



REQUEST FOR UPDATE (show completion of Board of Examiners requirements)

(Fee is non-refundable)

*This request form is used to provide additional academic or work experience to your application as assigned by the Board of Examiners in your decision letter. If you have not gained ALL the required experience, please **DO NOT** complete this form.*

Instructions & Supplemental Information

1. Complete, sign, and date the request form.
2. Complete the letter addressed to the Board of Examiners (BOE) that provides reasons and grounds for the update. State that you are **providing an update based on the completion of outstanding licensure requirements set forth by the BOE.**

**** Each request for update application form is subject to its own application fee. Please ensure you are submitting ALL your requirements in one form to avoid additional fees.***

- **Work Experience Update** – If you are requesting an experience update, we will email you a link to your online experience forms. You must complete the academic requirements before requesting an experience update. If you have been assigned exams, you **cannot** provide an experience update until the exams have been completed successfully.

For your Experience Update you will be required to provide all the requested time. As well, this time needs to be referenced by a P.Eng. and/or P.Geo. who has taken technical responsibility and supervised your work. If this reference is not the person you directly reported to, you will need to include two references in your update, your direct supervisor and the P.Eng./P.Geo. colleague and/or mentor that took technical responsibility for your work.

- **Academic Update** – If you are requesting an academic update for education you have received in Canada, please have your university send official transcripts directly to APEGA's Edmonton office by mail. If your degree is from an international university, you will need a [World Education Services Course-by-Course International Credential Advantage](#) report instead.

3. Please email your completed form and supporting documents to registration@apega.ca with the following subject line:

[Your APEGA ID] Update to BOE

To check the progress of your request, please log in to [myAPEGA](#).

If you do not provide the completed outstanding requirements, as requested in your BOE decision letter, **within 90 days of your request**, your request will be **declined without a refund**, and you will need to submit your request again.

REV: August 22, 2023_KL

Personal Information

Legal Last Name

Full Given Name(s)

Preferred Name

APEGA ID Number

Email Address

Daytime Phone Number

The Request for Update is based on:

Academics

Work Experience

I have completed the letter detailing the reasons for my request to update.

I recognize in making this request that the BOE may make a different decision than the one previously given. I agree to be bound by the new decision.

APEGA adheres to the privacy standards under PIPA regarding the collection, use, disclosure, and retention of personal information. For a description of APEGA's privacy policy, please refer to apega.ca/privacy.html.

By signing below, I declare that I am fully aware that any omissions or inaccuracies on this form or in my online work experience submissions may subject me to investigation by APEGA.

Date: _____ Signature: _____

Payment Information

UPDATE FEE (non-refundable)

Update Fee

\$225.00

GST (#106728603)

\$11.25

Total Payable

\$236.25

After APEGA has received and processed the Request for Update form, we will create an order for the Request for Update. This invoice will be available in your [myAPEGA Portal](#) for you to complete the payment. Your application **will not** be processed or sent for review until the payment has been received.

*The update fee is only for decisions that were received **after** January 2017. For any applicant that has received the decision prior to January 2017, please leave this section blank.*

Letter to the Board of Examiners (BOE)

Please include the following information below in your Request for Update.

I, _____ confirm that I have completed the outlined requirements in my decision letter from the APEGA Board of Examiners dated _____.

My decision from the Board of Examiners assessed me:

The following exam(s):

The following experience:

_____ months of experience referenced by a P.Eng/P.Geo or Sr. equivalent practitioner.

_____ months of experience including 12 months of Canadian referenced by a P.Eng./P.Geo.

_____ months of Canadian experience referenced by a P.Eng/P.Geo.

The following competencies:

- | | |
|--|--|
| 1.1 Regulations, Codes and Standard | 2.2 Written Communication |
| 1.2 Project and Design Constraints | 2.3 Reading and Comprehension |
| 1.3 Risk Identification and Mitigation | 3.1 Project Management Principles |
| 1.4 Application of Theory | 3.2 Finances & Budget |
| 1.5 Solution Techniques | 4.1 Team Effectiveness |
| 1.6 Safety Awareness | 5.1 Professionalism |
| 1.7 Systems and Their Components | 6.1 Public Impacts and Safeguards |
| 1.8 Project and Life Cycle | 6.2 Engineering and the Public |
| 1.9 Quality Control | 6.3 Role of Regulatory Bodies |
| 1.10 Engineering Documentation | 6.4 Sustainability and Practice Guidelines |
| 2.1 Oral Communication | 6.5 Promotions of Sustainability |

I confirm that I have completed all technical exams assigned or have completed additional academic qualifications.

YES NO

I confirm that I have obtained the experience assessed by the Board of Examiners.

YES NO

I will be providing the following information for my update request:

Once APEGA has received my updated information, I understand that any information that is different to what is provided above will result in my request being denied, the application fee not refunded, and I will be required to submit a new Request Form once I feel I have met the requirements outlined by the BOE.

Signature

Date