

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.

Welcome To Our Member & Permit Portal

PEGNL is pleased to welcome you to our portal for individual members and permit holders, where you can:

- Reinstatement of your individual membership or company permit to practice
- Complete your annual renewal starting November 1st
- Update your personal or company information
- Update your Permit to Practice details
- Upload your Permit to Practice Professional Liability Insurance certificates
- Enter or update your Professional Development Hours (not applicable to Retired or Non-Practicing Members)
- Access [PEGNL's Online Learning Centre](#)
- Register for PEGNL events
- Support our scholarship programs through your donations

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) On the next page (shown below), enter your username (this is your PEGNL member number) and your password, then click 'Sign In'. Use the [Forgot Password](#) link if you need it and a password reset will be sent to the email you have on file with

US.
Sign In for Members & Permit Holders

Username

Password

Keep me signed 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.

Assistance

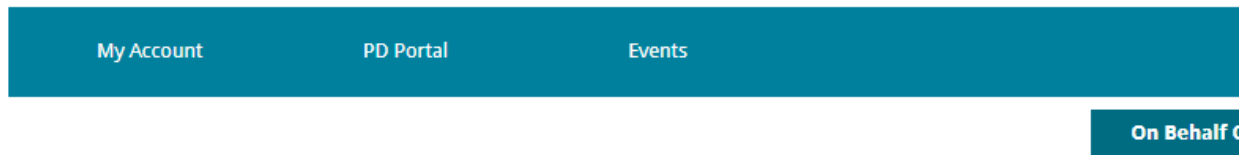
If you encounter any issues with resetting your account, please contact us as follows:

- Phone 709.753.7714
- Fax 709.753.6131
- E-Mail pegnl@pegnl.ca

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

3) On the next page (shown below):

- a. To renew your license, click 'Proceed to Member Portal';
- b. To resign your license, click 'Resign an individual Membership' or
- c. To change to non-practicing/retired; click 'Apply for Non-Practicing or Retired Status'



Welcome to your Member Portal

1. To:
- a. Pay Your Current Fees;
 - b. Order an Individual Stamp;
 - c. Update your Profile or Contact Information;
 - d. Update Your Professional Development Report; or
 - e. 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

4) If you choose Proceed to Member Portal, you will land on the page shown below and you click 'Start Renewal'

The screenshot shows the 'My Profile' page for Jane Peg. The page has a teal header with tabs for 'Profile', 'Financial', and 'Password and Communications'. The 'Profile' tab is active. On the left, there is a user profile card for Jane Peg with a camera icon and a 'Start Renewal' button circled in red. The main content area is divided into two sections: 'My Profile' and 'My Addresses'. The 'My Profile' section contains a table of personal and professional information. The 'My Addresses' section contains a table of addresses with checkboxes for preferred status.

My Profile	
PEGNL ID	52630
Name	Jane Peg
Email	test2@pegnl.ca
Business Phone	7099999999
Cell Phone	7099999999
Home Phone	
University	University of Calgary, AB
Language	English
Other Language(s)	
PEGNL Designation	P. Eng.
Status	Active
Registration Year	
Professional Date	1/1/2022
Other Designations	
Company	ABC Company Inc
Date of Birth	6/4/2019
Birth Place	
Chapter	Out of Province

My Addresses	
Address	Alternate +
10 Rodeo Dr Calgary, AB T3Z 3B7 test2@pegnl.ca	<input checked="" type="checkbox"/> Preferred Mailing Address <input checked="" type="checkbox"/> Preferred Billing Address <input checked="" type="checkbox"/> Preferred Shipping Address

- 5) This will prompt you to the Personal Information Update page shown below. Please ensure you complete all the fields marked with the red asterisk and verify that your information is correct. Then click 'Submit and Continue' at the bottom of the page.

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
Jane Peg	52630	P. Eng.	01/01/2022 12:00 AM

Contact Information

* Email <input type="text" value="test2@pegnl.ca"/>	* Mobile or Primary Phone <input type="text" value="7099999999"/>	Home Phone <input type="text"/>
* Confirm Email <input type="text"/>	Work Phone <input type="text"/>	Fax <input type="text"/>
* Company <input type="text" value="ABC Company Inc"/>		

Address Information

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

Submit and Continue

- 6) This will lead you to the Annual Good Character Declaration Page shown below which is a requirement required under the Engineers and Geoscientists Regulations 2011. Once complete, 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?

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

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

- 7) Next is Professional Development Program Report for 2023. 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 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.

