



Professional Engineers  
and Geoscientists of BC

## **APEGBC APPLICATION GUIDE**

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**For Engineering Licensee / Eng.L. and  
Geoscience Licensee / Geo.L.**

*October 2015*

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The policies and procedures indicated in this guide may change.

## What is a Limited Licence?

This membership is for individuals who have academic qualifications do not meet the criteria for Professional Engineering membership, have gained several years of experience in a defined scope of engineering or geoscience work and wish to take professional responsibility for that work. The Limited License is designed for those who are qualified to practice a limited scope of engineering or geoscience at a professional level.

APEGBC has adopted and uses Engineering Licensee, Eng.L., Geoscience Licensee and Geo.L. as official marks in conjunction with governing the practice of engineering and geoscience in British Columbia in accordance with its mandate to protect public health, safety and welfare.

The practice of the Limited Licensee is governed by the Engineers and Geoscientists Act, Bylaws and Code of Ethics of the Association

## What is the Practice of Professional Engineering?

This definition is based on a model definition that the Engineers Canada has recommended for adoption by all provincial Associations. For clarity, subsections (a) and (b) have been added. Council believes it is important for the transfer of technology and control of the engineering profession in Canada that all provinces regulate the practice of professional engineering under similar ground rules.

“ ‘Practice of professional engineering’ means the carrying on of any act of planning, designing, composing, evaluating, advising, reporting, directing or supervising, or managing any of the foregoing, that requires the application of engineering principles and that concerns the safeguarding of life, health, property, economic interests, the public welfare or the environment and includes:

- (a) any act of agricultural, bio-resource, bio-systems, bio-medical, chemical, civil, computer, electrical, environmental, food, forest, geological, geomatics, geophysical, industrial, marine, mechanical, metallurgical, mining, naval architectural, nuclear, petroleum, software or structural engineering or engineering physics; and
- (b) other disciplines of engineering that may be designated by Council and for which university engineering programs have been accredited by the Canadian Engineering Accreditation Board, or other body which, in the opinion of Council, is equivalent.”

## What is the Practice of Professional Geoscience

The Engineers and Geoscientists Act defines the practice of professional geoscience as:

“reporting, advising, acquiring, processing, evaluating, interpreting, surveying, sampling or examining related to any activity that:

- (a) is directed towards the discovery or development of oil, natural gas, coal, metallic or non-metallic minerals, precious stones, other natural resources or water or the investigation of the surface or sub-surface geological conditions, and
- (b) requires the professional application of the principles of geology, geophysics or geochemistry.”

## How is a Limited Scope of Practice Defined?

A limited scope of practice must fall within the definition of professional engineering or professional geoscience as defined by the Engineers and Geoscientists Act. Certain demand-side legislation stipulates that only a professional engineer or professional geoscientist can assume responsibility for the services prescribed in the legislation. In this case, the services of a limited licensee may not be able to be substituted for those of a professional engineer or professional geoscientist, however, as conflicts arise, the Association will review, in concert with others, the legislation in question. The professional services, which the holder of a limited licence may perform are defined and described in terms of a specialized function, or an activity confined to a specific product or application. In order to write your limited scope of practice, refer to the [Guide to Developing a Scope of Practice](#). Your scope of practice must be task oriented, clearly defined, specific, quantifiable to common standards, and state the inclusions and exclusions to your limits of practice. This completed form must be submitted with your application.

The Limited Licensee is required to undergo a practice review after five years of membership. In the case where an applicant for Limited Licence is not a resident of British Columbia, he or she will be required to attend an interview meeting in British Columbia and to provide evidence, including drawings, designs, specifications, photographs, video , and job files, to support the claimed experience.

Minor scope changes proposed by the Licensee will be evaluated by the original reviewers at half of the regular application fee. Major scope changes will require a full re-evaluation at the appropriate costs. It is the exclusive right of the reviewers to determine whether a scope change is major or minor.

## Essay Requirement

Every applicant must provide an essay (approx. 500 words) discussing their perception of a Licensee’s role and responsibilities as a member of APEGBC. In the essay please discuss your understanding of the ramifications of independent practice of a scope of professional engineering or geoscience. Specifically, consider the protection of the public interest and what that implies; the additional liability that full responsibility incurs; the consequences of breaching the Code of Ethics, both to the Licensee and the profession; the implications of practicing outside of the defined scope and the care and judgment that

must be taken to work only within the scope; as well as any other topic(s) that are pertinent to the discussion.

## What are the Academic Requirements?

Applicants must have original sealed transcripts sent to the Association directly from the academic institution of all completed or partially completed bachelor degrees, diplomas and/or certificates and post-graduate degrees obtained. Transcripts should show courses taken, marks received and the qualification awarded.

All non-English documentation must be accompanied by an official English translation. In some cases, the Association may require course descriptions in the form of official descriptions issued by the academic institution.

