



NAPEG

Northwest Territories and Nunavut Association
of Professional Engineers and Geoscientists

201, 4817 - 49 Street, Yellowknife, NT X1A 3S7

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Office Use Only	
Received	
Registration #	

Permit to Practice Update Form

A Permit Holder may update its Permit to Practice information with NAPEG at any time by completing and returning this Permit Update Form. The form must be completed and signed by the Chief Operating Officer or Authorized Designate (COO). If Responsible Members are being added to the Permit, the new Responsible Members must sign the Declaration.

Please note that it is NAPEG's policy to request documentation that proves the legal existence of companies who have applied for Permits to Practice in the Northwest Territories or Nunavut (NT/NU), and for firms that are requesting a name change. If NAPEG has not previously received a copy of your firm's Certificate of Incorporation or Certificate of Amendment, NAPEG staff will request a copy.

1. FIRM INFORMATION

Name of Firm	
Permit to Practice #	
Name of COO	

2. TYPE OF UPDATE BEING REQUESTED BY COO

Select all updates that apply:

- | | |
|--|---|
| <input type="checkbox"/> Firm Contact Info | ★ Complete sections 3. / 10. |
| <input type="checkbox"/> Firm Name | ★ Complete sections 4. / 10. (attach business document and payment) |
| <input type="checkbox"/> COO | ★ Complete sections 5. / 6. / 10. |
| <input type="checkbox"/> Practice Category | ★ Complete sections 7. / 8. if applicable / 10. |
| <input type="checkbox"/> Responsible Member(s) | ★ Complete sections 8. / 9. as applicable / 10. |

3. FIRM CONTACT INFORMATION UPDATE

Street/PO Box			
City/Town		Province/Territory/State	
Country		Postal/Zip Code	
COO Email		COO Phone	

4. FIRM NAME CHANGE

Firm's New Legal Name	
Firm's New Operating Name (if different from New Legal Name)	

A Certificate of Incorporation or Certificate of Amendment must accompany the Permit Update Form. A new registration certificate and Permit stamp will be issued with both the firm's legal and operating names.

5. COO UPDATE

The COO does not need to be a NAPEG registrant, but **needs to be in a position of authority to enter into this legal agreement on behalf of the firm**. A Permit to Practice from NAPEG must be renewed annually unless the firm is no longer practicing in NT/NU and provides written cancellation.

Name of new COO			
Street/PO Box			
City/Town		Province/Territory/State	
Postal/Zip Code		Phone	
E-mail			

6. DECLARATION BY NEW COO

I, _____ occupy the position of _____ in the applicant firm and in that position have authority and undertake to maintain an organization in which the practice of the professions indicated above can be conducted in accordance with requirements described in the Engineering and Geoscience Professions Act (NWT) and Engineers and Geoscientists Act (NU). I further undertake:

- a) To notify the Registrar in writing immediately if the professional members or licensees of NAPEG who have assumed responsibility for the practice cease to be full-time employees, partner or officer of the firm.
- b) To surrender permit stamps and certificates to the Registrar in circumstances where there are not members or licensees of NAPEG assuming responsibility for the engineering and geoscience practice of the firm.
- c) To report on an annual basis the names of:
 - (i) Chief Operating Officer or his designate taking corporate responsibility for the firm.
 - (ii) NAPEG members and/or licensees assuming responsibility for direction of the engineering and geoscience practice of the firm.

Signature _____ Date _____

7. APPLICATION CATEGORY AND LOCATION UPDATE

Check all that applies:

Engineering **and/or** Geoscience in NT **and/or** NU

If a firm is practicing both engineering and geoscience, the firm must have at least one Responsible Member for each discipline of practice. Complete section 8. if adding a new Responsible Member.

8. RESPONSIBLE MEMBER ADDITION AND DECLARATION

A NAPEG Permit to Practice allows firms to practice engineering and geoscience in the Northwest Territories and/or Nunavut. One of the requirements of a Permit to Practice is to have at least one active NAPEG Professional Member or Licensee, who is in good standing, as the firm's Responsible Member. If a firm is practicing both engineering and geoscience, the firm must have at least one Responsible Member for each profession.

In addition, NAPEG recommends that a firm have at least one Responsible Member for each field of practice and each geographical region.

Duties of a Responsible Member:

- provides direction to, and personal supervision of, the engineering and geoscience practices performed on behalf of the firm
- regulates the practices within the firm and is aware of the legal obligations and legislative changes
- holds a position of authority to ensure any practice occurring on behalf of the firm meets NAPEG’s ethical, professional, and technical standards
- places the Permit to Practice stamp on [authenticated documents](#)

I, the undersigned, am a professional member or licensee of NAPEG and, as a full-time employee or member of the firm undertake to provide responsible direction and personal supervision to that portion of the firms’ professional engineering and geoscience performed by the organizational unit described below.

I have read the relevant sections of *The Engineering and Geoscience Professions Act* and I agree to conduct the engineering or geoscience practice for which I have assumed responsibility in strict accordance with the requirements of relevant legislation and regulations.

I further specifically agree to notify the Registrar of NAPEG in writing if I cease to accept the responsibility indicated below and provide reasons for relinquishing that responsibility.

Name and Professional Designation	NAPEG #	Office Location	Group, Discipline or Operation Signature	
Example: John A. Smith, P.Eng.	L9999 or “pending”	Yellowknife	Mechanical Signature	<i>J. Smith</i>
			Signature	
			Signature	

9. RESPONSIBLE MEMBER REMOVAL

Name and Professional Designation	NAPEG #	Office Location	Group, Discipline or Operation

If more Responsible Members are being added or removed, add an additional Page 3 to the Permit Update form.

10. COO APPROVAL OF UPDATES SUBMITTED IN THIS PERMIT UPDATE FORM

Signature of COO		Date	
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11. OTHER IMPORTANT INFORMATION

- A new Permit stamp and certificate are provided after a firm name change has been approved by Council and the Permit stamp fee is paid.
- Stamps issued to NAPEG Members, Licensees and Permit Holders must remain under the person's, or Responsible Member in the case of Permit Holders, direct control at all times and must be properly applied for authentication purposes.
- More information regarding [Authentication of Documents and Use of Professional Stamps](#) can be found on NAPEG's website.
- Stamps remain the property of NAPEG. A Member, Licensee or Permit Holder shall cease any further use of the stamp on termination or non-renewal of registration and the stamp must be returned to the NAPEG Registrar. If you feel that you may have further opportunities in NT/NU in the future, you may retain it for the time being.



Stamp Fee Payment Form

**Please note that NAPEG does not retain credit card information after your application fee is processed.
This page will be shredded.**

Payment for the new Permit stamp must be submitted with the completed application and is non-refundable.

1. FIRM INFORMATION

Firm Name	
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2. PAYMENT OPTIONS

I wish to pay the stamp fee of \$50 (\$52.50 plus GST) by:

the attached cheque, or

Credit Card

3. CREDIT CARD INFORMATION

Type of Card:	VISA		Master Card	
Credit Card #				
Expiration Date			CVV (3 digits on back of Card)	
Name on Card				
Signature				
Email			Phone	

If paying by cheque, please mail the Permit Update Form and cheque to NAPEG at the following address:

201, 4817 - 49 Street, Yellowknife, NT X1A 3S7

You will be notified when your receipt is available through [NAPEG's Member Portal](#).