PEGNL Permit to Practice (PTP) – Changing MIRCs and Disciplines Throughout the Year
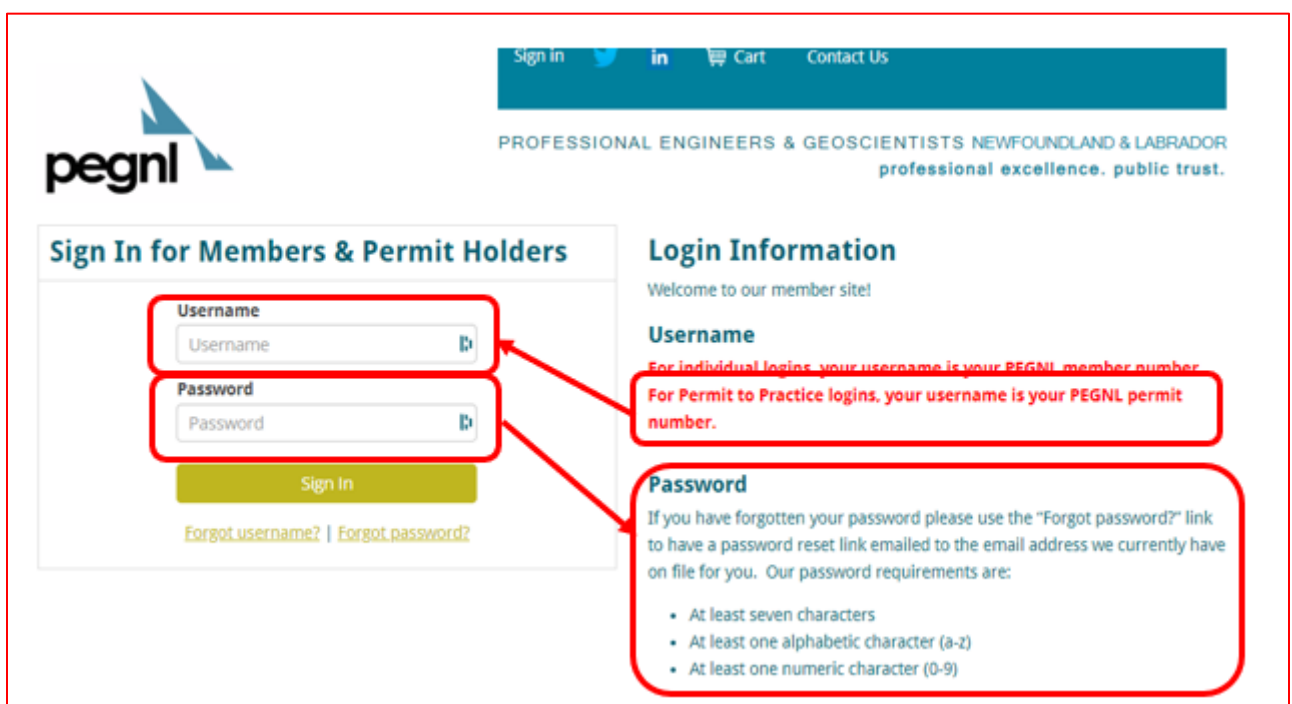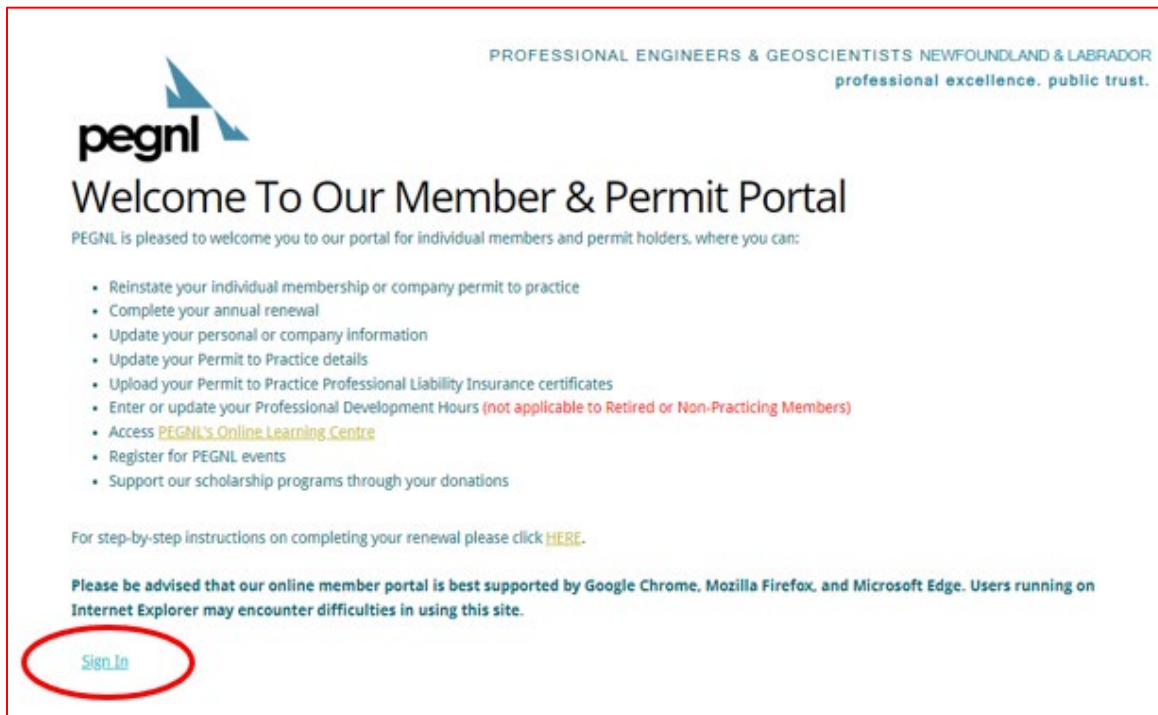
1) Go to Member Portal using https://members.pegnl.ca/ and '**Sign in**' at the bottom of the page as shown in the first screenshot below.

