



## **Registration with APEGM is a Four Step Process**

To become a member of this Association, you require two basic qualifications: academic qualification and adequate engineering/geoscience work experience.

Normally, the work experience component of an applicant's qualification is considered separately from, and subsequent to, the consideration of the applicant's academic credentials.

This package contains the following information:

- Assessment of Academic Credentials (Step One)
- Confirmatory Examination Program (Step Two)
- Academically Qualified/Letter of Invitation (Step Three)
- The Pre-Registration Process (Step Four)
  
- APEGM Examination Regulations
- Assessment of Academic Credentials Application Form
- Academic Assessment Frequently asked Questions
- Academic Assessment Fees
- Support Information

### **IMPORTANT NOTE**

According to the Engineering and Geoscientific Professions Act of Manitoba, a person may neither work as a professional engineer or professional geoscientist, nor assume any title implying that he or she is a professional engineer or professional geoscientist, until that person becomes a registered member of this association. A person may, however, obtain engineering or geoscientific work experience by working under the direct supervision of a registered professional engineer or registered professional geoscientist who takes full responsibility for that person's work.



## **Step One**

### **Assessment of Academic Credentials**

To be eligible for an assessment of academic credentials, you must have completed an appropriate post-secondary program (typically bachelor's degree) of at least four years' duration, in an engineering-related field, or geoscience-related field.

There are four academic assessment categories:

**A. If you hold an engineering undergraduate (Bachelor-level) degree from a Washington Accord Country you would be category A.**

The Washington Accord is a Mutual Recognition Agreement recognizing the equivalency of university engineering programs. Signatories are:

- Australia (on or after 1989)
- Canada (on or after 1989)
- Hong Kong (on or after 1995)
- Ireland (on or after 1989)
- Japan (on or after June 2005)
- Korea (on or after June 2007)
- Malaysia (on or after June 2009)
- New Zealand (on or after 1989)
- Russia (on or after June 2012)
- Singapore (on or after June 2006)
- South Africa (on or after November 1999)
- Turkey (on or after June 2011)
- United Kingdom (on or after 1989)
- United States (on or after 1989)
- France (on or after October 1999)
- Taiwan (on or after June 2007)

**B. If you hold an engineering undergraduate (Bachelor-level) degree from an international country and a Post-Graduate degree in engineering discipline from a (Canadian) CEAB-accredited program you would be category B.**

The CEAB is the Canadian Engineering Accreditation Board, which is the Committee of Engineers Canada responsible for the accreditation of Canadian university undergraduate engineering programs.

**C. If you hold an engineering undergraduate (Bachelor-level) degree from an international country (not listed on the Washington Accord) you would be category C.**

**D. If you hold a geoscience undergraduate (Bachelor-level) degree from an international country you would be category D.**

Note for Geoscience applicants: Because there is no equivalent to CEAB for geoscience, all geoscience applicants are reviewed according to the APEGM geoscience syllabi for either geology or geophysics. More information about the Geoscience process can be found here:

<http://www.apegm.mb.ca/GeoAssessment.html>.

To apply, you must complete the application form and submit the required documentation. The onus is on you to provide the information.



## **Assessment Result**

The assessment normally takes four weeks; the result will be mailed to you by regular mail.

The result of your assessment will normally be one of the following:

Confirmatory Examination Program (Step Two)

OR

Academically Qualified (Step Three)

OR

### Application Denied

Below is a list of some reasons why your application might be denied:

- If it is determined that you do not hold an engineering or geoscience degree.
- If it is determined that your academic background is at a 'technician' level.
- If it is determined that you would be required to write an excessive number of examinations in order to be considered academically qualified for registration (maximum number of examinations is 8.)



## **Step Two**

### Confirmatory Examination Program

Confirmatory examinations are assigned to confirm the level and quality of your academic training. They are professional-level examinations, covering material typically studied in the final two years of a bachelor's program.

Confirmatory examinations are assigned to confirm knowledge that you have, therefore, APEGM will not waive confirmatory examinations based solely on the fact that you have taken courses that appear to be similar to the assigned examinations. The assignment of confirmatory examinations should not be taken as an indication of the quality of your degree(s).

The following options may be provided to you in order to assist you in completing the confirmatory examination program:

- Technical Examinations (see APEGM examination rules and regulations)
- University of Manitoba courses (see APEGM examination rules and regulations)
- Interview (see APEGM examination rules and regulations)
- IEEQ (see APEGM examination rules and regulations)

If you successfully complete one of the above options, a letter will be sent to the Registration Committee stating that you be considered academically qualified (Step Three).



## **Step Three**

### **Academically Qualified /Letter of Invitation**

At this point you will receive a letter of invitation to apply to become Member-in-Training (MIT) and you will be asked to submit the MIT application and fee and the *ABC -Act, By-laws, and Code of Ethics* test.

After you have submitted the MIT application your file will be forwarded to the Registration Committee. If you are declared academically qualified by the Registration Committee you will receive a letter to continue with the registration process (Step Four).



## Step Four

### The Pre-Registration Process

After you have successfully completed the academic assessment requirement and you have been considered academically qualified for registration, you must enrol as an Engineer-in-Training (EIT) or Geoscientist-in-Training (GIT) with this Association. When you have enrolled as an Engineer-in-Training or Geoscientist-in-Training you must meet the Experience Requirements, take the National Professional Practice Exam, and meet the Pre-Registration Requirements before you can be considered for registration as a Professional Engineer or Professional Geoscientist.

