

# 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](https://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

Register

### Sign In

Username  
  
**Required**

Password  
  
**Required**

Keep me signed 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. 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

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- 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

- Now you will land on the page below and click the **“Start Renewal”** button on the left hand side.

My Account
PD Portal
Events

**Jane Peg**



**Preferred Billing**  
10 Rodeo Dr  
Calgary, AB T3Z 3B7  
7097537714  
[test2@pegnl.ca](mailto:test2@pegnl.ca)

[View the Public Register](#)

[Membership Card](#)

[Start Renewal](#)

Profile
Financial
Password and Communications

### My Profile

<b>PEGNL ID</b>	52630	<b>PEGNL Designation</b>	P. Eng. (Retired)
<b>Name</b>	Jane Peg	<b>Status</b>	Retired
<b>Email</b>	<a href="mailto:test2@pegnl.ca">test2@pegnl.ca</a>	<b>Registration Year</b>	
<b>Business Phone</b>	7097537714	<b>Professional Date</b>	
<b>Cell Phone</b>	7091234567	<b>Other Designations</b>	
<b>Home Phone</b>		<b>Company</b>	ABC Company Inc
<b>University</b>	University of Calgary, AB	<b>Date of Birth</b>	10/8/2021
<b>Language</b>	English	<b>Birth Place</b>	
<b>Other Language(s)</b>		<b>Chapter</b>	Out of Province

### My Addresses

Address
Alternate
+

- 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”**

#### Contact Information

<p><b>* Email</b></p> <input type="text" value="test2@pegnl.ca"/>	<p><b>* Mobile or Primary Phone</b></p> <input type="text" value="7091234567"/>	<p><b>Home Phone</b></p> <input type="text"/>
<p><b>* Confirm Email</b></p> <input type="text"/>	<p><b>Work Phone</b></p> <input type="text" value="7097537714"/>	<p><b>Fax</b></p> <input type="text"/>
<p><b>* Company</b></p> <input type="text" value="ABC Company Inc"/>		<p><b>* Date of Birth</b></p> <input type="text" value="10/08/2021"/>

#### Address Information

<p><b>* Main Address</b></p> <input type="text" value="10 Rodeo Dr"/> <input type="text"/> <input type="text"/> <p><b>* City, Province Postal</b></p> <input type="text" value="Calgary"/> <input type="text" value="AB"/> <input type="text" value="T3Z 3B7"/> <p><b>* Country</b></p> <input type="text" value="Canada"/>	<p><b>Alternate Address</b></p> <input type="text"/> <input type="text"/> <input type="text"/> <p><b>City, Province Postal</b></p> <input type="text"/> <input type="text"/> <input type="text"/> <p><b>Country</b></p> <input type="text"/>
<p><b>* Preferred Billing Address</b></p> <input checked="" type="radio"/> Main Address <input type="radio"/> Alternate Address	<p><b>* Preferred Mailing Address</b></p> <input checked="" type="radio"/> Main Address <input type="radio"/> Alternate Address

[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

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 the 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:

- been convicted of an offence under the provisions of the Criminal Code or a similar penal statute of another country?

Required field

- been suspended, disqualified, censured or had disciplinary action instituted against you as a member of any professional organization?

Required field

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:  Required field

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](#)

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.**

- I declare that I no longer intend to hold a license to practice in the profession of engineering and/or geoscience in Newfoundland & Labrador, and that I do not anticipate, at the time of giving this declaration, acknowledgement and undertaking, any intent to practice engineering and/or geoscience in the province in 2022
- I declare that I will promptly notify the Registrar if I wish to return to practicing status in Newfoundland and Labrador;
- I declare and undertake that I will not use the title: professional engineer and /or professional geoscientist in Newfoundland and Labrador;
- I declare and undertake that, in Newfoundland and Labrador, I will not use the designations P. Eng. and/or P. Geo., except with the qualifier (Retired) or (Non-Practicing) [those in the former Life Member category shall only use the (Retired) qualifier] and that:
- I will always use the appropriate qualifier (Retired) or (Non-Practicing), unabbreviated, in conjunction with any use by me of P. Eng. and/or P. Geo.;
  - I will not represent, expressly or by implication, that I am entitled to engage in the practice of engineering and/or geoscience; and
  - if I offer or provide a service or advice in the province in association with an identification of myself as a P. Eng. and/or P. Geo. (Retired) or (Non-Practicing) the onus shall be on me to satisfy PEGNL that such employment, or such offering or provision of a service or advice, does not constitute the practice of engineering and/or geoscience or representation, expressly or by implication, that I am entitled to engage in the practice of engineering and/or geoscience.
- I acknowledge that, as a former professional member of PEGNL, I remain bound by the PEGNL Code of Ethics By-Law (By-Law No. 3), and remain subject to the disciplinary process of PEGNL as a respondent to an allegation pursuant to subsection 20(f) of the Engineers and Geoscientists Act, 2008.

