

# First Time Applicant Information Guide

## P.Eng. applicants Not Registered with Another Canadian Association, new E.I.T.'s and current E.I.T.'s applying for first time P.Eng. Registration

Engineers Yukon applicants, in the categories indicated above, are required to submit an online application for membership through APEGA's online application system. However, an applicant must first complete the Pre-Application for First Time Registration form and submit payment to Engineers Yukon. The applicant will then be provided with a verification code by Engineers Yukon in order to submit an application without payment to APEGA.

**PLEASE BE ADVISED:** Applicants will not be allowed to use previous used codes. The system will verify the codes and applicants with duplicate or expired will be required to contact Engineers Yukon.

### The online application process:

Engineers Yukon applicants who have received a verification code can now start their application through APEGA's online registration system at [myAPEGA](#).

Before you can begin the online application process you need to create a myAPEGA account as outlined below:

The APEGA system will recommend an application based on how applicants answer the five qualifying questions below. The online application system is only designed to accept incoming Engineers Yukon applications for Professional Membership or Member-in-Training (Engineer-in-Training).

- 1- **Other Registrations/Interprovincial Mobility (IPMA):** This question will ask if the applicant is currently registered or enrolled with another Canadian engineering or geoscience association. All Engineers Yukon applicants will select **"No"** since APEGA does not process IPMA application on behalf of Engineers Yukon.
- 2- **Academics:** Applicants will be required to select the option that matches their academic background. Please ensure that applicants are aware that **all courses** must be completed, and the **degree conferred** in order to be considered a valid degree holder.

**2. Academics**

What is your educational background?

- A completed engineering or geoscience degree
- A partial engineering or geoscience degree
- A complete degree in a related field \*
- A partial degree in a related field \*, or a complete two-year technical diploma

\* Related fields include math, physics, and general science.  
Please contact APEGA if your education is not listed in one of the categories above.

**Note to Applicants (WES report):** Applicants are required to follow the [instructions](#) on completing a WES-ICAP report. It is critical that they **select "APEGA" as the receipt** of academic documentation even though they are applying for membership with Engineers Yukon.

- 3- **Experience:** Applicants will be required to identify the number of years of work experience gained to present.

### 3. Experience

How many years of experience do you have?

0

1 or 2

3

4 or more

- 4- **Citizenship:** All applicants will be promoted to identify their residency status. Please note: APEGA has a separate category of membership for Non-Resident members. Engineers Yukon does not therefore answering “No” will not affect your application.

### 4. Citizenship

Are you a Canadian Citizen or Permanent Resident of Canada?

Yes  No

- 5- **Organization:** Applicants will be asked to select which Association (NAPEG, Engineers Yukon or APEGA) they wish to apply for. Applicants must choose Engineers Yukon from menu.

Association of Professional Engineers and Geoscientists of Alberta


Engineers Yukon

Northwest Territories and Nunavut Association of Professional Engineers and Geoscientists

**Verification Code Entry:** Once the applicant has selected Engineers Yukon, they will be promoted to enter the Verification Code provided by Engineers Yukon Staff.

Engineers Yukon▼

Please enter in your verification code for Engineers Yukon



**Result:** Upon hitting “Submit”, the system will display a window telling the Engineers Yukon applicants what application type they are potentially qualified for. Please ensure the application type is correct before continuing with your application.

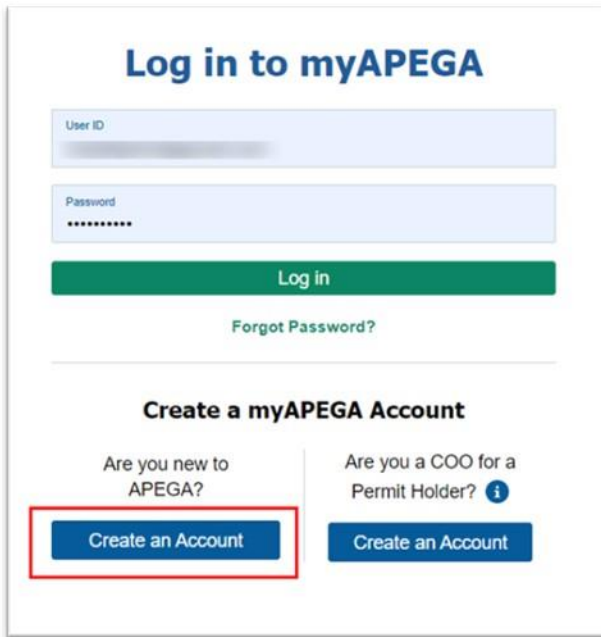
1. Go to <https://www.apega.ca/portal-login> to create an account.

