

# – MANUAL OF ADMISSIONS





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# INTRODUCTION



# INTRODUCTION

Engineers Geoscientists Manitoba is a durable, growing organization with a rich, honorable history of serving and protecting the public of Manitoba since its inception in 1920.

Engineers Geoscientists Manitoba is a privately incorporated, non-profit, professional regulator, following a narrowly defined purpose found in The Engineering & Geoscientific Professions Act of Manitoba.

This Manual of Admissions describes the requirements: education, experience, and high standards for professional conduct and skilled practise expected from every applicant.

## 1.1 THE ASSOCIATION

The Association was established March 27, 1920, by *The Engineering Profession Act* to regulate the profession of engineering in Manitoba.

In 1998, the Manitoba Legislature expanded the Association's mandate to regulate professional geoscience with *The Engineering and Geoscientific Professions Act*.

In 2015, the Association adopted the working name of Engineers Geoscientists Manitoba while retaining the legal name of The Association of Professional Engineers and Geoscientists of the Province of Manitoba.

The purpose of the Association is to:

- a) govern and regulate the practice of professional engineering and professional geoscience in Manitoba;
- b) promote and increase, in the public interest, the knowledge, skill, and competency
  - i. of its members; and,
  - ii. of all other persons governed or regulated by it, in all things relating to the professions of engineering and geoscience;
- c) advocate where the public interest is at risk;
- d) promote professional engineering and professional geoscience and the role of the Association; and,
- e) carry out any duties and exercise any powers that are given to it by another enactment.

## 1.2 THE ENDS

The interests of the public of Manitoba are protected, as they relate to the practice of engineering and geoscience and that the results should be worth the resources expended:

- E-1 Individuals who are practicing engineering and geoscience are registered and licensed.
- E-2 Practitioners practice with competence and conduct themselves professionally.
- E-3 Unqualified persons do not practice.
- E-4 Stakeholders understand and value the contribution of the professions.
- E-5 Practitioners reflect the diversity of the public.
- E-6 Consumers have access to a reasonable supply of practitioners' services.

## 1.3 LICENSING IN MANITOBA

Engineers Geoscientists Manitoba is the licensing body for the practice of engineering and geoscience in Manitoba. The function of the Association is to protect the public by ensuring that the practice of engineering and geoscience is being carried out by qualified registered professional engineers and geoscientists. The Association is not an employment agency, and it does not provide such a service.

Anyone who wants to work as an engineer or geoscientist in Manitoba, or will be working on a project which takes effect in Manitoba, must by law, obtain a licence to practise from Engineers Geoscientists Manitoba.





**AUTHORITY**





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# AUTHORITY

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## 2.1 COUNCIL

It is the duty of Council to populate the Registration Committee, provide criteria that the Registration Committee will use to consider and decide on applications, and to develop performance standards that will be used in the registration process. Council is authorized to perform these functions by the following three sections of the Act.

- 14(1) The council shall, in accordance with the by-laws, appoint a registration committee...**
- 14(2) The council shall establish criteria and standards to be used by the registration committee...**
- 12(3) The council may establish operating policies and procedures not inconsistent with this Act or with any by-law of the Association**

### 2.1.1 POLICIES OF COUNCIL

This Manual was adopted by the Council of Engineers Geoscientists Manitoba on September 29, 2022. Council amended this document to ensure consistency with amendments to The Engineering and Geoscientific Professions Act, which came into force November 1, 2023, and to reflect changes to the confirmatory program. A list of all revisions is kept for reference. Amendments adopted are part of the record of Council minutes.

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## 2.2 REGISTRATION COMMITTEE

It is the role of the Registration Committee “to consider and decide upon applications for certificates of registration, temporary licence, specified scope licence and enrolment as engineering interns or geoscience interns”<sup>1</sup>.

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## 2.3 CEO & REGISTRAR

Council has assigned the CEO of the Association the duties of Registrar. Council has charged the CEO to ensure that all applications that are to be considered and decided upon by the Registration Committee are complete. To aid the CEO in this responsibility, the CEO may delegate authority to staff or committees.