Please read the information at: <http://www.apegm.mb.ca/MIT.html> as well as the embedded links in order to fully understand the requirements. A flowchart describing the pre-registration process is available here:

[http://www.apegm.mb.ca/Flowcharts/MITProcessFlowchart\\_files/MITProcessFlowchart\\_frames.htm](http://www.apegm.mb.ca/Flowcharts/MITProcessFlowchart_files/MITProcessFlowchart_frames.htm)

### EXPERIENCE REQUIREMENT

You must obtain at least four years' of acceptable engineering or geoscience work experience, under the direct supervision of a registered professional engineer or professional geoscientist. That experience must have been earned after your date of academic qualification. Three years of acceptable work experience may be claimed in another country. However, **one year of experience must be obtained in a Canadian environment**. The experience must include the application of theory, as well as exposure to the areas of practical experience, management, communication skills development, professionalism, ethical responsibilities, and the social implications of engineering or geoscience. You and your immediate supervisor(s) must submit work experience progress reports to APEGM describing all experience in which you wish to obtain credit. It is up to the Experience Review Committee to assess the experience and assign the experience credit.

### NATIONAL PROFESSIONAL PRACTICE EXAMINATION

You must pass the two-hour, closed-book National professional practice examination. Information regarding this examination is available at our web site:

<http://www.apegm.mb.ca/PPE.html> Note: This exam may be done prior to becoming an MIT, if you choose.

### PRE-REGISTRATION PROGRAM

You must comply with the continuing education/professional development and professional service requirements of this Association's Pre-Registration Program.

<http://www.apegm.mb.ca/MITPDVS.html>

For more information please visit <http://www.apegm.mb.ca/MIT.html>



## APEGM EXAMINATION REGULATIONS



**APEGM'S EXAMINATION REGULATIONS**  
**TABLE OF CONTENTS**

- 1) CONFIRMATORY EXAMINATION PROGRAM
- 2) TIME LIMIT / EXAMINATION DEADLINE
- 3) CANADIAN RESIDENCY REQUIREMENT
- 4) ENGLISH LANGUAGE REQUIREMENT
- 5) FAILURE OF A CONFIRMATORY EXAMINATION
- 6) FAILURE OF AN EXAMINATION PROGRAM / HAVING YOUR FILE CLOSED
- 7) NATIONAL TECHNICAL EXAMINATION PROGRAM
  - A. WHEN EXAMINATIONS ARE OFFERED
  - B. HOW TO APPLY FOR EXAMINATIONS
  - C. EXAMINATION FEES
  - D. EXAMINATION DATE / LOCATION AND FORMAT
  - E. INVIGILATION OF EXAMINATIONS
  - F. EXAMINATION TEXTBOOKS AND REFERENCE MATERIALS
  - G. FAILURE TO APPEAR / NO SHOW
  - H. CANCELLING AN EXAMINATION
  - I. LEAVING AN EXAMINATION WITHOUT WRITING
  - J. EXAMINATION RESULTS
- 8) COURSES-IN-LIEU
- 9) INTERNATIONALLY EDUCATED ENGINEERS QUALIFICATION PROGRAM (IEEQ)
- 10) INTERVIEW
- 11) ENGINEERING / GEOSCIENCE REPORT
- 12) RE-ASSESSMENT PROCESS





## **APEGM'S EXAMINATION REGULATIONS**

### **1. CONFIRMATORY EXAMINATION PROGRAM**

Confirmatory examinations are assigned to confirm the level and quality of academic education. They are professional-level examinations covering material typically studied in the final two years of a bachelor undergraduate program.

Exams are assigned to confirm knowledge that it is claimed you have, therefore, APEGM will not waive confirmatory examinations based solely on courses you have taken that appear to be similar to the assigned examinations. The assignment of confirmatory examinations should not be taken as a reflection of the quality of your degree(s).

If you successfully complete the confirmatory examination program you will be declared academically qualified. The effective date of academic qualification is typically the date of graduation from your first engineering/geoscience degree. After you have been deemed academically qualified, you will be invited to continue with the registration process which is applying to become a Member-in-Training.

### **2. TIME LIMIT / EXAMINATION DEADLINE**

Time limit is also called the examination deadline. The examination deadline is indicated on your academic assessment result letter.

Time allowed to complete the program is one year (12 months) multiplied by the number of examinations. (The time line starts from the closest possible examination session.) For example, if the review meeting is September 2012 the first examination session offering will be in December. December 2012 would be considered the start point. If you were assigned 4 examinations, December 2016 would be the examination deadline, essentially giving you 1 year per exam. You may decide to complete it earlier however it is not advisable to do more than two exams per session.

You must notify APEGM within six months of the date of your academic assessment letter of your intention to proceed by completing the academic assessment notification form. Failure to notify APEGM within this time will be considered an indication of intent not to proceed with the examination program, and your file will be closed.

At least one examination should be taken during the first available examination session following the six-month notification period, regardless of the type(s) of examination(s) assigned.



Failure to complete the prescribed examination program within the prescribed time deadline will be considered a failure and will result in your file being closed.

If you are unable to complete the examinations within the required time frame, you may request a time extension. You will be asked to provide reasons for your request and, there is no guarantee that the extension be granted. Please contact the office for a time extension request form.