The screenshot shows the login and account creation interface. At the top, there is a heading "Log in to myAPEGA". Below it are two input fields: "User ID" and "Password". A green "Log in" button is positioned below the password field. A link "Forgot Password?" is centered below the login button. Below a horizontal line, the heading "Create a myAPEGA Account" is displayed. There are two columns of options. The left column asks "Are you new to APEGA?" and has a blue "Create an Account" button highlighted with a red box. The right column asks "Are you a COO for a Permit Holder?" and has a blue "Create an Account" button.

2. Fill in the info, Click the checkbox and create the account:

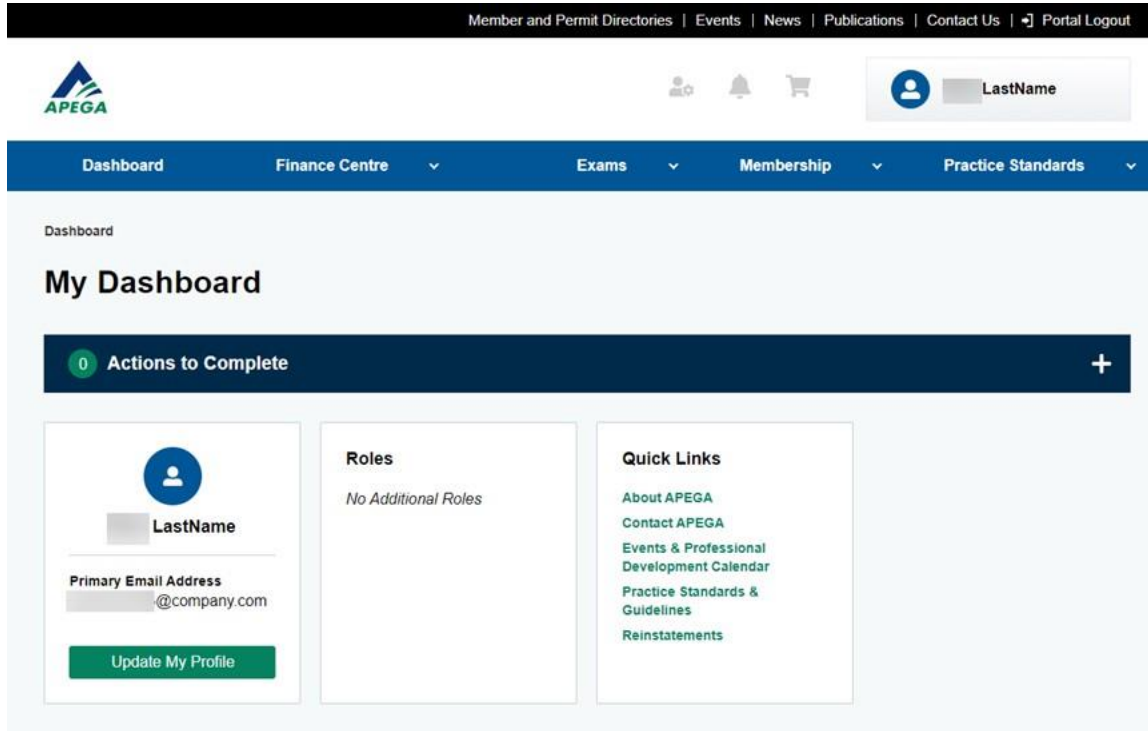
The screenshot shows the "Create a myAPEGA Account" form. At the top is the APEGA logo. The heading "Create a myAPEGA Account" is centered. Below the heading is a paragraph of text: "If you are a **current or former member** of APEGA, **log in using your member ID or email on file**. Once logged in, you can start a new application if required. If you need help accessing your account, call APEGA at 1-800-661-7020." Below this is another paragraph: "Use this form if you need to create a new myAPEGA account." The form consists of several input fields: "First Name" (with a red circle containing the number 1), "Last Name", "Primary Email Address", and "Confirm Email Address". To the right of the email fields is a checkbox with a red circle containing the number 2, and a text box containing the text: "By creating this account, I confirm that the above information is correct and that I understand that APEGA will collect, use and disclose my personal information in accordance with APEGA's Privacy Policy." Below the form is a green "Create myAPEGA Account" button with a red circle containing the number 3. At the bottom of the form is a "Create New Password" field.

