

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:

- · Reinstate 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.

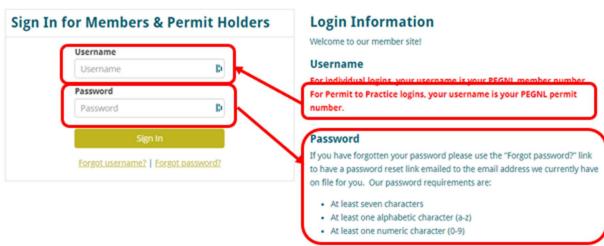
Please be advised that our online member portal is best supported by Google Chrome, Mozilla Firefox, and Microsoft Edge. Users running on Internet Explorer may encounter difficulties in using this site.





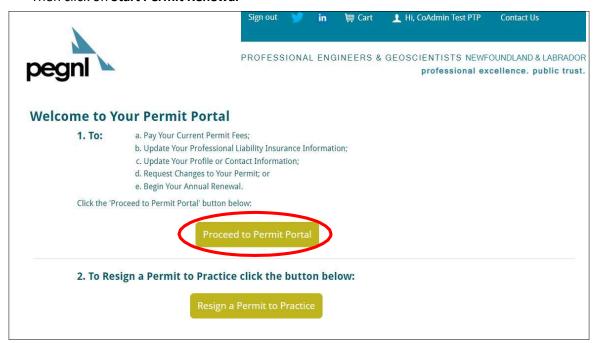


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3) To renew your PTP, 'Proceed to Permit Portal'; To resign your PTP, click 'Resign a Permit to Then click on Start Permit Renewal

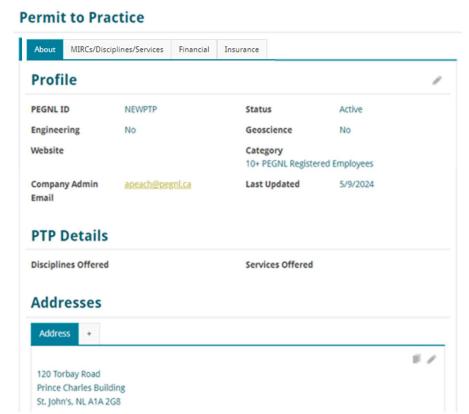






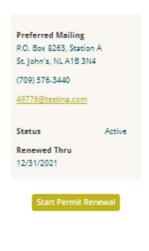
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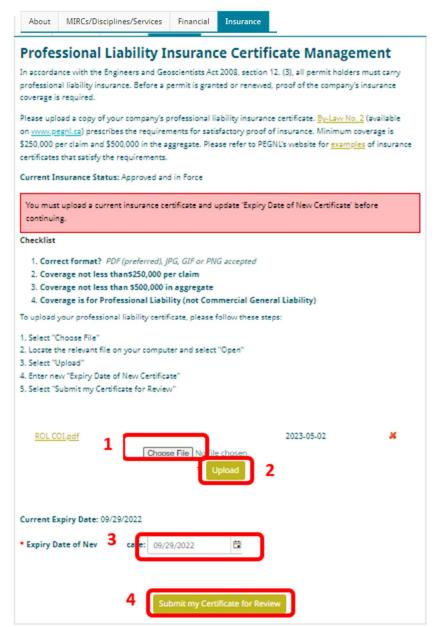
PTP Testcase
Professional Engineers and
Geoscientists of Newfoundland
and Labrador
Preferred Mailing
120 Torbay Road
Prince Charles Building
St. John's, NL A1A 2G8
7097537714
apeach@pegnl.ca
Status Active
Status Active Renewed Thru
Renewed Thru
Renewed Thru
Renewed Thru
Renewed Thru 12/31/2019
Renewed Thru 12/31/2019 Start Permit Renewal
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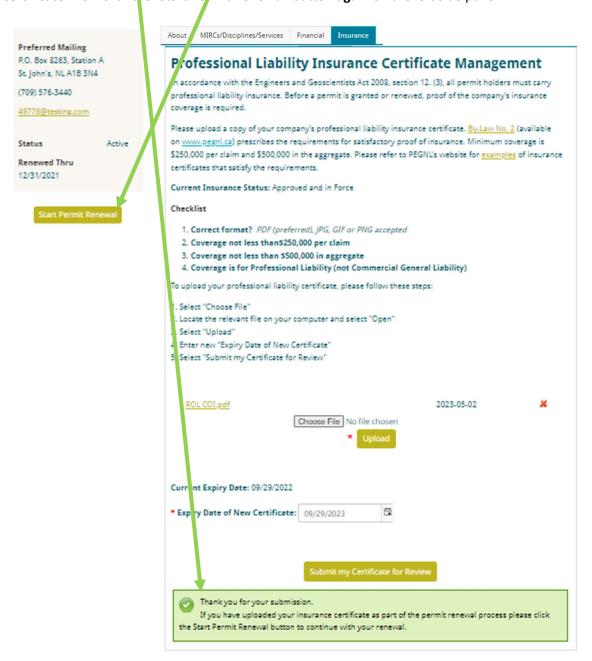
4) If your insurance certificate is current, you will move to step 7. If not, you'll be prompted to upload an insurance certificate and update 'Expiry Date of New Certificate' before you can continue the renewal process. Make sure your insurance certificate is in accordance with the checklist and then complete the task in the order noted by the red rectangles.





