



Permit to Practice Guide

General Information

The Northwest Territories and Nunavut Association of Professional Engineers and Geoscientists (NAPEG) is the corporate body authorized, under the *Engineering and Geoscience Professions Act* of the Northwest Territories and the *Consolidation of Engineers and Geoscientists Act* of Nunavut, to **regulate the practices of engineering and geoscience** and to govern the professions in accordance with the Acts and Bylaws; and to establish and maintain standards of knowledge, skill, care and professional ethics among its members and licensees, **in order that the interests of the public may be served and protected**. As regulator of the Acts, it is NAPEG's responsibility to register only qualified individuals and firms, and to promote the competent and ethical practice of the professional services that they provide.

Who requires a Permit to Practice?

The Acts require that firms (*defined as partnerships, corporations, and associations of persons*) practicing engineering and/or geoscience in the Northwest Territories and/or Nunavut must have a Permit to Practice. The requirements concerning Permits to Practice are described in Sections 11 and 23 of the NWT Act and Sections 3 and 5 of the Nunavut Act. A sole proprietor (*who is not incorporated and not practicing through a firm*) is not required to hold a Permit to Practice.

The Permit to Practice signifies that:

- a) The firm maintains a structure that fosters professional practice;
- b) The work is carried out by skilled licensed professionals licensed by NAPEG to practice;
- c) The business of the firm, related to Engineering and Geoscience, is carried out in accordance with the Code of Ethics;
- d) Quality control procedures are in place to produce complete and accurate documents;
- e) The firm is professionally responsible for the integrity of all stamped documents generated in its practice.

Why is a Permit to Practice required?

The Permit to Practice is an instrument of quality control through which NAPEG exercises its mandate under the Act to influence the quality of professional practice conducted within the organizational structure of the firm. The Permit Holder is a corporate member of NAPEG bound by the same Code of Ethics as individual practitioners. Given that firms interests may sometimes be inconsistent with Professional Ethics, individual practitioners may find themselves in a situation where their duty to their employer conflicts with their duty to the profession and the public interest. The Permit to Practice is intended to address this potential conflict by making the firm corporately responsible for the engineering and geoscience work that they carry out. The Permit Holder is bound by the legislation, including the Act, By-law and Code of Ethics, and is subject to the NAPEG disciplinary process.

Permit Requirements

1. It is recognized in the Act that effective control of the quality of professional practice in partnerships, corporations and other such entities requires that the employer of professionals (the firm) provide the atmosphere and organizational structure necessary for the proper practice of the professions. This involves three distinct levels and/or types of responsibility:
 - **Corporate Management**
The Chief Operating Officer of a company undertakes to *maintain an organization* in which the practice of the professions will be conducted in accordance with the intent of the Act, By-laws and Code of Ethics.
 - **Member Assuming Responsibility for the Professional Practice**
Full time employees or members of the firm undertake to *provide responsible direction and personal supervision* of the professional practice engaged in.
 - **Member Supervising or Performing the Work**
The individual NAPEG registrant, in accordance with the Code of Ethics, *undertakes only such work that they are competent to perform or supervise* by virtue of their training and experience.
2. An individual, who is a professional registrant of NAPEG, who engages in the practice of engineering or geoscience in his/her own name (not incorporated), does not require a Permit to Practice. Their individual registration is, in effect, their Permit to Practice. If this same individual, practices through an incorporated firm, then the firm requires a Permit to Practice even though the member is the only employee.
3. If a parent company or joint venture group holds a Permit to Practice, any subsidiary of that company that engages in the practice of engineering or geoscience must also hold a Permit, if the subsidiary is a separate entity with a different name.
4. The association will issue a Permit to Practice to any partnership, corporation or other entity provided at least one full time employee or member of the firm, who is also a professional registrant of NAPEG, undertakes to direct and accept responsibility for the professional practice of the Permit Holder. **The registrant(s) who assume responsibility for the professional practice must be qualified by training and experience in the fields of engineering or geoscience in which the firm provides services** and must be available to the full extent necessary to direct the day-to-day activities engaged in by the Permit Holder.

Larger firms with more than one functional division which are spread geographically over several operating centers are encouraged to name as many professional members as necessary to provide responsible direction and personal supervision for the professional practice engaged in. The number of registrants selected to assume that responsibility for the firm should complement the firm structure and will vary according to the type of operation and management style of the firm.

