



APEGS Member-in-Training – International Graduate Application Process

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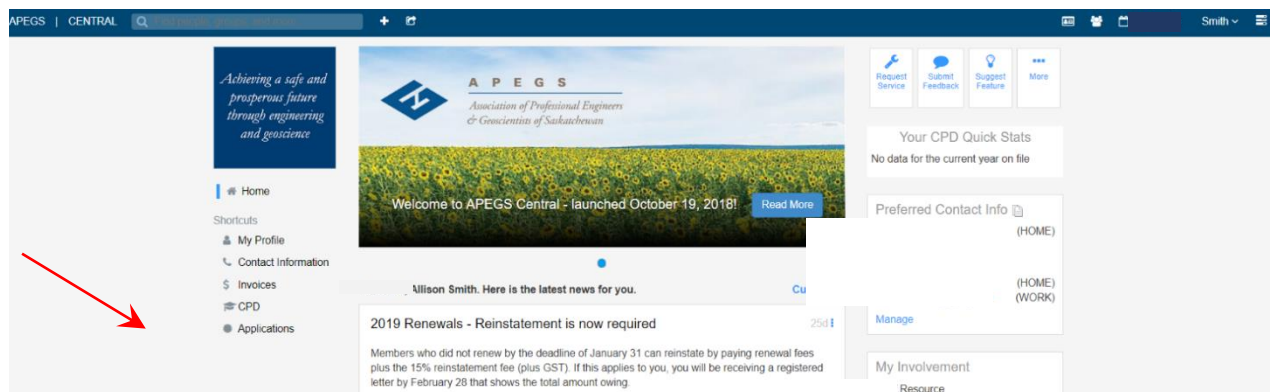
Application Process and Requirements

If your engineering or geoscience bachelor's degree is obtained from an institution outside of Canada, you will start by applying for Engineer-in-Training - International Graduate or Geoscientist-in-Training – International Graduate from the APEGS website www.apegs.ca.

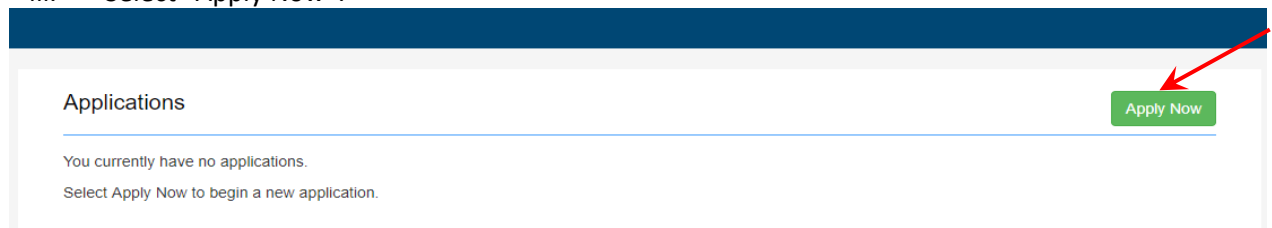
- To start an application, you will need to sign up for an account with APEGS by going to: <https://central.apegs.ca/Portal/Pages/sign-up-member>

* If you have applied to APEGS in the past or you have already created an account, you would not use this sign-up page. You would go straight to APEGS Central (your online profile) by clicking “Login” on the top right corner of the APEGS home page www.apegs.ca, and use your 5-digit User ID or email address to login.

- i. Check your email for “APEGS - Sign Up Verification” from APEGS apegs@apegs.ca. Follow the instructions in the email to complete the sign-up.
- ii. After you have logged into your APEGS Central Home page select “Applications”:



- iii. Select “Apply Now”:



- iv. Follow the instructions on screen to choose the correct application type (engineer or geoscientist)

Application for Engineering
Please select the application that applies to you.

Engineer-in-Training - Cdn grad

If you have a CEAB (Canadian Engineering Accreditation)

[Apply Now](#) | [View More Details](#)

Engineer-in-Training - Intl grad

If your bachelor level education is from outside Canada

[Apply Now](#) | [View More Details](#)

- v. 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.

