

Deferred Membership Application Policy

1.0 Introduction

The Board of Examiners (BOE) is responsible for appraising academic and experience qualifications of applicants for registration under the *Practice of Engineering, Geoscience, and Applied Science Technology Act*, and for setting and conducting examinations. The Bylaws designate the Board of Examiners (BOE) to be the BOE of The Association of Professional Engineers and Geoscientists of Alberta (APEGA). If the BOE decides that an application does not meet the academic or experience requirements, the application may be deferred for approval and processing. The BOE will identify in a letter to the applicant what is missing, and the applicant will have two years after the letter was issued to show progress or complete the missing requirements. Failure to show progress or complete requirements within the timeline will result in the withdrawal of the application. This Policy is in accordance with the Acts.

The Applications Section of the bylaws state the following:

65. All applicants shall, as long as they are otherwise qualified under the Act and these Bylaws, be referred by Council to the Board of Examiners to determine whether they must sit any examination(s) prior to being registered as a registrant. Upon the successful completion of such examination(s) or the provision of notice to the Council by Board of Examiners that no examinations are required and the provision of notice of the same to the Association, any such applicant's application shall be again reviewed by the Executive Director and thereafter submitted to Council with the Executive Director's recommended decision.

Note that under the Act this does not apply to persons who are licensed as a professional engineer or geoscientist of an equivalent extraterritorial professional association.

For more information regarding the BOE decision, the applicant can contact the BOE at registration@apega.ca.

2.0 Reasons for Deferral

The reasons for deferral are that additional education, experience and/or examinations are required. If an applicant has been assigned additional experience, a letter from the BOE will inform that applicant of the nature, duration, and quality of the required experience. Once the applicant's assigned experience is complete, they should submit a request for update which shows their progress towards completion or completion of the requirement. If an applicant has been assigned examinations, the letter from the BOE will identify the exams the applicant will need to pass. Some examinations are to confirm the applicant's

knowledge, and others are assessments for courses that the applicant is required to complete to meet the education requirements for registration.

3.0 Application for Membership is Refused

If an applicant's application has been refused by the BOE, they may apply for reconsideration or reassessment.

An application for reconsideration can be submitted to the BOE, asking for a re-evaluation of their decision if the applicant feels that an error was made by the BOE, or that the process leading to the decision was unfair.

If information was missing from the applicant's initial application, they can apply for reassessment to re-evaluate the decision made by the BOE based on additional submitted documentation.

3.1 Reconsideration

To qualify for a reconsideration, the applicant must submit their request within 90 days of the issuance of the BOE's decision letter.

If an applicant does not submit within 90 days of the decision letter, the applicant will lose the opportunity to apply for a reconsideration. At that point, the applicant must either accept and continue with the decision made by the BOE, or the applicant may withdraw and later re-apply with a new application.

To request a reconsideration, email registration@apega.ca with:

- A completed Request for Reconsideration application with payment information;
- Payment of a non-refundable reconsideration fee as set by APEGA; and
- A letter addressed to the BOE that provides the reasons the applicant feels an error was made, or why the process leading to the decision was unfair.

3.2 Reassessment

When submitting a request for reassessment, the applicant must submit their request within 90 days of the issuance of the BOE decision letter.

If the applicant does not submit within 90 days of their decision letter, they will lose the opportunity to apply for a reassessment. At that point, the applicant must either accept and continue with the decision made by the BOE, or the applicant may withdraw and later re-apply with a new application.

To request a reassessment, email registration@apega.ca with:

- A completed Request for Reassessment application with payment information;
- Payment of a non-refundable reassessment fee as set by APEGA;
- A letter addressed to the BOE with the details of the request, as well as any supporting materials; and
- Information or material that should have been included with the original application but was not previously submitted. This may include:
 - World Education Services-International Credential Advantage Package report (course-by-course) - This report only confirms the level of the applicant's Canadian-equivalent education including masters degree, bachelors degree, diploma, or college-level certificate. The BOE will decide if the content and quality of education is acceptable for licensure in engineering or geoscience;
 - Transcripts;
 - Course descriptions - These may come directly from the institution the applicant attended, the applicant may send copies that are available on the institution's website, or they may send us original official university material such as the course or program listing, academic calendar, or catalogue. Course description content must be the same as during the time of studies; and
 - Work experience records.
- The applicant can not include information that includes new events or updates that happened after the original application.

3.3 Appeal

The applicant can appeal the decision to APEGA's Appeal Board within 30 days of receiving the notice of refusal at registrar@napeg.nt.ca. A panel of APEGA professional engineers and professional geoscientists sit on the APEGA Appeal Board. The Appeal Board hears decisions from the BOE and decides if the process was fair and then the Appeal Board makes its decision, which is sent in writing to the applicant.

4.0 Completion of Outstanding Requirements

If the applicant has fulfilled all the requirements outlined in the decision letter, the applicant is required to submit their completed update to APEGA. The decision letter will include details on when updates need to be submitted.