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GUIDELINES TO REGISTRATION FOR MEMBERSHIP

*How to Apply for Registration
as a Professional Geoscientist
in Ontario*

GUIDELINES TO REGISTRATION FOR MEMBERSHIP

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GUIDELINES TO REGISTRATION FOR MEMBERSHIP

OVERVIEW

This guideline document is provided as a summary of information to assist an applicant with completing the Application for Membership and Registration. The applicant is responsible for ensuring that the current version of this guideline document is used.

The provisions and requirements of the Professional Geoscientists Act, 2000 and Registration Regulation (O. Reg. 324/16 amended) under the Act, as administered by the Registrar and the Registration Committee, govern the admission to the practice of professional geoscience in Ontario.

Admission requirements and the fees and dues schedules are subject to change. Further information is available on the APGO website at www.apgo.net.

GENERAL INFORMATION

The Association of Professional Geoscientists of Ontario (APGO, the Association) was established under the Professional Geoscientists Act, 2000 (“the Act”) and is the organization which is responsible for:

- setting standards for admission for membership into the Association and to the practice of professional geoscience; and
- regulating the practice of professional geoscience in Ontario.

An individual must be a registered member of the APGO to:

- practise as a professional geoscientist in Ontario,
- to conduct professional geoscience activities in Ontario, or
- to use the title “professional geoscientist” or the designation “P.Geo.” in Ontario.

Any individual who does any of the above or implies or represents that he or she is a professional geoscientist in Ontario or qualified to conduct professional geoscience in Ontario without being a registered member of the APGO is in contravention of the Act.

Exemptions

Under the Act, exemptions have been provided for a professional engineer who is both competent and qualified to undertake activities that constitute the practice of professional geoscience or for a land surveyor or a land information professional whose practice is confined to managing geographic information. They may practise under the professional recognition of their respective Acts. A prospector is not required to be a member of APGO to conduct activities that are confined to prospecting within the meaning of the Mining Act of Ontario.

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Applications will be processed by the Association in the order of the date on which the application file is completed and the fee, as required, is received. An application is considered complete when the application fee, application form, transcript(s) (and Canadian equivalency evaluation and translation if required), geoscience work experience record, referees forms and any other required information have all been received, checked for completeness by the Association and entered in the Association system.

May an applicant perform geoscience work while their application is being processed?

A Geoscientist in Training applicant may perform geoscience work during their training and during the processing of their application as long as the applicant is under the supervision of an APGO professional member or qualified Professional Engineer. All other applicants may not perform geoscience work while their application is being processed unless the applicant is carrying out work in Ontario under Ontario-BC Mobility Agreement.

Any person performing geoscience work will be in contravention of the Act if they use the title “professional geoscientist” or the designation “P.Geo.” in Ontario, or if an individual implies or represents in Ontario that he or she is a professional geoscientist or qualified to conduct professional geoscience, unless they are a member of APGO. Enforcement of the provisions of the Act is a legal requirement for APGO.

Document Use, Submission, and Retention

❖ *Use*

Information provided by the applicant or otherwise obtained by the Association will be maintained in the Association files and on the database. Information is confidential except for the information that is required to be included in the public register of information about members, as required by the Act, or as may be required by other applicable law. The public may inspect the register at the head office of the Association during normal business hours.

❖ *Submission*

The Application form is to be completed [online](#).

Transcripts must be received by APGO directly from the academic institution, or from World Education Services where required.

The Work Experience Record Form may be submitted by email, fax, or mail.

Referees Forms must be signed and accompanied by a copy of the Work Experience Record reviewed and may be submitted by email, fax, or mail, by the referee.

Any additional supporting documentation may be submitted by email, fax, or mail. Applicants may request the return of additional supporting documentation. The cost of the return of the additional supporting documentation is the responsibility of the applicant.

Application fees are to be submitted by select credit cards utilizing the credit card payment form available at <https://www.apgo.net/registration/additionalinfo>, cheque, bank draft or money order, payable in Canadian funds, to the Association of Professional Geoscientists of Ontario. A dishonoured (NSF) cheque will delay the application and be returned with additional charges to be paid before the application will be processed.