Reference in the Act to a full-time employee or member of the firm is interpreted to mean that the relationship between the NAPEG registrant and the firm is an ongoing and continuous one as distinguished from one that does not have the depth or responsibility normally associated with a full-time employee relationship.

5. Permit Holders whose registration is cancelled by NAPEG due to non-payment of annual dues or for any other reason will be assessed an application fee, in addition to annual dues payments, when applying for reinstatement. Permit Holders, who are not currently practicing in the NWT and/or Nunavut, may request in writing to NAPEG that their Permit to Practice be cancelled. In this situation, the Permit Holder will not be assessed the application fee when they apply for reinstatement if the request is within two years of cancellation.
6. All Permit Holders are issued a permit stamp. The current bylaws require that the custodian of the permit stamp must be an officer or employee authorized to control its use. The permit stamp shall be signed only after the professional or professionals taking responsibility have affixed their personal stamp/s. The officer or employee (responsible member), so authorized by the Permit Holder, shall sign across the imprint of the stamp and indicate the date of the signature. For more information, please review NAPEG's [Authentication/Use of Professional Stamps](#) Document.

Procedures

1. Application

An application is made by completing the [Permit to Practice Application Form](#). The application form must be completed and signed by the Chief Operating Officer or Authorized Designate (COO). 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. Along with the application, you must submit a copy of your Certificate of Incorporation or Certificate of Amendment.

One of the requirements of a Permit to Practice is having an 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. It is the responsibility of the COO to ensure that the registrants selected to be responsible for the respective professional practices are qualified and have organizational authority to direct and control the overall quality of services being provided.

Name / Professional Designation	NAPEG #	Office Location	Group, Discipline or Operation
Example of one registrant responsible for total professional practice:			
J. D. Doe, P. Eng.	L6000	Calgary	Total Company
Example of several registrants named to assume responsibility for professional practice by office location / discipline:			
W. D. Smith, P. Eng.	7001	Yellowknife	Structural
C. A. Jones, P. Eng.	7002	Yellowknife	Mechanical
L. T. Brown, P. Eng.	7003	Yellowknife	Electrical
O. R. White, P. Eng.	7004	Ft. Smith	Structural
S.A. Black, P. Eng.	L6001	Edmonton	Structural
Example of several registrants named to assume responsibility for professional practice by office location / operating division:			
A. S. Green, P. Geo.	7005	Yellowknife	Exploration Division
L. T. Adams, P. Eng.	L6002	Lac de Gras	Mining Division

The application fee must accompany the completed application and is non-refundable.

2. Approval

Applications are reviewed by the Membership and Enforcement Committee and approved by Council. A letter will acknowledge approval and the Permit Holder is assigned a number.

After approval of registration, you will be provided with log in instructions to access your firm's NAPEG account and pay the invoice for the annual dues and permit stamp. At this time, you will also be able to access the receipt for the application fee. Dues will be pro-rated based on the date at the time of registration. Invoices are due when rendered. Please note NAPEG has a "no refund" policy.

Your firm's registration with NAPEG will not be complete until the payment of annual dues and the permit stamp (if applicable). Any accounts not paid within 90 days, will result in the application being closed and a new application with associated application fees will be required.

Permit stamps and certificates are provided after an applicant has been approved for registration **AND** after the invoice for annual dues and the stamp is paid. All certificates and stamps remain the property of the Association and shall be returned upon termination of registration. If you expect to have further opportunities in NT/NU in the future, you may retain the stamp for the time being.

3. Renewal

Permits expire on December 31st of each year and must be renewed annually. When a permit is to be renewed, the COO is required to confirm the names of the COO taking corporate responsibility for the firm and NAPEG registrant(s) assuming responsibility for direction of the professional practice of the Permit.

4. Fees

Annual dues are invoiced on a prorated basis, when the Permit to Practice is approved. Thereafter, Permit Holders are responsible for renewing the Permit to Practice and paying the firm's dues annually prior to the end of the calendar year with payment due January 1 each year. Renewal and invoices are accessed through the [NAPEG's online member portal](#). Please note that the renewal for Permit Holders are separate from the renewal for individual registrants. Registrants are also required to complete an annual renewal.

