

PEGNL License Holder/Member-in-Training – Renewals Guide

1) Go to Member Portal using <https://members.pegnl.ca/> and 'Sign in' at the bottom of the page

Sign in **Contact Us**

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Welcome To Our Member Site

PEGNL is pleased to welcome our members to our member site. Here you can:

- Renew your membership and pay your dues starting November 1st
- Update your personal information
- Submit your Professional Development Hours (not applicable to Retired or Non-Practicing Members)
- Provide insurance documentation (Permit Holders only)
- Register for PEGNL events
- Support our scholarship programs through your donations
- Update your Permit to Practice registration details

For step-by-step instructions on completing your renewal please click [HERE](#).

Please be advised that our online member portal is best supported by Google Chrome, Mozilla Firefox, and Microsoft Edge. Users running on Internet Explorer may encounter difficulties in using this site.

[Sign In](#)

2) If you're not already logged onto the PEGNL Member portal, you'll be prompted to do so and will see the screen below. Enter your member log in information and click 'Sign In'.

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Register

Sign In

Username

Required

Password

Required

Keep me signed in

Sign In

[Forgot username?](#) | [Forgot password?](#)

Login Information

Welcome to our member site!

Username
Your PEGNL username is your PEGNL member number.

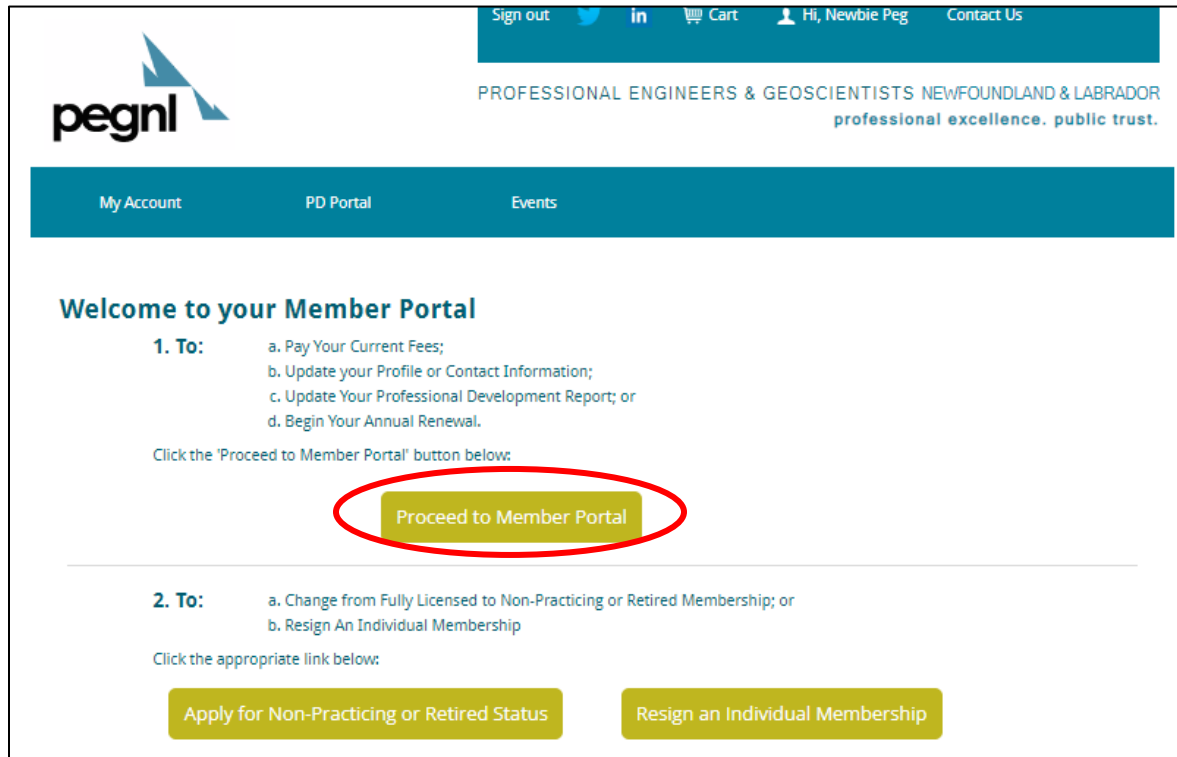
Password
If you have forgotten your password please use the "Forgot password?" link to have a password reset link emailed to the email address we currently have on file for you. Our password requirements are:




- At least seven characters
- At least one alphabetic character (a-z)
- At least one numeric character (0-9)

Browser Support

Please be advised that our online member portal is best supported by Google Chrome, Mozilla Firefox, and Microsoft Edge. Users running on Internet Explorer may encounter difficulties in using this site.