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'.**
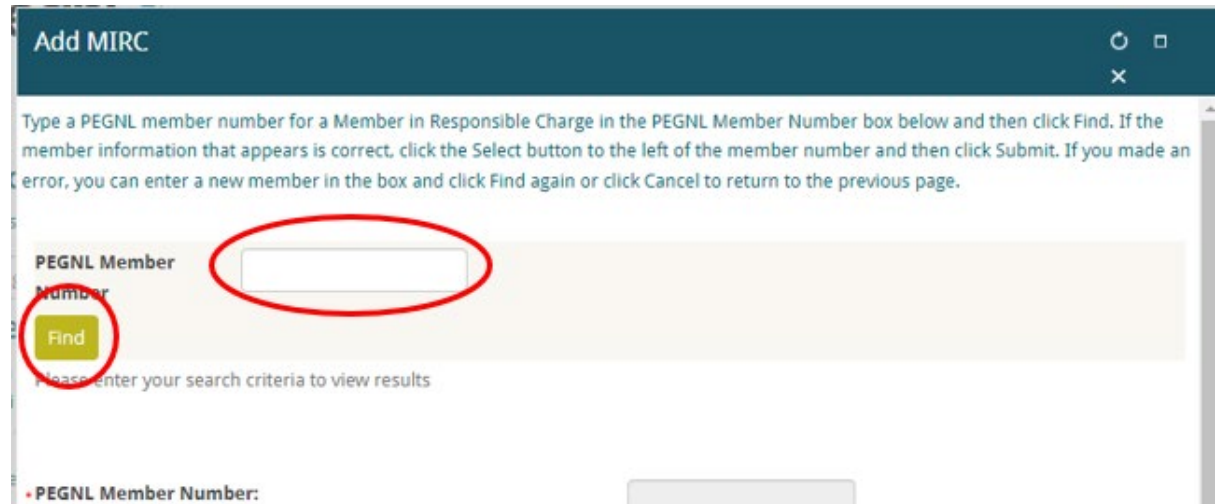
3) To make changes to your PTP, **'Proceed to Permit Portal'**; To resign your PTP, click **'Resign a Permit to Practice'**

4) After you **'Proceed to Permit Portal'** from step 3, click the **MIRCs/Disciplines/Services** tab and use the dropdown box next to Permit Professions to select the professions on your permit, and then select **Update.** If you wish to add or remove Members in Responsible Charge, click on either the **Add MIRC** or the **End MIRC Assignment** buttons shown below. **Please note**, you must have at least one MIRC for each profession and you will get an error message if you try to remove the last MIRC in either profession. **To remove the last MIRC in a profession it will be necessary to add the replacement MIRC first**

4.1. If you click **Add MIRC** in step 4, 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**.

4.2. 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 from the dropdown box and hit Submit. You will return to the main MIRC page in Step 4.

