

Occupational Fact Sheet
for Internationally Educated

Engineers

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Guide for Registration as a Professional Engineer in BC

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THE ASSOCIATION OF PROFESSIONAL ENGINEERS AND GEOSCIENTISTS
OF THE PROVINCE OF BRITISH COLUMBIA
IMMIGRANT SERVICES SOCIETY OF BRITISH COLUMBIA
MOSAIC

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Disclaimer

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Websites

This document can be accessed on the Internet through:

- Association of Professional Engineers and Geoscientists of BC website:
www.apeg.bc.ca
- Human Resources Development Canada's website:
www.bc.hrdc-drhc.gc.ca
- BC Ministry of Community, Aboriginal and Women's Services'
web site: www.gov.bc.ca/mcaaws

And the websites of:

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1 Purpose of the Fact Sheet

This fact sheet is for internationally educated engineers, that is, those individuals who have been educated or recognized as engineers in other countries. It provides information on how to become registered and practice as an engineer in British Columbia (BC). Section 11 has a glossary of commonly used terms in this fact sheet.

This fact sheet does not address immigration or detailed employment matters. (See Section 10 for Contact Information that can assist you with immigration and employment questions.)

2 Who Registers Engineers in BC?

A regulatory body is the organization that grants individuals the registration, license or certificate to practice in a particular occupation.

Engineering is a regulated profession in Canada. This means that if you are working as an engineer in Canada, you must either:

- Be registered as a Professional Engineer in the province or territory in which you are working; or
- Work under the direct supervision of someone who is registered as a Professional Engineer in the province or territory in which you are working.

Each province has its own association that registers people as Professional Engineers. In British Columbia, this association is the Association of Professional Engineers and Geoscientists of British Columbia (APEGBC).

APEGBC offers free information sessions on applying for registration. To find out when the next session is and to reserve your seat, send APEGBC an email at: register@apeg.bc.ca or call 604.430.8035 or toll-free in Canada 1.888.430.8035.

Engineer versus Technologist

What is considered engineering in one country may not be considered engineering in another. In Canada, the engineering team is made up of technicians, technologists, engineers and others. If you are not sure where you fit in, you could do a little research. Visit the *Applied Science and Technologists and Technicians of BC* (ASTTBC) website at www.asttbc.org for information on the kind of work technicians and technologists do in Canada.

An Applied Science Technologist (AScT) works as a member of the engineering team, applying known engineering principles and techniques to the solution of practical engineering problems. In this role, Applied Science Technologists practice under the supervision of a Professional Engineer, who takes professional responsibility for the overall project. You can compare the information on the APEGBC website to determine whether you should apply for registration with ASTTBC or APEGBC. You may find that, for the work you will be doing in BC, you do not need to apply for registration at all.

ASTTBC is expected to merge with APEGBC in 2005. APEGBC will then assume responsibility for registering individuals who have the right to the titles of "Applied Science Technologist" and "Certified Technician". For more information, contact APEGBC.

Moving within Canada

If you are already registered in one province in Canada and move to another province, you will need to register again, but it is generally a simple process. Check with the regulatory body in the province to which you are moving.

Types of Engineering Members

APEGBC offers a number of different types of membership:

- **Professional Engineer (P. Eng.)** – meets all academic and experience requirements and is allowed to take responsibility for engineering work or practice engineering in BC.
- **Provisional Member of APEGBC** – is an internationally trained engineer, who meets the academic and experience requirements (minimum of 4 years engineering experience), and still requires one year experience in Canada under the direct supervision of a Professional Engineer. Provisional Membership helps internationally educated engineers to find work by allowing their qualifications to be recognized by potential employers.
- **Engineer-in-Training (EIT)** – has the academic qualifications, but still requires 4 years of professionally supervised engineering experience.
- **Limited Licensee** – has a professional license to practice engineering within a very limited area. Examples are: an applied science technologist or a chemist whose work extends into the field of engineering.

This Fact Sheet explains the registration and membership process for Professional Engineers. For information on the other types of membership, refer to the APEGBC website at www.apeg.bc.ca.