The Registrar has authority to consider and decide upon applications for certificates of registration for applicants registered and in good standing with a regulatory body of professional engineers or geoscientists of another jurisdiction; and for certificates of authorization.<sup>2</sup>

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<sup>1</sup> Subsection 14(1) of the Act

<sup>2</sup> Subsection 14(1.1) of the Act



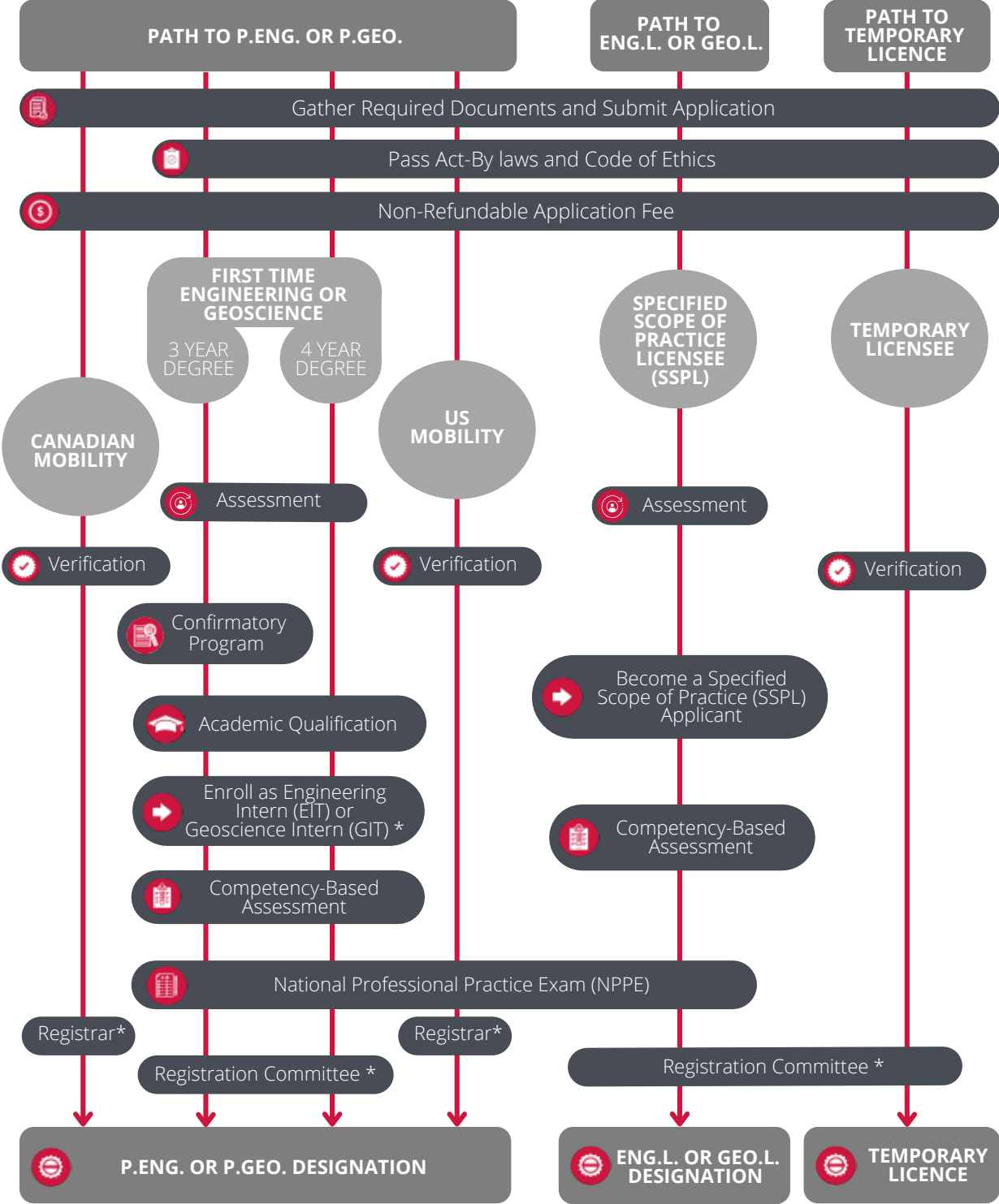
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# **PATHS TO ACHIEVING REGISTRATION**



# PATHS TO ACHIEVING REGISTRATION

To become a registered member or licensee of Engineers Geoscientists Manitoba, you must determine your applicant type and complete the corresponding requirements of the appropriate path.



