



## Professional Engineers & Geoscientists Newfoundland & Labrador (PEGNL)

Suite W-270, Prince Charles Building,  
120 Torbay Road, St. John's, NL, Canada, A1G 2G8  
Tel (709) 753-7714 Fax (709) 753-6131  
E-mail: [pegnl@pegnl.ca](mailto:pegnl@pegnl.ca)

### Application for Permit to Practice

(Please Print Clearly or Type)

Name of Organization: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Email address: \_\_\_\_\_

Business Tel No: \_\_\_\_\_

Business Fax No: \_\_\_\_\_

**Type of Organization:**

- Sole Proprietorship
- Partnership
- Corporation
- Joint Venture

A If a Permit to Practice is granted, the Organization will engage in (check all that apply):

Engineering Work \_\_\_\_\_ Geoscientific Work \_\_\_\_\_

B Field(s) of Specialization (Examples: Control systems; building services; traffic engineering; hydrogeology; etc.)

\_\_\_\_\_  
\_\_\_\_\_

C Is your principal activity consulting engineering and/or consulting geoscience:

Yes \_\_\_\_\_ No \_\_\_\_\_

D Has the company ever been suspended, disqualified, censured or had disciplinary action instituted against it as the holder of a Permit to Practice or Certificate of Authorization (C of A) of any professional organization.

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please provide details: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

E Name of all Partners or Directors of the Corporation, as the case may be, and Company Officers. If the organization is a joint venture, provide a list of all members of the joint venture. (Use separate sheet if necessary).

Name	Position

F **PLEASE NOTE:** All Permit to Practice applications are reviewed by the PEGNL Registration Committee. Please provide a detailed description and scope of the professional services that the Permit Holder (Company) intends to offer in or for the province of Newfoundland and Labrador, including fields of specialization and current projects.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



holders must carry professional liability insurance. Before a permit is granted, proof of the company's insurance coverage is required. ***Please attach a copy of your company's professional liability insurance certificate.*** By-Law No. 2 (available on [www.pegnl.ca](http://www.pegnl.ca)) prescribes the requirements for satisfactory proof of insurance. Minimum coverage is \$250,000 per claim and \$500,000 in the aggregate. Please refer to PEGNL's website for examples of insurance certificates that satisfy the requirements.

I **MEMBERS IN RESPONSIBLE CHARGE**

For each discipline of practice being requested, there must be a qualified PEGNL license holder to accept responsible charge. Each member in responsible charge undertakes to provide responsible direction and personal oversight to a specific discipline of the professional practice of the organization.

The Applicant must name at least one employee who is licensed with PEGNL who will serve as member in responsible charge for each discipline for which the permit is being requested.

List Members in Responsible Charge and indicate the discipline (from item G) for which they accept responsible charge.

*When a professional license holder accepts responsibility for more than one Permit or wishes to accept responsibility for a Permit while being an employee of another firm, the person will be required to provide information to the Registrar indicating how they will comply with the intent and definition of "responsible charge". **Further, a letter of consent to this arrangement is required from each Firm.***

Name and Prof. Designation (P. Eng., P. Geo., Eng. L., Geo. L.)	Discipline	License Number
1.		
2.		
3.		
4.		
5.		
6.		

It is required that all Professional Engineers and Geoscientists who use the permit to practice stamp to seal drawings and/or specification be listed in section "I." All Engineers and Geoscientists listed in section "I." and all other Engineers and Geoscientists practicing in Newfoundland and Labrador must be registered with PEGNL. If any such Engineer or

Geoscientist working with your firm is not registered with PEGNL, he/she must immediately apply for individual licensure.

**Each member in responsible charge must complete the appended *Profile Form*, clearly indicating details of academic and experience qualifications within the discipline requested. Resumes will not be accepted in lieu of the Profile form, however resumes are requested to supplement the information provided.**

**Declaration by Chief Executive Officer (CEO) or equivalent or Authorized Designate.**

(Note: in the case of an Authorized Designate, a letter of authorization signed by the Chief Executive Officer, or equivalent, must be submitted with the application).

I \_\_\_\_\_ occupy the position of \_\_\_\_\_

with \_\_\_\_\_ (Name of Organization)

and in that position have authority and undertake to maintain an organization in which the practice of the professions can be conducted in accordance with the requirements described in the *Engineers and Geoscientists Act, 2008* including but not limited to the appropriate assignment of titles to all positions and the use of professional designations only by those employees duly licensed by PEGNL.

I further undertake:

- (a) To notify the Registrar in writing within fifteen (15) days if any of the members in responsible charge who have assumed responsibility for the professional practice cease to be employees of the applicant or cease to assume responsibility.
- (b) To assume responsibility and designate specific signing authority within the organization for matters to be addressed by the Chief Executive Officer (or equivalent) or designate who signs the Application for Permit to Practice on behalf of the Permit Holder.
- (c) To surrender permit stamps and certificates to the Registrar in circumstances where there are not members or licensees of PEGNL assuming responsibility for the professional practice of the applicant.
- (d) To report on an annual basis the names of:
  - i. Chief Executive Officer (or equivalent) or designate taking corporate responsibility for the applicant.
  - ii. PEGNL members in responsible charge assuming responsibility for direction of the professional practice of the applicant.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
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 guidance on these matters, please refer to the "[\*\*Guideline for Permit Holders\*\*](#)" on PEGNL's website.

