



A P E G S

*Association of Professional Engineers
& Geoscientists of Saskatchewan*

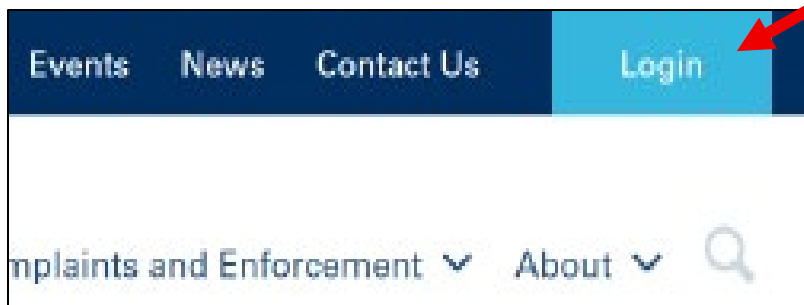
**Regulating the
professions.
Protecting the
public.**

Certificate of Authorization (COA) – Online Renewal and Official Receipt Instruction Sheet

Note: To renew a Certificate of Authorization, at least one Official Representative **must** have an active licence in the renewal year.

The COA account is accessed through any of the Official Representative's account.

Step 1: An Official Representative is required to login to their personal [APEGS Central account](#)
Click Login in the top right corner of the APEGS website at [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**

User ID is either 5-digit APEGS ID or if you are a new applicant, it's your email address.

User ID is either 5-digit APEGS

Password

Password

☐ Remember Me?

Sign in

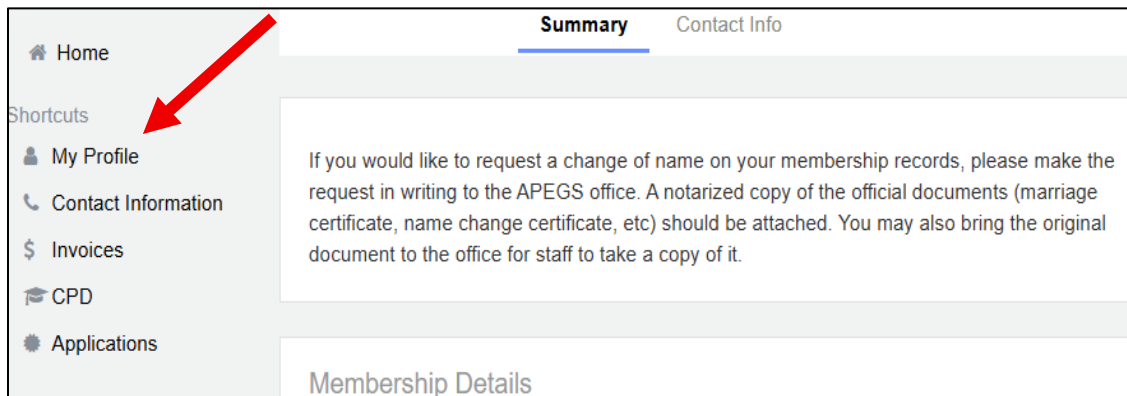
[Forgot your password?](#)

