



Request for addition to a Permit to Practice

To request the addition of a discipline or a member-in-responsible-charge to an existing permit to practice, you must complete the following and return to the PEGNL office:

Permit Holder: _____

Permit Number: _____

Signing Authority: _____
Name Title

Discipline(s) Requested:

Member(s) Accepting Responsibility*:

*For each member identified above, the attached personal profile form must be completed and a resume included for submission to PEGNL.

Signature of signing authority

Date

By signing this form you hereby consent and agree that entering your information through use of your key pad, mouse or device constitutes your signature, acceptance and agreement as if actually signed by you in writing and has the same force and effect as a signature affixed by hand. Further, you agree that the lack of certification authority or other third party verification will not in any way affect the validity or enforceability of your signature or any resulting contract. Please ensure that you have reviewed the application for accuracy and completeness before applying your electronic signature.

For further information please refer to the [Permit to Practice Policies](#) on the PEGNL website

**Professional Engineers and Geoscientists
Newfoundland and Labrador
P.O. Box 21207, St. John's, NL A1A 5B2
Phone: (709) 753-7714, Fax: (709) 753-6131,
Email: main@pegnl.ca Web Site: www.pegnl.ca**

PROFILE FORM – Member in Responsible Charge

To be completed by all professional members being added to a permit as a member-in-responsible-charge

Name: _____

Professional Designation: _____
(P. Eng. / P. Geo. / Eng. L. etc.)

Responsible For (discipline(s)): _____
(Electrical / Structural / Geology, etc.; refer to list of recognized disciplines)

Number of years' experience since professional licensure: _____

Currently registered in the province(s) of: _____

Currently Employed with: _____
(name of organization)

Post Secondary Education: (college, technical institute, university)

<i>Institution</i>	<i>Degree Level Obtained</i>	<i>Discipline of Study</i>	<i>Year</i>

Project / Assignment Experience:

Completion of the following chart is mandatory. It is recommended that information be provided on project / assignment experience that you have achieved within at least the past five years. If you wish to provide further project information to support your request, or require additional space, please attach additional documentation following the same format as below. Sufficient information must be provided to enable the evaluation of your technical competency within the discipline for which you are accepting responsibility. Experience should demonstrate knowledge and application of Codes and Standards applicable to the discipline of practice in Newfoundland & Labrador.

Project / Assignment Description	Location	Date(s)/ Year(s)	Title and Role in the Project	Summary of services (technical / management / etc. contributions)

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Resume:

A resume is required to supplement the information provided above. Please attach a resume highlighting further experience and other aspects of your career to date.

Multiple Permits:

Where disciplinary responsibility is being assumed on more than one Permit to Practice, please attach a letter of consent to this arrangement by each PEGNL Permit Holder.

Personal Declaration

I, the undersigned, am a professional member or licensee of PEGNL and as an employee of the firm undertake to provide responsible direction and personal oversight to that discipline for which I am accepting responsibility.

I have read the relevant sections of the *Engineering and Geosciences Act, 2008* and the Regulations reproduced herein and I agree to conduct the discipline for which I have assumed responsibility in strict accordance with the requirements of the legislation including ensuring that all practicing professionals are licensed with PEGNL.

I further confirm that I will notify the Registrar of PEGNL in writing if I cease to accept the responsibility indicated and will advise the reason(s) for relinquishing that responsibility.

Signature: _____ **Date:** _____

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Engineers and Geoscientists Regulations, 2011

under the

Engineers and Geoscientists Act, 2008

9. (2) To be eligible for registration as a permit holder, a partnership, limited partnership or other association of persons or corporation shall, in addition to other applicable requirements of the Act, the regulations and the by-laws,

- (a) make application for registration in accordance with section 3 including payment of required fees;
- (b) satisfy the registration committee that all aspects of the practice in each discipline of professional engineering or professional geoscience of the applicant are directly supervised by a professional member who is
 - (i) a professional member in responsible charge,
 - (ii) an employee of the partnership, limited partnership or other association of persons or corporation, and
 - (iii) currently registered and in professional good standing; and
- (c) provide proof to the registrar of professional liability insurance coverage in the form and amount prescribed and published by the board.

(3) The practice of professional engineering or geoscience of a permit holder shall be restricted to the discipline or disciplines specified in the permit.

Association to be kept informed

10. (1) A permit holder shall keep the registrar advised at all times of the names of professional members who are in responsible charge and shall immediately notify the registrar of changes, whether temporary, indefinite or permanent, in the status of a professional member in responsible charge for the permit holder.

(2) The professional member in responsible charge shall, on relinquishing that responsibility whether temporarily, indefinitely or permanently, immediately notify the registrar to that effect.