- 3) To renew your license, **'Proceed to Member Portal'**; To resign your license, click **'Resign an Individual Membership'** or if you want to change to non-practicing/retired; **'Apply for Non-Practicing or Retired Status'**



Sign out    Cart Hi, Newbie Peg [Contact Us](#)

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Welcome to your Member Portal

1. To:

- a. Pay Your Current Fees;
- b. Update your Profile or Contact Information;
- c. Update Your Professional Development Report; or
- d. Begin Your Annual Renewal.

Click the 'Proceed to Member Portal' button below:

[Proceed to Member Portal](#)

2. To:

- a. Change from Fully Licensed to Non-Practicing or Retired Membership; or
- b. Resign An Individual Membership

Click the appropriate link below:

[Apply for Non-Practicing or Retired Status](#) [Resign an Individual Membership](#)

(Continues to the next page)

4) Then click on 'Start Renewal'

Sign out

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Newbie Peg

Preferred Billing
 270-120 Torbay Rd Ste W
 Prince Charles Building
 St. John's, NL A1A 2G8
 7537714
pegnl@pegnl.ca

View the Public Register

Certificate

Stamp

There are no records.

Start Renewal

Profile

Financial

Password and Communications

My Profile

PEGNL ID	00099	PEGNL Designation	P. Eng.
Name	Newbie Peg	Status	Active
Email	pegnl@pegnl.ca	Registration Year	
Business Phone	7537714	Professional Date	10/21/2022
Cell Phone	7537714	Other Designations	
Home Phone		Employer	PEGNL
Language	English	Date of Birth	10/21/1969
Other Language(s)	French, Japanese	Birth Place	Australia
University	Auckland University, NZ	Chapter	Connections East

My Addresses

Address
+

270-120 Torbay Rd Ste W
 Prince Charles Building
 St. John's, NL A1A 2G8

7537714
pegnl@pegnl.ca

My Education

Education Level	Discipline	Country or Province	Year
Bachelor	Mechanical	NZ	2019

(Continues to the next page)

- 5) This will prompt you to the Personal Information Update page as shown below. **Please ensure you complete all the fields marked with the red asterisk and verify that your information is correct**

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License Holder Annual Renewal - Personal Information Update

Please take a moment to ensure that your information is correct and complete.

Registration Details

To update information related to your registration (e.g. name, date of birth, etc.), please contact PEGNL.

Name	PEGNL ID	Designation(s)	Professional Date
Newbie Peg	00099	P. Eng.	10/21/2022 12:00 AM

Contact Information

*** Email**

*** Mobile or Primary Phone**

Home Phone

*** Confirm Email**

Work Phone

Fax

*** Company**

*** Date of Birth**

Address Information

*** Main Address**

*** City, Province Postal**

*** Country**

Alternate Address

City, Province Postal

Country

*** Preferred Billing Address**

Main Address

Alternate Address

*** Preferred Mailing Address**

Main Address

Alternate Address

Submit and Continue

- 6) Once this is complete and/ verified to be up-to-date information, click **'Submit and Continue'** at the bottom of the page.

- 7) This will lead you to the Annual Good Character Declaration Page required under the Engineers and Geoscientists Regulations 2011, once complete, click **'Submit and Continue'**.

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Annual Good Character Declaration

Under the Engineers and Geoscientists Regulations, 2011, PEGNL members must be in professional good standing to be eligible for renewal. To confirm your continuing professional good standing status, please answer all questions below using the dropdown boxes and type your full name in the designated area. If you answer Yes to any of the questions, please provide details in the text box that appears below the dropdown boxes.

Have you, in the past year:

- pleaded guilty or been found guilty of any offence under any statute whether in Canada or elsewhere?
- been found guilty in any action civilly liable for any cause whatsoever?
- been suspended, disqualified, censured or had disciplinary action instituted against you as a member of any professional organization?
- been denied or had revoked any license or permit, the procurement of which requires proof of good character?
- had any outstanding civil judgments against you or civil/criminal actions outstanding against you?
- had event, circumstance, condition or matter not disclosed in your replies to the preceding questions that may concern your conduct, character and reputation and that you know or believe might be thought to be an impediment to your acceptance, or matter warranting further enquiry by PEGNL?

