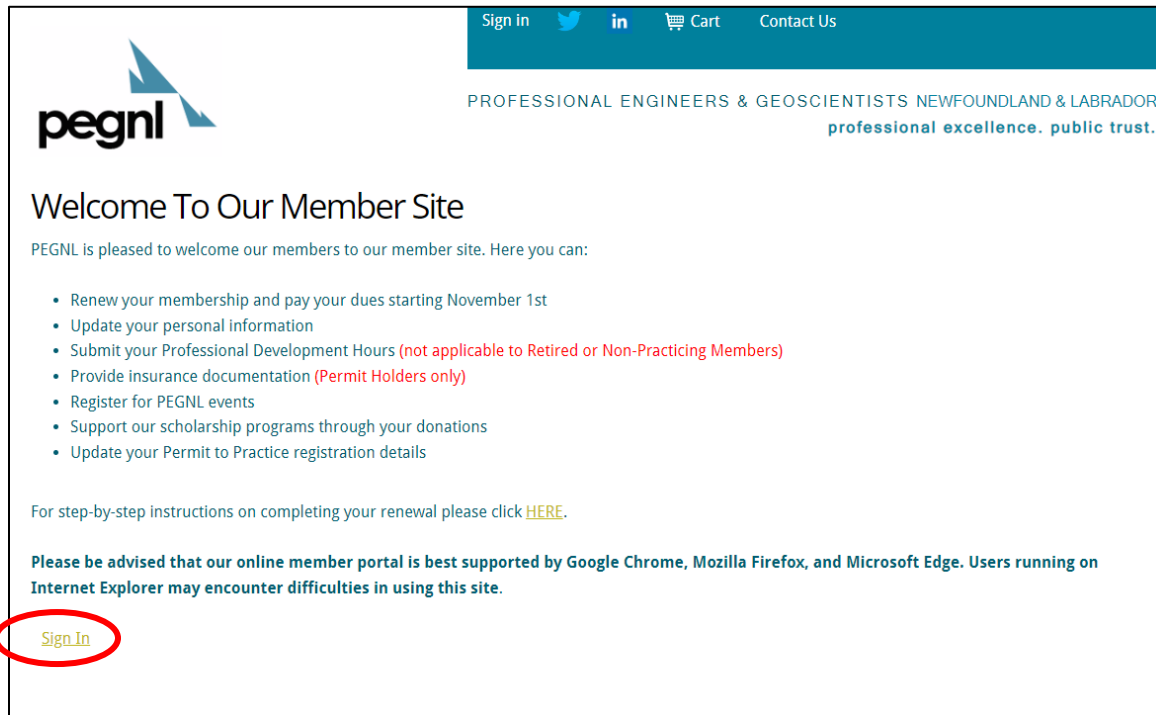





PEGNL Permit to Practice (PTP) – Renewal Guide

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



Sign in    **Cart** **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:

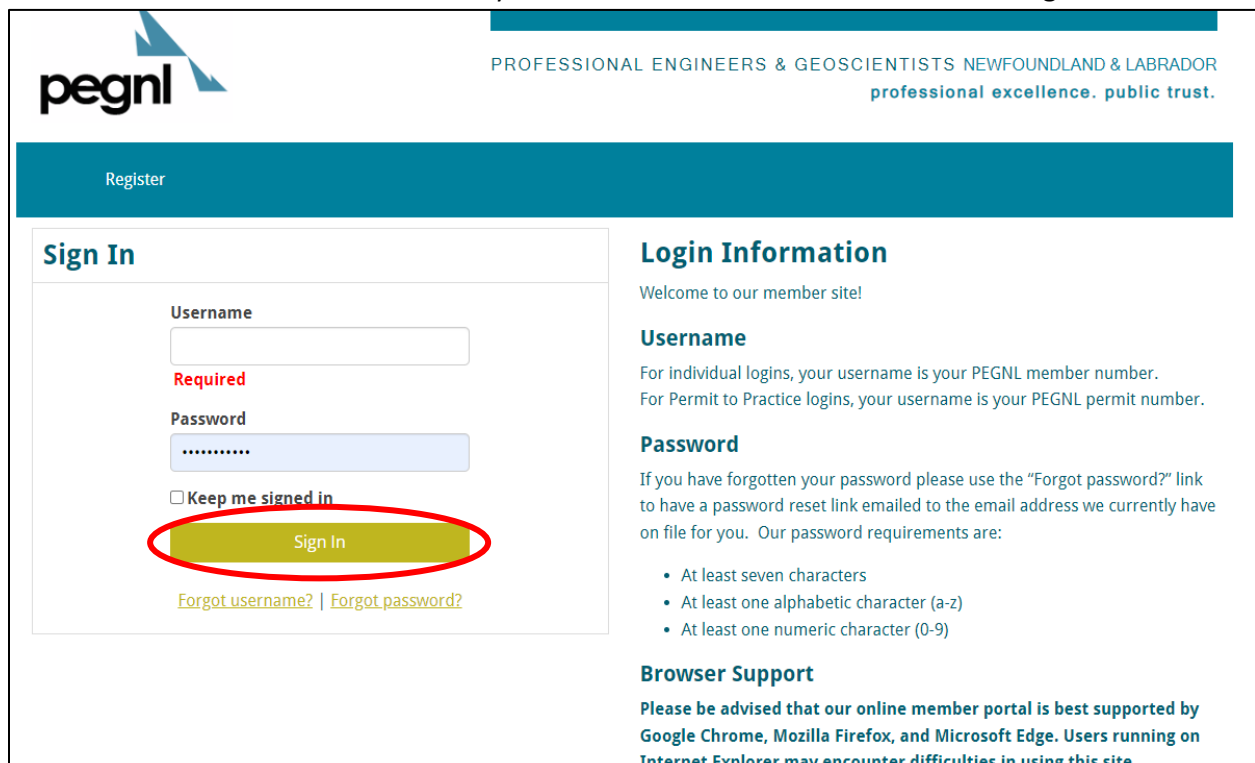
- Renew your membership and pay your dues starting November 1st
- Update your personal information
- Submit your Professional Development Hours (not applicable to Retired or Non-Practicing Members)
- Provide insurance documentation (Permit Holders only)
- Register for PEGNL events
- Support our scholarship 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 Permit Number as username and click 'Sign In'



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Register

Sign In

Username
Required

Password
.....

☐ Keep me signed in

Sign In

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

Login Information

Welcome to our member site!

Username

For individual logins, your username is your PEGNL member number.
For Permit to Practice logins, your username is your PEGNL permit number.

Password

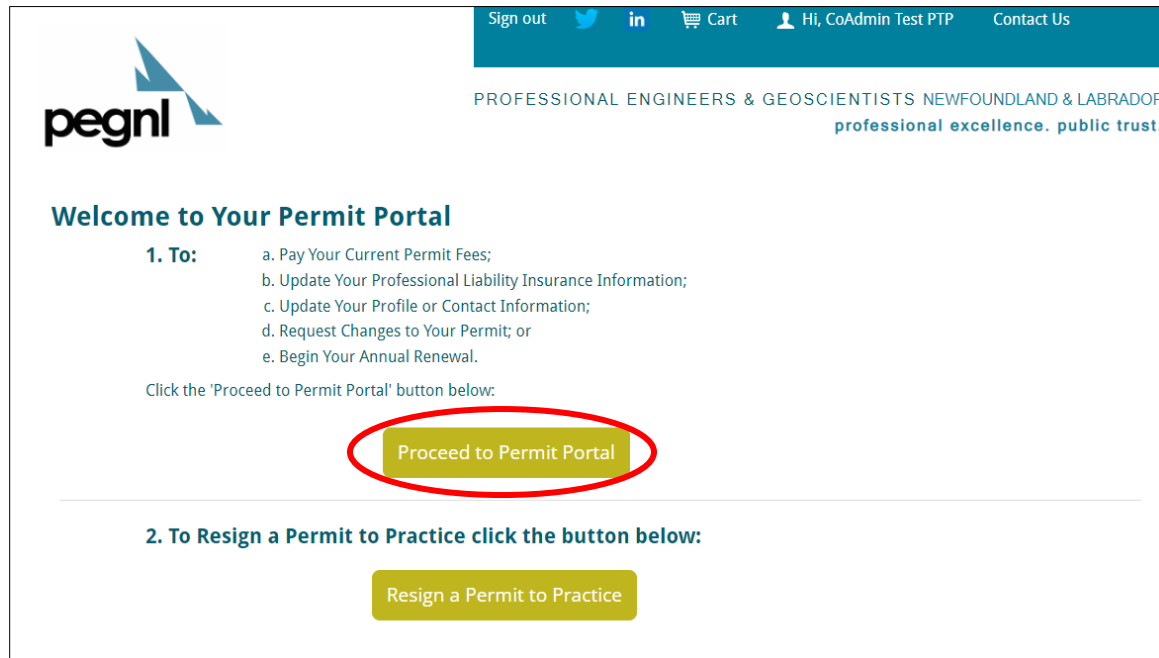
If you have forgotten your password please use the "Forgot password?" link to have a password reset link emailed to the email address we currently have on file for you. Our password requirements are:




- 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 PTP, **'Proceed to Member Portal'**; To resign your PTP, click **'Resign a Permit to Practice'**



Sign out    Cart Hi, CoAdmin Test PTP Contact Us

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Welcome to Your Permit Portal

1. To:

- a. Pay Your Current Permit Fees;
- b. Update Your Professional Liability Insurance Information;
- c. Update Your Profile or Contact Information;
- d. Request Changes to Your Permit; or
- e. Begin Your Annual Renewal.

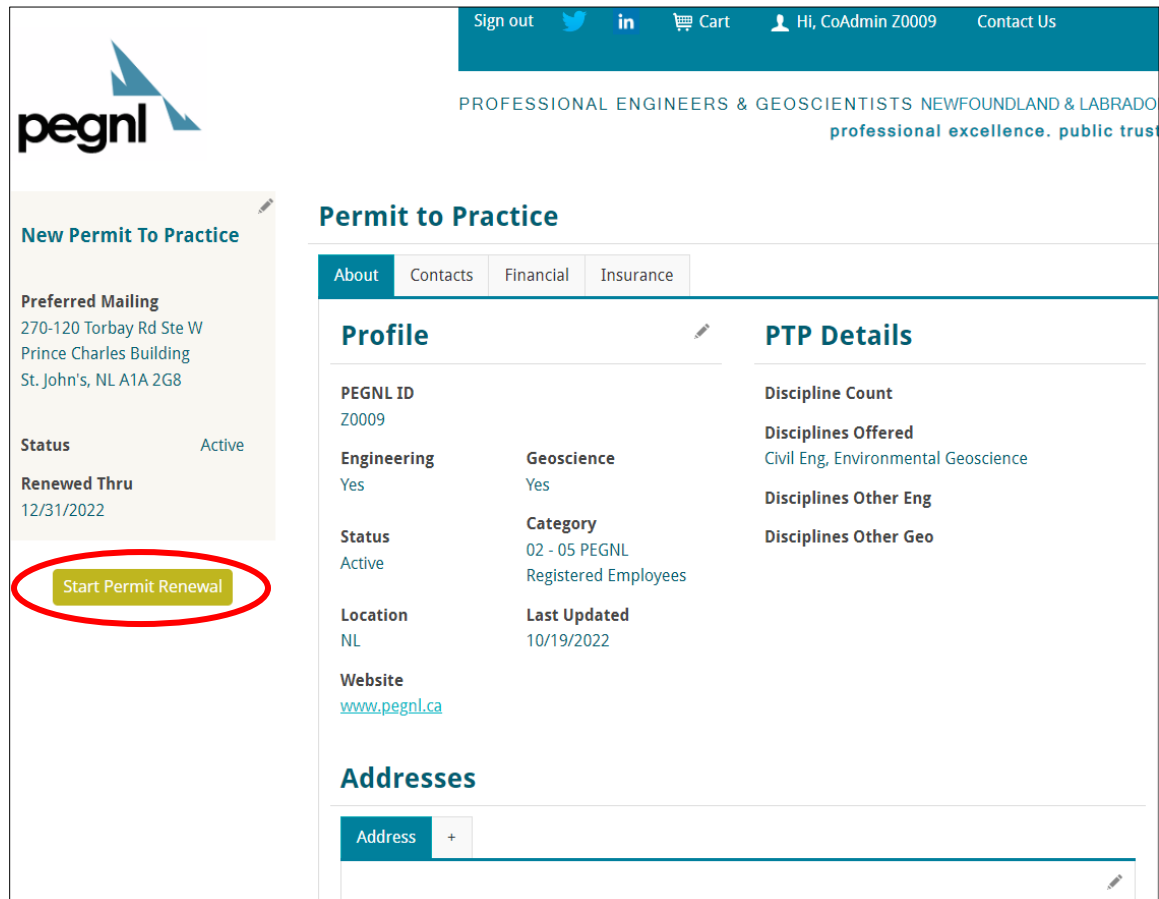
Click the 'Proceed to Permit Portal' button below:




Proceed to Permit Portal

2. To Resign a Permit to Practice click the button below:

Resign a Permit to Practice

- 4) Then click on permit renewal



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Permit to Practice

New Permit To Practice

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

Status Active

Renewed Thru
12/31/2022

Start Permit Renewal

About Contacts Financial Insurance

Profile

PEGNL ID
Z0009

Engineering
Yes

Status
Active

Location
NL

Website
www.pegnl.ca

Geoscience
Yes

Category
02 - 05 PEGNL
Registered Employees

Last Updated
10/19/2022

PTP Details

Discipline Count

Disciplines Offered
Civil Eng, Environmental Geoscience


Disciplines Other Eng

Disciplines Other Geo

Addresses

Address	+

5) If your insurance certificate is current, proceed to step 7), otherwise you will land on the page below. If your insurance has expired, you must upload a new Insurance Certificate before you can continue the renewal process. Make sure your insurance certificate is in accordance with the checklist and then complete the task in the order noted by the red circles.



New Permit To Practice

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

Status Active

Renewed Thru
12/31/2022

Start Permit Renewal

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in
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Permit to Practice

About
Contacts
Financial
Insurance

Professional Liability Insurance Certificate Management

In accordance with the Engineers and Geoscientists Act 2008, section 12. (3), all permit holders must carry professional liability insurance. Before a permit is granted or renewed, proof of the company's insurance coverage is required.

Please upload a copy of your company's professional liability insurance certificate. [By-Law No. 2](#) (available on [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.

Current Insurance Status: Approved and in Force

You must upload a current insurance certificate and update 'Expiry Date of New Certificate' before continuing.

Checklist

1. **Correct format?** PDF (preferred), JPG, GIF or PNG accepted
2. **Coverage not less than \$250,000 per claim**
3. **Coverage not less than \$500,000 in aggregate**
4. **Coverage is for Professional Liability (not Commercial General Liability)**

To upload your professional liability certificate, please follow these steps:

1. Select "Choose File"
2. Locate the relevant file on your computer and select "Open"
3. Select "Upload"
4. Select "Submit my Certificate for Review"

No insurance documents found

1 Choose File
2* Upload


Current Expiry Date: 10/01/2022

*** Expiry Date of New Certificate:** 10/01/2022 3


4 Submit my Certificate for Review


- 6) You'll receive the green confirmation box if you were successful in uploading the insurance certificate. Now click the 'Start Permit Renewal' on the left side panel.

Current Expiry Date: 10/01/2022





*** Expiry Date of New Certificate:** 

[Submit my Certificate for Review](#)

 Thank you for your submission.
 If you have uploaded your insurance certificate as part of the permit renewal process please click the Start Permit Renewal button to continue with your renewal.



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New Permit To Practice

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

Status Active

Renewed Thru
 12/31/2022

[Start Permit Renewal](#)

Permit to Practice

[About](#) [Contacts](#) [Financial](#) [Insurance](#)

Professional Liability Insurance Certificate Management

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Current Insurance Status: Approved and in Force

Checklist

1. **Correct format?** PDF (preferred), JPG, GIF or PNG accepted
2. **Coverage not less than \$250,000 per claim**
3. **Coverage not less than \$500,000 in aggregate**
4. **Coverage is for Professional Liability (not Commercial General Liability)**

- 7) This will prompt you to the Corporate Information Update page as shown below. **Please ensure you complete all the fields marked with the red asterisk.**



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Practice Renewal - Corporate Information Update

Corporate Information

Company Name New Permit To Practice <small>Please contact PEGNL for company name changes.</small>	PEGNL ID Z0009	Date Approved 10/01/2022
* Address <input type="text" value="270-120 Torbay Rd Ste V"/> <input type="text" value="Prince Charles Building"/> <input type="text"/>	* Main Phone <input type="text" value="7097537714"/>	Fax <input type="text"/>
* City <input type="text" value="St. John's"/>	* Province/State <input type="text" value="NL"/>	Website <input type="text" value="www.pegnl.ca"/>
* Postal <input type="text" value="A1A 2G8"/>	* Country <input type="text" value="Canada"/>	* Company Administrator Email <input type="text" value="pegnl@pegnl.ca"/>


Save and Continue

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

(Continues to the next page)

- 9) This will lead you to the Review of Disciplines of Practice and Responsible Members page as shown below. Each Permit holder must have at least one registered and qualified member in responsible charge for each engineering or geoscience discipline that you wish to offer services in.