- After your application has been accepted, you will be contacted by APEGS staff via email to submit the following requirements:

- ✘ WES assessment
 - ✘ Proof of ID

- After we receive your WES assessment APEGS will review it to determine if you meet the minimum eligibility requirements.

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

- If you meet the minimum eligibility requirements, any additional requirements will then be added to your online portal, such as:

- ✘ Resume

- If APEGS professional staff determine that your resume reflects you have 10 or more years of experience in engineering or geoscience, a full academic assessment will not be required at this

stage. Instead, you will be given the opportunity to substantiate your qualifications through the completion of a full competency-based assessment for experience reporting.

- If it is determined that a full academic assessment is required, the self-assessment form and academic assessment fee will be added to your online portal:

- X Self-Assessment

- X Academic Assessment Fee - \$210

- Following the submission of the self-assessment form and payment of the assessment fee, your file will be placed in line for review to assess your academic qualification for Canadian professional engineering or geoscience licensure and you will receive an email notifying you that your status has been changed to *In Progress*. **The review process can take anywhere from 2-4 months to complete.** The result will be sent by email.

Possible Outcomes

More than 10 years of work experience:

- **Work Experience Reporting**

If an applicant's resume reflects that they have 10 or more years of engineering or geoscience experience, they will be given an opportunity to complete the full competency-based assessment of work experience. If they choose this option, the possible outcomes are:

Academic Assessment:

If APEGS' assessment of an applicant's work experience concludes that it does not meet the experience requirements for licensure (within 3 attempts) then a full academic assessment will be required.

Approval as a Member in Training:

If APEGS' assessment of an applicant's work experience concludes that it does meet the experience requirements for licensure then a full academic assessment will not be required, and they will be eligible for approval as a member-in-training.

Less than 10 years of work experience:

- **Academic Assessment**

If an applicant's resume does not reflect 10 or more years of experience in engineering or geoscience, or if the above option for experience assessment (for individuals with 10 or more years of experience) leads the Experience Review Committee to conclude that an applicant's experience does not meet the experience requirements for licensure (within 3 attempts), a full academic assessment will be required. Possible outcomes are:

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 the Academic Review Committee is required prior to taking the course.

AND/OR

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

Confirmatory Exams:

Applicants whose bachelor's level degree was obtained via a program that appears comparable to the respective Canadian program are assigned Confirmatory Exams. By passing the exams applicants demonstrate that their education is at a comparable level to that of a Canadian program. ***If you fail any combination of exams (confirmatory and/or FE/FG) three times then your 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 you have passed the FE/FG exam is required for the confirmatory exams to be deemed complete. For details on the FE exam please visit: <https://ncees.org/engineering/>
For more details on the FG exam please visit: <https://asbog.org/registration.html>

OR

- **Confirmatory Exams** - 3 Technical Exams from the syllabus you were assessed under (refer to your self-assessment).
 - Engineering** 2 from group A and 1 from group B of the discipline specific part of the syllabus they were assessed in.
 - Geoscience** 3 from group 2A and/or group 2B of the GKE stream they were assessed in.

OR

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

OR

- **Work experience reporting** - you have more than 4 years of engineering or geoscience experience in the same discipline as your undergraduate education that shows the application of engineering or geoscience principles. APEGS may allow you to try getting the confirmatory exams waived with the work experience reporting option.
***If given this opportunity, you are only allowed three attempts before this option is removed and you must write Confirmatory Exams.**

For more information regarding Technical Exams please see <https://www.apegs.ca/apply/how-to-apply/engineer-in-training/technical-exams>

Application Submission Requirement Details

World Education Services (WES) Credential Assessment

- You must choose the ICAP Course-by-Course report. A bachelor's degree is required for all reports.
- APEGS must receive the assessment directly from WES, electronically. Hardcopies are not acceptable.
- If you have already obtained an Educational Credential Assessment (ECA) by WES, for immigration purposes, then you must upgrade to the ICAP Course-by-Course assessment. You can do this online by logging into your WES account. *You must also request a duplicate report and choose APEGS as the recipient.*
- You must include all non-Canadian engineering/geoscience post-secondary education in the WES assessment. You will be required to submit both the diploma certificate and the transcript of marks.

