

- 1) Click [HERE](#) to go to the application start page shown below, paying particular attention to the text in red:



PROFESSIONAL ENGINEERS & GEOSCIENTISTS NEWFOUNDLAND & LABRADOR
professional excellence. public trust.

Company Permit to Practice Online Application

Before beginning this application, you must have at least one registered PEGNL member in the profession of the permit. If you do not have at least one registered PEGNL member, please complete the individual application before attempting this one.

Please provide the full name of the Company that you wish to register in the box below and click "Find". If 1 or more companies already exist that match the company you are trying to register they will appear and you will need to contact PEGNL before proceeding, otherwise, click "Proceed" when the blue box appears after clicking "Find".

*Full Company Name

Find

Please enter your search criteria to view results

- 2) If you have been registered with PEGNL before, please contact us bhunt@pegnl.ca to reinstate your existing Permit to Practice. If not please enter the full company name in the box in 1 above and click Find. If there is no duplicate in our database you will see the blue box below and click Proceed

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No existing organizations were found that match the organization you are trying to create. You may proceed to create a new organization.

Proceed

*Full Company Name

Find

- 3) On the next page shown below, enter the name and email address of the person who will act as the Company Administrator for the permit to practice. The Company Administrator is PEGNL's point of contact regarding the permit. Password resets and all notices regarding renewals and expired insurance certificates will be sent to the Company Administrator email address. Failure to respond to these notices may result in suspension of the permit to practice.

Once the Company Administrator information is entered, you must choose a login name and password for accessing the permit application should you not be able to finish the process in a single sitting. Then click Submit.

* PTP Name

PEGNL Company

The Company Administrator for the Permit to Practice is PEGNL's point of contact regarding the permit, and their email address is tied to the Permit account on PEGNL's online portal. Password resets and all notices regarding renewals and expired insurance certificates will be sent to the Company Administrator email address. Failure to respond to these notices may result in suspension of the permit to practice. Please complete the information below to set up the Company Administrator account and then click "Submit".

Personal Information

* First Name

* Last Name

* Email

* Confirm Email

Login Info

* Username

* Password

* Confirm Password

Password Requirements

- 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 and Microsoft Edge. Users running on Internet Explorer may encounter difficulties in using this site.

Submit

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4) On the next page, enter the company contact information and click Save:

PTP Application - Company Information

Please proceed with creating a new organization.

* Organization name	PEGNL Company
* Email	john@john.ca
Phone	
* Country	Canada
* Address	
* City	
* Province	(None)
* Postal code	

5) When the yellow address confirmation box pops up, select the address you want to use, then click Use This Address and then Save again.

PTP Application - Company Information

Please proceed with creating a new organization.

There may be a problem with the address you entered.

- ☐ Original address 120 Torbay Road, St. John's, NL, A1A 2G8, Canada
- ☒ Suggested address 120 Torbay Rd, St. John's, NL, A1A 2G8, Canada

* Organization name	PEGNL Company2
* Email	jack@jack.ca
Phone	7065551212
* Country	Canada
* Address	120 Torbay Road
* City	St. John's
* Province	Newfoundland and Labrado...
* Postal code	A1A 2G8

- 6) On the next page, use the dropdown arrows to select the profession(s) for your permit and answer the disciplinary question. If you select Yes for the disciplinary question, you will have to provide additional details in a ext box that will appear. If you select No, no text box will appear and you then click Proceed

PTP Application - Practice Information

*Type of Permit Applying For

*Has the organization ever been suspended, disqualified, censured or had disciplinary action instituted against it as the holder of a Permit to Practice or Certificate of Authorization of any professional organization?

*Please provide more details, the current status, and/or supplemental documentation.

250 characters left Required field

Proceed

- 7) On the next page shown below, please read the requirements fully and realize that you only need one Member in Responsible Charge (MIRC) the each profession on the permit (One for and engineeringor geoscience permit and two for a permit with both professions). To add a MIRC, lick the Add MIRC bitton

PTP Application - Member(s) in Responsible Charge (MIRC)

Type of Permit Applying For Engineering & Geoscience

The *Engineers and Geoscientists Regulations, 2024* require that a permit holder appoint at least one Member in Responsible Charge (MIRC) for each profession on the permit. The MIRC is responsible for ensuring the practice of engineering or geoscience performed by the permit holder is in accordance with the Act, the Regulations, the By-Laws, and generally accepted standards of practice. For an engineering permit, the MIRC must be a P. Eng. or Eng. L., and for a geoscience permit the MIRC must be a P. Geo. or Geo. L.

Members in Responsible Charge are reminded that if they accept responsibility for more than one permit, they are bound by the Code of Ethics to disclose these arrangements to each organization involved.

Each PTP must have at least one Member in Responsible Charge for each profession offered by the permit holder.

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. Please upload a CV for each MIRC listed below to proceed to the next step. You can remove unconfirmed MIRCs using the 'Delete' button on the appropriate line below or remove confirmed MIRCs using the 'End MIRC Assignment' Button.