Professional Development Program Report for 2023

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). If PD report is not submitted and/or fees are not paid by December 31, a 15% reinstatement fee will be applied to your account.

- 8) Once you reach the PD Submissions page, click the current reporting year.

My Account
PD Portal
Events

On Behalf Of: [Jane Peg](#) ↔ ✕

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

PD Submissions

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

Year	Status	Title	Employer	Exempt?	Audit?
2023	In progress	Civil Engineer II	ABC Company	False	False
2022	Submitted	Civil Engineer II	ABC Company	False	False
2021	Submitted	Mechanical Engineer II	ABC Company	False	False

- 9) If you need to apply for a Professional Development report exemption, click 'Apply for a PD Exemption' and proceed to Step 10. Otherwise, add your Professional Development Activities by clicking on each of the four circled boxes as required until all activities are entered in accordance with the [Professional Development Program Requirements](#), then move to Step 11. Refer to the Appendix A – Online PD Portal Instructions in the PD Program Requirements for more details.

Professional Development Program Report for 2023

Professional Development Report Exemption

Professional Development exemptions are available to those on parental leave or sick/disability leave. 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

Regulatory Learning Ethical Practice Technical Learning Non-Technical Learning

Below is a summary of your professional development records for 2023. You are invited to update your PD history throughout the year to reduce time and effort during your annual membership renewal process.

Category	Description	PDH	
Technical Learning	Courses	100.00	Edit
Regulatory Learning	Test	20.00	Edit

Proceed to Next Step in PD Reporting

Pay Fees and Complete PD Later

10) If you meet the requirements on the page shown below, click 'Apply for a PD Exemption' and follow the instructions on that page. Otherwise, click 'Proceed to Next Step in PD Reporting' to continue.

My Account PD Portal Events

On Behalf Of: Jane.Peg

Professional Development Report Exemption

Professional members who are:

- On sick/disability leave;
- On maternity/paternity leave;

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 30 Professional Development Hours for the two calendar years.

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 18 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

11) Following the activity description requirements for each type of learning, provide the details required for the learning activity and then enter the hours spent on the activity. Click 'Save and Return' after completing each entry.

Activity Description Requirements

In the box below provide a description of your activity conforming to the following:

Structured Course	Include course description and entity providing the course
Conference/Workshop/Technical Meeting	Include details of the event, hosting entity (do not use acronyms) and topics covered.
Self-Directed Study or Structured Discussions	Include details of materials reviewed or topics covered
Mentoring	Include a list of people mentored with their position title
Technical Committee/ Board Participation	Include the organization's name, the committee and your position
Patents	Include the registration number and date of registration
Presentations	Include the title of the presentation and the audience presented to.
Peer Review Papers	Include technical publication name, publish date and the publication medium
Post-Graduate Program Research	Identify post-graduate program and research topic

If entering more than one activity in this category, click Save and Return to add additional activities.

* Activity Description

255 characters left

* Actual Hours

Save and Return Cancel

12) When all entries are complete, click 'Proceed to Next Step in PD Reporting' at the bottom of the page in Step 9 and complete details on your current employment, ensuring your duties and responsibilities cover the aspects of engineering or geoscience you are currently involved in. Click 'Save Changes'.

Step 2: Complete the required information below

Name: Jane Peg PEGNL ID: 52630

Current employment

* Title:

* Employer:

* Duties and Responsibilities:

4913 characters left.

Save Changes

13) Enter the number of hours you wish to claim in each learning category by completing the "PDH Claimed for Current Year" column on the same page as shown below. You must meet the mandatory minimums of 2 hours for Ethical Practice and 1 hour for Regulatory Learning to be allowed to proceed. Click 'Update' then 'Continue with PD Submission' to continue.

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	2021 Carryover	2022 Carryover	2023 Reported	Category Maximum	PDH Claimed for Current Year*
Ethical Practice	8.00	2.00	0.00	30.00	<input type="text" value="2.00"/>
Regulatory Learning	0.00	0.00	20.00	30.00	<input type="text" value="1.00"/>
Technical Learning	0.00	5.75	180.00	30.00	<input type="text" value="18.00"/>
Non-Technical Learning	0.00	5.75	0.00	30.00	<input type="text" value="5.00"/>
Totals	8.00	13.50	200.00		26.00
			PDH Required		<u>30.00</u>

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

PDH carryover will remain in place for 2023 but will be reduced to one year from the activity year for 2024 and onward. Any PDH remaining after your submission will be carried over to the next PD reporting cycle.