*In order for an application to be considered, there must be a direct correlation between academic background and the engineering or geoscience described in the scope and limitations.*

## Examinations or Technical Papers

Candidates are expected to have fulfilled the required academic formation prior to application; however the Association reserves the right to assign examinations or technical papers to confirm technical understanding in areas specific to the proposed scope of practice.

## What are the Experience Requirements?

Every applicant for Limited Licence must have eight years of experience in engineering or geoscience work satisfactory to the Council. The eight years may include up to four years spent in obtaining the post-secondary training required for academic qualification. At least the last two years must be spent within the practice of professional engineering or professional geoscience to which the Limited Licence is to apply, and should have been supervised by a professional engineer or professional geoscientist.

One year of this experience must have been gained in a Canadian environment Applicants must submit with their application:

- a) A chronologically ordered Work Experience Summary (See Appendix B for the Work Experience Details - Recommended Format);

- b) A list of projects on which you have worked; and
- c) A copy of one project report that best typifies the scope of practice in which you wish to be licenced. If you plan to submit drawings, please provide them in an 8 ½" x 11" format.

## References

Applicants for Eng.L. / Geo.L are required to nominate a minimum of four references with first-hand (supervisory or in a review capacity) knowledge of the applicant's work. A minimum of three must be professional engineers or professional geoscientists, at least one of whom must be registered in British Columbia.

Two of the references should have directly supervised the applicant's work. If experience outside Canada/United States must be verified, additional references are required.

References are expected to be capable of verifying the level and performance of the applicant's work in professional engineering or professional geoscience and to endorse the proposed scope of practice of the licence. Prior to nominating their references, applicants must contact their nominated references to ensure their willingness to provide a reference. It is the responsibility of the applicant to distribute the reference forms, indicating the proposed scope of practice and with his or her summary of work details attached, to the nominated references. Completed forms must be returned to APEGBC directly by the references.

## The Panel Interview

All applicants for limited licensure are required to attend an interview with a panel of two professional engineers/geoscientists. The purpose of the interview is for the panel to assess whether applicants have gained sufficient satisfactory engineering/geoscience experience to support a limited license and if so, to make a recommendation as to an appropriate scope of practice for the particular applicant's limited licence. Typically, the interview panel and the applicant will collaborate to refine the scope.

## The Law & Ethics Seminar

See the [website](#) for more details regarding the seminar.

## The Professional Practice Examination

Every applicant for Limited Licence is required to pass a 3-hour Professional Practice examination consisting of a 2-hour multiple choice section and a 1-hour essay section. More information about the exam is available on the [website](#).

No applicant is permitted to attempt the examination until the panel interview has been successfully completed. Applicants who are eligible to attempt the examination will be notified. No application form or payment for the examination will be accepted prior to confirmation of eligibility.

## Term of the Licence

The licence is renewed annually upon payment of the annual membership fee.

## Professional Liability Insurance

Applicants are reminded of the requirements of Bylaw 17, that states:

“Before entering into an agreement to provide professional engineering or professional geoscience services, a member, licensee or certificate holder must notify the client, in writing, whether or not professional liability insurance is held. The note shall include a provision for an acknowledgment of the advice to be signed by the client.”

## Practice Review

All Limited Licensees will be selected for an initial Practice Review after five years of licensure. Limited Licensees will be subject to random selection for Practice Review at the expense of the Association, following the initial Practice Review after five years of licensure.

## Checklist

The following items must be submitted as part of your application for Limited Licensure.

- Completed Online Application including payment
- Scope of Practice - please limit it to one page
- Essay (approx. 500 words)
- Certified copy\* of Birth Certificate, Photo Page of Current Passport, Canadian Permanent Resident or Citizenship Card.
- Certified copy\* of Marriage Certificate/proof of legal name change, if applicable
- Applicants are required to provide original proof of graduation and transcripts, which are to be sent, sealed, directly from the academic institution to the Association.
- Work experience details - chronology and details of work performed in each position.
  - Format:
    - Chronological order (i.e. from month/year to month/year)
    - At least 10 pages in length
- Copy of a Project Report, authored by you, which best describes the scope of practice in which you wish to be licensed. This may be one of your existing reports or you may wish to create a report of your previous work.
- Copy of a List of Projects on which you have worked that would demonstrate experience in your scope of practice.
- A certified copy of your current Certificate of Registration or Membership Card with the Applied Science Technologists and Technicians of BC.
- [Reference forms](#) sent to your nominated referees along with a copy of your work experience details.

*To have a copy certified, make a photocopy of your document (citizenship card, birth certificate or current passport) and ask a P.Eng., P.Geo., P.E., or Notary Public to sign and stamp it as a "true copy of the original". Alternatively, you may bring your original document as well as a photocopy of it to the APEGBC office. We will confirm that it is a true copy of the original and accept it as a certified copy. If you cannot come in person, you can send a third party to bring in your original document and the photocopy to be certified as long as a signed letter is provided authorizing the individual to provide the documentation on your behalf. Please do not mail your original citizenship card, birth certificate or current passport to APEGBC.*

## Appendix A

### Definition of “Limited Licence” in Professional Engineering or Professional Geoscience

The Professional Engineers and Geoscientists Act defines a Limited Licence in Professional Engineering or Professional Geoscience as *the official authorization given under the seal of the association that permits a person to practice professional engineering or professional geoscience within the scope specified in the limited licence.*

The written limitation on each Limited Licence will be prescribed by the Association based on information provided by the applicant. The limitation must be stated in terms of a specific function, product or application within a particular discipline of engineering or geoscience.

