



**Annual Declaration Policy**

**1. Purpose**

To provide clarity on the mandatory annual character declaration reporting requirements needed upon renewal for Licensed Professionals (defined below).

**2. Scope**

This policy defines the mandatory annual character declaration reporting requirements.

**3. Applicability**

This policy applies to all Licensed Professionals.

**4. Definitions**

Licensed Professional: A professional engineer, professional geoscientist, professional licensee, licensee, life member, or honorary life member registered with APEGA, pursuant to the *Engineering and Geoscience Professions Act (EGP Act)*.

*As defined in the Register Policy.*

Code of Ethics: Code of ethics established pursuant to section 19(1)(j) of the *EGP Act* and attached as a Schedule to General Regulation section 31.

Annual Character Declaration: A mandatory character declaration submitted to APEGA by a Licensed Professional as part of the annual renewal reporting requirements and containing information required by APEGA to fulfill its mandate under the *EGP Act*.

Annual Reporting Date: Annual membership renewal date.

**5. Responsibilities**


5.1. The Registrar & CEO is responsible for ensuring the maintenance of registers, records, and related data, including mandatory annual reporting.

**6. Policy**

6.1. A Licensed Professional meets the mandatory annual renewal reporting requirement when the following is completed to the Registrar's satisfaction:

6.1.1. The Annual Character Declaration has been submitted no later than the Annual Reporting Date

6.1.2. Character Declaration

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6.1.2.1. Licensed Professionals are required to be of good character and must disclose to APEGA any criminal convictions or findings of unprofessional conduct or unskilled practice if not previously disclosed.

6.1.2.2. Disclosing a criminal conviction or professional discipline finding may trigger a review process by APEGA.

6.2. Failure to complete the mandatory annual Character Declaration by a Licensed Professional will form grounds for cancellation of the Licensed Professional’s registration with APEGA.

6.3. In addition to the mandatory portions referred to in 6.1.2 above, the annual renewal process also includes non-mandatory portions. Licensed Professionals have the option of declining to respond to those non mandatory questions. Opting to not respond may result in further review action by APEGA.

**7. Document Life Cycle and Review**

7.1. This document shall be reviewed and updated (if required) as follows:

7.1.1. At an interval not to exceed three (3) years following the last published revision; or

7.1.2. Within six (6) months of a change to the EGP Act, General Regulation, or Bylaws influencing the content of this document.

7.2. Document responsibilities:

7.2.1. Document Owner (for document maintenance) – Chief Regulatory Officer

7.2.2. Document Approvers:

7.2.2.1. Process Owner – Chief Regulatory Officer

7.2.2.2. Program Owner – Registrar & Chief Executive Officer

7.2.2.3. Document Approver – Council

7.2.3. Contributors – Director, Regulatory Affairs; Director, Business Performance (Privacy Officer)

**8. References**

8.1. [Engineering and Geoscience Professions Act](#)

8.2. [Engineering and Geoscience Professions General Regulations](#)

8.3. [Bylaws](#)

8.4. [Code of Ethics](#)

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**9. Revision Record**

DATE	REVISION #	REVISION DESCRIPTION
2020-06-24	1.0	Initial Release