4.3. The table will now be populated with the chosen MIRC and you can add additional MIRCs by following Steps 4.1 and 4.2 or, if you have finished adding MIRCs, you can click the **Confirm MIRC** button next to each MIRC, to confirm the selected MIRC. At least one MIRC for each profession must reply to the email before the Permit Certificate is available.

To add MIRCs use the Add MIRC button. After adding a MIRC please click the 'Confirm MIRC' button, read the information in the pop-up and confirm agreement with that information by adding your name and date at the bottom of the pop-up.

Member #	Member Name	Profession	Designation		
02069	William Hunt	ENG	P. Eng.	Confirm MIRC	✖

Add MIRC

4.4. When you click the **Confirm MIRC** button in the last step, the screen below will appear. You **MUST** read the screen carefully and confirm **with the person named** in the document that they are willing to accept these responsibilities for the organization. As Company Administrator on the Permit, you must then confirm that they have agreed with the terms by typing your name and the current date in the boxes at the bottom and then click **Submit**. You must repeat this process for each MIRC you add.

Permit to Practice Confirmation

As the Company Administrator for PTP Testcase, I have confirmed with William Hunt that they will accept all responsibilities listed below as a Member in Responsible Charge, (MIRC) on the PEGNL Permit to Practice for PTP Testcase effective today.

As a MIRC on this Permit to Practice William Hunt has confirmed with me that they understand that they are responsible to ensure "the practice of engineering or the practice of geoscience, as the case may be, performed by a permit holder is in accordance with the Act, these regulations, the by-laws and generally accepted standards of practice" as per the MIRC definition in the Engineering and Geoscience Regulations, 2024. In keeping with this obligation as it relates to practicing in, or for projects in, Newfoundland and Labrador, William Hunt has agreed to ensure that, with the exception of other MIRCs working for **PTP Testcase**:

- All those who practice their profession within **PTP Testcase** are registered and in good standing with PEGNL.
- Restricted titles assigned by **PTP Testcase**, as defined in the Engineers and Geoscientists Act, 2008 (the Act), are only assigned to registered professional members of PEGNL.
- Company standards meet or exceed standards within the engineering/geoscience professions.
- Professional liability insurance coverage for **PTP Testcase** is currently in effect covering all regular and contracted professional members.
- A quality control system is in place to minimize errors and omissions in **PTP Testcase**'s work products and all work products are properly authenticated in accordance with the Act, the Regulations and PEGNL Guidance.
- All members of their profession at **PTP Testcase** practice only within their own area of competence and adhere to PEGNL's Continuing Professional Development Program and the PEGNL Code of Ethics.
- They are familiar with the aspects of the Act and Regulations related to the definitions of the practice of the professions, the restrictions on the right to practice and the right to title, the requirements for permit holders and the professional development program, and have read and understand the PEGNL Code of Ethics By-Law.

By entering my name and the current date in the boxes below, I, as Company Administrator on the PEGNL Permit to Practice for PTP Testcase>, confirm that William Hunt has read and agreed to abide by all of the above obligations and that they understand that failure to meet these obligations may, at any time, subject them to discipline under the Act.

*Name

*Date

Cancel   Submit

5) To add PEGNL registrants employed with your company and their competent discipline or to list the professional services offered, scroll down the page and follow the instructions below:

5.1. To add or remove a registered PEGNL member employed either part-time, full-time or under contract with your company, either click the **Add Discipline** button or click the red **X** at the end of the appropriate member's line. As you must list at least one discipline, if you wish to remove the person listed as the competent member, you must add the new person before removing the last existing person.