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❖ *Retention*

Documents concerning successful applicants will be retained according to the Records Management Policy available at http://www.apgo.net/files/records_management.pdf.

Costs to Become a Member

1. The application fee is available at <https://www.apgo.net/files/APGO-fees-dues.pdf> or by contacting the Association. The successful applicant will be invoiced separately for the annual dues. A mailed notice of acceptance into membership will be sent to a successful applicant prior to the Certificate of Registration and membership card being issued.
2. Where applicable, technical examination candidates are required to pay the fee, available at <https://www.apgo.net/files/APGO-fees-dues.pdf> for each examination and that fee must be submitted with the application form for each examination.
3. The Professional Practice and Ethics (PPE) examination fee, available at <https://www.apgo.net/files/APGO-fees-dues.pdf> must be submitted with the application form for each examination.
4. To remain a member in good standing and registered to practise in subsequent years, a member will be required to pay annual membership dues, which are subject to change from time to time. An invoice will be issued at least 60 days in advance of the date for payment of annual dues as determined by Council. Payments received after the annual dues due date may be subject to administration fees, suspension of membership and other possible consequences.

Note: *A membership year is from January 1 - December 31. Members accepted after July 1 will have their dues prorated for that year.*

1. *All application and examination fees are non-refundable.*
2. *Many payments may be made online on the Association website. You may also pay by select credit cards utilizing the credit card payment form available at <https://www.apgo.net/registration/additionalinfo>, cheque, bank draft or money order, payable in Canadian funds, to the **Association of Professional Geoscientists of Ontario**. A dishonoured (NSF) cheque will delay the application and be returned with additional charges to be paid before the application will be processed.*

REGISTRATION REQUIREMENTS

To be granted a Certificate of Registration to practice professional geoscience, an applicant must:

- be at least 18 years old;
- be of good character;
- meet the requirements set out in the Registration Regulation (O. Reg. 324/16) with respect to the class of membership for which the applicant is applying.

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Online Links to Required Forms and Additional Information

Note: Forms and information required are dependent on the designation applied for. Read Types of Applications below for further information.

1. Minimum Knowledge Requirements for Registration
<https://www.apgo.net/registration/knowledge>
2. Transcript Request Form for Canadian Academic Documents
https://www.apgo.net/files/APGO_Transcript_Request_Canadian.pdf
3. Transcript Request Form for International Academic Documents
https://www.apgo.net/files/APGO_Transcript_Request_Int.pdf
4. World Education Services (International Transcript Canadian Equivalency Evaluation) for more information - <http://www.wes.org/ca/apgo.asp>
5. Qualifying Work Experience Requirements
<https://www.apgo.net/files/qualifying-work-experience.pdf>
6. Work Experience Record (WER) Form
<https://www.apgo.net/files/WER.doc>
7. Referees Form
https://www.apgo.net/files/Reference%20Form%20R5_06.pdf
8. Fees
<https://www.apgo.net/files/APGO-fees-dues.pdf>
9. Application Process Average Timelines
https://www.apgo.net/files/App_Average_Timelines.pdf
10. Member Classes Information
<https://www.apgo.net/registration/membership-types>
11. P.Ge. Mobility Agreement British Columbia
[Ontario-BC Mobility Agreement](#)
12. P.Ge. Mobility Agreement Quebec
[Quebec-Ontario Inter Association Mobility Agreement](#)
13. Professional Practice and Ethic Exam
<https://www.apgo.net/registration/ppe>

For further information, visit www.apgo.net.

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3. One character reference, utilizing the Referee Form. This reference may, but is not required to, attest to any geoscience work experience the applicant may have. If attesting to the work experience, the referee must be a P.Geol or equivalent. Work experience is to be submitted via the WER, completed as prescribed in the Qualifying Work Experience Requirements Document. Internationally Trained applicants are advised to submit all geoscience work experience completed to the time of application.

Further references will need to be supplied at the time a Change of Designation to Practising Request is made in order to attest to further geoscience work experience gained and to fulfill the Registration Regulation requirements for references.

