

## PEGNL Permit to Practice (PTP) – Renewal Guide

- 1) Go to Permit Portal using <https://members.pegnl.ca/> and ‘Sign in’ at the bottom of the page as shown in the first screenshot below.
- 2) **If you’re not already logged onto the PEGNL Member/Permit portal, you’ll be prompted to do so and will see the second screenshot below.** Enter your member log in information noting the username requirements in red and click ‘Sign In’.

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### 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 your individual membership or company permit to practice
- Complete your annual renewal
- 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](#)

Sign in [Contact Us](#)

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### Sign In for Members & Permit Holders

Username

Password

[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)

- 3) To renew your PTP, **'Proceed to Permit Portal'**; To resign your PTP, click **'Resign a Permit to Practice'**  
Then click on **Start Permit Renewal**

Sign out 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](#)

Sign out Hi, CoAdmin NewPTP [Contact Us](#)

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## Permit to Practice

About | MIRCs/Disciplines/Services | Financial | Insurance

### Profile

PEGNL ID	NEWPTP	Status	Active
Engineering	No	Geoscience	No
Website	7097537214	Category	10+ PEGNL Registered Employees
Company Admin Email	apeach@pegnl.ca	Last Updated	5/9/2024

### PTP Details

Disciplines Offered      Services Offered

### Addresses

Address +

120 Torbay Road  
Prince Charles Building  
St. John's, NL A1A 2G8

**PTP Testcase**  
Professional Engineers and Geoscientists of Newfoundland and Labrador

**Preferred Mailing**  
120 Torbay Road  
Prince Charles Building  
St. John's, NL A1A 2G8  
7097537214  
apeach@pegnl.ca

Status: Active

Renewed Thru: 12/31/2019

[Start Permit Renewal](#)

[Print Permit Certificate](#)

[Order Permit Stamp](#)

- 4) If your insurance certificate is current, you will move to step 7. If not, you'll be prompted to upload an insurance certificate and update 'Expiry Date of New 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 rectangles.

**Preferred Mailing**  
 P.O. Box 8263, Station A  
 St. John's, NL A1B 3N4  
 (709) 576-3440  
[49776@testing.com](mailto:49776@testing.com)

**Status** Active

**Renewed Thru**  
 12/31/2021

[Start Permit Renewal](#)

[About](#)
[MIRCs/Disciplines/Services](#)
[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](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.

**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. Enter new "Expiry Date of New Certificate"
5. Select "Submit my Certificate for Review"

[ROL COI.pdf](#) 1  No file chosen 2023-05-02 ✕

2

**Current Expiry Date:** 09/29/2022

• **Expiry Date of New** 3

4

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

Preferred Mailing  
P.O. Box 8263, Station A  
St. John's, NL A1B 3N4  
(709) 576-3440  
[49776@testing.com](mailto:49776@testing.com)

Status Active  
Renewed Thru 12/31/2021

Start Permit Renewal

About MIRC/ Disciplines/ Services 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.

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#### Checklist

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1. Select "Choose File"
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3. Select "Upload"
4. Enter new "Expiry Date of New Certificate"
5. Select "Submit my Certificate for Review"

[ROL COI.pdf](#) 2023-05-02 ✖

Choose File No file chosen  
\* Upload

Current Expiry Date: 09/29/2022

\* Expiry Date of New Certificate: 09/29/2023 📅

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.

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

**Corporate Information**

Company Name  
PTP Testcase

Please contact PEGNL for company name changes.

\* Address  
120 Torbay Road  
Prince Charles Building

\* City  
St. John's

\* Province/State  
Newfoundland and Labrador

\* Postal  
A1A 2G8

\* Country  
Canada

PEGNL ID  
NEWPTP

Date Approved

\* Main Phone  
7097537714

Fax

Website

\* Company Administrator Email  
apeach@pegnl.ca

**Save and Continue**

- 7) On the next page, use the **dropdown box to select the profession(s)** your company practices (top left). You must then add at least one Member in Responsible Charge (MIRC) for each of the chosen professions by selecting the **Add MIRC** button on the bottom right.

**Profession Declaration**

Please select the profession(s) your organization wishes to practice in:

Engineering & Geoscience

**Member(s) in Responsible Charge**

Each Permit Holder must have at least one registered and qualified member in responsible charge for **each profession** in which they practice (engineering or geoscience). While regulations only require one MIRC for each profession. Permit Holders have the option of adding additional MIRCs if they deem additional MIRCs necessary due to their operational requirements. **MIRC Declarations must be renewed annually.**

If the member you select has a dual designation and you would like to use that member for both professions, you need to add them twice, once for each profession.