3 What are my Job Prospects as an Engineer in BC?

There are many different types of engineers and the job prospects depend on your specialization and the state of the economy at the time you are looking for a job. Certain kinds of engineers may be needed at different times. It is important to understand that access to engineering jobs in Canada is highly competitive and that in most fields of practice there are more individuals with engineering backgrounds than there are engineering jobs.

It is also important to know that employers are looking for people with excellent engineering experience and an understanding of the practice, legislated standards, and codes associated with particular fields of practice. Employers are also looking for those who are:

- flexible to take on a variety of tasks
- able to learn new skills
- highly motivated with strong interpersonal skills
- able to write reports
- able to make presentations to clients, management and government, and
- can work effectively, both independently and in a team environment.

For employment and labour market websites, please see Section 10 Contact Information.

4 What are the Requirements for Registration as an Engineer in BC?

Below are the requirements for registration as an engineer in BC. Detailed explanation of these requirements and how to meet them is outlined in the Step-by-Step process in Section 7.

- **Academic Requirements**

If you do not have an undergraduate degree in engineering from an accredited Canadian university program, APEGBC will assess your academic background. You may be asked to take examinations to confirm your academic training.

- **Experience Requirements**

To become registered as a Professional Engineer, you must demonstrate that you have a minimum of four years of satisfactory engineering experience. At least one of these years must be Canadian engineering work under the direct supervision of a Professional Engineer.

- **Law and Ethics Requirement**

Prior to becoming registered as a Professional Engineer, you will be required to take a Law and Ethics Seminar. This Seminar teaches law, occupational health and safety, and professional practice and ethics for engineers. You can choose to attend a two-day seminar or submit a declaration that you have purchased and viewed the seminar on a set of CD-ROM's.

- **Professional Practice Examination**

Before being granted registration as a Professional Engineer, you must pass the Professional Practice Examination. This exam tests your knowledge of Canadian professional practice, law and ethics as they relate to engineering.

- **Character Requirements**

To become a Professional Engineer you must be of good character and reputation. Good character means being ethical and includes integrity, honesty, and trustworthiness.

Note: English and French are the two official languages of Canada. However, English is the language of commerce in British Columbia. While there are no specific **English language** testing requirements, you need to be able to communicate verbally and in writing. Throughout the registration process, your English skills are informally assessed. The Professional Practice Examination has a one-hour essay that formally assesses your ability to communicate in writing. If you are unable to communicate verbally and in writing, APEGBC will recommend that you take English language training before continuing with the registration process. You may have to pass an English Language test to gain admission to university or college courses.

5 How Long Does it Take and How Much Does it Cost?

Estimated Time

The time required to become registered with APEGBC will vary. For new applicants, the estimated review time after all documents are received is 3-6 months. Additional time will be required to become registered if you do not meet the academic or experience qualifications, or other requirements identified by APEGBC.

Internationally educated engineers who do not yet have one year of engineering experience in Canada will need to gain this year of experience before becoming registered. The processes of completing some academic requirements and Canadian work experience can happen at the same time if you already have an engineering degree. You should check with APEGBC to determine when they start counting the one year of Canadian engineering work experience.

Once you have submitted all the required documents to APEGBC, the entire process may take from 3 months to 3 or 4 years depending on what requirements you have to meet and how quickly you can meet them. Each situation is individual and the time required will vary. (See Section 8 Reasons for Delay and How to Speed up the Process.)

Estimated Costs

A number of fees are required before and after gaining your membership. These are outlined in detail in Section 9 on Fees. You can estimate a total of approximately \$1,000 Canadian (for Application Fee, Professional Practice Examination and Law and Ethics Seminar or CD Rom Set) paid over time to APEGBC throughout the process. This does **not** include costs relating to:

- Assigned confirmatory examinations
- Assigned courses in your field
- Fees charged by the university to send your transcript directly to APEGBC
- Notarization or translation of your documents
- Appeal or reconsideration fee
- Final registration fee once you have completed all the requirements for Professional Engineer or limited licensee status
- Annual membership fee.

6 How do I Become a Registered Engineer in BC?



Checklist

Below we provide a brief overview and checklist of the steps to be registered with APEGBC as a Professional Engineer if you have been educated in another country. Section 7 provides a step-by-step explanation of the application and assessment process.

Step 1: Application

- Request an application from APEGBC by phone, mail, website or in person.