After you've verified the MIRC's for the respective discipline(s) and they have no change in contact information, **check** the box and click '**Proceed to Payment**'.



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Practice Renewal - Review of Disciplines of Practice and Responsible Members

The list below summarizes the information that PEGNL has on file for your authorized disciplines and the corresponding Member(s) in Responsible Charge associated with each discipline. Each Permit holder must have at least one registered and qualified member in responsible charge for each engineering or geoscience discipline that you wish to offer services in.

Discipline	PEGNL ID	MIRC
Environmental Geoscience		
Civil Eng	52631	PEG, ALFRED

Please choose one of the following two options:

Option 1: Confirmation of Permit to Practice

* ☐ I certify that there is no change in the contact information, disciplines or the scope of work and the professional member(s) accepting responsibility for each discipline as listed above and that I am an authorized representative of **New Permit To Practice**.

Proceed to Payment

Option 2: Updates to Permit to Practice

My firm has one or more changes to either the disciplines that we offer to the public and/or the Members in Responsible Charge that are assigned to our disciplines and I wish to report these changes to PEGNL.


Report Practice Changes

Return to Corporate Information Update

OR

If you want to make updates to either the disciplines that you offer to the public and/or the Members in Responsible Charge that are assigned to your disciplines and wish to report these changes to PEGNL, click '**Report Practice Changes**'

- This will lead you to the Changes to Permit to Practice page, as shown below. Click '**New Request**'.



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Permit Renewal - Changes to Permit to Practice

Changes to your Permit to Practice are subject to PEGNL approval. Permit changes may include the following:

- Addition of Discipline(s) offered
- Removal of Discipline(s) offered
- Addition of a Member in Responsible Charge
- Removal of a Member in Responsible Charge.

Your current Permit to Practice is approved for the following:

Discipline	PEGNL ID	MIRC
Environmental Geoscience		
Civil Eng	52631	PEG, ALFRED

If this list is not accurate please outline the updates required below.


Change Type	Discipline	MIRC Name
New Request		

- Complete the form according to the types of changes you want to make, for example, the screenshot shows the details for 'Add a MIRC' change. Once you're done, click **'Save'**.

Please enter requested changes below.

Change Type	<input type="text" value="Add a MIRC"/>
Discipline	<input type="text" value="Environmental Geoscience"/>
MiRC Name	<input type="text" value="Tink Test"/>
MIRC PEGNL ID	<input type="text" value="X3333"/>
Change Status	<input type="text" value="New"/>

- For each new or updated MIRC (Member in Charge), you must upload [documentation](#) in support of their application. Click '**documentation form**' and fill it out with the help of your new MIRC.



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Permit Renewal - Changes to Permit to Practice

Changes to your Permit to Practice are subject to PEGNL approval. Permit changes may include the following:

- Addition of Discipline(s) offered
- Removal of Discipline(s) offered
- Addition of a Member in Responsible Charge
- Removal of a Member in Responsible Charge.

Your current Permit to Practice is approved for the following:

Discipline	PEGNL ID	MIRC
Environmental Geoscience		
Civil Eng	52631	PEG, ALFRED

If this list is not accurate please outline the updates required below.

Change Type	Discipline	MIRC Name	
Add a MIRC	Environmental Geoscience	Tink Test	Update Delete
			New Request

Supporting Documentation for New or Updated MIRCs

For each new or updated Member in Responsible Charge, you must upload documentation in support of their application. Download the [documentation form](#) (PDF) and upload it below. You can also email your information to PEGNL at pegnl@pegnl.ca.

Accepted format is .pdf

No documents found

Choose File
No file chosen

(Continues to the next page)

- **'Upload'** the complete application form. If you would like to convey additional information related to the change, add it in the text box available as shown below.

If this list is not accurate please outline the updates required below.

Change Type	Discipline	MIRC Name	
Add a MIRC	Environmental Geoscience	Tink Test	Update Delete New Request

Supporting Documentation for New or Updated MIRCs

For each new or updated Member in Responsible Charge, you must upload documentation in support of their application. Download the [documentation form](#) (PDF) and upload it below. You can also email your information to PEGNL at pegnl@pegnl.ca.