I understand that I am bound by the Engineers and Geoscientists Act, 2008, Regulations, 2011, and By-laws, including the Code of Ethics and any misstatements may subject me to disciplinary proceedings as defined in this legislation.
I also declare that I have read and understand all the above questions and that I may be asked to supply additional documents or details related to any of the above questions answered "Yes".

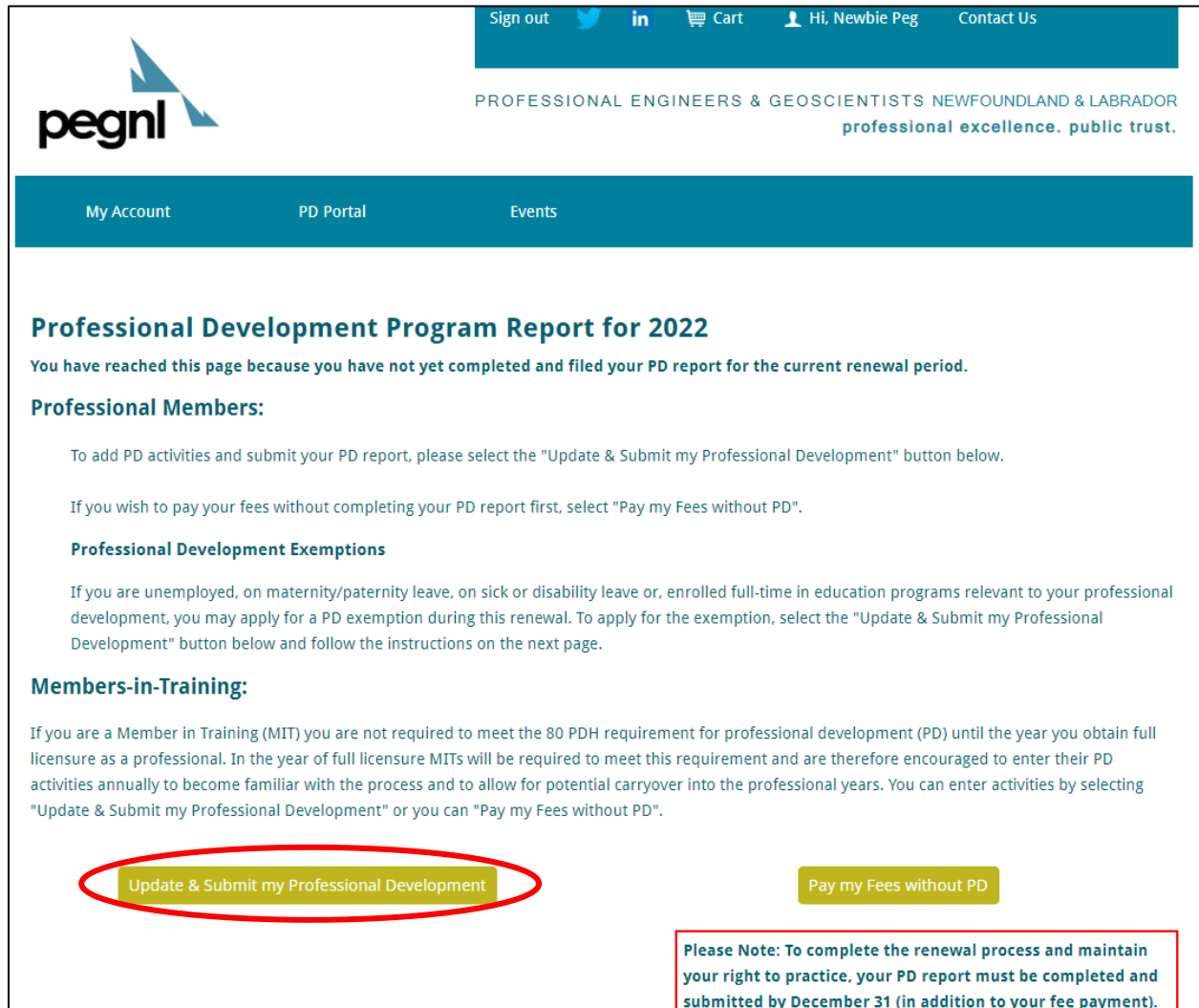
Signature:

By typing your name in this form you hereby consent and agree that entering your information through the use of your keypad, 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 form for accuracy and completeness before signing.

Submit and Continue

- 8) Next is Professional Development Program Report for 2022. To add PD activities and submit your PD report, please select the "Update & Submit my Professional Development" button below.