Step 2: Assemble Documents

- Assemble the following documents and submit them to APEGBC:
 - Application form
 - Application Fee
 - Proof of Canadian Citizenship or Permanent Resident Status
 - Demographic Information Form
 - Work Experience Details
 - Specific Discipline Requirements (if applicable)
 - Self-Assessment Checklist and Syllabus (if applicable)
- Arrange for the following to be sent directly to APEGBC
 - Transcripts
 - Course descriptions (if applicable)
 - Reference forms
- Ensure translation of documents, as required.

Step 3: Review of Academic Qualifications

- APEGBC will do an initial check to identify if your information is complete.
- If your information is complete, they will begin the review process with an assessment of your academic qualifications.
- APEGBC will inform you whether you have the appropriate academic qualifications or what outstanding academic requirements you need to meet.

**Step 4: Assessment of Work Experience**

- APEGBC will assess your work experience to determine if you have demonstrated that you have a minimum four years of satisfactory work experience, with at least one of these years gained in a Canadian environment.
- If you are deemed to have satisfactory work experience, you go on to the next step. If you are deemed not to have satisfactory work experience APEGBC will identify areas in which you require further experience.

Step 5: Professional Practice Examination and Law and Ethics Requirements

- Before being granted registration, you must satisfy the Law and Ethics requirement and pass the Professional Practice Examination.

Step 6: Character Assessment

- As part of your assessment, APEGBC reviews your character references and the character information you provided in your application form.

Step 7: Reconsiderations and Appeals

- At any stage in the process you may submit a written request for reconsideration of your qualifications. There may be some fee associated with your appeal request.

Step 8: Registered as a Provisional Member

- You may become a Provisional Member if you have completed all the requirements for registration, except the one year of Canadian experience supervised by a Professional Engineer.

Step 9: Registered as a Professional Engineer

- If you have satisfied all of the requirements, you can register as a Professional Engineer.
- APEGBC will send you a certificate and stamp and indicate what fees need to be paid at this time.

Congratulations! You are now a Professional Engineer in BC!

7 How Does the Registration Process Work?

Step-by-Step Process

The following describes the step-by-step process of how you apply, are assessed and become registered as a Professional Engineer in BC. It outlines what you do, what APEGBC does and what steps can be completed outside of Canada.

Step 1: Request the Application

(You do this - can be done outside of Canada)

- Request an application from APEGBC. You may obtain a form by:
- Phone: 604.430.8035 or toll free at 1.888.430.8035
- Fax: 604.430.8085
- Mail: 200-4010 Regent Street, Burnaby, BC. V5C 6N2, Canada
- Email: register@apeg.bc.ca
- Website, online: <http://www.apeg.bc.ca/reg/ProfessionalEngineer.html>

APEGBC will send the application package to you anywhere in the world.

If you are in the Vancouver area, you can attend a free Registration Information Session where the registration process is explained in detail to you. To find out when the next session is and to reserve your seat, please send APEGBC an email at: register@apeg.bc.ca

Step 2: Assemble Documents and Submit them to APEGBC

(You do this - can be done outside of Canada)

APEGBC requires that copies of certain documents be certified. To have a copy certified, ask a Professional Engineer or Notary Public to make a photocopy of your original document and sign and stamp it as a "true copy of the original". Or, you may bring your original documents to the APEGBC office and APEGBC will make copies and certify them for you at no cost.

Once you have received your application package, you must mail or fax the following to APEGBC:

- **Application Form.** You must submit a completed, signed application form.
- **Application Fee.** You must submit an application fee with your application. See Section 9 on Fees for the appropriate application fee.

- **Proof of Canadian Citizenship or Permanent Resident Status.** You must provide a **certified** copy of your Canadian Citizenship or Permanent Resident Status. Proof of Canadian citizenship could include citizenship card, Canadian birth certificate or current Canadian passport. Do not send your original citizenship card, birth certificate, current Canadian passport or Permanent Resident Status to APEGBC.
- **Demographic Information Form.** You must submit a completed Demographic Information Form. This form is **not** used in assessing your application. It gathers information from applicants and members on items such as languages spoken, industry in which a person works, and areas of expertise in order to help APEGBC better serve its members.
- **Work Experience Details.** This is a summary of your engineering work experience. APEGBC will be looking for evidence of a progression of experience and responsibility throughout your career.