**Upon approval of Permit to Practice, a Permit Holder Stamp will be issued once the invoice for same is paid (please see page 8 for complete fee information). Finalization of the Permit to Practice registration process can take up to 4-6 weeks.**

## **BEFORE SUBMITTING YOUR APPLICATION:**

Please use the below checklist to ensure that ALL applicable documents are attached with the Permit to Practice application. Incomplete applications received will not be processed until all required documentation is received:

- Permit to Practice Application filled out
- Applicable fees (at a minimum the Application fee must be paid at submission)
- A valid Certificate of Professional Liability Insurance for the named organization
- Profile Form for each Member in Responsible Charge
- Current detailed resumes for each Member in Responsible Charge
- Letter of Authorization for Designated Alternate to CEO (if applicable) (see sec. J)
- Where a Member in Responsible Charge takes disciplinary responsibility on more than one Permit to Practice, a letter of consent is required from each firm



### Fee Sheet

@ October 25, 2022

*Note: All dues are based on the calendar year (January - December)*  
*Shipping fees may be applied to seals shipped internationally*

(#135550829RT0001)

### **Permit to Practice (PTP) Fees** (All prices include HST)

Fee Type	Notes	Amount
<b>Application Fee</b>	<b>Application Fee <u>must</u> be submitted with application.</b> When applying, <b>only</b> the Application Fee is accepted at time of submission. The annual fees and stamp charge (listed below) will be invoiced <b>once an application is approved.</b>	\$345.00
<b>Physical Stamp</b>	Please allow approximately 3 weeks for order and delivery	\$86.25
<b>Digital Stamp</b>	Will be made available through the online permit holder account once the permit has been approved and the stamp has been paid for	\$28.75
<b>Annual Permit Fee</b>	Annual Permit Fees are based on the number of PEGNL license holders (P.Eng, P.Geo, Eng. L., Geo. L.) employed by your organization. Please be advised EITs/GITs are not License Holders and should not be included in your count. Dual License Holders (P.Eng & P.Geo) count as one, contracted individuals who work solely for your organization (i.e do not have their PTP) must be included in your count	Complete the section below to determine the amount of your annual permit fee
<b>Check Your Category:</b>	<b>Permit Fee Category</b>	
	1 License Holder	\$713.00
	2 to 5 License Holders	\$954.50
	6 to 9 License Holders	\$1207.50
	10+ License Holders	\$1454.75

Permits to Practice issued after June 30 in a given year pay 50% of the full fee amount. The full annual fee is paid in all subsequent years.

Please select your form of payment:

Visa

Mastercard

AMEX

Card No: \_\_\_\_\_

*To the extent possible, PEGNL will protect credit card information provided. Entry of credit card information is optional. If you choose not to enter such information, you can still successfully submit this application. However, please note that your application will not be processed until payment of the processing fee is arranged.*

Name on Card: \_\_\_\_\_

Expiry (MM/YY): \_\_\_\_\_

Signature: \_\_\_\_\_

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.



***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.

**Professional Engineers and Geoscientists Newfoundland and Labrador**  
**Suite 203, Baine Johnston Centre**  
**10 Fort William Place, St. John's, NL, Canada A1C 1K4**  
**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.*

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

**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: \_\_\_\_\_

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.

**Print**

**Submit**

## **Appendix 15**

### **PEGNL List of Primary Engineering and Geoscience Disciplines**

<b>ENGINEERING</b>
--------------------

Automotive Engineering

Aeronautical Engineering

Aerospace Engineering

Agricultural Engineering

Biological Engineering

Biosystems Engineering

Biochemical Engineering

Biomedical Engineering

Bioresource Engineering

Building Engineering

Ceramic Engineering

Computer Engineering

Chemical Engineering

Civil Engineering

Communications Engineering

Electrical Engineering

Electronics Engineering

Engineering Chemistry  
Engineering Physics  
Environmental Engineering  
Food Engineering  
Forestry Engineering  
Geological Engineering  
Geomatics Engineering  
Industrial Engineering  
Integrated Engineering  
Manufacturing Engineering  
Marine Engineering  
Materials Engineering  
Mechatronics Engineering  
Mechanical Engineering  
Metallurgical Engineering  
Mineral Engineering  
Mining & Mineral Processing Engineering  
Nanotechnology Engineering  
Nuclear Engineering  
Ocean & Naval Architectural Engineering  
Oil & Gas Oil & Engineering  
Petroleum Engineering

Process Engineering

Software Engineering

Space Engineering

Structural Engineering

Surveying Engineering

Systems Engineering

Water Resources Engineering

## **GEOSCIENCE**

Geology

Geophysics

Environmental Geoscience