The applicant may submit any additional supporting documentation the applicant wishes to supply or as requested by the Registrar.

❖ *Practising Application*

Professional Geoscientists Registered in Another Canadian Jurisdiction

An applicant who has been registered or licensed as a professional geoscientist, or a professional geoscience designation equivalent to a professional geoscience designation in Ontario, in another Canadian jurisdiction before applying to APGO is governed by the [Agreement on Internal Trade](#). To apply to the applicant must submit the following:

1. The online application form.
2. A copy of your valid government issued identification.
Acceptable ID includes: Passport, Birth certificate, Drivers license, Canadian Citizenship etc.
3. Have your home association/ordre complete and return the [Confirmation Request Form](#) to the APGO.

Although APGO will not conduct a review of the applicant's qualifications, other aspects, such as good character and discipline history, will be considered. Applicants from other jurisdictions are not required to write the Professional Ethics Exam.

Applicants Applying for a Professional Geoscientist Registration

An applicant who has completed a Canadian four year B.Sc. degree in an area of geoscience, or a similar Canadian degree which meets the prescribed knowledge requirements or who hold equivalent foreign credentials, and completed the required 48 months of geoscience work experience (12 of the 48 months must be Canadian experience or eligible foreign work experience) is eligible to apply for practising membership. To apply to the APGO submit the following:

1. The online application form.
2. A copy of your valid government issued identification.
Acceptable ID includes: Passport, Birth certificate, Drivers license, Canadian Citizenship etc.

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3. Academic transcript(s) must be sent directly from the Canadian institution(s) to the APGO.
Note: International transcript must have a Canadian equivalency evaluation completed, on a course by course basis, by [World Education Services \(WES\)](#), in Canada. The results of the evaluation are to be delivered directly to the APGO by WES. Any transcript ordering costs and any equivalency evaluation costs are the responsibility of the applicant.
4. Work Experience Record Form, completed as described by the Qualifying Work Experience Requirements document.
5. Three references, as required by the Registration Regulation (O.Reg. 324/16), Section 6, utilizing the Referee Forms, with the accompanying Work Experience Records, to be sent directly to the Association by the Referee.
6. The applicant must successfully complete the professional practice and ethics examination.

The applicant may submit any additional supporting documentation the applicant wishes to supply or as requested by the Registrar.

Details on the Professional Practice and Ethics examination will be sent to successful applicants.

Experienced Practitioner Applicants

An applicant without the educational credentials who has 10 years of geoscience work experience (the 10 years experience must be within the 15 years immediately preceding application date) and can demonstrate sufficient knowledge in an area of geoscience that is equivalent to the knowledge requirements, may apply as an experienced member. Experienced Practitioners are to follow steps 1 - 6 as listed above Applicants Applying for a Professional Geoscientist Registration.

It is recommended that the applicants applying as an experienced practitioner, submit additional supporting documentation to support the competency gained in the area of geoscience such as:

- An expanded Work Experience Record (WER) demonstrating knowledge in the knowledge areas identified in the knowledge requirement/competency areas for entrance to the profession;
- A list of, or certificates demonstrating any additional course work, short courses attended/obtained;
- Any reports demonstrating the understanding of geoscience, these reports will be kept confidential and returned upon request;
- Letters of recommendation and/or additional references attesting to your understanding of geoscience knowledge and theory;
- Any additional documentation that you believe would support your application.

Details on the Professional Practice and Ethics examination will be sent to successful applicants.