Accepted format is .pdf

No documents found

Choose File No file chosen

Upload

Additional Information

Briefly describe any special circumstances related to these changes that you wish to bring to PEGNL's attention below:

Our previous MIRC retired, hence the change. 468 characters left.

Confirmation Statement

☐ I certify that the above-noted information is correct and complete the best of my knowledge and that I am an authorized representative of **New Permit To Practice**. I further certify that I have provided complete documentation for any new MIRCs proposed by my firm.

Back to Company Review Submit Permit Changes

- **'Check'** the box and click **'Submit Permit Changes'**

Document has been saved.

[Sept20.pdf](#) 2022-10-20

Choose File No file chosen

Upload

Additional Information

Briefly describe any special circumstances related to these changes that you wish to bring to PEGNL's attention below:

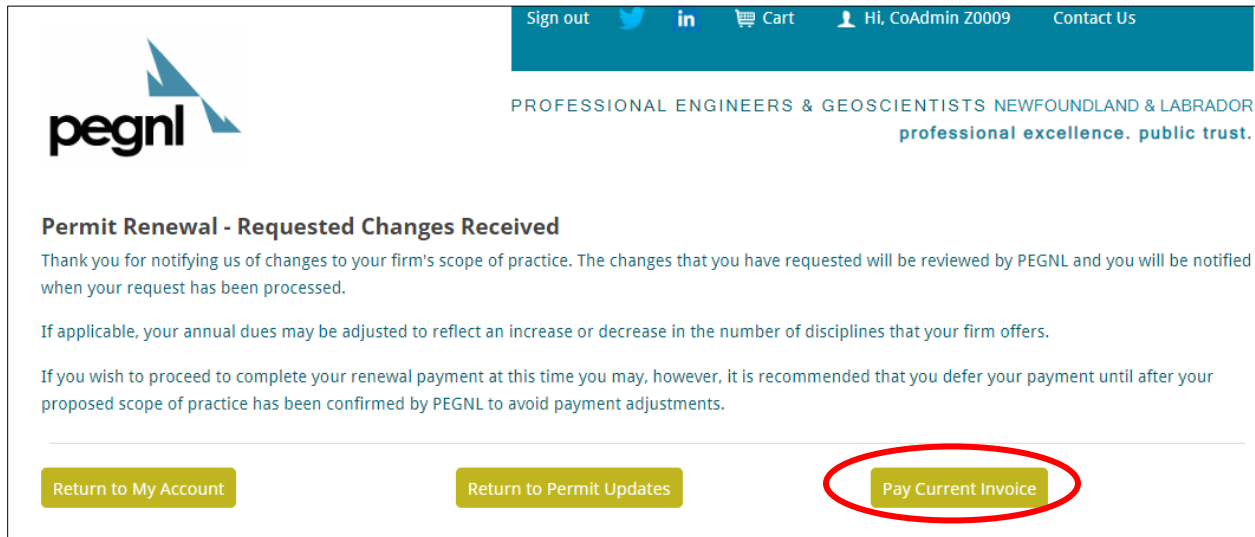
Our previous MIRC retired, hence the change. 512 characters left




Confirmation Statement

☒ I certify that the above-noted information is correct and complete the best of my knowledge and that I am an authorized representative of **New Permit To Practice**. I further certify that I have provided complete documentation for any new MIRCs proposed by my firm.

Back to Company Review **Submit Permit Changes**

- If successful you should see this appear on your screen as shown below. Then click '**Pay Current Invoice**'



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Permit Renewal - Requested Changes Received

Thank you for notifying us of changes to your firm's scope of practice. The changes that you have requested will be reviewed by PEGNL and you will be notified when your request has been processed.

