Non-Practicing/Retired Member Renewal Instructions

1. This document will provide step-by-step instructions on how Non-Practicing/Retired Members with PEGNL can renew their membership. First, visit members.pegnl.ca. Once there, you can click "Sign In" on the bottom of the page to proceed.

Welcome To Our Member Site

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

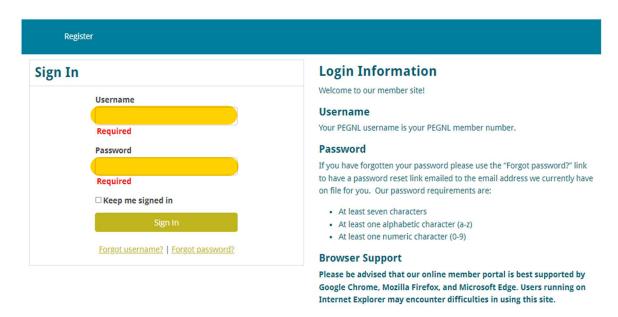
- Renew your membership and pay your dues starting November 1st
- · Update your personal information
- · Submit your Professional Development Hours (not applicable to Retired or Non-Practicing Members)
- · Provide insurance documentation (Permit Holders only)
- · Register for PEGNL events
- Support our 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. From there you will be taken to the member login screen below. On the left-hand side you will see the username and password fields to sign in. Your username is your member number. If you don't know your member number, you can find it on the renewal email that was sent to you. You can then enter your password in the password field. If you have forgotten your password, click the "Forgot password" button and a reset will be sent to the email you have on file with PEGNL



From there you will be taken to the page shown below.
 To renew your license, 'Proceed to Member Portal'; To resign your license, click 'Resign'.

Welcome to your Retired/Non-Practicing Member Portal

- **1. To:** a. Pay Your Current Fees;
 - b. Update your Profile or Contact Information; or
 - c. Begin Your Annual Renewal

Click the 'Proceed to Member Portal' button below:

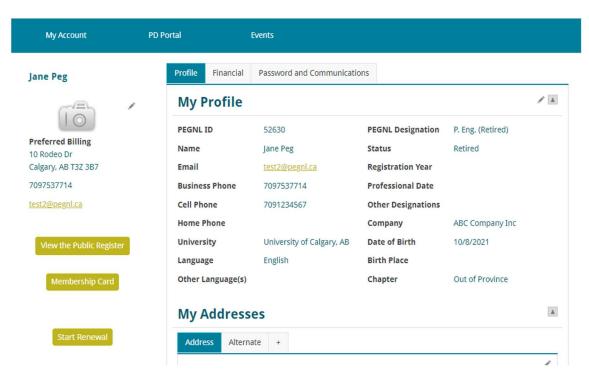
Proceed to Member Portal

2. To: a. Resign your Non-Practicing or Retired Membership, click the resign button below and complete the form.

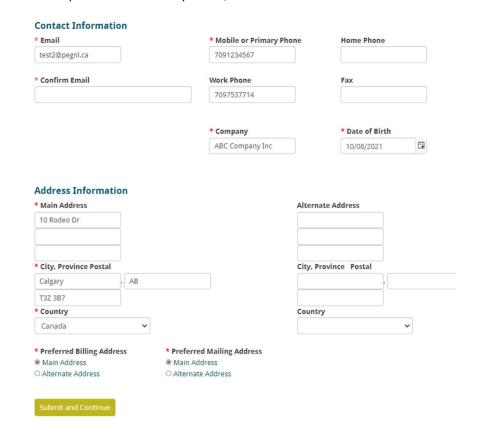
Click the appropriate link below:

Resign

4. Now you will land on the page below and click the "Start Renewal" button on the left hand side.



5. Next you must update your contact information. Please note that fields marked with a red asterisk is a required field. Once updated, click "Submit and Continue"



6. You must complete an annual Good Character declaration shown below. If you answer "Yes" to any question, a text box will appear and you will have to provide additional details. Answer all questions, type your full name in the signature box and then click "Submit and Continue"

Annual Good Character Declaration

continuing professional good stan	ntists Regulations, 2011, PEGNL members must be in professional good standing to be eligible for renewal. To confirm your iding status, please answer the questions below using the dropdown boxes and type your full name in the designated area. If you, please provide details in the text box that appears below the dropdown boxes.
Have you, in the past year:	
• been convicted of an offence ur Required field	nder the provisions of the Criminal Code or a similar penal statute of another country?
• been suspended, disqualified, c	rensured or had disciplinary action instituted against you as a member of any professional organization?
misstatements may subject me	y the Engineers and Geoscientists Act, 2008, Regulations, 2011, and By-laws, including the Code of Ethics and any to disciplinary proceedings as defined in this legislation. Indicated and understand all the above questions and that I may be asked to supply additional documents or details related to a led "Yes".
• Signature: field	Required
signature, acceptance and agreem that the lack of certification autho	you hereby consent and agree that entering your information through the use of your keypad, mouse or device constitutes you nent as if actually signed by you in writing and has the same force and effect as a signature affixed by hand. Further, you agree rity or other third party verification will not in any way affect the validity or enforceability of your signature or any resulting nave reviewed the form for accuracy and completeness before signing.