Disciplines Offered

Discipline	Sub-Discipline	Competent Member	Member #	
Eng - Mechanical		William C. Hunt	02069	✖

Add Discipline

5.2. If you select Add Discipline, the screen below appears and you first select the **Discipline** you wish to add from the drop-down **Discipline** box. Then 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

5.3. Once you hit Find above, the member information for that person appears as shown below. If the **member information** that appears is correct, click the **Select** column button to the left of the member number and then **Submi**t. You can continue the process of adding the rest of your PEGNL registered employees by repeating 5.2 and 5.3 as often as necessary. When finished, click Cancel to return to the now populated Discipline table in Step 5.1.

Select	PEGNL #	First Name	Last Name	Designation	Status	Company	IMIS Id	Full Name
	02069	William	Hunt	P. Eng.	Active	Professional Engineers & Geoscientists Newfoundland & Labrador	44976	William C. Hunt

Cancel   Submit

5.4. If you wish to remove a discipline or replace the Competent Member on a discipline due to personnel changes, you can simply click the red "x" on the right side next to the member number. If this is the only discipline you have listed, you will have to add the new person first under step 5.1 before attempting removal. The system requires at least one discipline listing.

Disciplines Offered

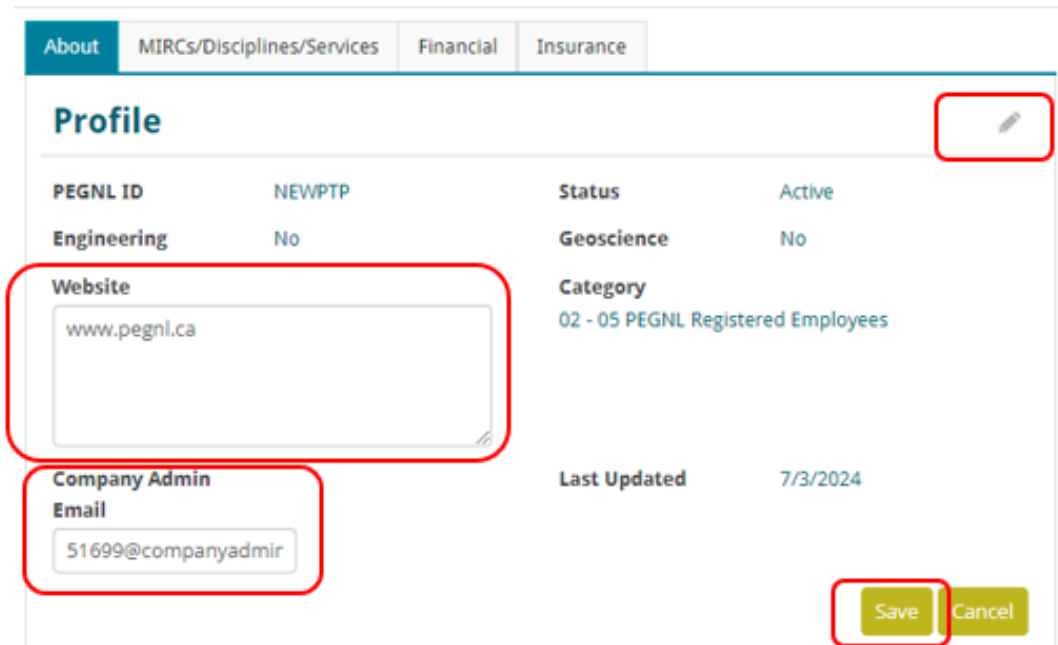| Discipline	Sub-Discipline	Competent Member	Member #	
Eng - Mechanical		William C. Hunt	02069	✖

After clicking the "x", click OK on the screen that appears near the top of the browser to finish the removal.

5.5. If you have finished adding disciplines, you can scroll down the page and enter a text description of the professional engineering or geoscience services offered by your company in the text box shown below. When finished entering, click Save

Professional Services Offered

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

Save

6) To update your company administrator email or your website, click the **pencil icon** on the right of the **Profile** line, make the changes and then click **Save** below:

Click Sign Out in the blue bar near the top of the page when you have completed your updates.