To add a MIRC, click the "Add MIRC" button below and complete required information on the next page. The table below will then be populated and when you have completed populating the table, click the Send Email button for each chosen MIRC. The MIRC(s) will receive an email to which they must respond. A certificate will not be issued until at least one MIRC has accepted responsibility for each profession on the permit through that email.

MemberNum	MemberName	Profession	RenewalYear	Designation	EmailSent	Id	MIRC_ID	Ordinal
There are no records.								

**Add MIRC**

- 8) When you select Add MIRC, the screen below will appear. Enter the **five-digit PEGNL member number** for the person you wish to choose as a MIRC and click **Find**.

The screenshot shows the 'Add MIRC' form. At the top, there is a title bar with 'Add MIRC' and navigation icons. Below the title bar, there is a paragraph of instructions: 'Type a PEGNL member number for a Member in Responsible Charge in the PEGNL Member Number box below and then click Find. If the member information that appears is correct, click the Select button to the left of the member number and then click Submit. If you made an error, you can enter a new member in the box and click Find again or click Cancel to return to the previous page.' Below the instructions, there is a form section with a label 'PEGNL Member Number' and an empty input field. To the left of the input field is a green 'Find' button. Both the input field and the 'Find' button are circled in red. Below this section, there is a label '• PEGNL Member Number:' followed by another empty input field.

- 9) If the member information that appears is correct, click the **Select column button** and the **greyed out boxes will populate**. **Select the Profession** that the person will be acting as a MIRC for and hit Submit. You will return to the main MIRC page in Step 11.

The screenshot shows the 'Add MIRC' form after a search. The 'PEGNL Member Number' input field now contains '02069'. Below it is a green 'Find' button. A table of search results is displayed. The first row is circled in red, and a blue dot in the 'Select' column is also circled. Below the table, there are several greyed-out input fields: '• PEGNL Member Number:' with '02069', '• Member Name:' with 'William Hunt', '• Designation:' with 'P. Eng.', and '• Profession:' with a dropdown menu showing '(None)'. The 'Select' button in the table and the 'PEGNL Member Number', 'Member Name', 'Designation', and 'Profession' fields are all circled in red. At the bottom, there are 'Cancel' and 'Submit' buttons.

Select	PEGNL #	First Name	Last Name	Designation	Status	Company	iMIS Id
<input checked="" type="radio"/>	02069	William	Hunt	P. Eng.	Active	Professional Engineers & Geoscientists Newfoundland & Labrador	44976

10) The table will now be populated with the chosen MIRC and you can add additional MIRCs by following Steps 8 through 10 or, if you have finished adding MIRCs, you can click the **Send Email** button next to each MIRC, to send an email to the selected MIRC. The MIRC must reply to the email before the Permit Certificate will be available.

To add a MIRC, click the "Add MIRC" button below and complete required information on the next page. The table below will then be populated and the chosen MIRC(s) will receive an email to which they must respond. A certificate will not be issued until at least one MIRC has accepted responsibility for each profession on the permit through that email.

Member #	Member Name	Profession	RenewalYear	Designation	
02069	William Hunt	ENG	2024	P. Eng.	 





11) Once the Send Email button has been selected **for every MIRC in the table**, and you have selected at least one member for each profession selected in Step 8, the **Continue to Discipline** button at the bottom of the page will be available and you click that to continue.

### Profession Declaration

Please select the profession(s) your organization wishes to practice in:

Engineering & Geoscience 

### Member(s) in Responsible Charge

Each Permit Holder must have at least one registered and qualified member in responsible charge for **each profession** in which they practice (engineering or geoscience). While regulations only require one MIRC for each profession, Permit Holders have the option of adding additional MIRCs if they deem additional MIRCs necessary due to their operational requirements. **MIRC Declarations must be renewed annually.**

If the member you select has a dual designation and you would like to use that member for both professions, you need to add them twice, once for each profession.

To add a MIRC, click the "Add MIRC" button below and complete required information on the next page. The table below will then be populated and the chosen MIRC(s) will receive an email to which they must respond. A certificate will not be issued until at least one MIRC has accepted responsibility for each profession on the permit through that email.

Member #	Member Name	Profession	RenewalYear	Designation	
02069	William Hunt	ENG	2024	P. Eng.	
00000	Lenore Peg	GEO	2024	P. Geo.	





- 12) To add disciplines that your company is practicing in, select the **Add Discipline** button. **You must add all the disciplines you are practicing in.**

### Disciplines and Professional Services Offered

Companies **must select all disciplines they offer** and have the option of selecting a number of sub-disciplines within each offered discipline. The disciplines added will be displayed to the public through PEGNL's Company Register. You are reminded that your company is ethically obligated to only offer services in areas of practice where the company has PEGNL licensed individuals who are competent in that area of practice. For each discipline you select, you must select a PEGNL registered member who is competent in that discipline. To add a discipline, click the Add Discipline button below.