### **3. CANADIAN RESIDENCY REQUIREMENT**

In order to write examinations in Manitoba you must be a Canadian resident.

### **4. ENGLISH LANGUAGE REQUIREMENT**

If you did not receive your academic education (either undergraduate degree or graduate degree) in English, you should provide a copy of an English test such as (CLB) Canadian Level Benchmark or an IELTS. On a CLB place test, it is recommended your score be benchmark level (8) in all four language areas. On an IELTS place test, it is recommended your score be 6.0 or higher in each module, and with an overall band score of 6.5 or higher.

### **5. FAILURE OF A CONFIRMATORY EXAMINATION**

If you fail a confirmatory examination(s) or equivalent course(s) you must clear the failure(s) within the deadline. You must not exceed the number of failures permitted (as stated in Failure of an Examination program). Examination or course failures must be cleared either by retaking that examination or the approved course equivalent(s) for that same examination.

### **6. FAILURE OF EXAMINATION PROGRAM**

Failure of your examination program will result in you being exited from the assessment program.

If you have three examination or course failures (whether those failures are in one or in multiple examination(s)/course(s)) you will be exited from the examination program. Failure of ANY examination(s) or course(s) will disallow the possibility of an interview.

If you wish to re-apply after being exited from either the examination program or the IEEQ program you must:



Resubmit a new application with the fee plus a letter explaining why you want to continue the program.

If you have been exited from the examination program or the IEEQ program no credit will be given for examination(s)/course(s) previously passed. No time extensions will be allowed and you will not be allowed the interview option.

### **HAVING YOUR FILE CLOSED**

Your file will be closed if you do not complete the examination program within the time limit/examination deadline.

## **7. NATIONAL TECHNICAL EXAMINATION PROGRAM**

### **a). WHEN EXAMINATIONS ARE OFFERED**

The Engineering National Examinations are held in May and December and are written simultaneously at all centres across Canada. Examinations are usually offered over a five-day period.

### **b). HOW TO APPLY FOR EXAMINATIONS**

If you intend to attend any examination session you must apply by submitting the Academic Examinations Application form and fee at least three months before the examinations start.

#### May Examination Session

The spring examination application is normally mailed out to you in early January of each year.

#### December Examination Session

The winter examination application is normally mailed out to you in early July of each year.

### **c). EXAMINATION FEES**

An Examination Fee (see fee schedule for the cost) is payable for each examination requested. The examination fee is subject to change without notice.

### **d). EXAMINATION DATE / LOCATION AND FORMAT**

The examination timetable, location and format along with the aids permitted will be sent to you approximately one month before the examination(s) are to be written.

- **Format 1** - No calculator permitted. The exam may be **Closed** or **Open Book**.
- **Format 2** – There are two calculator models permitted for this format: either a Casio or Sharp model. The examination may be **Closed-** or **Open-Book**. **Note, any alpha letters that immediately follows the calculator model number is fine, except for the letter ‘s’ which means the calculator is programmable. If the letter ‘s’ is in combination with other alpha letters then the calculator is acceptable i.e. ‘ms’.** (Please note that the word “None” in the list of aids represents no further instructions for this examination.)
- **Format 3** - Any non-communicating calculator will be permitted. The examination will be an **Open-Book** examination. Candidates will identify the calculator used on the inside left-hand sheet of the examination work book, i.e. name and model designation. (Please note that “none” under aids and instructions represents that you may bring as many textbook(s) or notes etc. into the examination there are no restrictions with this format 3 exam.) Please note space allocated to candidates writing open book examinations will be the same as closed book examinations. Therefore you will need to limit the number of textbooks brought into the exam room.

**Closed-Book** - Only pen, pencils, and drawing instruments may be brought into the room. If Format 2 is selected, candidates are permitted to bring any Casio or the Sharp approved calculator into the room.

**Open-Book** - Any notes, textbooks, materials etc. may be brought into the examination. Where an examiner has specified only certain material can be used, this is noted under “Aids/Instructions to the Candidates”.)

**Closed-Book With Specified Aids** - For some examinations, a single, precisely identified aid is allowed. This is noted under “Aids/Instructions to the Candidates”.

e). **INVIGILATION (WRITING) OF EXAMINATIONS**

Examinations shall normally be written at a designated site in Winnipeg.

You may, subject to the approval of the APEGM office, write examinations at locations other than the APEGM office, i.e. Brandon, Flin Flon, Thompson, and The Pas, under the supervision of a professional engineer or professional geoscientist.

Examinations, written in rural Manitoba, must be written concurrently with those held in Winnipeg and in accordance with the Alberta and Ontario timetables. Any expense incurred, with respect to the invigilation of those examinations, will be your responsibility.



f). **TEXTBOOKS AND REFERENCE MATERIAL**

Engineers

Professional Engineers Ontario (PEO) provides APEGM with a list of suggested study material for each engineering examination for your benefit in seeking general information in certain subject areas. The actual textbooks upon which the examinations will be based, however, will be prescribed by the examiners assigned to set the examinations and may be updated from year to year. The list is only a suggested list and is not intended to limit you from using other relevant textbooks.

Alternative texts of your choice may be used provided the text adequately covers the Canadian Engineering Qualifications Board (CEQB) Syllabus material.

