If you are a licensed professional/chartered engineer in a country that is a member of the International Professional Engineers Agreement (IPEA) or the Asia-Pacific Economic Cooperation (APEC), please contact us and provide your registration status:

  questions-academicreview@apegs.ca.
  - \*If you are a licensed Professional Engineer in the United States, APEGS will accept an NCEES Record instead of the WES assessment:
    - X NCEES Record

After we have received your WES and academic document(s), APEGS will review these to determine if you meet the minimum eligibility requirements.

\*If you do not meet the minimum eligibility requirements for an academic assessment, your application will be closed, and you will be informed if you meet the academic requirements for a different licensure type.

- If an academic assessment is required, these additional requirements will then be added to your online portal:
  - X Resume
  - X Self-Assessment
  - X Academic Assessment Fee \$210
  - Following the submission of the above requirements, you will receive an email notifying you that your status has been changed to In Progress for academic assessment and the process may take around 2-4 months.
  - You may be required to complete additional exams and/or courses following the academic assessment. See <u>academic assessment category</u> for further information.

When/if the academic qualification has been deemed to be met, your file will be forwarded to the Registrar for review for approval.

After you have been approved, you will receive a confirmation email from APEGS with an invoice for annual registration fees, prorated for the remainder of the year.

\*Failure to submit all required application materials within <u>one</u> year will result in the closure of your application.

# **Geoscientist-in-Training – International Graduates**

After your application has been accepted, you will receive a confirmation email from APEGS to submit the following requirements:

- X Proof of ID
- X WES assessment ICAP course-by-course
- If you have any relevant, Canadian post-graduate degrees in geoscience noted in your application, or you would like to submit for consideration, this will be added to your online portal:
  - X <u>Academic Documents</u> official transcript(s)
- If you are a licensed Professional Geoscientist in the United States, please contact us and provide your registration number: <a href="mailto:questions-academicreview@apegs.ca">questions-academicreview@apegs.ca</a>.

After we have received your WES and academic document(s), APEGS will review these to determine if you meet the minimum eligibility requirements.

\*If you do not meet the minimum eligibility requirements for an academic assessment, your application will be closed, and you will be informed if you meet the academic requirements for a different membership/licensure type.

- If an academic assessment is required, these additional requirements will then be added to your online portal:
  - X Resume
  - X Self-Assessment
  - X Academic Assessment Fee \$210
  - Following the submission of the above requirements, you will receive an email notifying you that your status has been changed to In Progress for academic assessment and the process may take around 2-4 months.
  - You may be required to complete additional exams and/or courses following the academic assessment. See <u>academic assessment category</u> for further information.

When/if the academic qualification has been deemed to be met, your file will be forwarded to the Registrar for review for approval.

After you have been approved, you will receive a confirmation email from APEGS with an invoice for annual registration fees, prorated for the remainder of the year.

\*Failure to submit all required application materials within <u>one</u> year will result in the closure of your application.

# **APPLICATION SUBMISSION REQUIREMENT DETAILS**

# **Proof of Identification**

- Download the proof of Identification (ID) form from this page: <a href="https://www.apegs.ca/assets/proof-of-id-form.pdf">https://www.apegs.ca/assets/proof-of-id-form.pdf</a>
- Complete the Proof of ID Form and get a guarantor for your photo ID. Instructions for how to fill
  out the proof of ID form can be found on the form.
- The proof of identification (ID) can be submitted by email to: documents-academicreview@apegs.ca.

# **Canadian Transcript**

- If you have any Canadian university or college engineering/geoscience education, please request that the institution issue a transcript directly to APEGS.
- Alternatively, if your institution supports electronic delivery systems such as MyCreds, you can send your transcripts directly through these systems.
  - \*Please Note: Transcripts must include degree awarded and date conferred.
- If date conferred is not on the transcript, you must also have the institution provide a letter directly to APEGS indicating that the requirements have been met for conferral.
  - The letter must contain: your name, degree awarded (including discipline), and date of conferral.
- Transcripts can be emailed directly to APEGS through: documents-academicreview@apegs.ca.