Canadian Transcript (if applicable)

- If you have any Canadian university or college engineering/geoscience education, please *request that the institution issue a transcript directly to APEGS.*

NCEES Record (if applicable)

- If you have a full NCEES Record <https://ncees.org/records/>, please have NCEES send your complete record to APEGS. If you do not have a full NCEES record, then you must submit an application for a credential assessment by World Education Services (WES) Canada.

Proof of Identification

- Download the proof of Identification (ID) form from this page: <https://www.apegs.ca/apply/how-to-apply/engineer-in-training/engineer-in-training-international-graduates>
- The proof of identification (ID) can be submitted by email to: documents-academicreview@apegs.ca.
- 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.

Resume with details of technical engineering/geoscience experience must:

- Demonstrate the application of engineering/geoscience principles in the same discipline as your undergraduate education sufficiently to give APEGS professional staff confidence that the technical competencies can be met.
- Have occurred since completing your bachelor's degree.

- Include start and end dates (month/year), name and location of the company, job title and brief description of duties for each job.:
- **NOT exceed 5 pages**
- Submit to documents-academicreview@apegs.ca.

Academic Assessment Fee - \$210.00

- After APEGS has received your application form and WES assessment, we will confirm if the academic assessment fee is required, at which time we will invoice you. The invoice will be available in the Invoices section of your online profile.
- You must go to your online profile (Invoices) to pay the fee, which 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>
- Complete the C2 column(s) of the engineering SA form or the Geoscience SA form and submit to documents-academicreview@apegs.ca. Do not change the format of the form. The SA is discipline specific. You must choose the discipline that is closest to the discipline of your bachelor-level degree.
 - The SA Forms are available from the Academic Assessment section of the website.
 - If your discipline is not listed, find the syllabus that is closest to your bachelor's degree education.
- Your WES assessment is required to complete the SA. You can start this as soon as you receive your copy of the WES assessment.
- Submit your SA form to documents-academicreview@apegs.ca.

Official Program Syllabus (if required)

- APEGS will contact you with further details if a program syllabus is required.

Application Status

- Each time APEGS receives a document for your application, we will update your On-Line Profile within two weeks and the system will send you an automated email.
- APEGS will not provide updates over the phone or by email. You must use your On-Line Profile.
- If there is no activity on your application for a period of two years, your file will be closed.

In Progress

- If you are required to submit a self-assessment, your status will be changed to *In Progress* within two weeks of APEGS receiving it, and you will be sent an email notification.

Your Primary Contact Information

- It is your responsibility to keep your contact information up to date in your On-Line Profile. If contact information is not up to date, it may delay your application.