Examination questions are based on the description in the CEQB syllabus, not the suggested textbooks.

You are urged to follow the description in the CEQB syllabus. The textbooks are just a means to prepare for the examination. It is your responsibility to prepare properly for the examination.

Past Examination Papers: Past examination papers are available at <http://www.apegm.mb.ca/PastExamPapers.html>

The answers to the questions are not available. Please note that examination formats and questions vary from year to year.

Geoscientists

The Association of Professional Engineers and Geoscientists of Alberta provides textbook information in its syllabus of examinations for the geoscience examinations.

Past Examination Papers: Past examination papers are available at <http://www.apegm.mb.ca/PastExamPapers.html>

Please note that a limited number of past examinations are available for the geoscience examinations. These are usually available from APEGA once an examination has been ordered.

The answers to the questions are not available. Please note that examination formats and questions vary from year to year.



**g). FAILURE TO APPEAR / NO SHOW**

If you apply to write examinations and do not attend the sitting(s) you will be marked “NO SHOW”. You will forfeit the examination fee, i.e., no refund or credit. A “NO SHOW” is considered a failure. You must forward a letter/email explaining the reason(s) why you did not write. Upon receipt of this written correspondence, your file will be reviewed to determine if you may still remain active in the examination program. Please note that a “NO SHOW” is preferable to writing an examination if you do not feel prepared to write and might fail, even if it means having your current file closed. The correspondence must be received in the APEGM office no later than two weeks after the sitting.

**h). CANCELLING AN EXAMINATION**

You may cancel an examination that you have applied to write, and not incur any financial penalty, as long as the examination is cancelled at least three months before the examination is due to be written. (See the examination cancellation date on the examination application form) In this case the examination fee will be transferred to the next Examination Session. An examination fee can only be transferred once.

**i.) LEAVING AN EXAMINATION WITHOUT WRITING**

If you appear in the examination room and then you decide not to write the examination, you must place the signed exam book in the envelope provided, sign the outside of the envelope, and hand it to the invigilator. You will be given a mark of Zero for the examination.

**j). EXAMINATION RESULTS**

The passing mark for each examination is 50% (if not otherwise specified).

Examination results will be mailed approximately 45 working days after the last examination has been written. No results will be communicated by fax, telephone, email or in person.

Examination papers or copies will not be returned to you, nor are the answers to the questions available. You may, within 30 days after the notification date of results, request a viewing of the marked examination papers under supervision in the Association office by special arrangement only.

If you disagree with an examination mark, you may request a re-read. There is a non-refundable fee (see fees schedule for the cost) per exam for this service. Note that all papers graded between 45% and 49% have already been re-read once by the examiner. You must apply within 30 days after the notification date for a re-read. The fee is non-refundable and the re-read mark is the final mark.



If no viewing has been requested during the specified period, examination booklets will be destroyed 30 days after the notification date.

k). **THE FOLLOWING ARE NOT ALLOWED**

- Use of notes on examinations where none are permitted
- Communicating with another candidate
- Employment or recruitment of another person to write an examination

The actions will be dealt with very seriously by APEGM and may result in permanent expulsion from the Association.

8. **COURSES-IN-LIEU**

APEGM maintains a listing of acceptable University of Manitoba course substitutions. Information regarding the list of substitute courses is available from the APEGM office.

You may, upon prior approval, take approved CEQB University of Manitoba or University of Brandon courses in lieu of assigned examinations. Permission to substitute courses must be requested, in writing.

A mark of "C" or better is required in each substitute university course.

Once you have completed the course(s), it is your responsibility to provide an official transcript (mailed directly from the Registrar's office) with your final grade(s) back to the Assessment Officer.

9. **INTERNATIONALLY EDUCATED ENGINEERS QUALIFICATION PROGRAM (IEEQ)**

Internationally Educated Engineers Qualification Program (IEEQ option): The IEEQ program is offered at the University of Manitoba and it consists of engineering courses, co-op work experience, cultural orientation, language and communication support and professional networking. To be eligible for the IEEQ program, you must have received an assignment of five or fewer technical confirmation examinations by APEGM.

Note: The IEEQ program is considered an equivalent program, not necessarily an exact match. For example, engineering economics is always assigned in IEEQ even if it was not specifically assigned by APEGM.

To learn more about the IEEQ program visit

<http://umanitoba.ca/faculties/engineering/programs/ieeq/index.html> .

To download the application form visit

[http://umanitoba.ca/faculties/engineering/programs/ieeq/pdf/Application\\_Form\\_for\\_IEEQ11.pdf](http://umanitoba.ca/faculties/engineering/programs/ieeq/pdf/Application_Form_for_IEEQ11.pdf)



## **10. INTERVIEW**

The interview option is an oral examination. If you appear to have over ten years of high-level current and qualifying Engineering or Geoscience experience you may be offered an interview for the purpose of waiving some or all examinations.

Your assessment result letter will indicate if you have been offered the interview option and procedure information will be provided to you. Note: An interview fee is required (See fees schedule for the cost).

## **11. ENGINEERING / GEOSCIENCE REPORT**

Sometimes, the Academic Review Committee will ask for evidence of a report or project in order to fulfil the academic requirements. Information sheets regarding the APEGM Engineering / Geoscience report requirements are available from the APEGM office upon request.