Last Revised: November 19, 2025

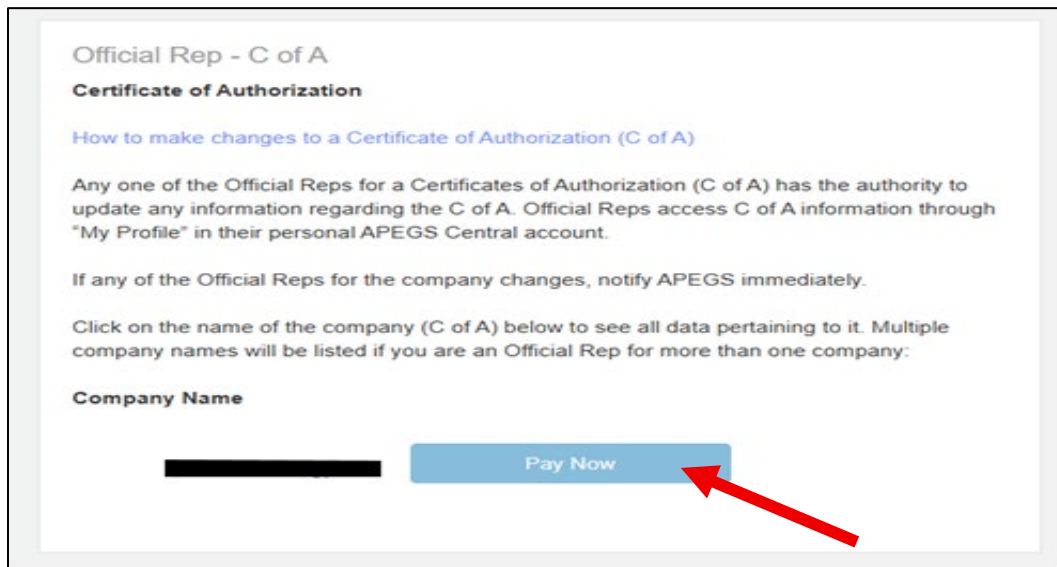
300 - 4581 Parliament Avenue, Regina Saskatchewan S4W 0G3

P 306-525-9547 F 306-525-0851 TOLL FREE 1-800-500-9547 W [apegs.ca](#) E apegs@apegs.ca

Step 3: Select **'My Profile'** to access the COA information associated with your account.



Step 4: Scroll down to the **'Official Rep – C of A'** box.



- Click "Pay Now"
- A new tab will open to the Renewal form page.
- Complete the Renewal form and make payment.

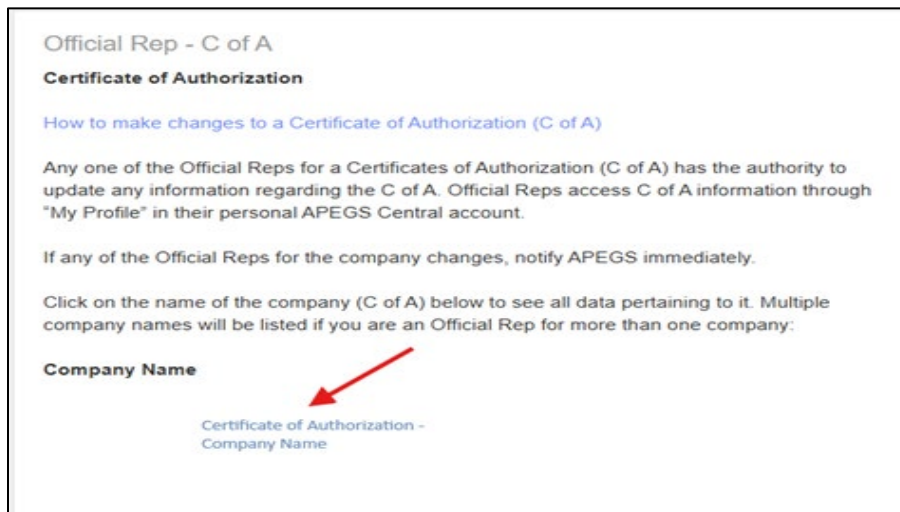
Note:

- Leave Address Line 1 as the main contact person's name and do not adjust the address types.

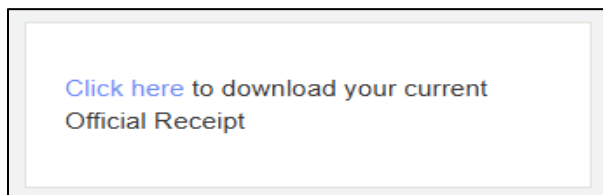
Retrieve the Official Receipt

Step 5: Return to the first tab – My Profile

- Click the company name displayed as a link
- This will take you to the CofA profile page.



Step 6: Click “Click Here” on the left panel of the page to download the Official Receipt.



You may email corporate-practice@apegs.ca or call us at (306) 525-9547, if you require additional assistance.