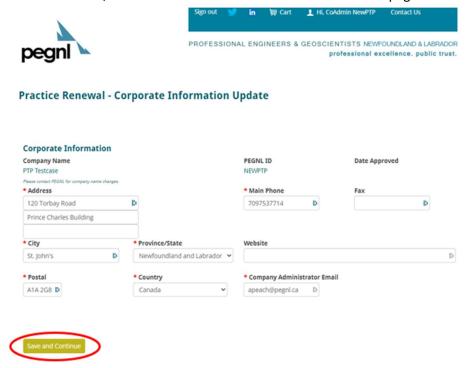


5) You'll receive the green confirmation box if you were successful in uploading the insurance certificate. Now click the 'Start Permit Renewal' button again on the left side panel.

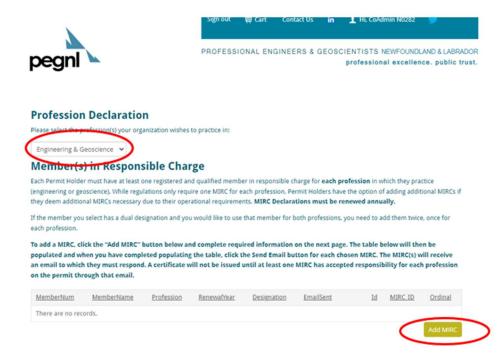




6) This will prompt you to the Corporate Information Update page as shown below. **Please ensure you complete all the fields marked with the red asterisk**. Once this is complete and/or verified to be up-to-date information, click **'Save and Continue'** at the bottom of the page.

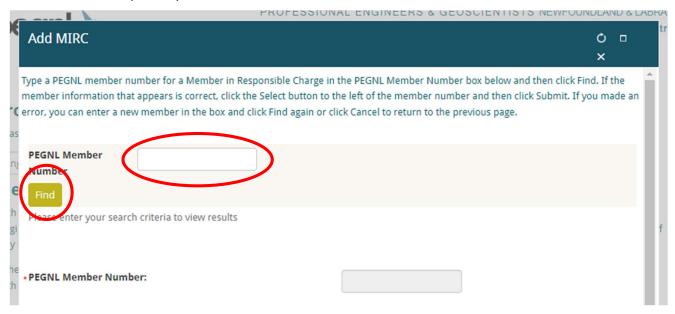


7) On the next page, use the dropdown box to select the profession(s) your company practices (top left). You must then add at least one Member in Responsible Charge (MIRC) for each of the chosen professions by selecting the Add MIRC button on the bottom right.

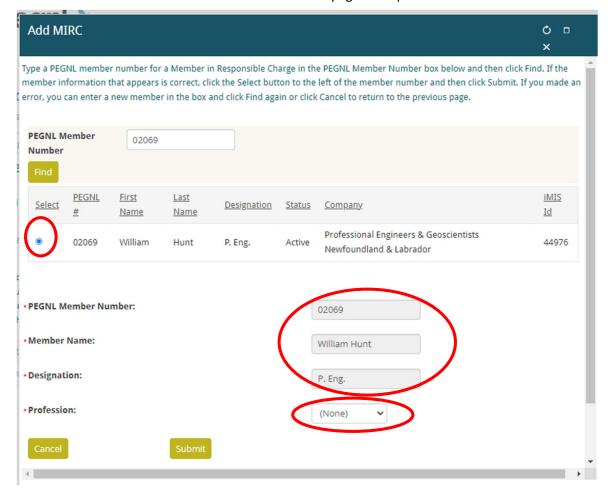




8) When you select Add MIRC, the screen below will appear. Enter the **five-digit PEGNL member number** for the person you wish to choose as a MIRC and click **Find**.



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.





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.	Send Email	>	×
						A	dd MIRC



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:



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.	Email Sent
00000	Lenore Peg	GEO	2024	P. Geo.	Email Sent
					Add MIRC

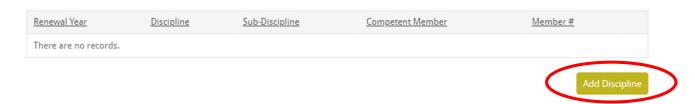




12) To add disciplines that your company is practicing in, select the **Add Discipline** button. **You** must add all the disciplines you are practicing in.

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.



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 <u>can</u> click Cancel.





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.



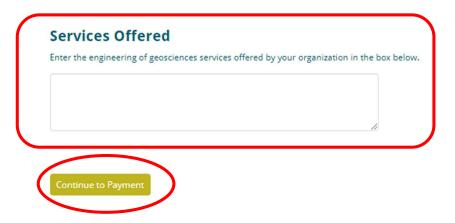
15) Once you have completed adding Disciplines, you can list the **professional services offered** by your company in the Services Offered box. Please note that the services offered will be displayed publicly on the PEGNL Company Register. Once completed, you can click **Continue to Payment**.

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	<u>Sub-Discipline</u>	Competent Member	Member #	
2024	Geo - Geology		Lenore Peg	00000	×
2024	Eng - Mechanical		William C. Hunt	02069	×

Add Discipline





- 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

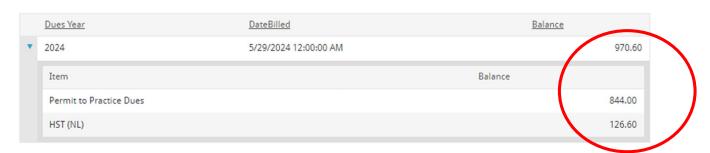
For renewal purposes, fees for all permit holders are set based on 10+ PEGNL Registered Employees. Since Permit to Practice fees are based on the actual number of PEGNL registered employees, if you have 10 or less PEGNL registered employees in your organization, please use the dropdown box below to select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

Back to Company Review	

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.



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.



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

Pay my Renewal Invoice

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



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!