# **World Education Services (WES) Credential Assessment**

- Apply to <u>WES</u> for an ICAP Course-by-Course report.
- Select Canada as the region of your evaluation.
- Choose Professional License/Certification as your report purpose
- Include your bachelor's degree and all non-Canadian engineering/geoscience education in the WES assessment. You will be required to submit both the diploma certificate and the transcript of marks by WES.
- If you have already obtained an Educational Credential Assessment (ECA) by WES for immigration purposes, please upgrade to the ICAP Course-by-Course assessment from your WES account.
- Add APEGS as a recipient to have WES directly deliver the electronic report. Hardcopies are not acceptable.

## Resume

- A technical resume should include details of your engineering or geoscience experience that:
  - Clearly demonstrate the application of engineering/geoscience principles in the same discipline as your undergraduate education. This will give the APEGS professional staff confidence that the technical competencies can be met.
  - Have occurred since completing your bachelor's degree.
  - o Specify the start and end dates (month/year) for each position.
  - Include the company name and location, your job title and a brief description of your duties for each role.
  - o The resume must NOT exceed 5 pages
- Submit your resume to documents-academicreview@apegs.ca.

# **Academic Assessment Fee - \$210.00**

- After APEGS has received your academic document(s), we will confirm if the academic assessment fee is required, at which time we will invoice you.
- Go to your APEGS online profile (Invoices) to pay the fee online.
- The academic assessment fee is in addition to the member-in-training application fee.
- All application fees are non-refundable.

# Self-assessment (SA)

- Download the SA forms from: https://www.apegs.ca/apply/how-to-apply/engineer-in-training/academic-assessment
   or
  - https://www.apegs.ca/apply/how-to-apply/geoscientist-in-training/academic-assessment
- The SA is discipline specific. You must choose the discipline that is closest to the discipline of your bachelor-level degree.
- If your discipline is not listed, find the syllabus that is closest to your bachelor's degree education.
- Follow instructions within the form to complete.
- Submit your SA form in Word format to <u>documents-academicreview@apegs.ca</u>.

# Official Program Syllabus (if required)

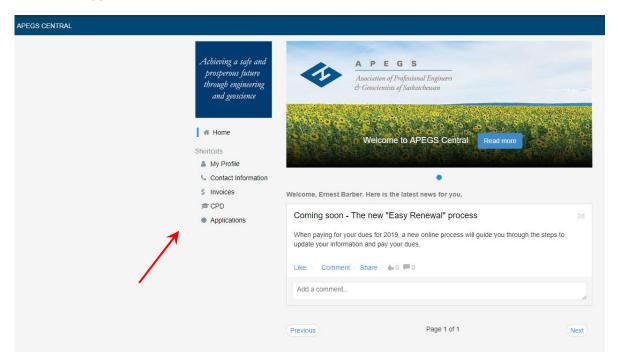
- APEGS will contact you if a program syllabus is required.
- An acceptable official program syllabus should contain:
  - o Publishing information of the institution
  - o Course outlines
- English translation is required if the original is in non-English.
- Submit a copy of the original program syllabus in PDF or a link provided to the original from institution's website.

# **NCEES Record (if applicable)**

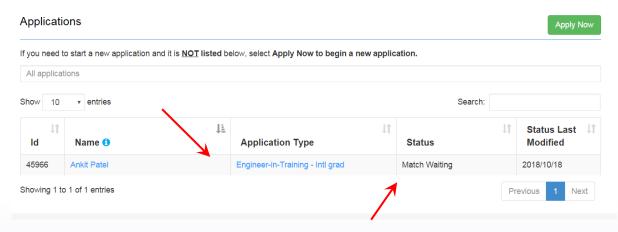
- If you have a full NCEES Record, please have NCEES send your complete record to APEGS. Please visit NCEES' website for information: <a href="https://ncees.org/records/">https://ncees.org/records/</a>
- If you do not have a full NCEES record, then you must apply for a credential assessment by World Education Services (WES) Canada.