## **12. RE-ASSESSMENT**

A re-assessment request must be accompanied by your reason(s) in writing, specifying the additional information to be considered, along with a non-refundable re-assessment fee. (Please see Assessment & Examination Fees)

The re-assessment process is not allowed if an interview is conducted. There are no appeals or reassessments for interviews.

Updated: January 29, 2014

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## Assessment of Academic Credentials Application Form

- Please read the accompanying instructions carefully before you complete this application.
- Please provide all documentation to support your application as indicated on the checklist.
- Check  the boxes that apply to you.

### 1. Personal Information

Title:

Dr.    Ms.    Mr.    Mrs.

First Name/Given Name:

Middle Name(s):

Family Name/ Surname:

Your current name, if different from above: (See Note:1-Page 6)

Your citizenship/immigration status in Canada: (See Note:2-Page 6)

Canadian Citizen    Permanent Resident    Work Permit    Study Permit    Refugee

Other (please indicate) \_\_\_\_\_

Your date of birth:

Day: \_\_\_\_\_ Month: \_\_\_\_\_ Year: \_\_\_\_\_

Your gender:

Male    Female

Your country of birth:

Your current residential address:

Unit/Suite/Apt: \_\_\_\_\_ Street Number: \_\_\_\_\_

Street Name: \_\_\_\_\_

City/Town: \_\_\_\_\_ Province: \_\_\_\_\_

Postal Code/Zip code: \_\_\_\_\_ Country: \_\_\_\_\_

Your telephone number:

Your mobile number:

Your E-mail address:

### 2. Employer Information

Your current employer/ company name: (If you are currently not employed please leave this section blank.)

Your work E-mail address:

### 3. Professional Status

Have you ever applied\* to APEGM?    Yes    No

If Yes, please give the year you applied : \_\_\_\_\_

Have you ever applied\* to any other engineering / geoscience association in Canada?    Yes    No

If Yes, please give name(s) of all association(s): \_\_\_\_\_

\*If you've applied at anytime in the past (even if you withdrew, for example), then the answer is Yes.

**4. Discipline (See Note:3-Page 6)**

- Internationally Trained Engineer
- Internationally Trained Geoscientist

Indicate the discipline in which you wish to be examined in (normally this would be the discipline of your undergraduate degree). If your discipline is not listed below, please choose one that closely matches. (To review the syllabi's available please visit <http://www.engineerscanada.ca/examination-syllabus>)

If your discipline is not an exact match with the options provided below you may choose up to two in which you feel you are closest to.

<u>Engineering Discipline:</u>	<u>Geoscience Discipline:</u>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Agricultural / Biosystems / Bioresource / Food Engineering</li> <li><input type="checkbox"/> Biomedical/Biochemical Engineering</li> <li><input type="checkbox"/> Building Engineering</li> <li><input type="checkbox"/> Chemical Engineering</li> <li><input type="checkbox"/> Civil Engineering</li> <li><input type="checkbox"/> Computer Engineering</li> <li><input type="checkbox"/> Electrical Engineering</li> <li><input type="checkbox"/> Engineering Physics</li> <li><input type="checkbox"/> Environmental Engineering</li> <li><input type="checkbox"/> Forest Engineering</li> <li><input type="checkbox"/> Geological Engineering</li> <li><input type="checkbox"/> Geomatics Engineering</li> <li><input type="checkbox"/> Industrial Engineering</li> <li><input type="checkbox"/> Marine Engineering</li> <li><input type="checkbox"/> Mechanical Engineering</li> <li><input type="checkbox"/> Metallurgical Engineering</li> <li><input type="checkbox"/> Mining and Mineral Processing Engineering</li> <li><input type="checkbox"/> Naval Architectural Engineering</li> <li><input type="checkbox"/> Petroleum Engineering</li> <li><input type="checkbox"/> Software Engineering</li> <li><input type="checkbox"/> Structural Engineering</li> <li><input type="checkbox"/> Other (Please specify) _____</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Geology</li> <li><input type="checkbox"/> Geophysics</li> </ul>

If your discipline of your undergraduate degree is NOT the same as the discipline you've been practicing please provide details.

**5. Education (list in chronological order) Do not abbreviate - provide all details requested.**

Full Name of Institution:

Full Name of Degree or Diploma:

Discipline Study:

City of Institution:

Country of Institution:

Date Degree Granted:

Degree / Diploma duration was a  5 Year Program  4 Year Program  3 Year Program (See Note:4-Page 6 )

I attended From: \_\_\_\_\_ To: \_\_\_\_\_

Was any part of your education done by: correspondence / online / distance education?  Yes  No

If Yes, please give details: \_\_\_\_\_

**Additional Degree/Diploma**

Full Name of Institution:

Full Name of Degree or Diploma:

Discipline Study:

City of Institution:

Country of Institution:

Date Degree Granted:

Degree /Diploma duration was a  5 Year Program  4 Year Program  3 Year Program (See Note:4-Page 6 )

I attended From: \_\_\_\_\_ To: \_\_\_\_\_

Was any part of the education done via correspondence / online / distance education?  Yes  No

If Yes, please give details: \_\_\_\_\_

**Additional Degree/Diploma**

Full Name of Institution:

Full Name of Degree or Diploma:

Discipline Study:

City of Institution:

Country of Institution:

Date Degree Granted:

Degree or Diploma duration was a  5 Year Program  4 Year Program  3 Year Program (See Note:4-Page 6 )

I attended From: \_\_\_\_\_ To: \_\_\_\_\_

Was any part of the education done via correspondence / online / distance education?  Yes  No

If Yes, please give details: \_\_\_\_\_

**Additional Degree/Diploma**

Full Name of Institution:

Full Name of Degree or Diploma:

Discipline Study:

City of Institution:

Country of Institution:

Date Degree Granted:

Degree or Diploma duration was a  5 Year Program  4 Year Program  3 Year Program (See Note:4-Page 6 )

I attended From: \_\_\_\_\_ To: \_\_\_\_\_

Was any part of the education done via correspondence / online / distance education?  Yes  No

If Yes, please give details: \_\_\_\_\_

If you hold additional degrees or diplomas please use a separate sheet of paper to give information.