Note: If you are a Member in Training (MIT) you are not required to meet the 80 PDH requirement for professional development (PD) until the year you obtain full licensure as a professional. However, for potential carryover, you are encouraged to enter your PD Activities.



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Professional Development Program Report for 2022

You have reached this page because you have not yet completed and filed your PD report for the current renewal period.

Professional Members:

To add PD activities and submit your PD report, please select the "Update & Submit my Professional Development" button below.

If you wish to pay your fees without completing your PD report first, select "Pay my Fees without PD".

Professional Development Exemptions

If you are unemployed, on maternity/paternity leave, on sick or disability leave or, enrolled full-time in education programs relevant to your professional development, you may apply for a PD exemption during this renewal. To apply for the exemption, select the "Update & Submit my Professional Development" button below and follow the instructions on the next page.

Members-in-Training:

If you are a Member in Training (MIT) you are not required to meet the 80 PDH requirement for professional development (PD) until the year you obtain full licensure as a professional. In the year of full licensure MITs will be required to meet this requirement and are therefore encouraged to enter their PD activities annually to become familiar with the process and to allow for potential carryover into the professional years. You can enter activities by selecting "Update & Submit my Professional Development" or you can "Pay my Fees without PD".

[Update & Submit my Professional Development](#) [Pay my Fees without PD](#)

Please Note: To complete the renewal process and maintain your right to practice, your PD report must be completed and submitted by December 31 (in addition to your fee payment).

(Continues to the next page)

9) Once you reach the PD Submissions page, click the current year:

PD Submissions

To update your PD activities please select the most current year.

Year	Status	Title	Employer	Exempt?	Audit?
2022	In progress			False	False

Information Guideline

[PEGNL Professional Development Guideline](#)

Exemption Requests

Professional Development Exemption requests are part of the Annual Renewal process. During Annual License Renewal, you may sign an agreement to obtain an exemption from Professional Development reporting provided you meet the criteria listed in the forms.

Online Training

[Click here](#) to access PEGNL's online training modules.

10) If you need to apply for a Professional Development report exemption, click ‘**Apply for a PD Exemption**’. This will lead you to the page shown below. **Carefully read the Professional Development Report Exemption, and if you meet the criteria, click ‘Apply for a PD Exemption**’.

Professional Development Report Exemption

Professional members who are:

- Unemployed;
- On maternity/paternity leave;
- On sick or disability leave; or
- Enrolled full-time in an education program relevant to your professional development

May apply for an exemption from reporting professional development hours if they are off work more than six months in a calendar year. If professional members are absent from work for more than six, but less than thirteen, consecutive months spanning two calendar years, they must report PD in one of the calendar years that meets a combined total of 80 Professional Development Hours for the two calendar years. For PD reporting purposes, professional members may combine their actual hours worked over the 24-month span of the two reporting periods in the year they submit their combined PD report. Professional members should report all professional development hours for the calendar year(s) in which the absence from work occurred.

Professional Development Hours exemptions may be granted for a second consecutive year in special circumstances but only by contacting PEGNL. Professional members who are absent from work for more than 12 consecutive months may resign in good standing or move to non-practicing status and request reinstatement on their return to work.

Professional members granted relief under this policy will remain bound by the Engineers and Geoscientists Act, 2008, Regulations, 2011, and By-laws, including the Code of Ethics.

If you meet the criteria listed, click “Apply for a PD Exemption” below, otherwise click Proceed to Next Step in PD Reporting.

Apply for a PD Exemption Proceed to Next Step in PD Reporting

OR

- **Add your Professional Development Activities** according to the [Professional Development Guide](#). Refer to the **Appendix A – Online PD Portal Instructions**.

Sign out

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Professional Development Program Report for 2022

Professional Development Report Exemption

If you need to apply for a Professional Development report exemption for the reporting year, you should first log any PD activities for the reporting year by completing Step 1 below. If you had no activities in the reporting year or you have completed Step 1, click the "Apply for a PD Exemption" button to move to the next page where you may apply for the exemption if you meet the criteria.

Apply for a PD Exemption

Step 1: Add Professional Development Activities for the Current Year

Click on the appropriate button in the Create a new PD record box below and follow the instructions for that category on the subsequent page

Create a new PD record

Professional Work
Formal PD
Informal PD
Participation
Presentations
Contributions to Knowledge
Ethical Practice

Below is a summary of your professional development records for 2022. You are invited to update your PD history throughout the year to reduce time and effort during your annual membership renewal process.