# VIEWING APPLICATION AND REQUIREMENT STATUS

- Log into APEGS Central (your online profile) by clicking "Login" on the top right corner of the APEGS home page <a href="https://www.apegs.ca">www.apegs.ca</a> and entering your 5-digit User ID.
  - o If you have not received your permanent User ID yet you will use the email address you signed up with.
- Select "Applications":

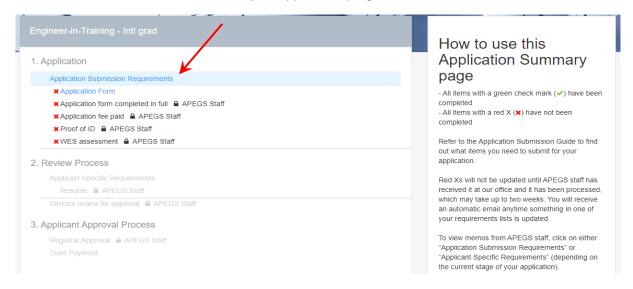


• Select your application (e.g. Engineer in Training – International Grad):



- o This is also where you will be able to see your application status:
  - Match Waiting: your application is waiting to be accepted into the system by APEGS staff
  - Applied: your application has been accepted, and you are required to submit the required documentation within 1 year

- In Progress: your application is under academic assessment and this process generally takes around 2-4 months
- Waiting-Applicant: your academic assessment has been conducted, and you are required to complete the assigned requirements within 4 years
- Approved: your application has been approved
- You will then be able to see the details of your application progress:



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



# FREQUENTLY ASKED QUESTIONS

## How many years of experience are required to apply for EIT or GIT?

Your academic qualification is what is assessed during the stage of the EIT or GIT application, there is no requirement for any length of work experience. However, for international graduates, your technical experience may be considered for the option of work experience reporting to try having the confirmatory exams waived, see <u>academic assessment</u> section for more details.

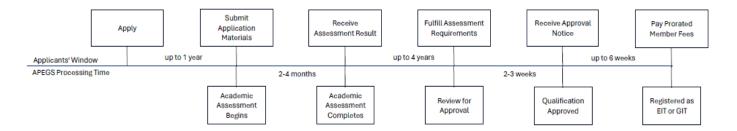
### How long does it take for my application to be approved?

The overall registration time varies. It is mostly dependent on the time taken by applicants to submit required documents and/or complete any assessment assigned requirements.

Applicants have a 1-year window to submit required application materials after applied, and a 4-year window to complete any assigned requirements after receiving the assessment result.

When your academic qualification is deemed to be met and all the required submissions are completed, it generally takes 2-3 weeks for APEGS to approve your EIT or GIT membership.

A representative timeline for the category that requires an academic assessment is included as below:



## Is WES ICAP course-by-course required?

For international graduates, a WES assessment is required to further confirm the Canadian equivalency of your degree(s). In most cases, the ICAP course-by-course version is required. APEGS may also ask you to upgrade your WES report to an ICAP course-by-course (if it is not already), if it is determined by APEGS that an academic assessment is required to further confirm your qualifications.

The document-by-document version may be accepted if:

- You have a bachelor's degree that is accredited under the Washington Accord, or
- You are currently registered as a Professional Engineer in a country that is a member of the International Professional Engineers Agreement (<u>IPEA</u> and <u>APEC</u>), or
- You are currently registered as a PE in the United States, a full NCEES Record is required in lieu of WES.

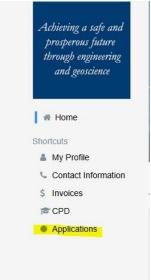
## What is the academic assessment fee and is it required?

The academic assessment fee is an additional fee of the member-in-training application for a full academic assessment. APEGS will confirm if the academic assessment fee is required upon receiving your academic document(s), and you will be notified if it is.

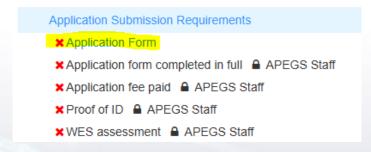
## My application has been closed; how do I re-apply?

