



NAPEG

Northwest Territories and Nunavut Association
of Professional Engineers and Geoscientists

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

T: 867.920.4055 • F: 867.873.4058 • napeg@napeg.nt.ca • www.napeg.nt.ca

| Office Use Only | |
|-----------------|--|
| Received | |
| Registration # | |

Permit to Practice Application

Any company that engages in the practice of engineering or geoscience in the Northwest Territories or Nunavut (NT/NU) as part of its business must have a Permit to Practice with NAPEG. If a parent company or joint-venture group has a Permit to Practice, any subsidiary of that company that performs engineering or geoscience must also have a Permit to Practice if the subsidiary is a separate entity with a name that is clearly different from the parent company or joint-venture group.

A Member practicing as a sole proprietor who is unincorporated does not need a Permit to Practice because the Member's NAPEG license grants a sole proprietor the right to independently practice engineering or geoscience. An unincorporated sole proprietor is a business for which there is no legal distinction between the individual and the business.

This application form must be completed and signed, including a signed Chief Operating Officer or Authorized Designate (COO) declaration, and signed declarations by all Responsible Members. Along with the application, you must submit a copy of your Certificate of Incorporation or Certificate of Amendment.

1. PERMIT APPLICATION TYPE

Check one: New (never before held a NAPEG Permit to Practice)

Reinstatement (# _____)

2. ORGANIZATION NAME

| | |
|---|--|
| Firm's Legal Name | |
| Firm's Operating Name (if different from Legal Name) | |

Note: Certificates and Stamps will be issued with both the firm's legal and operating names.

3. APPLICATION CATEGORY AND LOCATION

Check all that applies:

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

4. CONTACT INFORMATION

| | | | |
|--|-------|-----|--------------------------|
| Street/PO Box | | | |
| City/Town | | | Province/Territory/State |
| Postal/Zip Code | Phone | Fax | |
| Other permanent offices are located in the following locations: | | | |
| 1 | | 4 | |
| 2 | | 5 | |
| 3 | | 6 | |

5. PERMIT RESIDENCY

[Engineering and Geoscience Professions Act](#) states “Where a firm maintains an office in the Northwest Territories or Nunavut, at least one professional representative must be resident in that territory unless Council, in its discretion, dispenses with that requirement.” It is the responsibility of the firm to demonstrate to the satisfaction of Council how the firm monitors the professional conduct of the NT/NU offices.

Check one: the firm has a permanent office located in the NT/NU and **is** represented by a professional member/licensee who is resident of the Territory in which the office is situated

the firm has a permanent office located in the NT/NU which **is not** represented by a professional member/licensee who is resident of the Territory in which the office is situated ([dispensation request](#) for the Permit Residency requirement attached)

the firm does not have a permanent office located in the NT/NU

6. CHIEF OPERATING OFFICER OR AUTHORIZED DESIGNATE

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 is an annually renewed contract between the firm and NAPEG.

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

7. DECLARATION BY CHIEF OPERATING OFFICER OR AUTHORIZED DESIGNATE (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 forthwith if the professional members or licensees of NAPEG who have assumed responsibility for the professional 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 no members or licensees of NAPEG assuming responsibility for the professional practice of the applicant.
- c) To report on an annual basis the names of
 - (i) Chief Operating Officer or his designate taking corporate responsibility for the applicant.
 - (ii) NAPEG members or licensees assuming responsibility for direction of the professional practice of the firm.

Signature _____ Date _____

8. RESPONSIBLE MEMBER INFORMATION 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 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.

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 any 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
- adds 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’ engineering and geoscience practice performed by the organizational unit described below.

I have read the relevant sections of [The Engineering and Geoscience Professions Act](#) and [Engineers and Geoscientists Act \(NU\)](#) and I agree to conduct the professional practice for which I have assumed responsibility in strict accordance with the requirements of relevant legislation and regulations.

I further 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 |
| | | | | Signature |
| | | | | Signature |

If your application for professional registration is pending, please enter “pending” in the NAPEG # area. If more Responsible Members are being listed, please add an additional Page 3 to the application form.

9. APPLICATION CHECKLIST

To have my application processed in a timely manner, the following is included:

- Certificate of Incorporation or Certificate of Amendment
- Signature of COO
- Signature(s) of Responsible Members
- Registration Fee - The registration fee must be submitted with the completed application and is non-refundable. Please use the Payment Form which can be found at the end of this Application Form.
- [Dispensation request](#) demonstrating how the firm monitors the professional conduct of the NT/NU office(s) not represented by a professional member/licensee who is resident of the Territory in which the office is situated (if applicable)

Applications can be [emailed](#), faxed to 867-873-4058, or mailed to NAPEG, 201, 4817 - 49th Street, Yellowknife, NT X1A 3S7. If you e-mail or fax your application, please follow-up by sending your original application by regular mail so NAPEG has the original signatures on file. It is not necessary to re-send supporting documents.

11. ANNUAL DUES AND STAMP INFORMATION

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 (if applicable). At this time, you will also be able to access the receipt for the application fee. Current 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 to Practice Annual Dues | \$409.50 (\$390.00 plus GST) |
| Permit Stamp | \$52.50 (50.00 plus GST) |

[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 stamps remain the property of the Association and shall be returned on 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.

12. OTHER IMPORTANT INFORMATION FOR PERMIT HOLDERS

- Any changes to the firm's Permit must be submitted by the COO, using the [Permit to Practice Update form](#).
- Annual renewal begins in November of each year, for the following year. Renewal notices will be sent to the email address provided in 6. (above). 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, you 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.



Application Fee Payment Form

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

The application fee must be submitted with the completed application and is non-refundable.

1. APPLICANT INFORMATION

| | |
|-----------|--|
| Firm Name | |
|-----------|--|

2. PAYMENT OPTIONS

I wish to pay the application fee of \$105 (\$100.00 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 Application Form and cheque to NAPEG at the following address:

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

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 (if applicable). At this time, you will also be able to access the receipt for the application fee.