You are required to provide a minimum of 10 pages that describe your tasks - what work you have done and your responsibilities, including any supervisory responsibilities:

- List your work experiences in the order they occurred.
- Provide sufficient detail to give APEGBC a good idea of the type of experience you have gained.
- Provide examples of engineering projects for which you have been in a responsible position.
- Explain any gaps or overlaps in time periods.
- The document should be single-spaced, 12 point *Times New Roman* font (or a similar size font), with 1-inch margins.
- List publications and any additional training you have received, such as courses or seminars, on a separate page.

See APEGBC website for guidelines on how to complete the Work Experience Details.

- **Specific Discipline Requirements.** Specific requirements are needed for certain disciplines. For example, if you are applying for registration in engineering disciplines such as: Naval Architectural, Marine, Computer, Software, Structural, Environmental or Integrated, contact the Registration Staff at APEGBC to ask about specific requirements.
- **Self-Assessment Checklist and Syllabus.** This checklist is to be completed if you do **not** have an engineering Bachelor's level degree **or** you have a engineering undergraduate degree from outside of Canada plus a post-graduate (Masters or Ph.D.) engineering degree. The purpose of this checklist is for

you to do your own preliminary assessment as to how similar the courses you took are with the APEGBC course requirements. (See further explanation in Step 3 below.)

You can obtain the self-assessment checklist from the APEGBC website (www.apeg.bc.ca/reg/engineeringsyllabi.html), or by contacting the Registration Staff.

You must arrange for the following to be sent directly to APEGBC:

- **Transcripts.** A transcript is a document that lists all of the courses that you took and the grades that you received at your university/college/or other academic institution. A transcript usually states the name of your degree or diploma and the date on which it was granted.

You must ask your academic institution to send your transcripts directly to APEGBC. Most universities in the world will send transcripts or proof of graduation. If your academic institution is not able to send your transcripts, you must write a letter to APEGBC explaining the situation and provide supporting documentation. The letter should state how you have tried to get the transcripts and request that the certified copies of the original transcripts already in your possession be accepted.

- **Course descriptions.** Course descriptions are required if you are completing the Self-Assessment Checklist. You must submit course descriptions or a course calendar for each of your courses. This can be sent directly from your university with your official transcripts. Or, you can submit a certified copy of course descriptions already in your possession. This can be certified in the same way that you certify your proof of Canadian Citizenship documents.
- **Reference forms.** On the application form, you are requested to identify a minimum of four referees who have detailed knowledge of your engineering work. Canadian experience must be verified by Canadian Professional Engineers. International experience must be verified by individuals who are equivalent to Professional Engineers in the country in which you have worked.

The references from all your referees combined should cover as much of your experience as possible. A minimum of four years must be covered. Credit cannot be given for experience that cannot be verified by the referees. You must send a blank reference form and a copy of your "Work Experience Details" to each of your referees. Your referees must send their completed reference form directly to APEGBC by mail or fax. You may not submit completed reference forms to APEGBC on behalf of your referees.

Translation of documents. Documents received by APEGBC must be in English or they must be translated. If APEGBC receives your documents (such as transcripts) in another language, they will request that you have them translated into English by a professional translator. Alternatively, you may have your documents translated and request the academic institution to send both the transcripts and the translations directly to APEGBC. You are responsible for arranging and paying for translations.

Step 3: Review of Academic Qualifications

(What APEGBC does and what you do)

- APEGBC will do an initial check on the information you sent to ensure that it is complete. If the documentation is incomplete, they will tell you what is missing. If complete, they will begin the review process with an assessment of your academic qualifications. *Note:* Even if the International Credentials Evaluation Service (ICES) has assessed your qualifications, APEGBC undertakes its own assessment of your academic qualifications.
- If you do **not** have an undergraduate degree in engineering from an accredited Canadian university program, your academic background will be further assessed. You may need to write **confirmatory examinations**.

Confirmatory examinations are examinations taken from a list of topics from your discipline to confirm or verify your knowledge gained at university and in your work experience. You may choose topics from several categories. You have three years to complete the confirmatory examinations from the time they are assigned to you. If you fail a confirmatory exam, you have to take that exam again as well as an additional exam in the same discipline but in a different topic area. You are permitted to take an exam three times, but each time you take it, you are assigned an additional exam. You can request special permission for a fourth attempt. After that, you are generally told to take a course.