## 6. Declaration of Consent

I authorize APEGM to retain all information contained herein and any appended documents, including transcripts, work history, proof of degrees, syllabi, translations of same, and any and all information for the purposes of assessing my academic qualifications. I also authorize APEGM to make any enquiries of any institutions to which I may have applied, in order to assess my academic or other qualifications as related to my professional registration.

I understand that this information will be kept on file in accordance with APEGM's retention policy. After completion of the assessment of my academic qualifications, or after I complete the academic assessment program or withdraw from the program, I wish to have the following actions completed

(choose one only):

- Return by mail all original and / or notarized documentation provided by me including transcripts, syllabi and proof of degrees. I understand that APEGM will be sending this documentation by regular mail and is not responsible for any loss incurred once the documentation leaves its office.
- I will pick up the original or notarized documentation. When picking up your documentation you will be asked to sign for the documents or provide picture ID for proof of identification. Documents will only be kept for a 3 month period. It is your responsibility to pick up your documents.

I declare that all of the information provided is authentic, correct and to the best of my knowledge and belief. I understand that a false statement or failure to provide the information requested may, at any time, disqualify me from the assessment program. I authorize APEGM to obtain such additional information as it may deem appropriate, from such additional sources as it may deem appropriate, for the processing of my application.

I understand that it is my responsibility to update my contact information with APEGM as required. If I fail to do so, APEGM will not be held responsible for any consequences related to inaccurate contact information including missed mailings, failure to receive renewal forms or routing of personal information to other persons not authorized to view such information.

I understand that if I request my personal information to be given to me over the phone or by email, APEGM is required to make reasonable efforts to confirm my identity. In order to do this, APEGM will ask one or more authentication questions.

- Yes  No I authorize APEGM to release details of my file to my employer(s) or potential employer(s).
- Yes  No I authorize APEGM to release details of my file to the University of Manitoba.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

## 7. Application Fee

Academic Assessment Application Fee \$440 (taxes already included)

Type of Payment:

- I am enclosing a money order/cheque payable to APEGM
- I wish to pay by credit card
- Visa  MasterCard  American Express

Credit Card Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Validation Number: \_\_\_\_\_ (three digit number at the back of your credit card beside your signature)

Signature of Card Holder: \_\_\_\_\_

## 8. Academic Assessment Checklist

Send the following documents with you application. Check  each box once you attach the item. Failure to provide a fully completed application form or the necessary documents will result in the return of your application.

Notarized Copies: Copies stamped and signed by a Registered Notary Public who confirms your identity and confirms that the copy matches the original.

### **Checklist**

- Official Transcript. (See Note:5- Page 6) Date transcript ordered: \_\_\_\_\_
- Assessment of Academic Credentials Application Form.
- Original **OR** Notarized Degree/Diploma for each degree/diploma that you hold.  Plus one photocopy
  
- Original **OR** Notarized Transcript for each degree/diploma that you hold.  Plus one photocopy
- Syllabi (See Note:6- Page 6)
- English Test (See Note:7- Page 6)
- Detailed Chronological Resume.
- Photocopy of **one** of the following; Drivers License, Permanent Resident Card, Current Passport.
- Photocopy of any other related information you wish to provide. (See Note:8- Page 6)
- Include this checklist with your application package.

### If this applies to you:

- If your documents are not translated into English, please have it translated. (See Note:9- Page 6)

Please note: An engineering or geosciences report (sometimes referred to as a thesis or project report) is not required at the time of application, but if it is requested at a later date you are required to submit one. A report may be submitted in its original language. However, you are asked to provide the report title and outline, and an extended abstract, i.e., 4-5 pages in English, along with the original report.

**When you have completed the application and gathered all your documents you have the option of mailing or couriering your package over to the APEGM office.**

**Mail to:**

**Attention: Assessment Officer**

**APEGM**

**870 Pembina Hwy**

**Winnipeg, MB R3M 2M7**

**Canada**

**OR** you may contact the assessment officer [cshymko@apegm.mb.ca](mailto:cshymko@apegm.mb.ca) to arrange an appointment to come into the office to meet. At the meeting you can submit your application package and it will be reviewed and any questions you may have can be addressed. Please allow one hour for the meeting.

## 9. Notes

Note 1: **Name Change:** If your name is different from the name in your documents, attach a legal change of name document. Example: Marriage Certificate, Certified record of divorce, Valid unexpired Passport issued in your current name.

Note 2: **Canadian Residency/Status:** You may start the assessment process regardless of immigration status and physical location. Writing of examinations however will require your presence at APEGM. Please note that since it is required that you obtain one year of engineering experience in Canada you will eventually be required to obtain status that will allow you to do so legally.