\*PAYMENT OF DUES OR FEES REQUIRED



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# ACADEMIC QUALIFICATION

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# ACADEMIC QUALIFICATION

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In accordance with the Act and the by-laws, all applicants must be deemed academically qualified as a requirement for registration. An applicant is deemed to be academically qualified, if the applicant:

- has completed a post-secondary program (typically a bachelor's degree) of at least four-years in duration from an accredited or recognized engineering or geoscience program; or
- has completed a confirmatory program; or
- is a professional engineer or geoscientist of any other engineering or geoscientific Association within Canada who has been given the authority by a provincial or territorial government to register professional engineers, professional geoscientists, geophysicists, or geologists; or
- is a professional engineer or geoscientist of any entity that licenses engineers or geoscientists, geophysicists, or geologists in any jurisdiction that has signed a Mobility Agreement with Engineers Geoscientists Manitoba.

Specified Scope of Practice Licensee applicants are required to complete one of the following:

- a university degree or engineering technology diploma in science and technology and obtained acceptable work experience approved by the Association; or,
- have a degree or diploma in science or equivalent in math, physics, basic sciences, with a minimum of four years' experience.

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## 4.1 ACCREDITED OR RECOGNIZED PROGRAM

An accredited engineering program is specified as an undergraduate degree program accredited by Engineers Canada. Students who receive a degree from an accredited engineering program meet the academic requirements needed to become licensed with Canada's engineering regulators, including Engineers Geoscientists Manitoba.

A recognized program is described as a post-secondary program (typically a bachelor's degree) of at least four-years in duration in engineering or geoscience, which meets academic requirements based on assessment and verification by the Association.

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## 4.2 CONFIRMATORY PROGRAM

First-Time Engineering or Geoscience applicants who have not completed a post-secondary program (typically a bachelor's degree) of at least four-years in duration in engineering or geoscience will be assigned the confirmatory program. The confirmatory program is assigned to confirm the level and quality of academic education. The confirmatory program can be completed in one of two ways:

1. Passing the Fundamentals of Engineering exam, offered through National Council of Examiners for Engineering and Surveying (NCEES), or the Fundamentals of Geology exam through the National Association of State Boards of Geology, or

2. Completion of a Master's of Engineering or Master's of Science in engineering or geoscience, or a PhD in engineering or geoscience at the University of Manitoba.

When the confirmatory program is successfully completed the applicant will be declared academically qualified and invited/allowed to be enrolled as an engineering or geoscience intern and invited to start Competency-Based Assessment.

### **4.3 STUDENT ENROLLMENT**

Student means a person who is registered in an accredited engineering or geoscience program at a Manitoba university, who has been enrolled by the Association as a student, and whose name is entered on the Association's register as a student.

An undergraduate engineering student accepted into the Price Faculty of Engineering at the University of Manitoba either in direct entry or second year and have designated a department of study, or an undergraduate geoscience student at either the University of Manitoba or Brandon University, is eligible to enroll as a student with the Association. Graduate students in engineering and geoscience at the University of Manitoba who do not hold an undergraduate degree in engineering or geoscience are eligible to enroll as a student.





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# EXPERIENCE REQUIREMENTS

# 5

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# EXPERIENCE REQUIREMENTS

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The Registration Committee will grant that an applicant meets the requirements for professional practice experience when the applicant:

- has obtained the necessary competencies in the practice of engineering or geoscience, or
- is a professional engineer or geoscientist of any other engineering or geoscientific Association within Canada who has been given the authority by a provincial or territorial government to register professional engineers, professional geoscientists, geophysicists, or geologists; or
- is a professional engineer or geoscientist of any entity that licenses engineers or geoscientists, geophysicists, or geologists in any jurisdiction that has signed a Mobility Agreement with Engineers Geoscientists Manitoba.

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## 5.1 WORK EXPERIENCE

The Association uses the pan-Canadian competency-based assessment (CBA) model, in which specific competencies must be demonstrated. CBA applies to both applicants seeking first-time professional registration or a specified scope of license.