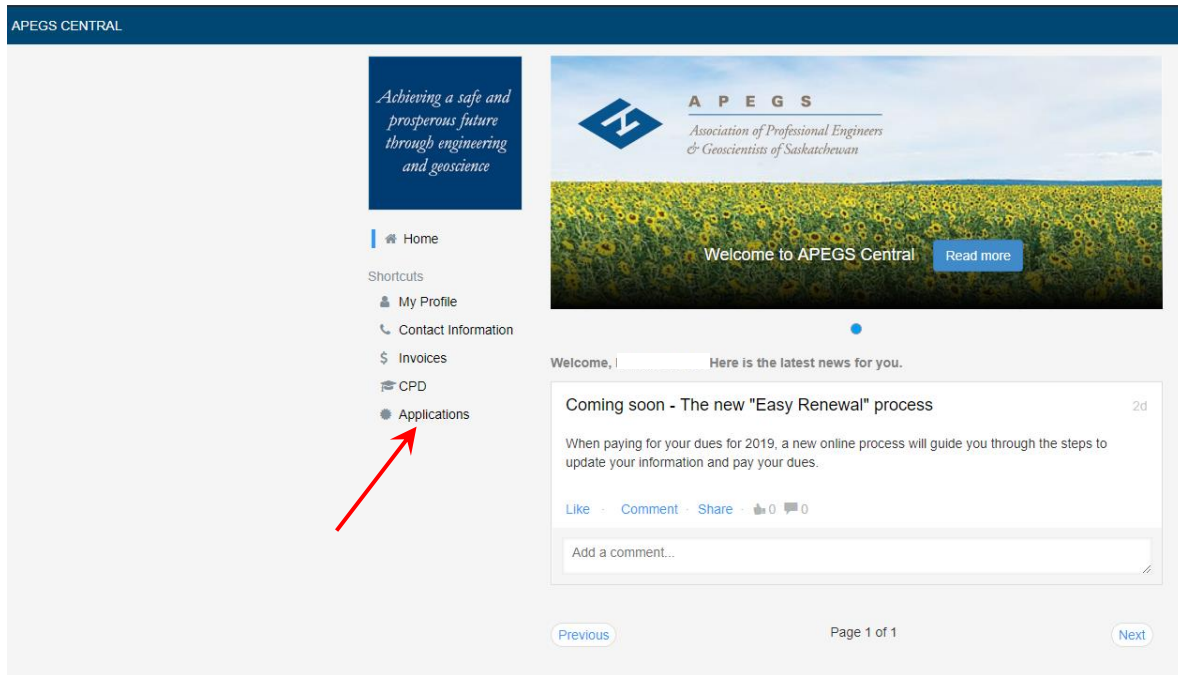
Contact Us

Questions: questions-academicreview@apegs.ca

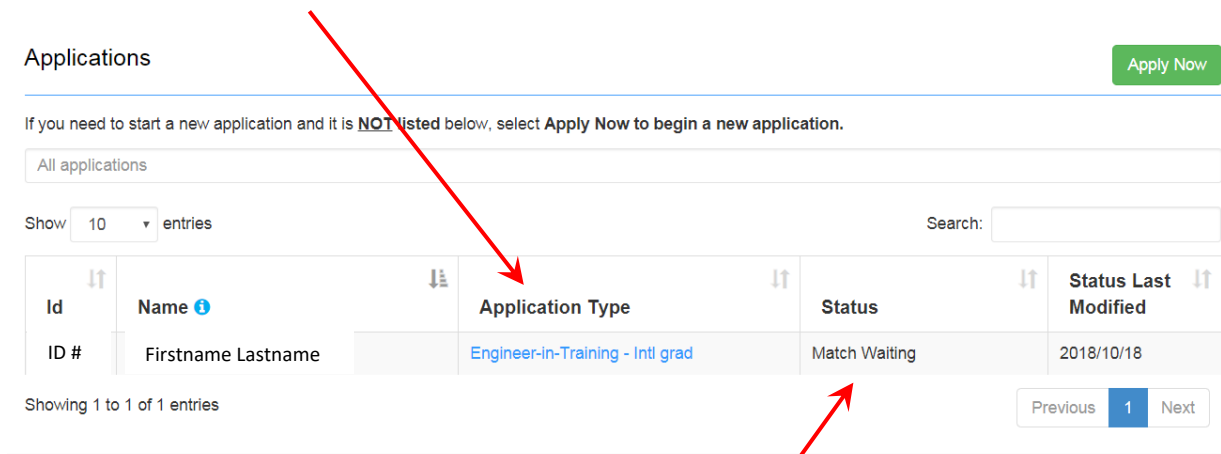
Document submissions: documents-academicreview@apegs.ca

How to View your Requirements Lists from your APEGS Account

- 1) Log into APEGS Central (your online profile) by clicking “Login” on the top right corner of the APEGS home page www.apegs.ca and entering your 5 digit User id. If you have not received your permanent User id yet you will use the email address you signed up with.
- 2) Select “Applications”:



- 3) Select your application (eg. Engineer in Training – International Grad)



This is also where you will be able to see your application status

4) You will then be able to see the details of your application progress:

Engineer-in-Training - Intl grad

1. Application

[Application Submission Requirements](#)

- ✗ [Application Form](#)
- ✓ Application form completed in full APEGS Staff
- ✗ Application fee paid APEGS Staff
- ✗ Proof of ID APEGS Staff
- ✗ WES assessment APEGS Staff

2. Review Process

- Applicant Specific Requirements
 - Resume APEGS Staff
- Director review for approval APEGS Staff

3. Applicant Approval Process

- Registrar Approval APEGS Staff
- Dues Payment

How to use this Application Summary page

- All items with a green check mark (✓) have been completed
- All items with a red X (✗) have not been completed

Refer to the Application Submission Guide to find out what items you need to submit for your application.

Red Xs will not be updated until APEGS staff has received it at our office and it has been processed, which may take up to two weeks. You will receive an automatic email anytime something in one of your requirements lists is updated.

To view memos from APEGS staff, click on either "Application Submission Requirements" or "Applicant Specific Requirements" (depending on the current stage of your application).

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

Engineer-in-Training - Intl grad

Application Submission Requirements PDF

| Mandatory | Complete | Requirement | Memo | Completed |
|-----------|--------------------------|------------------------------------|--|-----------|
| Yes | <input type="checkbox"/> | Application Form | | |
| Yes | No | Application form completed in full | | |
| Yes | No | Application fee paid | | |
| Yes | No | Proof of ID | <u>This can be submitted via email</u> | |
| Yes | No | WES assessment | | |

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Good Character Guideline

Updated November 25, 2011

1. Introduction

Sections 4-6 of the Regulatory Bylaws provide that registration with APEGS is “available to a person of good character,” who, as well, meets the other requirements set out in the Act and Bylaws. The bylaw that provides for automatic registration of a member in good standing of another provincial association does not override the good character requirement.

2. Definition of “Good Character”

Good character connotes moral and ethical strength, distinguishable as an amalgam of virtuous or socially acceptable attributes or traits which undoubtedly include, among others, integrity, candour, empathy, and honesty.

The Association will examine the character of an applicant to determine if he or she meets the good character requirement in any circumstances that provide reasonable grounds to believe that the applicant will not practice engineering or geoscience in accordance with *The Engineering and Geoscience Professions Act* and *Bylaws*, and, in particular, in circumstances where the applicant:

- a) has a record for professional misconduct, professional incompetence, or contravention of a professional statute with a professional regulatory organization or agency
- b) has committed a criminal offence for which a pardon has not been granted pursuant to the *Criminal Records Act*
- c) has been found to be at fault in a civil action relating to negligence in his or her professional practice
- d) willfully obtains or attempts to obtain registration or renewal of registration by cheating on an examination, making or causing to be made a false statement on his/her application, or committing any other impropriety during the application process.

3. Procedures

APEGS staff will refer any application where any of the above appears to exist to the Registrar’s Advisory Committee.

Applicants who would otherwise be accepted based on their membership in another provincial association will be requested to provide references and information on their recent work experience. The Registrar’s Advisory Committee will review the information that has been provided and determine whether:

- a) the nature of the information is such that it does not preclude the applicant’s registration
- b) further information or verification of good character is required
- c) the nature of the information is such that the application should be denied.

Further information or verification of good character may be obtained through: written submissions by the applicant, referees, or others; an interview with the applicant; a requirement for the applicant to attend the Law and Ethics Seminar and/or write the professional practice examination; or any other means that the Registrar’s Advisory Committee considers appropriate in the circumstances.

The Registrar’s Advisory Committee will provide a recommendation to the Registrar on how to proceed with the application. An applicant who has been refused admission may request a review by Council and/or appeal to the Courts (sections 24 and 25 of the Act).