14) If you ***have met*** the program requirements (column total exceeds the PDH Required line), click on 'Submit My PDH to PEGNL' as shown below to complete your PD report submission.

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: Civil Engineer II

Employer: ABC Company

Responsibilities: Design the mechanical systems for industrial, commercial and institutional facilities.

PDH Submission:

PDH Required: 30.00

PDH Submitted: 30.00

PDH Remaining: 0.00

[Return to My PDH Summary](#)

[Submit my PDH to PEGNL](#)

15) If you ***have not met*** the program requirements (column total is less than PDH Required line) when you click on 'Continue with PD Submission' you will land on the page below provided you have met the mandatory minimums outlined in Step 15. You must check the box indicating your agreement to meet the total hours required in the next reporting year, which includes next year's 30 PDH plus this year's shortfall and type your name in the Signature box. Then click 'Apply for Deferral of PDH Requirements'.

Membership Renewal - Professional Development Incomplete!

Your professional development submission for this renewal period is incomplete. You have a deficit of **4.00 Professional Development Hours**. Your options are as follows:

1. Add Additional Professional Development Hours

Members may add additional Professional Development Hours to reach the minimum requirement of 30 hours per year.

[Add additional PDH](#)

2. Professional Development Deferral

If you are unable to meet your Professional Development obligations for the current renewal period, you are permitted to defer any number of PDHs to the following year, subject to PEGNL approval. When choosing this option please bear in mind that:

- Your deficit of PDH will automatically be transferred to the upcoming renewal period, for example, if you have a deficit of 20 PDH for this year you will need to complete 50 PDH next year (30 + 20)
- You will be required to complete your PDH requirements next year without any further deferral.**

If you wish to apply for this option, please complete the declaration below and type your full name as evidence of your agreement with the terms of the undertaking.

I hereby agree to complete a minimum of **30 + 4.00 Professional Development Hours** for the upcoming year. I understand that my license will not be eligible for renewal in the coming year if this requirement is not met. I further understand that this exception to the standard Professional Development policy is subject to PEGNL review and approval.

* 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.

[Return to PDH Submission](#)

[Apply for Deferral of PDH Requirements](#)

16) Whether you have chosen submission of your PD Report or Deferral, you will land on one of the confirmation pages below and will click, 'Continue to Pay Fees'.

License Holder Annual Renewal - Application for Deferral of PD Requirements Received

Your application for a deferral of Professional Development requirements has been received by PEGNL. You may now begin recordkeeping for the new PD cycle and are encouraged to plan out your PD activities to ensure that you meet your goal for the coming year.

Continue to Pay Fees

Or

License Holder Annual Renewal - Professional Development Report Received

Thank you

Your professional development report has been received. You may now begin recordkeeping for the new PD cycle.

Continue to Pay Fees

17) You will land on the page below where you have some choices:

- a. If you do not wish to pay the Connections membership fees listed (only for residents of Newfoundland and Labrador), you must check the box next to the words **"I wish to opt out of participation in my *Connections* group"**
- b. If you do not wish to donate to the PEGNL Endowment Fund, you must enter the number 0 in the box next to Donation Amount.
- c. If you are unemployed, on maternity/parental leave, on sick or disability leave or enrolled full-time in an education program relevant to your professional development circumstances, you may apply for a fee deferral by clicking the 'Apply for Fee Abatement' button.

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:

Out of Province (No Connections Group Available)

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. Fees Abatement for Special Circumstances

If you are unemployed, on maternity/parental leave, on sick or disability leave or enrolled full-time in an education program relevant to your professional development circumstances and wish to apply for reduced fees, please click the button below:

Apply for Fee Abatement

18) Once options a and b are completed, click the 'Submit and Continue to Fees' button near the bottom of the page.

C. Fee Payment

Submit and Continue to Fees

19) On the next page, click 'Pay my Renewal Invoice' and on the subsequent page shown below, complete the credit card information by selecting your card type from the dropdown box and filling in the card number (no spaces), the name on the card, the expiry date and the three-digit CSC or security code as indicated by the red circled boxes. Click 'Submit Order' and you're done!

Invoices

Invoice Number	Description	Balance
N/A	Renewal Fees - Jane Peg	462.82 Pay Later

Cart Charges

Invoice Total	462.82
TRANSACTION GRAND TOTAL	462.82

Payment Details

Payment amount 462.82

Payment method

*Card number

*Name on card

*Expiration date

CSC

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

Submit Order