Renewal Year	Discipline	Sub-Discipline	Competent Member	Member #
There are no records.				

Add Discipline

- 13) When the Add Discipline button is clicked, the screen below will appear. You must first **select the Discipline** you wish to add from the drop-down Discipline box, enter the **five-digit PEGNL member number** for the PEGNL registered person in your company who is competent in that discipline and then click **Find**.

Select a discipline from the dropdown box, and then insert the member number of a PEGNL registered employee who is competent in that discipline and click Find. If the member information that appears is correct, click the Select button to the left of the member number and then click Submit. If you made an error, you [can](#) click Cancel.

\*Discipline: Eng - Civil

PEGNL Member  
Number

Find



- 14) If the member information that appears is correct, click the **Select column button** to the left of the member number and then **Submit**. This will bring you back to the populated Discipline table in Step 16 where you can continue to add disciplines.

PEGNL Member Number

Select	PEGNL #	First Name	Last Name	Designation	Status	Company	iMIS Id	Full Name
<input type="radio"/>	02069	William	Hunt	P. Eng.	Active	Professional Engineers & Geoscientists Newfoundland & Labrador	44976	William C. Hunt

- 15) Once you have completed adding Disciplines, you can list the **professional services offered** by your company in the Services Offered box. Please note that the services offered will be displayed publicly on the PEGNL Company Register. Once completed, you can click **Continue to Payment**.

### Disciplines and Professional Services Offered

Companies **must select all disciplines they offer** and have the option of selecting a number of sub-disciplines within each offered discipline. The disciplines added will be displayed to the public through PEGNL's Company Register. You are reminded that your company is ethically obligated to only offer services in areas of practice where the company has PEGNL licensed individuals who are competent in that area of practice. For each discipline you select, you must select a PEGNL registered member who is competent in that discipline. To add a discipline, click the Add Discipline button below.

Renewal Year	Discipline	Sub-Discipline	Competent Member	Member #	
2024	Geo - Geology		Lenore Peg	00000	✘
2024	Eng - Mechanical		William C. Hunt	02069	✘

**Services Offered**

Enter the engineering of geosciences services offered by your organization in the box below.

- 16) When you land on the screen below select the correct number of **PEGNL Registered Employees (Engineers/Geoscientists)** from the dropdown and then click '**Continue to Payment**'
1. Engineers-in-Training and Geoscientists-in-Training must not be included.
  2. 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

For renewal purposes, fees for all permit holders are set based on 10+ PEGNL Registered Employees. Since Permit to Practice fees are based on the actual number of PEGNL registered employees, if you have 10 or less PEGNL registered employees in your organization, please use the dropdown box below to select the appropriate range applicable to your organization.

10+ PEGNL Registered Employees ▼

Back to Company Review

Continue to Payment

- 17) Verify the **Total**, read the warning in red and then check the **Acknowledge** box if the invoice is correct. This will provide access to the '**Pay my Renewal Invoice**' button. Click the button to proceed to the payment page.

### Permit Renewal - Payment Options

Your permit dues are summarized below.

Dues Year	Date Billed	Balance
▼ 2024	5/29/2024 12:00:00 AM	970.60
Item		Balance
Permit to Practice Dues		844.00
HST (NL)		126.60

Your total permit fee for coming year is shown above and is based on the number of PEGNL registered employees you selected on the previous page. You can confirm that you have chosen the correct employee category by selecting the Back to Fee Selection button, otherwise check the Acknowledge box below and then select Pay my Renewal Invoice to pay the fee.

I acknowledge that the correct permit fees are shown above

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

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

Back to Fee Selection

Print Invoice

Pay my Renewal Invoice

18) On the next page, enter the card information by first selecting your card type from the dropdown box (you can use Visa, Mastercard, AMEX or Debit) and filling in the card number (no spaces), the name on the card, the expiry date, the three-digit CSC or security code and the postal code for the billing address of the card. Click 'Submit Order' and you're done!

Invoice Number	Description	Balance Due	
Cash-52634	Renewal Fees	356.45	<a href="#">Remove</a>

### Cart Charges

Invoice total	356.45
<b>TRANSACTION GRAND TOTAL</b>	<b>356.45</b>

### Payment Details

Payment amount  
356.45

**Payment method**

• **Name on card**

• **Card**

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

**Billing address**  
 174 Raven Avenue  
 Labrador City, NL A2V 0B5  
[Choose another address](#)

**Submit Order**