3. Returning members can go to the same link, but simply login:



The image shows the myAPEGA login and account creation interface. At the top, it says "Log in to myAPEGA". Below this are two input fields: "User ID" and "Password". A green "Log in" button is positioned below the password field. A link for "Forgot Password?" is located below the "Log in" button. A horizontal line separates the login section from the account creation section, which is titled "Create a myAPEGA Account". Under this title, there are two questions: "Are you new to APEGA?" and "Are you a COO for a Permit Holder?". Each question has a corresponding "Create an Account" button. The "Create an Account" button for "Are you new to APEGA?" is highlighted with a red rectangular border.

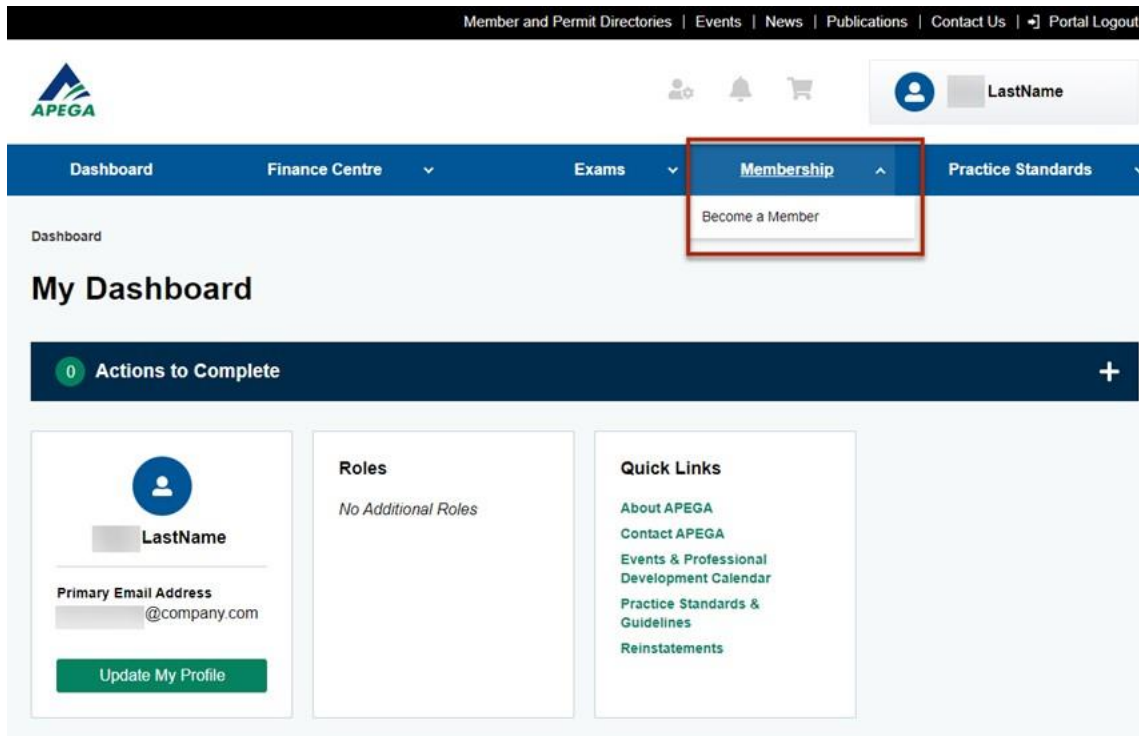
4. After creating a myAPEGA account, this is the dashboard view before starting an application:



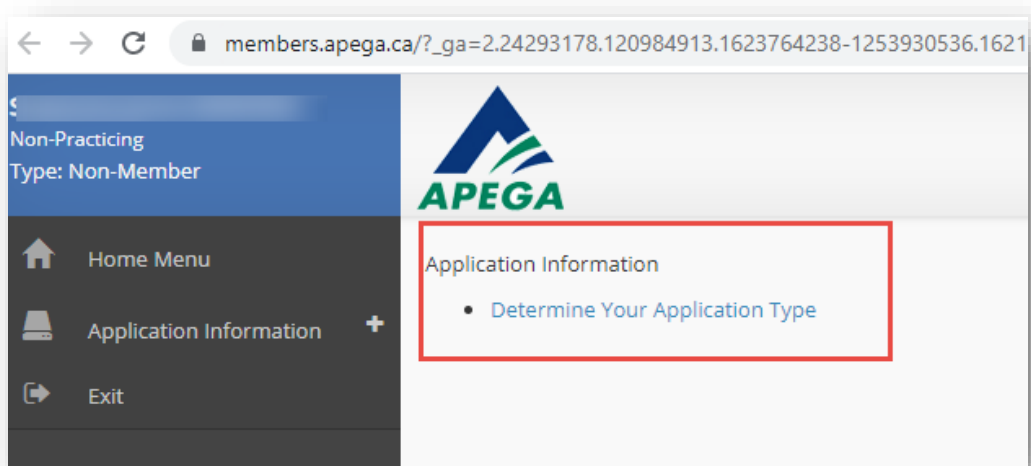
The image displays the myAPEGA dashboard. At the top, there is a navigation bar with links for "Member and Permit Directories", "Events", "News", "Publications", "Contact Us", and "Portal Logout". Below the navigation bar is the APEGA logo on the left and a user profile dropdown menu on the right showing "LastName". A blue navigation bar contains the following menu items: "Dashboard", "Finance Centre", "Exams", "Membership", and "Practice Standards". The main content area is titled "My Dashboard" and features a dark blue banner that says "0 Actions to Complete" with a plus sign. Below this banner are three white panels. The first panel, titled "Profile", shows a user icon, the name "LastName", and the "Primary Email Address" as "@company.com", with an "Update My Profile" button. The second panel, titled "Roles", displays "No Additional Roles". The third panel, titled "Quick Links", lists several links: "About APEGA", "Contact APEGA", "Events & Professional Development Calendar", "Practice Standards & Guidelines", and "Reinstatements".

After creating an account in [myAPEGA](#), log in to start the application.

1. Click the **Membership** tab and select **Become a Member**



2. Click the **Determine Your Application Type** link



3. Complete the **5 questions** taking special consideration for questions 2, 3 and 5:
  - a. *Academic Section*: Click the radio button that applies: 'A completed engineering degree'
  - b. *Experience Section*: If applying for P.Eng. membership you must select '4 or more' and if applying for E.I.T. membership you must select '0 or 1 or 2 or 3'
  - c. *Organization Section*: Select 'Engineers Yukon' from the dropdown menu

## Determine Your Application Type

Please answer the following questions to determine your Application Type for membership:

### 1. Other Registrations

Are you applying for an [Inter-provincial Mobility](#) application (currently enrolled as a Member-in-Training (MIT) or registered as a Professional Member in a Canadian territory or province) and wish to work in Alberta for any duration by obtaining the same class of membership?

Yes  No

### 2. Academics

What is your educational background?

- A completed engineering or geoscience degree
- A partial engineering or geoscience degree
- A complete degree in a related field \*
- A partial degree in a related field \*, or a complete two-year technical diploma

\* Related fields include math, physics, and general science.

Please contact APEGA if your education is not listed in one of the categories above.

### 3. Experience

How many years of experience do you have?

- 0
- 1 or 2
- 3
- 4 or more

**Note:** If you want to claim post-graduate experience credit, please include that time in your total experience; if you have 3 years of work experience plus 1 year of post-graduate experience, select 4 or more. See [Post Graduate Academic Studies Experience Credit](#) for more information.

### 4. Citizenship

Are you a Canadian Citizen or Permanent Resident of Canada?

Yes  No

### 5. Organization

Please select the organization you would like to apply for (if you are enrolled as a Member-in-Training (MIT) or registered as a Professional Member in a Canadian territory or province and wish to work in Alberta for any duration by obtaining the same class of membership, please select "Association of Professional Engineers and Geoscientists of Alberta" from dropdown menu).

Declaration

- I declare that all the above statements are complete and correct to the best of my knowledge and belief.
- I agree to file additional information in support of my application for membership.
- I understand that a false statement or misrepresentation may disqualify me for registration.

4. Selecting the organization 'Engineers Yukon' in step 5 will open the verification code box so that you can enter the code you have been given

### 5. Organization

Please select the organization you would like to apply for (if you are enrolled as a Member-in-Training (MIT) or registered as a Professional Member in a Canadian territory or province and wish to work in Alberta for any duration by obtaining the same class of membership, please select "Association of Professional Engineers and Geoscientists of Alberta" from dropdown menu).

Please enter in your verification code for Engineers Yukon

5. Clicking **Submit** will take you to the instruction page

## Application Instructions

### PROFESSIONAL MEMBER

You are eligible to apply as a Professional Member with APEGA.

Please have the following information ready prior to starting your online application:

- Your payment information (non-NAPEG & Engineers Yukon ONLY)
- All of your degree information (name of institute, degree title, year started, and year of graduation)
- Names and contact information for all the people who you will be using to reference your work history and experience.