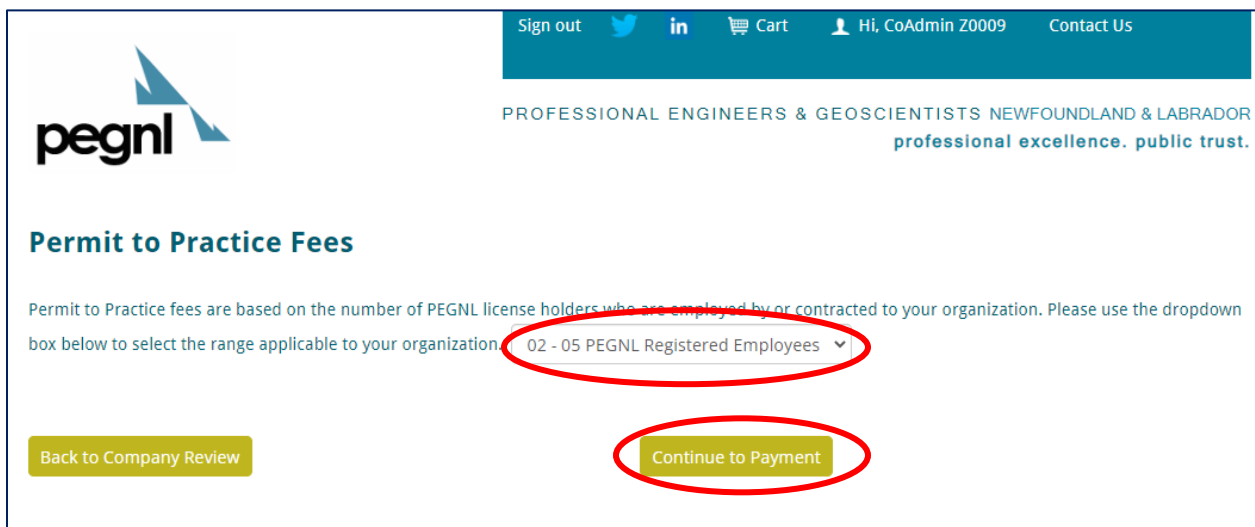
If applicable, your annual dues may be adjusted to reflect an increase or decrease in the number of disciplines that your firm offers.




If you wish to proceed to complete your renewal payment at this time you may, however, it is recommended that you defer your payment until after your proposed scope of practice has been confirmed by PEGNL to avoid payment adjustments.

[Return to My Account](#) [Return to Permit Updates](#) [Pay Current Invoice](#)

10) Then select the correct number of **PEGNL Registered Employees** (*Engineers/Geoscientists*) from the dropdown and then click '**Continue to Payment**'

- Engineers-in-Training and Geoscientists-in-Training must not be included in these numbers as they are not yet license holders.
- Dual license holders (P. Eng./P. Geo.) count as a single license holder for the purposes of determining the correct permit fee category.
- Contracted individuals who work solely for your organization (i.e., they do not have their own permit to practice) must be included in your numbers.



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Permit to Practice Fees


Permit to Practice fees are based on the number of PEGNL license holders who are employed by or contracted to your organization. Please use the dropdown box below to select the range applicable to your organization.

02 - 05 PEGNL Registered Employees ▼

[Back to Company Review](#) [Continue to Payment](#)

(Continues to the next page)

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



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Permit Renewal - Payment Options

Your permit dues are summarized below.

Dues Year	Date Billed	Total
▼ 2023	10/19/2022	1345.50

Item	Balance
Permit to Practice Dues	1170.00
HST (NL)	175.50

[Back to Fee Selection](#)
[Print Invoice](#)


Click the link below to pay by Visa, MasterCard or American Express.

If the payment link is not available please check your shopping cart.

[Pay my Renewal Invoice](#)

(Continues to the next page)

12) 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 - New Permit To Practice	1,345.50 Pay Later

Cart Charges

Invoice Total	1,345.50
TRANSACTION GRAND TOTAL	1,345.50

Payment Details

Payment amount

1,345.50

Payment method

Visa

▼

*Card number

*Name on card

CoAdmin Z0009

*Expiration date

01 ▼

2022 ▼

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)

- 13) You should receive a confirmation of payment on screen as shown below and in the email on file. If you would like a copy to another email address, please enter in the email address field.

You have now completed the PTP Renewal Process. Congratulations!



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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
Payment Method
Name on Card
Ship To

10/20/2022
MasterCard *****8943
CoAdmin Z0009
CoAdmin Z0009
270-120 Torbay Rd Ste W
Prince Charles Building
St. John's, NL A1A 2G8

Item	Quantity	Price	Total
Invoice: Renewal Fees - New Permit To Practice	1	1,345.50	1,345.50
Invoice Total			1,345.50
TRANSACTION GRAND TOTAL			1,345.50
Payment Amount			1,345.50

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.

(End of document)