I declare that all of the above statements are complete and correct to the best of my knowledge and belief. I understand that a false statement or failure to provide the information requested may, at any time, disqualify me from association membership. I authorize PEGNL to obtain relevant employment information from such sources as it may deem appropriate. I hereby agree to abide by the terms of the Act, Regulations, By-Laws and Code of Ethics of Professional Engineers and Geoscientists of Newfoundland and Labrador.

Signature

Date

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

- 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.



## Annual Membership Renewal Fees - Non-Practicing & Retired

Renewal deadline is **December 31st**. A reinstatement fee of **15%** will be assessed two weeks after the deadline.

### A. Optional Fees and Donation

#### 1. Connections Membership

*Connections* allows you to network with your fellow engineers and geoscientists, participate in exclusive professional development opportunities and partake in regular social events. You are presently eligible for membership in the following *Connections* group based on your address of record with PEGNL:

#### 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 *Connections* group please contact PEGNL.

**I wish to opt out of participation in my *Connections* group.** I understand that I will not receive program information, event invitations or other benefits associated with this membership.

#### 2. PEGNL Endowment Fund

Each year the PEGNL Endowment Fund supports engineering and geoscience students through scholarships and bursaries. All members are encouraged to contribute and a tax receipt will be issued for all donations. If you do not wish to donate, please enter 0 in the box below.

Donation Amount:  **This is a required field please enter 0 if you do not wish to donate**

### B. Fee Payment

Submit and Continue to Fees

- 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'.

The screenshot shows the PEGNL website header with navigation links (Sign out, Cart, Hi, Alfred Peg, Contact Us) and the PEGNL logo. Below the navigation bar is the 'Invoice Summary' section. A table lists the invoice details:

Pay	Invoice	Date	Description	Due Date	Amount	Balance Due
<input checked="" type="checkbox"/>	Cash-52631	23/10/2024	Renewal Fees		3,75	3,75
<b>Total balance due</b>						<b>3,75</b>
<b>Total selected</b>						<b>3,75</b>

Below the table are two buttons: 'Back to Renewal Details' and 'Invoice'. A red box highlights the 'Add To Cart' button.

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

Invoice Number	Description	Balance
N/A	Renewal Fees - Jane Peg	72.10 <a href="#">Pay Later</a>

## Cart Charges

Invoice Total	72.10
<b>TRANSACTION GRAND TOTAL</b>	<b>72.10</b>

## Payment Details

Payment amount 72.10

Payment method

\*Card number

\*Name on card

\*Expiration date

CSC

Card address 10 Rodeo Dr  
Calgary, AB T3Z 3B7  
[Choose another address](#)

[Submit Order](#)

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.

Order Date 11/2/2028  
 Payment Method Visa \*\*\*\*\*1111  
 Name on Card Alexander Smallwood  
 Ship To Alexander Smallwood  
 22 Palmerston Drive  
 Paradise, NL, A1L 5A1

Item	Quantity	Price	Total
Invoice: PEGNL Payments - Alexander Smallwood	1	90.85	90.85
Invoice Total			90.85
<b>TRANSACTION GRAND TOTAL</b>			<b>90.85</b>
Payment Amount			90.85

A confirmation is being sent to: 45684@testing.com  
 Send another copy to:  [Send](#)