#### APPLICATION INSTRUCTIONS

- Payment is required in order to complete this online application. Visa, MasterCard and American Express credit card or pre-paid credit card are accepted. APEGA will also accept cheque, debit or cash payments but paying this way will DELAY the processing of your application.
- Please do not send your payment before you have submitted your application (if you are applying to NAPEG or Engineers Yukon, the verification code entered in the previous step has served as payment).
- If you do not finish your online application in one sitting, you may save the contents of your application and log back in at a later date.
- If you do not complete and save your current page within 15 minutes, your session will expire and you will lose the contents of that page.
- You will have an opportunity to preview your completed online application before clicking the final Submit button.
- If you do not submit your completed online application within 90 days, your application will be withdrawn.
- After submitting your application, you will have 90 days to submit ALL documentation you identified in the form(s). Failure to do so will result in the non-refundable withdrawal of your application.

Please click the button below to select your application category and discipline.

Please ensure that you have the correct application type as application fees will not be refunded for an erroneous application submission.

< Go Back

Continue to Select Category & Discipline

6. After clicking Continue to Select Category & Discipline, you will be taken to the application category and discipline page where you need to:

- i) use the application types dropdown to select your application type (only available types will show) if not already showing
- ii) choose the application category “engineering”
- iii) once the application category is selected, the discipline dropdown will enable you to choose your discipline of practice

### Select Application Category and Discipline

Application Type \*

Member-In-Training

Application Category \*

Engineering

Discipline \*

Agric/Biosys/Biores Engineering

### Consent

I have read the APEGA website and both understand and meet the requirements indicated for my application type. If I fail to meet these requirements and wish to change my application type, or withdraw my current application until a later date, I acknowledge that my application fee is non-refundable.

I grant permission for my personal information to be stored in the APEGA database.

I hereby grant consent to APEGA to release electronically any information or records relevant to the application process to such individuals as may be required for the progression or consideration of my application which consent is given with knowledge of the Personal Information Protection Act.

I agree

APEGA adheres to the privacy standards under PIPA regarding collection, use, disclosure, and retention of personal information. For a description of APEGA's Privacy Policy, please refer to our website at <http://www.apega.ca/privacy.html>.

You will be emailed a confirmation to the email address specified above.

In order to continue with your application for membership, you need to log in to the Member Self Service Center and provide your background information and application fee payment.

< Go Back

Start Your Application

7. After clicking Start your Application please ensure you complete all sections of your application as they appear. If you do not finish your application in one sitting you may save the contents of your application and log back in at a later date.

**APPLICATION SUBMISSION**

- ✖ 1. Names
- ✖ 2. Additional Info
- ✖ 3. Addresses
- ✖ 4. Contact Info
- ✖ 5. Education
- ✖ 6. Work Experience
- ✖ 7. Declaration
- ✖ 8. Exam
- ✖ 9. Comments
- ✖ 10. Review
- ✖ 11. Consent
- ✖ 12. Payment

**1. NAMES**

An asterisk (\*) indicates that the field is required.

**PREFIX**

Prefix\*

**LEGAL NAME**

Legal First Name\*       Legal Middle Name(s)

Legal Last Name\*       Legal Suffix

**PREFERRED NAME**

Use Legal First Name as your Preferred First Name

Preferred First Name

To assist with the matching of university transcripts under a former name, please provide:

Maiden Name OR Former Name

**NOTE: After submitting your application, you have 90 days to submit ALL documentation you identified in the form(s). Failure to do so will result in the non-refundable withdrawal of your application.** A saved application will show on your myAPEGA dashboard when you log back in as shown below:

Dashboard

## My Dashboard

0 Actions to Complete
+

**LastName**  
*Last Modified 13 JUL 2021*

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**Primary Email Address**  
@company.com

Update My Profile

**Roles**

*No Additional Roles*

**Online Application System**

Continue or complete your application, or view your current application status.

**Application Type**  
Professional Member

**Application Status**  
Pending Application

Go To My Application

**Quick Links**

- [About APEGA](#)
- [Contact APEGA](#)
- [Events & Professional Development Calendar](#)
- [Practice Standards & Guidelines](#)
- [Reinstatements](#)

**Escalations** - For general questions or concerns regarding information contained on APEGA's website or any technical issues, please contact the APEGA Registration Department at 780-426-3990 or at [registration@apega.ca](mailto:registration@apega.ca). All other questions or concerns should be directed to Engineers Yukon at 867-667-6727 or [hkeetley@engineersyukon.ca](mailto:hkeetley@engineersyukon.ca).