- You may be granted a reduction or exemption from examinations if you are in one of the following categories:
 - You have an undergraduate engineering degree from an engineering accreditation body that has a Mutual Recognition Agreement with APEGBC. Through the Canadian Council of Professional Engineers, APEGBC has agreements with engineering accreditation bodies in the USA, United Kingdom, Australia, New Zealand and Ireland for graduates since 1989; Hong Kong for graduates since 1995; South Africa for graduates since 1999; and France; **or**

- You have an undergraduate engineering degree and an approved post-graduate engineering degree (Masters or PhD) in the same discipline as that of your undergraduate engineering degree; **or**
 - You have an undergraduate engineering degree and at least ten years of experience or you have graduated from an accredited program in South Africa.
- If you have earned your engineering degree at the Bachelor's level outside of Canada, and you do not have a Masters degree, and have more than 10 years of engineering experience, you will be invited to an interview. The purpose of the interview is to determine whether you have sufficient engineering experience and knowledge which may eliminate or reduce the number of confirmatory examinations you may need to write.

This is a one-hour interview held at the APEGBC office. The interview panel consists of three people, of which two are in your field of practice. You will be asked to bring samples of your work. You will be required to provide a summary of your work experience and you will be asked technical questions relating to your area of practice. If you qualify for an interview, the interview panel will assess your academic qualifications and your work experience at the same time.

Results of this interview could include the following:

- You may not need to write any confirmatory examinations
 - You may be required to complete one or more years of work experience under the supervision of a Canadian Professional Engineer; or
 - You may be required to take the confirmatory examinations and/or course(s) related to your work; or
 - Your examination requirements could be reduced.
- If you do **not** have an engineering Bachelor's level degree, you should complete a ***Self-Assessment Checklist and Syllabus***. The syllabus is a list and description of topics that need to be covered for each discipline of engineering in order for a person to be academically qualified for registration as a Professional Engineer. This will help determine how closely your courses match the APEGBC requirements before your application is assessed. You may be required to complete ***qualifying examinations***.
 - Qualifying examinations are assigned to you by APEGBC to gain knowledge which they have identified as lacking in your academic background. You do not get to choose which exams you want to take. To satisfy an assignment of qualifying examinations, you can either take an approved course or do self-study and then write the APEGBC qualifying examinations. Qualifying examina-

tions must be completed within 6 years from the time they are assigned to you. An approved course is a course from an engineering program that has been accredited by the Canadian Council of Professional Engineers. For a list of accredited programs see the Canadian Council of Professional Engineers website: www.ccpe.ca

- If you have an engineering degree at the Bachelor's level from outside of Canada **plus** a post-graduate (Masters or Ph.D) engineering degree, you should complete a ***Self-Assessment Checklist and Syllabus***. This will help determine how closely your courses match the APEGBC requirements and may help APEGBC assess your application more quickly.

Step 4: Assessment of Work Experience

(What APEGBC does and what you do)

- If you have not had an interview which combines the assessment of your academic qualifications and work experience, then the next step after the academic assessment is a review of your work experience.
- The information you provided in your "Work Experience Details" (outlined in Step 2) and the information from your references are reviewed by APEGBC to determine whether you meet the experience requirement.
- You must demonstrate that you have a minimum of four years of satisfactory work experience. At least one of these years must be gained in a Canadian environment under the supervision of a Canadian Professional Engineer.
- Up to a maximum of one year of pre-graduation or co-op experience that has been gained after half of the degree is completed may be accepted if it supervised by the appropriate professional and if it otherwise satisfies all of APEGBC's experience criteria.
- If you have a post-graduate degree, you may be given up to one year credit for engineering experience gained as part of your post-graduate studies. Note: This cannot be counted for the one year of Canadian engineering work experience, unless it has been in Canada.
- Work experience is essential in determining whether you meet the registration requirements. Outlined below are the key areas in which you must show that you have experience. See APEGBC's website for a more detailed explanation of

the guidelines on satisfactory engineering experience. Acceptable engineering work experience must include:

- **Application of theory** – includes meaningful participation in one or more of the following: analysis, design and synthesis, testing methods, implementation methods.
 - **Practical Experience** – includes: site visits, application of equipment, opportunities to experience the significance of time in the engineering process and to experience and understand the limitations of practical engineering and related human systems to achieving desired goals, including limitations of production methods, manufacturing tolerances, etc.
 - **Management of Engineering** – includes the supervision of staff, project management (planning, scheduling, budgeting), general exposure to the engineering business environment, and the management of technology.
 - **Communication Skills** – includes communication with superiors, regulators, clients, and the public, and opportunities to participate in preparation of written work and making oral reports and presentations.
 - **Social Implications of Engineering** – includes experiences which increase awareness of an engineer's professional responsibility to guard against conditions dangerous or threatening to life, limb, property, or the environment and to call any such conditions to the attention of those responsible.
- Certain disciplines have specific experience requirements. See APEGBC's website for experience requirements for specific engineering disciplines.
 - If APEGBC determines you have satisfactory work experience you go on to the next step of the process. If there is some question about your work experience, APEGBC will identify in what areas you require further experience and you will need to meet this requirement before you can be registered.

Note: APEGBC has introduced a **Self-Assessment tool** where you will be able to enter your academic qualifications and years of experience and identify what your requirements may be. This tool is available only in English on APEGBC's website.

Step 5: Law and Ethics Requirements and Professional Practice Examination

(Normally you do this in BC, but it can be satisfied elsewhere under the supervision of a Professional Engineer.)

- Before being granted registration as a Professional Engineer, you must satisfy APEGBC's Law and Ethics requirement and pass the Professional Practice Examination.
- You need to satisfy the Law and Ethics requirement which teaches law, occupational health and safety, and professional practice and ethics for engineers. Since this material overlaps somewhat with the content of the Professional Practice Examination, it is recommended that you complete this requirement before you write the Professional Practice Examination.
- To satisfy the Law and Ethics requirement, you must do one of the following:
 - Attend the two day seminar; or
 - Purchase and view the CD-ROM Set and submit a declaration (signed affidavit) that you have done so. Note: The seminar is only offered in the Vancouver, British Columbia.
- Please note that attending the Law and Ethics Seminar and/or viewing the CD-Rom Set is not an alternative to studying the recommended study materials for the Professional Practice Examination.
- The Professional Practice Examination tests your knowledge of Canadian professional practice, law and ethics as it relates to engineering. It is a 3-hour examination consisting of a 2-hour multiple-choice section and a 1-hour essay question.
- The Professional Practice Examination can be written after all the academic requirements are met and you have obtained a minimum of three years of engineering experience (based on your self-assessment of years of experience).
- APEGBC will inform you when you should apply to take this examination. They will provide you with the *Professional Practice Examination Application Package* from APEGBC. When you are asked to apply for the examination, you will be given information on study materials, the examination dates, application deadline date, and the corresponding Law and Ethics Seminar dates.

- There are no past examinations available for the Professional Practice Examination. Sample questions are available in the *Professional Practice Examination Application Package*.
- If you fail the Professional Practice Examination, you have two opportunities to write the exam again. Each time you write, you have to pay the examination fee. If you passed only one section of the examination, you must still pay the full fee amount each time, but you do not need to retake the part you passed.

Step 6: Character Assessment

(APEGBC does this)

- As part of your assessment APEGBC reviews your character references. Your referees have been asked character-based questions regarding your limitations, your code of ethics and conduct.
- Good character and reputation are considered by APEGBC to be moral and ethical strength, including integrity, honesty, and trustworthiness.
- You must state on your application form if you have a criminal record. If you have a criminal record, your application will be forwarded to the APEGBC Council for a final decision on whether you can be registered.

Step 7: Request for Reconsideration

(You do this)

- At any stage of the process, you may submit a written request for reconsideration of your qualifications. APEGBC staff are available to counsel you on your chances of a successful reconsideration and what you need to clarify.
- Applicants requesting reconsideration must pay a fee and, if applicable, supply new information that was not provided with the original application. The fee will be returned if the assessment is changed in favour of the applicant and is based only on the information provided with the original application. In all other cases, the fee will not be returned.