Date From	Date Thru	Category	Description	PDH	Edit
1/10/2022	12/16/2022	Professional Work - Practicing	Communication	50.00	Edit
6/13/2022	12/16/2022	Formal Activity	Courses	120.00	Edit

(Continues to the next page)

- Once you've entered your PD activities under the respective PD Categories, and you'd like to use it for reporting, click **'Proceed to Next Step in PD Reporting'**

Click on the appropriate button in the Create a new PD record box below and follow the instructions for that category on the subsequent page

Create a new PD record

Professional Work Formal PD Informal PD Participation Presentations Contributions to Knowledge Ethical Practice

Below is a summary of your professional development records for 2022. You are invited to update your PD history throughout the year to reduce time and effort during your annual membership renewal process.

Date From	Date Thru	Category	Description	PDH	
1/10/2022	12/16/2022	Professional Work - Practicing	Communication	50.00	Edit
2/7/2022	10/3/2022	Participation	Volunteering at SDH	37.50	Edit
4/12/2022	8/25/2022	Informal Activity	Learning French	75.00	Edit
6/13/2022	12/16/2022	Formal Activity	Courses	120.00	Edit
8/23/2022	8/31/2022	Ethical Practice	PEGNL Ethics Courses	3.00	Edit
10/20/2022	10/20/2022	Presentations	Providing a Lunch to Learn	5.00	Edit

Available Carryover Hours from Prior Years

Category	2020 Carryover	2021 Carryover
Professional Work - Practicing	n/a	n/a
Formal Activity	0.00	0.00
Informal Activity	0.00	0.00
Participation	0.00	0.00
Presentations	0.00	0.00
Contributions to Knowledge	0.00	0.00
Ethical Practice	0.00	0.00

Proceed to Next Step in PD Reporting

Pay Fees and Complete PD Later

(Continues to the next page)

- Next is the Professional Development Annual Declaration, and **ensure you complete all fields with the red asterisk**. Click **'Save Changes'** once you're done.

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Professional Development Annual Declaration

Step 2: Complete the required information below

Name: Newbie Peg PEGNL ID: 00099

* Discipline: Eng - Mechanical Subdiscipline(s): *Select Here*
Check all that apply

Current employment

* Title: Project Coordinator

* Employer: PEGNL

* Duties and Responsibilities:
Doing the GHG Inventory, reviewing regulations...

4951 characters left.

Save Changes

(Continues to the next page)

- Move to Step 3: Claim PD Hours to complete Annual Activity Record as shown below. If you're short any PD hours, click 'Add Additional PDH' or otherwise, if you're content with your Total of PDH Claimed for the Current Year*, click 'Continue with PD Submission'

Step 3: Claim PD Hours to complete Annual Activity Record

Complete the PDH Claimed for Current Year column and click the update button to ensure your total matches the **PDH Required** line. If your total is greater than the **PDH Required** line, you should reduce your hours claimed to maximize your carryover for subsequent years. If it is negative, you will need to add more activities or enter a deferral agreement on the next page.

Category	2020 Carryover	2021 Carryover	2022 Reported	Category Maximum	PDH Claimed for Current Year*
Professional Work - Practicing	n/a	n/a	50.00	50.00	<input type="text" value="45.00"/>
Formal Activity	0.00	0.00	120.00	40.00	<input type="text" value="20.00"/>
Informal Activity	0.00	0.00	75.00	30.00	<input type="text" value="0.00"/>
Participation	0.00	0.00	37.50	15.00	<input type="text" value="15.00"/>
Presentations	0.00	0.00	5.00	20.00	<input type="text" value="0.00"/>
Contributions to Knowledge	0.00	0.00	0.00	30.00	<input type="text" value="0.00"/>
Ethical Practice	0.00	0.00	3.00	15.00	<input type="text" value="3.00"/>
Totals	0.00	0.00	290.50		83.00
			PDH Required		80.00

* Enter values up to the sum of the available carryovers and hours reported in the current year for each category.

Where permitted, PDH carryover is for a maximum of two years. Any PDH remaining after your submission will be carried over to the next PD reporting cycle.

- This will lead you to the Professional Development Completion. Click 'Submit my PDH to PEGNL'

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License Holder Annual Renewal - Professional Development Completion

Once you submit your professional development you will automatically open the upcoming renewal year for entry and no further changes will be permitted. A reminder to all license holders that your PDH submissions are subject to random audit. Please ensure that you retain sufficient evidence of your PDH activities to allow you to complete an audit successfully if you are called upon by PEGNL.