Add MIRC

Member #	Member Name	Profession	Designation	Confirm Date

- 8) On the next page, enter the five digit PEGNL member number for the MIRC and click Find

PEGNL Member Number

Find

Please enter your search criteria to view results

- 9) If the correct name appears, click on the circle at the start on the line. When the person's details appear, confirm that they are correct and click Save & Upload Document

PEGNL Member Number

Find

	PEGNL #	Full Name	Designation	Status	Company
☒	52630	Jane Peg	P. Eng.	Active	ABC Company Inc

PEGNL Member Number

Member Name

Designation

Profession

Save & Upload Document

- 10) Select the person's resume/CV from your files and click Upload on the page below. Once the file is uploaded, click Sumbit.

Upload/Manage CV

Upload the MIRC's CV below. If it is already uploaded and you would like to remove it, please click on the red X icon to delete the uploaded file.

File types allowed: PDF

Jane Peg Resume.pdf

1.04 MB

Aug 10, 2026

X

Browse for file

Choose Files

No file chosen

Upload

File: Jane Peg Resume.pdf has been uploaded.

Submit

- 11) You will return to the MIRC page as shown below and the person you added should be in the list. Click the Confirm MIRC button on the line with their name.

Add MIRC

Member #	Member Name	Profession	Designation	Confirm Date	
52630	Jane Peg	ENG	P. Eng.		Manage CV Confirm MIRC Delete

In addition to the MIRC(s) listed, all other Engineers and Geoscientists practicing with the permit holder in Newfoundland and Labrador must be registered with PEGNL. If any such Engineer or Geoscientist working with your organization is not registered with PEGNL, they must immediately apply for individual licensure.

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Proceed

- 12) Print the pop-up screen that appears and have the chosen MIRC agree to the conditions. Once they have, you can sign off on the requirements as the Company Administrator by entering your name and the date at the bottom and clicking OK at the top and then Submit at the bottom.**

Permit to Practice Confirmation

As the person completing this application for PEGNL Company, I have confirmed with Jane Peg that they will accept all responsibilities listed below as a Member in Responsible Charge, (MIRC) on the PEGNL Permit to Practice for PEGNL Company effective today.

As a MIRC on this Permit to Practice, Jane Peg has confirmed with me, as the person completing this application for the Permit, 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, Jane Peg has agreed to ensure that, with the exception of other MIRCs working for PEGNL Company:

- All those who practice their profession within PEGNL Company are registered and in good standing with PEGNL.
- Restricted titles assigned by PEGNL Company, 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 PEGNL Company is currently in effect covering all regular and contracted professional members.
- A quality control system is in place to minimize errors and omissions in PEGNL Company'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 PEGNL Company 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 the person completing this application on the PEGNL Permit to Practice for PEGNL Company, confirm that Jane Peg 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



Submit

- 13) Repeat steps 8 through 12 to add additional MIRCs and when MIRC additions are finished, click Proceed at the bottom of the page.**

- 14) On the next page, shown below, you must add all PEGNL registered members working on or for projects in Newfoundland and Labrador. To start, click the Add Discipline button.

PTP Application - Disciplines & Services

Type of Permit Applying For Engineering

The discipline listing must include all PEGNL registrants (excluding MITs) in your company who are either full-time, part-time or contract employees working in, or for projects in, Newfoundland and Labrador. You cannot proceed until you confirm that you have listed all employees and their competent discipline. The registrants and their competent disciplines 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 PEGNL registered employee you select, you must select a discipline that the PEGNL registered member is competent in.

To add a registered member and their corresponding discipline, click the Add Discipline button below.

PEGNL will conduct periodic compliance checks to confirm that license holders are competent in the disciplines they claim under this section.

Add Discipline

Discipline	Competent Member	Member #
There are no records.		

- 15) On the next page enter the five digit PEGNL member number, select the competent discipline for that member and click Find.

Profession(s) Engineering

*Discipline
Eng - Civil

PEGNL Member Number 52630

Find

- 16) If the correct person pops up, select the circle on the line with their name and click Submit. When you return to the discipline page, repeat steps 14 through 16 until all PEGNL registered members in your organization have been added.

Profession(s) Engineering

*Discipline
Eng - Civil

PEGNL Member Number 52630

Find

	PEGNL #	First Name	Last Name	Designation	Status	Company	IMIS Id	Full Name
☒	52630	Jane	Peg	P. Eng.	Active	ABC Company Inc	52630	Jane Peg

Cancel Submit

- 17) Once until all PEGNL registered members in your organization have been added check the box at the bottom of the list to confirm that all have been added.

☒ * I confirm that I have added ALL PEGNL registered members employed or contracted by my company to the above discipline listing

- 18) Toward the bottom of the discipline page there is a Professional Services Offered box where you can list the services offered by your organization in Newfoundland and Labrador. PEGNL will conduct a compliance check before approving the permit to ensure all services listed are covered by a competent member in the Discipline listing. Once completed, click Proceed

Professional Services Offered

*Enter the engineering or geosciences services offered by your organization in the box below. The detailed service list will be displayed on the public register.

2500 characters left

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Proceed

- 19) Follow the instructions on the next page to upload your Professional Liability Insurance certificate. Once uploaded, enter the expiry date and click Proceed.

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 "Expiry Date of Certificate"
5. Select "Proceed" to continue with your application

Browse for file No file chosen

* Expiry Date of Certificate

Back

Proceed

- 20) On the next page, read and have the application declaration completed and then click Proceed to Payment.
- 21) On the invoice page click Add to Cart and on the next page enter your payment information and Click Submit Order.
- 22) If your payment is successful, click the Complete Application Submission button in the green box, wait for the updates to complete and then click Sign out at the top of the page.