An applicant must demonstrate that they possess the core competencies by providing descriptions of situations from their work experience where they have used each competency. The core competencies allow the Association's assigned Assessors to assess the quality of work experience, by looking not just at what an applicant has done, but by also looking at how and why tasks were completed.

A full description of each competency, including what actions an individual would take to demonstrate that they meet a competency, can be found in the Competency-Based Assessment Guide.







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# APPLICANT TYPES



# APPLICANT TYPES

## 6.1 PATH TO P.ENG. OR P.GEO.

### 6.1.1 APPLICANTS FROM OTHER JURISDICTIONS (CANADIAN MOBILITY)

If an applicant is a registered engineer or geoscientist in another Canadian jurisdiction and wishes to work in Manitoba, they may apply for a certificate of registration. A person can be registered in multiple jurisdictions.

#### QUALIFICATIONS

To qualify for a certificate of registration, an applicant must:

- be a person at least 18 years of age; and,
- have completed the admission application supportive documentation; and,
- have obtained a valid professional engineer (P.Eng.) or professional geoscientist (P.Geo.) registration anywhere in Canada and is in good standing; and,
- have made payment of dues and fees prescribed by the by-laws; and,
- have the ability to communicate effectively in English; and,
- have demonstrated good character, and ethical and professional conduct.

#### TERM OF CERTIFICATE

The professional certificate of registration acquired through Canadian mobility is subject to annual renewal.

### 6.1.2 FIRST-TIME ENGINEERING

A First-Time Engineering applicant means a person who acquires their professional engineering designation by enrolling with the Association as an engineering intern and whose name is entered on the Association's register as an engineering intern.

#### QUALIFICATIONS

To qualify for engineering intern, an applicant must:

- a person at least 18 years of age; and,
- have completed the admission application and supporting documentation, and,
- been deemed academically qualified by completing a post-secondary program (typically bachelor's degree) of at least four years in duration in engineering or a confirmatory program; and,
- have subscribed to and agreed to abide by the code of ethics of the Association; and,
- have the ability to communicate effectively in English; and,

- have made payment of the dues and fees prescribed by the by-laws; and
- have demonstrated good character, and ethical and professional conduct; and,
- have completed the Act, By-laws, and Code of Ethics (ABC) test with 90% or greater.

#### **TERM OF LICENCE**

The engineering intern enrollment is subject to annual renewal.

*Note: As of September 15, 2022, engineering intern applicants starting their experience qualification will go through the Competency-Based Assessment program.*

### **6.1.3 FIRST-TIME GEOSCIENCE**

A First-Time Geoscience applicant means a person who acquires their professional geoscience designation by enrolling with the Association as a geoscience intern and whose name is entered on the Association’s register as a geoscience intern.

#### **QUALIFICATIONS**

To qualify for geoscience intern, an applicant must:

- be a person at least 18 years of age; and,
- have completed the admission application and supporting documentation, and,
- been deemed academically qualified by completing a post-secondary program (typically bachelor’s degree) of at least four years in duration in geoscience or a confirmatory program; and,
- have subscribed to and agreed to abide by the code of ethics of the Association; and,
- have the ability to communicate effectively in English; and,
- have made payment of the dues and fees prescribed by the by-laws; and,
- have demonstrated ethical and professional conduct; and,
- have completed the Act, By-laws, and Code of Ethics (ABC) test with 90% or greater.

#### **TERM OF LICENCE**

The geoscience intern enrollment is subject to annual renewal.

*Note: As of September 15, 2022, geoscience intern applicants starting their experience qualification will go through the Competency-Based Assessment program.*

## **6.1.4 US MOBILITY**

If an applicant is a registered engineer or geoscientist in at least one state in the USA, and currently holds a temporary licence (US), with the Association (see Section 6.3.1), they may apply for a certificate of registration through US Mobility. A person can be registered in multiple jurisdictions.