5. Revisions

A Permit Holder may update its Permit to Practice information with NAPEG at any time by completing and returning a [Permit Update Form](#). The form must be completed and signed by the Chief Operating Officer or Authorized Designate (COO). The changes listed below require a Permit Update Form.

Firm Name Change

When the name of a Permit Holder legally changes, a copy of legal documentation supporting the name change, such as a copy of your firm's Certificate of Incorporation, Amendment or Amalgamation must accompany the Permit Update Form. A new certificate will be issued, when the change is approved, and a new stamp will be ordered. The Permit Holder will be able to access the stamp invoice through the NAPEG member portal.

Changing the Chief Operating Officer or Authorized Designate (COO)

The COO of a firm applying for a Permit to Practice declares that they have authority and undertake to maintain a firm in which the practice of the professions will be conducted in accordance with requirements of legislation. If the COO changes, the new COO must make the same declaration. The Permit Update Form must be completed and signed by the new COO.

Adding or Removing a Responsible Member

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.

If Responsible Members are being added to the Permit, the new Responsible Members must sign the Declaration within the Permit Update Form. Responsible Members can also be removed using the Permit Update Form. The form must be completed and signed by the COO.

A new certificate will be issued when Responsible Members are removed or added. There is no charge for certificates.

A Permit Holder must have at least one NAPEG member or licensee in order for a Permit to Practice to remain active. If a Permit Holder no longer has a responsible professional, then the Permit to Practice is not valid and will be revoked until there is a responsible person in place. The Permit Holder must surrender their permit stamps and certificates when there is no professional registrant to assume responsibility for the professional practice of the Permit to Practice. If your Permit is no longer valid, the firm cannot practice engineering or geoscience in the NWT or Nunavut until the firm has met all requirements under the Act.

Adding a Category of Practice

If the firm's Permit to Practice was previously approved on the basis on practicing only engineering or only geoscience, an additional category of practice can be added using the Permit Update Form. The form must be completed and signed by the COO. If a firm is practicing both engineering and geoscience, the firm must have at least one Responsible Member for each discipline of practice.

6. Replacement or additional Stamps and/or Certificates

After their registration is complete, Members, Licensees and Permit Holders receive certificates and stamps to identify their right to independent practice and right to use title. Certificates are not issued annually. If your item is lost, damaged, or stolen, you can request a replacement. Permit Holders can also request an additional stamp or certificate for an additional location where a Responsible Member is practicing on behalf of the Permit Holder. Certificates and stamps are issued with the firm's full legal name and "operating as" name, if different from the legal name

To request an additional or replacement stamp or certificate, complete and return a [Replacement Stamp and/or Certificate Order Form](#). Order forms must be submitted by the COO/Authorized Designate (COO) listed on the Permit. Payment for the new stamp must be submitted with the completed order form and is non-refundable.

Stamps issued to Permit Holders must remain under the direct control of a Permit Holder's Responsible Member 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.

7. Cancelling a Permit to Practice

Annual renewal begins in November of each year, for the following year. Renewal notices will be sent to the email address listed for the firm. Failure to complete your renewal by March 1 will result in an automatic \$45 late fee. Failure to renew by April 1 may result in being struck from the register.

If the firm is no longer practicing in the Northwest Territories or Nunavut, and no longer requires a Permit with NAPEG, the COO must submit the cancellation in writing, declaring that the firm is no longer practicing in the NT/NU. Failing to do so, may result in the firm being struck from the register. Cancelling a Permit to Practice can also be completed by the COO through the NAPEG online member portal.

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.

8. Reinstating a Permit to Practice

The same Permit Requirements, Application Process and Procedures (as above) apply to Permit to Practice reinstatements. A reinstatement application is made by completing the [Permit to Practice Application Form](#). The application form must be completed and signed by the Chief Operating Officer or Authorized Designate (COO). Along with the application, you must submit a copy of your Certificate of Incorporation or Certificate of Amendment.

When a former Permit Holder applies for reinstatement, the application fee will be waived if the Permit to Practice was cancelled in good standing within the previous two years (24 months). If it has been more than two years, the applicant must submit the application fee. The application fee will not be waived if the firm was struck from the register.