7. Now you will be brought to the Annual Declaration. All Non-Practicing/Retired Members must complete the declaration by reading the information and clicking every checkbox to confirm they have read and will abide by each clause. From there, members will type their full name in the signature box and use the date field to select the day the acknowledgments were made. You will then select Continue with Renewal to complete the declaration.

Membership Renewal - Declaration Required

As a Retired or Non-Practicing member (including the former Life member category) you are required to complete the mandatory declaration below in order to continue to use a qualified professional designation while remaining in compliance with our Act and Regulations. Please check each of the five boxes below to indicate your acceptance of the terms and type your full name and date in the boxes provided prior to clicking the "Continue to with Renewal" button at the bottom. If you wish to return to active practice, please contact PEGNL at either main@pegnl.ca or 709-753-7714.

Signature	Date
I declare that all of the above statements are complete and correct to the best provide the information requested may, at any time, disqualify me from association from such sources as it may deem appropriate. I hereby agree to Professional Engineers and Geoscientists of Newfoundland and Labrador.	iation membership. I authorize PEGNL to obtain relevant employment
☐ I acknowledge that, as a former professional member of PEGNL, I remain be the disciplinary process of PEGNL as a respondent to an allegation pursuant to	ound by the PEGNL Code of Ethics By-Law (By-Law No. 3), and remain subject to o subsection 20(f) of the Engineers and Geoscientists Act, 2008.
	age in the practice of engineering and/or geoscience; and
☐ I declare and undertake that, in Newfoundland and Labrador, I will not use (Non-Practicing) [those in the former Life Member category shall only use	
\Box I declare and undertake that I will not use the title: professional engineer an	nd /or professional geoscientist in Newfoundland and Labrador;
\Box I declare that I will promptly notify the Registrar if I wish to return to practic	cing status in Newfoundland and Labrador;
	on of engineering and/or geoscience in Newfoundland & Labrador, and that I do dertaking, any intent to practice engineering and/or geoscience in the province

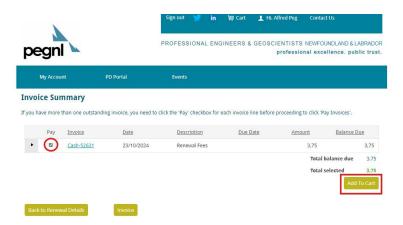
By typing your name in this form you hereby consent and agree that entering your information through the use of your keypad, mouse or device constitutes your signature, acceptance and agreement as if actually signed by you in writing and has the same force and effect as a signature affixed by hand. Further, 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.

Continue with Renewal

8. Next is the optional fees page. Connections Chapters hold networking and Professional Development events. If you reside in the province, you will have the option to opt out of your connections chapter if you so choose. Also, the PEGNL Endowment Fund provides scholarships and bursaries to engineering and geoscience students in the province. To add a donation to the fund, simply enter an amount in the donation box. If you do not wish to donate you must enter 0 in the box. Once complete, click Submit and Continue to Fees.

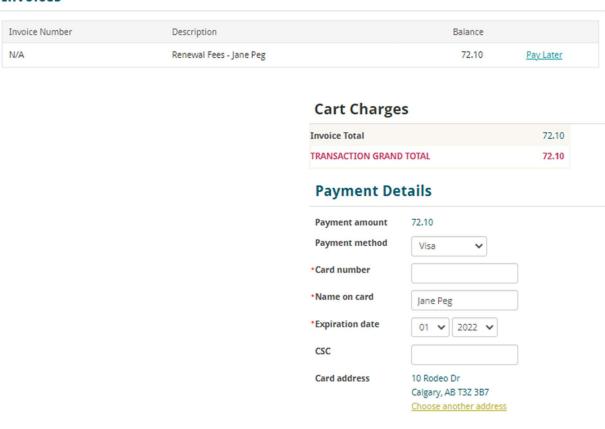
My Account	PD Portal	Events		
		Fees - Non-Practicing & Retired te of 15% will be assessed two weeks after the deadline.		
A. Optional Fees and 1. Connections N				
The second secon		w engineers and geoscientists, participate in exclusive professional development opportunities and eligible for membership in the following <i>Connections</i> group based on your address of record with		
		Western (\$15.00 + HST)		
The fee to become a member of your Connections group is optional, with the ability to opt out below. If you wish to apply for membership in an alternative <i>Connections</i> group please contact PEGNL.				
☐ I wish to opt out of benefits associated with	the training of the second	ections group. I understand that I will not receive program information, event invitations or other		
2. PEGNL Endow	ment Fund			
•		ngineering and geoscience students through scholarships and bursaries. All members are encouraged I donations. If you do not wish to donate, please enter 0 in the box below.		
Donation Amount:	Thi	is is a required field please enter 0 if you do not wish to donate		
B. Fee Payment		Submit and Continue to Fees		

9. You will now be brought to the Invoice Summary screen where you can see an overview of your mandatory and optional fees. If you have made a mistake, you can click Back to Renewal Details on the bottom left. If you need a copy of your invoice, click the center button marked invoice to see a pdf copy. Finally, if you are satisfied with your fees, select the applicable fees and click 'Add to Cart'.



10. On the page below you can enter your credit card information to pay your member dues. Once you enter card number, expiration date and name on the card, you can click the Submit button to proceed.

Invoices



11. On the final screen below you will see that a payment notification has been sent to the email address we have on file. You also have the option of sending the email to another individual by entering their email address in the box noted below and clicking Send. You can now log out as you have completed the renewal.