Step 8: Registration as a Provisional Member

(APEGBC does this)

- If you have completed all the requirements for registration (including four years of satisfactory engineering experience), but do not have sufficient Canadian engineering experience, you may be recognized as a Provisional Member. Recognition as a Provisional Member can assist an individual in obtaining employment because it provides assurance to potential employers of the individual's qualifications. A Provisional Member must be supervised by a Professional Engineer on the work site.
- You do not need to apply for this membership status. If you qualify for the Provisional Membership and have applied for Professional Engineer, APEGBC will contact you. Once you have gained the one year of experience working as an engineer in Canada, APEGBC will review this experience as part of your application for Professional Engineer.
- Provisional Membership is a twelve-month membership and there is a one-time fee for the twelve-month membership. Provisional Members cannot vote in Association elections or run for election to the Council of the Association.

Step 9: Registration as a Professional Engineer

(What APEGBC does and what you do)

- If you have met all the above requirements including one year of satisfactory engineering experience in a Canadian environment, APEGBC will register you as a Professional Engineer.
- APEGBC will inform you of your status, send you a certificate and stamp, and will indicate what fees need to be paid at this time.
- You need to submit fees as specified in Section 9 Fees, which includes fees required after gaining your membership.
- After you are registered, you need to abide by the Code of Ethics and pay your annual dues. While APEGBC does not have mandatory professional development requirements, the Code of Ethics does require you to stay current in your field of practice.

8 Reasons for Delay in Your Application and How to Speed up the Process

Possible **reasons for a delay** in the assessment of your application include:

- Incomplete application is submitted.
- Incorrect documents are submitted for the application.
- The right fees are not paid.
- Transcripts sent directly from universities or colleges were incomplete or delayed.
- Your employers/colleagues have not provided references, or they are incomplete or unsatisfactory.
- Your transcripts or your employer references are not in English and you need to arrange translation.
- Your "Work Experience Details" do not have enough details to allow proper assessment of your experience.
- You are unable to attend an interview in Vancouver.
- Other delays result from requirements you need to meet, such as you are assigned technical exams, you need more work experience, you have to take more courses or you fail an examination.
- The need for the one year of Canadian engineering work experience under the direct supervision of a Professional Engineer is cited as a major cause of delay in becoming registered as a Professional Engineer.

APEGBC will contact you to tell you if something is missing or incorrect in your application.

What can you do to speed up the process of registration?

You can help speed up the process if you:

- Provide all required information at each stage of the process.
- Inform your referees that you are requesting a reference form from them and encourage them to complete it as quickly as possible and send it to APEGBC.
- Send the request form promptly to the institution(s) where you received your education and request them to send your transcripts and other information promptly to APEGBC.
- Prepare well for required examinations.
- Seek as much assistance as you can to find Canadian engineering work experience.
- If you have any concerns or issues, call the Registration Office of APEGBC to ask for clarification.

9 Fees

The following fees are as of January 2004 and are subject to change. All these fees are required by all applicants unless otherwise noted. All taxes are included. Fees are in Canadian dollars.

Fees listed below are required before gaining your membership:

- Application Fee – due with Application form \$400.00
- Academic Examination Fee for both confirmatory and qualifying examinations (if required): due when examinations are assigned and when applying to write the examinations \$275.00 per exam
- Professional Practice Examination: due when applying to write the examination \$150.00
- Professional Practice Examination Study Kit (optional) \$132.00 by mail OR \$110.00 pick-up
- Law and Ethics Seminar OR \$288.90 early price \$331.70 late price
- Law and Ethics CD Rom Set \$354.95
- Reconsideration/Appeal Fee (if applicable) \$160.50 per request

Fees listed below are required after gaining your membership:

- Licensing fee \$175.00
- Secondary Liability Insurance fee \$10.00
- Provisional Membership 12-month one-time fee OR \$187.25
- Professional Membership Annual Fee \$256.80

10 Contact Information

For more information about APEGBC and the registration process contact:

Association of Professional Engineers and Geoscientists of British Columbia
Suite 200 – 4010 Regent Street, Burnaby, British Columbia V5C 6N2
Phone: 604.430.8035 or toll free at 1.888.430.8035
Fax: 604.430.8085
Email: info@apeg.bc.ca
Website: www.apeg.bc.ca