A re-application requires completion of a new application form and payment of the \$210 application fee. You may not be asked to resubmit any previously retained documents that meet the current standards, but a new proof of ID form is required for each application. If you have previously received your academic assessment result, your original assessment result will stand, and you will be able to continue with your original assessment assigned requirements. Steps for how to re-apply are included below:

- 1. Login to your APEGS Central under your original ID: https://central.apegs.ca/Portal/Pages/SignIn
- 2. Go to Central and select **Applications** on the left-hand side of the quick links:



- 3. Select Apply Now and choose your original application type: eg. Member-in-Training Intl grad
  - If you have an existing application <u>open</u> with no status from the application list, select it from the list and DO NOT select Apply Now (an error message will appear if you already have one open)
- 4. Fill out the **application form** by selecting:
  - 1. Application



- 5. Payment of \$210 will be required upon completion of the new application form
- 6. You will be contacted by APEGS staff with additional instructions once your re-application is accepted.

## What are confirmatory exams and why are they assigned?

Confirmatory Exams are the assigned requirement following an academic assessment for international graduates.

Applicants whose bachelor's level degree was obtained via a program that appears comparable to the respective Canadian program through academic assessment, or have completed assigned deficiencies, are assigned Confirmatory Exams.

Options for fulfilling the confirmatory exams are:

- FE/FG Exam
  - o Engineering: FE exam: <a href="https://ncees.org/engineering/">https://ncees.org/engineering/</a>
  - o Geoscience: FG exam: <a href="https://asbog.org/registration.html">https://asbog.org/registration.html</a>

Or

- 3 Technical Exams:
  - Engineering: 2 from group A and 1 from group B of the discipline specific part of the syllabus they were assessed in.
  - o Geoscience: 3 from group 2A and/or group 2B of the GKE stream they were assessed in.

The intention of the confirmatory exam requirement is to confirm your academic qualification for professional engineering or geoscience licensure when you have demonstrated that your academic background is comparable to a Canadian program.

## Are confirmatory exams required after fulfillment of assigned deficiencies?

In most cases, applicants who have completed assigned deficiencies are then assigned confirmatory exams. You may not be assigned confirmatory exams upon completion of the deficiency requirements if:

- Your completed deficiency courses or exams also cover required subjects for the confirmatory exams, or
- You have been given the option to waive the confirmatory exams as indicated in your academic assessment result

### How to register for technical exams to fulfil my confirmatory or deficiency exam requirement?

APEGS offers technical exams online through Engineers and Geoscientists British Columbia (EGBC). Technical exams are offered twice per year in the Spring/Summer and Fall/Winder. Go to APEGS' technical exam page on our website for exam application and further information: <a href="https://www.apegs.ca/apply/how-to-apply/engineer-in-training/technical-exams">https://www.apegs.ca/apply/how-to-apply/engineer-in-training/technical-exams</a>

## How to request an academic reassessment?

An academic reassessment may be granted if there has already been an academic assessment completed, and new information is provided to support the request. Only one reassessment is allowed.

If your original assessment outcome was **confirmatory exams**, a reassessment may be granted for the option to waive these exams when:

- You have completed a new postgraduate degree in engineering or geoscience
  Or
- You have 4 or more years of technical experience in engineering or geoscience

If your original assessment outcome was **deficiency exams/courses**, a full academic reassessment may be granted if:

- You have obtained an acceptable program syllabus that is published by the institution that contains course descriptions of your bachelor's degree courses
   Or
- You have obtained an updated WES report that shows any changes to your bachelor's degree equivalency or courses
   Or
- You have been assessed prior to January 2024 and would like to have your academic qualifications reassessed in the current process

If your original assessment outcome was **deficiency exams/courses**, and you have completed a Canadian postgraduate degree in engineering, APEGS will review your overall program and determine if you meet the academic qualification without going through a full academic reassessment.

If you meet the above requirements, submit your request by email to <u>questions</u>-<u>academicreview@apegs.ca</u> and the appropriate staff will follow up and provide further instructions.