Summary of Professional Development Submission

Title: Project Coordinator	PDH Submission:
Employer: PEGNL	PDH Required: 80.00
Responsibilities: Doing the GHG Inventory, reviewing regulations...	PDH Submitted: 83.00
	PDH Remaining: 0.00

- Now click ‘Continue to Pay Fees’

The screenshot shows the top navigation bar with links for 'Sign out', 'Cart', and 'Hi, Newbie Peg'. Below the navigation is a teal header with the PEGNL logo and the text 'PROFESSIONAL ENGINEERS & GEOSCIENTISTS NEWFOUNDLAND & LABRADOR professional excellence. public trust.'. A secondary teal bar contains 'My Account', 'PD Portal', and 'Events'. The main content area features the heading 'License Holder Annual Renewal - Professional Development Report Received' and a 'Thank you' message. A yellow button labeled 'Continue to Pay Fees' is highlighted with a red rectangular box.

11) This will lead you to the License Holder Annual Renewal Fees page. If you don't wish to continue your Connections Membership, check the box. Enter an amount you wish to donate in the PEGNL Endowment Fund.

- If you meet the criteria listed under Fees Abatement for Special Circumstances, click ‘Apply for Fee Abatement’, otherwise click ‘Submit and Continue to Fees’

The screenshot displays the 'License Holder Annual Renewal Fees' page. It includes a teal navigation bar and header with the PEGNL logo. The main content area has the heading 'License Holder Annual Renewal Fees' and a sub-heading 'A. Optional Fees and Donation'. Under '1. Connections Membership', there is a checkbox for 'I wish to opt out of participation in my Connections group' and a fee of 'Eastern (\$25.00 + HST)'. Under '2. PEGNL Endowment Fund', there is a 'Donation Amount' input field with the value '0' highlighted by a red box. Under 'B. Fees Abatement for Special Circumstances', there is a yellow button 'Apply for Fee Abatement' highlighted with a red box. Under 'C. Fee Payment', there is a yellow button 'Submit and Continue to Fees' highlighted with a red box.

12) Print a copy for yourself, if you like, by clicking 'Invoice'. Verify the Total and click **'Pay my Renewal Invoice'**

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License Holder Annual Renewal - Dues Payable

Dues Year	Date Billed	Total
2023	10/21/2022	377.20

Item	Balance
License Holder Dues	303.00
Connections East	25.00
HST (NL)	45.45
HST on Connections Membership	3.75

[Back to Renewal Details](#) [Invoice](#) [Pay my Renewal Invoice](#)

(Continues to the next page)

13) Enter your payment details in the page that appears as shown below and click ‘**Submit Order**’ at the bottom of the page

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Shopping Cart

Items

There are no additional purchases.

[Update](#)

Invoices

Invoice Number	Description	Balance
N/A	Renewal Fees - Noob Peg	377.20 Pay Later

Cart Charges

Invoice Total	377.20
TRANSACTION GRAND TOTAL	377.20

Payment Details

Payment amount 377.20

Payment method

*Card number

*Name on card

*Expiration date

CSC

Card address 270-120 Torbay Rd Ste W
Prince Charles Building
St. John's, NL A1A 2G8
[Choose another address](#)

[Submit Order](#)

(Continues to the next page)

- 14) You will see the confirmation of payment on screen below and confirmation will also be sent to the email address you have on file with PEGNL. If you would like a copy to another email address, please enter in the email address field. **You have now completed the Renewal Process and may click 'Sign Out'. Congratulations!**

[Sign out](#) [Hi, Noob Peg](#) [Contact Us](#)

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[Return to Profile](#)

Professional Engineers & Geoscientists of NL
Suite 203, Baine Johnston Centre, 10 Fort William Place, St. John's, NL A1C 1K4

Order Date 10/25/2022
Payment Method Visa *****4207
Name on Card Noob Peg
Ship To Noob Peg
270-120 Torbay Rd Ste W
Prince Charles Building
St. John's, NL A1A 2G8

Item	Quantity	Price	Total
Invoice: Renewal Fees - Noob Peg	1	377.20	377.20
Invoice Total			377.20
TRANSACTION GRAND TOTAL			377.20
Payment Amount			377.20

A confirmation is being sent to: pegnl@pegnl.ca

Send another copy to

Note that your official receipt will be available in your account when payment is received and fully processed - please allow 3-5 business days. Thank you for submitting your renewal fee.

Note: However, if you paid fees without completing the PD Submission by December 31, your renewal is considered incomplete, and will be charged the 15% reinstatement fee!

(End of document)