For information on the Applied Science Technologists and Technicians of BC contact:

ASTTBC
BC phone number: 604.585.2788
Website: www.asttbc.org

For immigration questions contact:

The Canadian Consulate in your country,
or
Citizenship and Immigration Canada
BC phone number: 604.666.2171
Website: www.cic.gc.ca

For employment information:

Consulting Engineers of BC Website www.cebc.org

Association of Professional Engineers and Geoscientists of BC website
www.apeg.bc.ca Employment Section (<http://www.apeg.bc.ca/employmentcentre.html>)

The Canadian Technical Employment Network CTEN is a coast-to-coast job referral service bringing employers together with a pool of qualified candidates.
www.cten.ca

www.careerlink.com

Good source of information on job opportunities.

www.bcjobs.ca

Visit this online website to post up to three online resumes; store up to three cover letters online. Other features are described on their website.

www.mediacorp2.com

Mediacorp Canada Inc. publishes a complete line of quality reference guides specializing in the employment field. Over one million copies of their guides have been sold in more than 30 countries. They are Canada's largest publisher of employment periodicals.

A Guide to the BC Economy and Labour Market

www.guidetobceconomy.org

BC Work Info Net

www.workinonet.bc.ca

Human Resources and Skills Development Canada

www.hrdc-drhc.gc.ca/hrsd/home.shtml Click "Jobs, Workers, Training, Careers"

For settlement information:

For information on where and how to get help with settlement in BC contact:

Affiliation of Multicultural Societies and Service Agencies of British Columbia
(AMSSA)

#205, 2929 Commercial Drive Vancouver, BC V5N 4C8

Phone: 604.718.2780 Fax: 604.298.0747

Email: info@amssa.org Website: www.amssa.org

11 Glossary

APEGBC is short for the Association of Professional Engineers and Geoscientists of the Province of British Columbia.

ASTTBC is short for the Association of Applied Science Technologists and Technicians of British Columbia.

Assessment is the process to determine whether an individual's engineering background and experience meet the requirements for registration to practice as a Professional Engineer in BC.

Certified Copy is a photocopy of the original document that is signed by a member of APEGBC, a lawyer or a notary public who witnesses the fact that this is a true copy of the original.

Confirmatory Examinations are examinations taken to prove engineering knowledge you already have. You can choose which examinations you want to take from a list of topics given to you by APEGBC.

Engineer-in-Training (EIT) is a member who meets academic requirements, does engineering work under the supervision of a Professional Engineer, and is gaining the necessary experience to reach a professional level. Engineers-in-Training can use "engineer" in their job title as long as it is used in conjunction with the words Engineer-in-Training, and their work is supervised by a Professional Engineer.

Notary Public is a public officer who can take an oath or sworn statement from a person verifying that he or she is the person named in the document and that the information is true.

Notarized Document is a document that has an official seal and signature of a notary public (or commissioner for taking oaths) to indicate that the document is a true copy of the original. It is a type of certified copy.

Provisional Member is an internationally trained engineer, who has satisfied all requirements for a Professional Engineer and only needs one year of experience in Canada under the supervision of a Professional Engineer to become registered as a Professional Engineer.

Qualifying Examinations are exams assigned to you by APEGBC to enable you to gain knowledge which APEGBC has identified as lacking in your academic background. You do not get to choose which exams you want to take. To satisfy an assignment of qualifying examinations, you can either take an approved course (at

the University of British Columbia or Simon Fraser University) or do self-study and then write the APEGBC qualifying examinations.

Registration is the final step in the process to become a Professional Engineer in BC. When an individual is “registered”, and holds a practicing membership with APEGBC, he or she has a license to practice as a “Professional Engineer” in BC.

Regulatory body is the organization that grants individuals the registration, license or certificate to practice in a particular occupation. The Association of Professional Engineers and Geoscientists of the Province of British Columbia is the regulatory body to register Professional Engineers and professional geoscientists in BC.

Self-Assessment Checklist and Syllabus is a list and description of topics that need to be covered for each discipline of engineering in order for a person to be academically qualified for registration as a Professional Engineer.

Transcript is an official copy from an educational institution of a student’s educational record.