### **QUALIFICATIONS**

To qualify for US Mobility, an applicant must:

- be a person at least 18 years of age; and,
- have completed the admission application and supportive documentation; and,
- been deemed academically qualified; and,
- have passed the Fundamentals of Engineering (FE) and Professional Engineering (PE) exams in the USA; and,
- be registered as an engineer or geoscientist in good standing in at least one state in the USA; and,
- not be registered in another Canadian province; and,
- have passed the National Professional Practice Exam (NPPE); and,
- have made payment of dues and fees prescribed by the by-laws; and,
- have the ability to communicate effectively in English; and,
- have demonstrated good character, and ethical and professional conduct; and,
- have completed the Act, By-Laws, and Code of Ethics (ABC) test with 90% or greater.

### **TERM OF CERTIFICATE**

The certificate of registration obtained through US Mobility is subject to annual renewal.

## 6.2 PATH TO ENG.L. OR GEO.L.

### 6.2.1 SPECIFIED SCOPE OF PRACTICE LICENSEE

In accordance with the Act, the Specified Scope of Practice Licensee means a person who holds a valid and subsisting specified scope of practice licence and whose name is entered on the Association's register as a specified scope of practice licensee.

#### QUALIFICATIONS

To qualify for a specified scope of practice licence, an applicant must:

- be a person at least 18 years of age; and,
- have completed an admission application and supporting documentation, including a Specified Scope Discipline of Practice Form; and,
- have obtained a specified scope of practice license (limited licence) with another Canadian regulating body and in good standing; or,
- have obtained one of the following:
  - a university degree or engineering technology diploma in science and technology and obtained acceptable work experience approved by the Association; or,
  - have a degree or diploma in science or equivalent in math, physics, basic sciences, with a minimum of four years' experience; and,
- have the ability to communicate effectively in English; and,
- have made payment of the dues and fees prescribed by the by-laws; and,
- have demonstrated good character, and ethical and professional conduct; and,
- have completed the Act, By-laws, and Code of Ethics (ABC) test with 90% or greater.

#### SCOPE OF LICENCE

The scope of licence will be determined by the Registration Committee using the competency-based assessment (CBA) model procedure, which is available in the Competency-Based Assessment Guide.

If the applicant holds a limited license with another Canadian regulatory body, the scope of licence is the defined scope of practice of that limited license.

#### TERM OF LICENCE

The specified scope of practice licence is subject to annual renewal.

*Note: As of September 15, 2022, Specified Scope of Practice Licensee applicants starting their experience qualification will go through Competency-Based Assessment.*

## **6.3 PATH TO TEMPORARY LICENCE**

### **6.3.1 TEMPORARY LICENSEE**

In accordance with the Act, Temporary Licence means the certificate issued under the seal of the Association certifying that a non-resident person has been licensed to temporarily practice professional engineering or professional geoscience within the province.

#### **QUALIFICATIONS**

To qualify for a Temporary Licence, an applicant must:

- be a person at least 18 years of age; and,
- have completed an admission application and supporting documentation; and,
- be a professional engineer or professional geoscientist registered in good standing in at least one state in USA or other jurisdiction; and,
- be in good standing with a state board(s) or other jurisdiction; and,
- have made payment of the dues and fees prescribed by the by-laws; and,
- have the ability to communicate effectively in English; and,
- have demonstrated good character, and ethical and professional conduct; and,
- normally be a non-resident in Manitoba; and,
- have completed the Act, By-laws and Code of Ethics (ABC) test with 90% or greater.

#### **SCOPE OF LICENCE**

The holder of a temporary licence shall not use their seal to verify or validate any work that is not associated with the project described when making application for the licence.

#### **TERM OF LICENCE**

The temporary licence is subject to annual re-application. Note: Full registration is possible if certain criteria are fulfilled. See US Mobility for more information.

#### **APPLICABLE JURISDICTIONS**

The temporary licence is available to professional engineers and professional geoscientist licensed in the USA.

The Registration Committee may consider temporary license applications from professional engineers and professional geoscientists in other jurisdictions at their discretion. The Registration Committee will keep a list of jurisdictions from which applicants will not be considered.



# APPLICATION PROCESS



# APPLICATION PROCESS



## **GATHER DOCUMENTS**

The list of required documents can be found at the Association website in the admission application section called Required Documents.