In accordance with the Engineers and Geoscientist Act and Bylaws of the Association:

Any person may be granted a limited licence to practice professional engineering or professional geoscience when the Council is satisfied that the applicant is of good character and repute and:

- (a) (i) has a science degree in a discipline and from a university program approved by the Council; or
  - (ii) is registered as an applied science technologist and has a degree or diploma in engineering technology or geoscience technology from an institution approved by the Council in a program approved by the Council; or
  - (iii) has other qualifications acceptable to the Council; and
- (b) has 8 years of experience in engineering or geoscience work satisfactory to the Council, the 8 years to include the years spent in obtaining the post-secondary academic training referred to in section (a) with at least the last 2 years of the experience within the practice of professional engineering or professional geoscience to which the limited licence is to apply; and
- (c) has successfully completed the Professional Practice Examination; and
- (d) has paid the fees prescribed by the Council for a limited licence.

Notwithstanding the above, the Council may refuse a limited licence to a person where the Council has reasonable and probable grounds to believe that the person has been convicted in Canada or elsewhere of an offence that, if committed in British Columbia, would be an offence under an enactment of the Province or of Canada, and that the nature or circumstances of the offence render the person unsuitable for licensing.

## Requirement for Experience in a Canadian Environment

Within the four-year minimum satisfactory engineering work experience requirement, all applicants are required to gain at least one year of satisfactory engineering work experience in a Canadian Environment\*, under the direct supervision of a Canadian Professional Engineer from the discipline of engineering demonstrated in the experience. Where appropriate, the direct supervision of an engineer licensed by a State Board in the United States will be accepted, or other supporting referees/references that is at Council's discretion to accept as equivalent.

This is to ensure that applicants have demonstrated that they have had experience of a satisfactory depth and breadth; and that they are conversant with the applicable Canadian engineering laws, practices, standards, customs, codes, conditions and climates.

In exceptional circumstances, a candidate with less than one year of satisfactory engineering experience in a Canadian Environment may be deemed, at the discretion of Council, to have satisfied the requirement. Each case will be assessed on its own merits.

All applicants **must** demonstrate that their Canadian Environment experience:

- 1) is supported by the undergraduate and/or postgraduate academic formation of the applicant;
- 2) is supported by a minimum of two Canadian and/or U.S. Professional Engineer referees/references from the discipline of engineering demonstrated in the experience, and who have detailed knowledge of the work of the applicant; or supporting referees/references that is at Council's discretion to accept as equivalent.
- 3) is broad-based and at the level of complexity and responsibility that demonstrates that the applicant is ready to accept the full professional responsibility held by registered professional engineers, and has reached the level of professional maturity needed to judge when he/she is out of his/her area of competence. This includes the application of engineering principles at a satisfactory level, adhering to the *Satisfactory Engineering Work Experience* requirements for all applicants as set out in the ENGINEERS CANADA *Guideline on Admission to the Practice of Engineering in Canada*, and/or the discipline-specific requirements established by Council, where applicable.

\* *The term "Canadian Environment" is defined as:*

- *work experience obtained in Canada, supervised by a professional engineer, registered or licensed in the applicable Canadian jurisdiction; or,*
- *work experience acquired outside Canada, where applicants demonstrate a good knowledge of local Canadian engineering laws, practices, standards, customs, codes, conditions and climates.*

## Appendix B

### Work Experience Details - Recommended Format

The Work Experience Details is typically at least 10 pages in length. Please be as detailed as possible using the following recommended format:

**Period Number:**

**Start Date: (month/year)**

**End Date: (month/year)**

**Name of Company:**

**Applicant's Title:**

**Supervisor's Name:**

**Supervisor's Position:**

**Activities:**

Describe your major activities during this period. Please refer to Appendix B - Satisfactory Engineering Work Experience or Appendix C – Satisfactory Geoscience Work Experience, as applicable, when describing your tasks and duties performed, your skills and techniques used and your level of responsibility. You may wish to organize your summary by project, if convenient to do so. Please do not leave any gaps in the record. If there were periods of time when you were not employed or not employed in engineering/geoscience, show that as well. Be sure to provide the name, title and address of your supervisor in each position.

**Please Contact APEGBC's Registration Department:**

**200- 4010 Regent St.  
Burnaby, BC V5C 6N2**

**By Telephone: (604) 430 – 8035**

**By E-mail: [register@apeg.bc.ca](mailto:register@apeg.bc.ca)**