Note 3: **Discipline:** An academic discipline or field of study is a branch of knowledge that is taught and researched as part of higher education.

Note 4: **Eligibility:** To be eligible for an assessment, you must have completed an appropriate post-secondary program (typically bachelor's degree) of at least four years duration, in an engineering related field, or geosciences-related field.

Note 5: **Official Transcript:** You MUST arrange to have your transcript mailed to APEGM directly from your institution in a sealed envelope. Student-issued transcripts are not acceptable. Please note: If you hold an engineering undergraduate (Bachelor-level) degree from a Foreign Country and a Post-Graduate degree from a (Canadian) CEAB-accredited program or a Washington Accord Country you may arrange to have your post-graduate transcript sent to APEGM directly instead of the undergraduate (Bachelor-level) transcript.

Note 6: **Syllabi:** A syllabi (course descriptions) included with your application is recommended if possible. Applicants may submit an application without a syllabus; however, if one is requested at a later date it must be provided. Course descriptions are brief paragraphs that clearly describe the material covered during the course. Course numbers and titles can change, therefore if the list of courses in your transcript is not in the same order as the list of course descriptions in the syllabus it is important that you map the course numbers and titles in your transcript with the course numbers and titles found in the syllabus by providing a list and indicating the page number in the syllabus where each course description can be found. Please provide this mapping list with your syllabus (course descriptions).

Note 7: **English Requirement:** If you have not received your academic training (either undergraduate degree or graduate degree) in English please provide a copy of an English test such as (CLB) Canadian Level Benchmark (see WELARC website for details: <http://welarc.net/>) or an IELTS (see IELTS website for details: <http://www.ieltscanada.ca/>). On a CLB Place test, it is recommended your score be benchmark level (8) in all four language areas. On an IELTS test, it is recommended your score be 6.0 or higher in each module, and with an overall band score of 6.5 or higher.

Note 8: **Other related information:** Other related documentation might include: a list of published papers; certificated of additional courses taken related to Engineering or Geoscience. Also If you are licensing in another country or province you may submit proof. If you have passed the NCEES Fundamentals of Engineering and/or the NECEES Professional Engineering exam (USA) you may submit proof.

Note 9: **Translations:** All documents must be provided in English. If your documents are not in English, you need to provide a notarized English translation. Verification and notarization services are available through the Language Bank at the Immigration Centre. <http://www.icmanitoba.com>

Updated: January 16, 2014



**ACADEMIC ASSESSMENT  
FREQUENTLY ASKED QUESTIONS**



## Frequently asked Questions

### 1) **APEGM?**

The Association of Professional Engineers and Geoscientists of Manitoba (APEGM) is the licensing body for engineering and geoscience in Manitoba.

### 2) **What does APEGM do?**

The function of the Association is to protect the public by ensuring that the practice of engineering and geoscience in Manitoba is being carried out by qualified registered professional engineers and geoscientists.

### 3) **Why do I have to apply?**

Engineering and Geoscience is a regulated profession in Canada. By law, no one can practise the profession of engineering without a license, unless supervised by an engineering or geoscientist.

### 4) **How do I apply?**

You must submit a complete application with all the supporting documentation that we require. See <http://www.apegm.mb.ca/Assessment.html>

### 5) **When can I apply?**

After gathering your documents submit your completed application. You can submit your application package one of two ways: one way to submit is by mail/courier. If you submit by mail/courier it is recommended that you submit notarized copies instead of originals. The second way you can submit your application package is in person. If you wish to submit your application package in person, please contact [cshymko@apegm.mb.ca](mailto:cshymko@apegm.mb.ca) or by phone at 204-474-2736 ext. 226 to arrange an appointment (no fee is charged for the appointment). At the appointment we will go over your documents and discuss the licensing process.

### 6) **Can I apply before I settle in Manitoba?**

You should contact the association of professional engineers or geoscientists in the province or territory where you plan to settle. If you plan to settle in Manitoba and you want to have your assessment done prior to arriving you may send your completed application package over by post mail/courier. It is recommended that you do not send originals in the mail/courier but instead send notarized copies of everything. APEGM is not responsible for documents that go missing in the mail.

### 7) **Do I have to be a permanent resident of Manitoba in order to have my credentials assessed?**

If you are planning to live and work in Manitoba you may start the academic assessment process regardless of your immigration status. You must be physically in Canada to write examinations and you must be legally entitled to work in Canada in order to obtain your Canadian experience requirement.



**8) How long do I have to wait for the result of the assessment?**

You should receive the results approximately four weeks after the receipt of all supporting documents as listed on the application. However, if additional information is needed or if a full review is required it will take longer.

**9) I cannot obtain the syllabus from the university I attended. What do I do?**

In many cases, syllabi are not required but if the file is more complex and a full academic assessment becomes necessary at that point, we will need the syllabus. If an official syllabus is not available we recommend that you type each course description from memory, send it to your university and request your university to stamp or seal each page as being accurate and correct.

**10) The application asks for an original transcript to be mailed to APEGM directly by my institution, do I really have to do this?**

YES. This requirement is mandatory.

If your institution no longer exists, please let us know.