## **SUBMIT APPLICATION**

The application is assessed on the quality of the admission application and supporting documentation. Therefore, an applicant must submit all requested information, explanations, and materials supporting the application.



## **PASS ACT, BY-LAWS, AND CODE OF ETHICS (ABC) TEST**

All applicants applying for first-time registration are required to pass the Act, By-laws, Code of Ethics (ABC) test.



## **PAY NON-REFUNDABLE APPLICATION FEE**

A non-refundable application fee is payable after passing the Act, By-laws, and Code of Ethics (ABC) test.



## **ASSESSMENT**

The application package goes for assessment. All submitted documents will be reviewed for completeness, minimum academic requirement, eligibility for either the confirmatory program requirement or competency-based assessment.



## **CONFIRMATORY PROGRAM**

First-Time Engineering or Geoscience applicants who have not completed a post-secondary program of at least four-year in duration in engineering or geoscience will be assigned the confirmatory program to confirm the level and quality of academic education.



## **ACADEMIC QUALIFICATION & ENROLLENT AS INTERN**

First-time applicants that meet academic requirements are invited to enroll as an engineering or geoscience intern (EIT/GIT) of the Association.



## **COMPETENCY-BASED ASSESSMENT (CBA)**

For first-time applicants who are not registered in Canada or the US, a competency-based assessment (CBA) is conducted to determine whether applicants have progressed to a professional level of competency in their field during their engineering or geoscience work experience.





### **VERIFICATION**

The Association will verify registration with other Canadian engineering and geoscience associations or US state licensing boards.



### **NATIONAL PROFESSIONAL PRACTICE EXAM (NPPE)**

The National Professional Practice Exam (NPPE) is based on professionalism, law, and ethics. Applicants must pass this exam to be eligible for registration, as applicable.



### **PAY FEE**

All applicable dues or fees must be paid. Fees are subject to change without notice.



### **PROFESSIONAL MEMBER OR LICENSEE DESIGNATION**

When all steps have been completed and annual dues or fees have been paid, the applicant's file is forwarded to the Registration Committee or Registrar for approval. The Registration Committee is the final approving body for intern, first time and licensee applications. The Registrar approves applicants registered from other jurisdictions.





# ADDITIONAL INFORMATION



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# ADDITIONAL INFORMATION

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## 8.1 CERTIFICATE OF AUTHORIZATION

A Certificate of Authorization is a requirement of *The Engineering and Geoscientific Professions Act* for any corporation, partnership, or other legal entity which contracts to, or otherwise engages in the provision of services which constitute the practice of professional engineering or practice of professional geoscience, directly or indirectly.

## 8.2 STANDING

Where a member, holder of a certificate of authorization, temporary licensee, specified scope licensee, or intern has been removed from the register pursuant to subsections 24(2) or 47(1) of the Act, they shall not be in good standing. To become reinstated or make application to become registered, they first must repair their standing.

## 8.3 REINSTATEMENT

Former Association members may be reinstated and resume practice under certain conditions. The *Return to Active Practice Guide* describes the policy, documentation, and considerations related to requests to return to active practice. This Council-approved guide outlines all of the necessary considerations when processing applications from former members.

Details and forms for how to reinstate for the following categories are available on the Association website:

- Resuming Active Practice
- Reinstatement - Intern
- Reinstatement - Professional Member

For more information go to [www.EngGeoMB.ca/Reinstatement.html](http://www.EngGeoMB.ca/Reinstatement.html).

## 8.4 APPEALS

The Registration Committee must give an applicant written notice of a decision and reasons of refusal to issue a certificate of registration, a temporary licence or a specified scope of practice licence, or refuse to enroll an applicant as an engineering or geoscience intern.

The Registrar must give an applicant written notice of a decision and reasons for refusal to issue a certificate of registration who is registered with another regulatory body of professional engineers or geoscientists, or a certificate of authorization.

An applicant may appeal a decisions of the Registration Committee or Registrar by notice in writing within 30 days of receipt of the notice of refusal and specifying reasons for the appeal, to the Registrar, who will forward to the Appeal Committee.

For more information go to [www.EngGeoMB.ca/Appeals.html](http://www.EngGeoMB.ca/Appeals.html).



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