



A P E G S

Association of Professional Engineers
& Geoscientists of Saskatchewan

300 4581 Parliament Avenue, Regina, Saskatchewan S4W 0G3
T (306) 525 9547 F (306) 525 0851 Toll Free: 1 800 500 9547
www.apegs.ca apegs@apegs.ca

Certificate of Authorization (CofA)

Information Sheet

Who is an Official Representative?

The Official Representative(s) (as named in Section D on the Certificate of Authorization application) is a licensed professional member of APEGS (if licence is waived for the year, it must be reactivated).

Roles of the Official Representative:

The Official Representative's duties are to ensure that the Act and Bylaws are complied with as required by clause 22(4)(b) of *The Engineering and Geoscience Professions Act*.

Only the Official Representatives can make changes to 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 APEGS of any changes within 30 days of the effective date of the change. Changes include:

- Add and remove official representative.
- Add and remove member responsible.
- Change contact information via online profile.
- Pay fees via online profile.

Who is an Eng/Geo Responsible?

Member(s) Responsible (as named in Section C on the Certificate of Authorization application) is a licensed professional member of APEGS who is authorized to sign the CofA stamp.

Role of an Eng/Geo Responsible:

These licensed professionals take responsibility for engineering or geoscience work for the company.

Who is the Authorized Signing Officer?

The Authorized Signing Officer (as named in Section F on the Certificate of Authorization application) is the contact person who signs the Certificate of Authorization application on behalf of the company. All mailed correspondence is addressed to the Authorized Signing Officer.

Role of the Authorized Signing Officer:

The Authorized Signing Officer is required to notify APEGS of the newly appointed Official Representative (OR) to reinstate a CofA that was cancelled due to the lack of an Official Representative.

Who is the Certificate of Authorization holder?

The Certificate of Authorization holder is the firm/company.