**11) I need to have my documents notarized and or translated. Where can I go for this?**

Immigrant Centre  
100 Adelaide Street  
Winnipeg, Manitoba R3A 0W2  
Phone: (204) 943-9158 <http://icmanitoba.com/>

**12) May I perform Engineering/Geoscience work while my application is being processed?**

You may perform Engineering/Geoscience work as long as you are working under the direct supervision of a registered professional Engineer or registered Professional Geoscientist who takes full responsibility for your work.

According to the terms of the Engineering and Geoscientific Professions Act of Manitoba, a person may neither work as a professional engineer or professional geoscientist, nor assume any title implying that he or she is a professional engineer or professional geoscientist, until that person becomes a registered member of this Association.

**13) What is a Canadian Geoscience Assessment?**

Applicants who hold a four-year degree (Honours, Major and Specialist degrees in Geology or Geophysics) from Canadian Universities or equivalent three-year degrees from Quebec universities shall submit a Canadian Geoscience Assessment. All other geoscience applicants must apply for a full assessment of academic credentials.

#### **14)What is IEEQ and how can I apply?**

The Internationally Educated Engineers Qualification Program (IEEQ) provides a route for immigrants with engineering credentials obtained outside of Canada to meet part of the licensing requirements for professional engineering practice in Manitoba.

Engineering graduates who go through the Assessment process and are assigned five (5) or fewer confirmatory exams are eligible to apply for the IEEQ program. The program is administered by the University of Manitoba and consists of matching exams assigned to courses available at the university. The IEEQ program offers a comprehensive syllabus which consists not only of the matched courses, but a course on Law and Ethics, Canadian culture in the workplace and a co-op work term placement. For detailed information about IEEQ and the application form please visit <http://umanitoba.ca/faculties/engineering/programs/ieeq/index.html>

#### **15)Is a degree obtained by distance education accepted?**

A degree obtained through distance education is not accepted.

#### **16)Are online courses / correspondence courses acceptable?**

Online and correspondence courses are not acceptable.

#### **17)Where can I obtain an English test?**

- **Canadian Language Benchmarks Assessment**  
Please check website for details: [info@welarc.net](mailto:info@welarc.net)
- **IELTS Test**  
Please check website for details: <http://www.ieltscanada.ca/>

#### **18)What happens after I have passed the required exams or courses?**

After successful completion of the assigned exams or courses you would be eligible to apply for Member-in-Training (MIT) membership and an application form will be sent to you along with the ABC (Act, By-laws, and Code of Ethics) Test.

While you are enrolled as an MIT you will submit supervisor report forms giving details of your work experience. You will stay an MIT member until the Experience Review Committee is satisfied that you have obtained the required four years of acceptable work experience (one year of which must have been obtained in North America).

#### **19)What is the ABC (Act, By-laws, and Code of Ethics) Test?**

The ABC Test is a test which requires you to read and understand APEGM's Act, Bylaws and Code of Ethics. The test is an on-line, open-book and is completed at home. The pass mark is 90%, however, if you don't pass, you can request another copy of the test and re-write it. You have up to three chances to pass the exam. If you are unsuccessful, you will be required to complete a long-answer test on the Act, By-laws and code of ethics.



## **20) What is the Professional Practice Exam (PPE)?**

The national Professional Practice Exam (PPE) is a national examination administered by the Association of Professional Engineers, Geologists and Geophysicists of Alberta ([APEGA](#)) on Law and Ethics. It is written in Manitoba twice a year, once in April and once in October. Most applicants write this exam once they have completed the assessment process and are enrolled as a MIT.

Updated: January 16, 2014



## ACADEMIC ASSESSMENT FEES

<http://www.apegm.mb.ca/AssessmentFees.html>



## SUPPORT INFORMATION

## Financial Information for Internationally Educated Professionals – July 2013

### **Employment Manitoba**

Employment Manitoba delivers a full range of employment and training services to residents of Manitoba. Internationally Educated Professionals in need of assistance to re-enter their professions may be eligible for financial supports to help pay for costs such as tuition, books and living expenses. To learn more about these supports and the eligibility requirements, please visit an Employment Manitoba Centre in person. Go to [www.gov.mb.ca/employment/emp\\_centre\\_locations](http://www.gov.mb.ca/employment/emp_centre_locations) to find the Employment Manitoba Centre nearest you.

### **Recognition Counts**

Recognition Counts is a program that provides supports to skilled immigrants wishing to work in their fields of expertise in Manitoba. The program offers career and financial counselling, as well as the opportunity to apply for a loan of up to \$10,000, to help with the costs associated with gaining employment in a profession or trade. To learn more visit [www.recognitioncounts.ca](http://www.recognitioncounts.ca).

### **Manitoba Student Aid**

Manitoba Student Aid is a supplemental financial assistance program for Manitobans who do not have sufficient resources to pay for their post-secondary education on their own. They provide various types of funding on behalf of the Manitoba Student Aid Program and the Canada Student Loans and Grants Programs. This funding includes repayable government student loans and non-repayable grants and/or bursaries. All applications are assessed to determine eligibility and financial need. To learn more visit [www.manitobastudentaid.ca](http://www.manitobastudentaid.ca).

### Additional Support Information

- Engineers Canada- Website <http://newcomers.engineerscanada.ca/>
- Immigrant Centre- Website <http://icmanitoba.com/services/>
- Manitoba Start- Website <http://manitobastart.com/>