



A P E G S

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Payment Information Sheet for New Members / Licensees

Updated November 6, 2023

APEGS is pleased to offer an on-line payment system for payment of fees for applicants, members and licensees.

Payment options are as follows:

1. **On-line** payment is available 24 hours a day.

We ask that you pay your fees in APEGS Central, the self-serve portal. If you have never done this before, see the “Easy Payment” instructions enclosed. Receipts are sent by email only if you pay on-line.

The following payments **cannot** be paid on-line:

- a. Licence waivers. See details on reverse;
- b. If your employer does not pay GST **and** they are paying your fees for you (for example, Government of Saskatchewan employees, Saskatchewan Watershed Authority employees, etc);
- c. You have a credit on your account;
- d. Partial payments (only payment of the full amount owing can be paid on-line);
- e. There may be other issues flagged on your record that will prevent you from paying on-line. A notice will pop up in your profile if that is the case. Contact the APEGS office for information if necessary.

2. **Cheque** payable to “APEGS” and mailed to the APEGS office. A receipt will be sent by regular mail (receipts are sent by email only if you pay on-line through payment option #1).

3. **Money order** mailed to the APEGS office. A receipt will be sent by regular mail (receipts are sent by email only if you pay on-line through payment option #1).

4. **In person** at the APEGS office by debit card, credit card, cheque, cash or money order. You will receive your paper receipt at the time you pay.

Office hours are 8:00 am to 5:00 pm Monday to Friday except for statutory holidays.

Waiver of Annual Licence Fee (Licence Waiver)

How to apply: complete the Licence Waiver application found on the APEGS website under Members, Annual Fees & Licence Waiver. Send in the form by either scanning and emailing to apegs@apegs.ca, regular mail or in person at the APEGS office. The remaining membership fee payment will not be processed until the completed licence waiver application is received. **You are not a member until the payment is processed.**

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Waiver of Annual Licence Fee (Licence Waiver) - continued

Annual fees for members are split into two portions; membership fee and licence fee. You are **eligible** to apply for a licence waiver if you are retired or not working in Saskatchewan as follows:

- a) not residing in Saskatchewan and not practicing engineering or geoscience on projects or properties located in Saskatchewan;
- b) residing in Saskatchewan and not working at any job whatsoever. (examples: unemployed; pursuing full-time studies at an educational institution; on medical/maternity/paternity/parental leave)

If you are granted a licence waiver and sometime later during the year you **return to work** or obtain engineering or geoscience work on projects or properties located in Saskatchewan, then you shall advise APEGS and pay the appropriate, prorated licence fee.

You are not eligible for a licence waiver if you:

- a) Reside in Saskatchewan and are employed at any job, including non-engineering and non-geoscience jobs,
- b) Are an Official Representative for a Certificate of Authorization (C of A) and there are no other Official Representatives for the C of A that are licensed in Saskatchewan, or
- c) Are a Temporary Licensee.

The licence waiver is for the current calendar year only and you must apply each year (instructions will come with your renewal notice in November of each year).

Payment options for licence waiver:

1. **Credit card** – after the completed licence waiver application form is received at the APEGS office, we will either call you for your credit card number or use the credit card number provided by you on the form;
2. **Cheque or money order** mailed to the APEGS office along with the completed licence waiver application form (**confirm the amount owing before sending by calling the APEGS office**);
3. **In person** at the APEGS office. Office hours are 8:00 am to 5:00 pm Monday to Friday except for statutory holidays, Easter Monday and Boxing Day.

Payment of licence waiver is not available on-line.

Where to find the Licence Waiver application form:

On the APEGS website www.apegs.ca under Members, Annual Fees & Licence Waiver. Use the form called 'Licence Waiver Application – New Approvals'.