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❖ *Limited Application*

Applicants Applying for a Limited Professional Geoscientist Registration

Applicants applying for limited membership must have, at a minimum, completed a three-year Canadian B.Sc or foreign credential equivalent. At least 13 years of geoscience work experience obtained under the supervision and direction of one or more eligible Canadian supervisors or eligible foreign supervisors, and at least 12 months of the geoscience work experience must be work experience that was obtained in Canada or eligible foreign work experience. For the purpose of limited membership, an applicant's post secondary education may be considered geoscience work experience. The two most recent years of the geoscience work experience must have been obtained in the last six years and must be in the area of geoscience that is the same as the area in which the applicant will be entitled to carry out activities, as set out in the certificate of registration as a limited member. Any person meeting these requirements may apply for a Limited Registration and must submit the following:

1. The online application form, all Sections.
2. Academic transcript(s) sent directly from the Canadian institution(s) to the APGO. Note: Should any of the transcripts be international transcripts, the international transcript must have a Canadian equivalency evaluation completed, on a course by course basis, by World Education Services (WES), in Canada. The results of the evaluation are to be delivered directly to the APGO by WES. Any transcript ordering costs and any equivalency evaluation costs are the responsibility of the applicant.
3. Work Experience Record Form, completed as described by the Qualifying Work Experience Requirements document. It is recommended that the applicant very clearly demonstrate the geoscience work experience gained.
4. Three references, as required by the Registration Regulation (O.Reg. 324/16), Section 6, signed and utilizing the Referee Forms, with accompanying Work Experience Records, to be sent directly to the Association by the Referee.
5. The applicant must successfully complete the professional practice and ethics examination.

It is recommended that the applicant submit additional supporting documentation to support the competency gained in an area of geoscience such as:

- A list of, or certificates demonstrating, any additional course work, short courses attended/obtained;
- Any reports demonstrating the applicant's understanding of geoscience; to be kept confidential and returned to applicant upon request (at the applicant's cost);
- Letters of recommendation and/or additional references attesting to the applicant's understanding of geoscience knowledge and theory;
- Any other documentation the applicant believes would support the application; and
- Any documentation requested by the Registrar.

The applicant may provide suggested limitations for the consideration of the Registration Committee. Note that limitations will be set by the Registration Committee.

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After reviewing the submitted documentation, the Registration Committee may set an exam or examinations. An applicant must successfully complete examinations set by the Registration Committee.

Details on the Professional Practice and Ethics examination will be sent to successful applicants.

❖ *Temporary Application*

Applicants Applying for a Temporary Professional Geoscientist Registration

Temporary practice is a practice that does not exceed 12 months in duration. Temporary membership will be of one year duration and will be renewable for two additional years for a total of three years during a four-year period. After three years as a temporary member during a four year period a individual would have the option of applying as a new applicant for practicing membership or taking a five year hiatus before applying as a temporary member again.

1. The applicant must be a practising or limited member in good standing of an eligible Canadian organization, or
2. The applicant must be a member in good standing of an eligible foreign organization who has an educational and employment background indicating practical experience in the application of geoscience theory, an understanding of geoscience process and systems and practical experience in the management of geoscience projects, or
3. The applicant has 10 years of geoscience work experience and is nationally or internationally recognized for work experience or other specialized experience in the area of geoscience to which the activities to be carried out under the temporary certificate relate.

Professional Geoscientist applicants **from another Canadian jurisdiction** applying for a Temporary Professional Geoscientist registration in Ontario must submit:

1. The online application form.
2. Submit a completed "Confirmation of registration" or "Letter of good-standing" from home organization in other Canadian jurisdiction.
3. The activity in Ontario to which the temporary certificate relates.
4. The name of the person, firm or corporation by whom the certificate holder is employed or engaged to perform services in Ontario.
5. The duration, up to 12 months, of the certificate being requested. Note, the Registration Committee will make the final determination of the duration of the certificate.

Professional Geoscientist applicants from a **jurisdiction outside of Canada**, applying for a Temporary Professional Geoscientist registration must submit:

1. The online application form.
2. Academic transcript(s) sent directly from the educational institution(s) to the APGO.
3. Note: Should any of the transcripts be international transcripts, the international transcript must have a Canadian equivalency evaluation completed, on a course by course basis, by World Education Services (WES), in Canada. The results of the evaluation are to be delivered directly to the APGO by WES. Any transcript ordering costs and any equivalency evaluation costs are the responsibility of the applicant.

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4. Work Experience Record Form, completed as described by the Qualifying Work Experience Requirements document.
5. Three references, as required by the Registration Regulation (O.Reg. 324/16), Section 6. References are to utilize the Referee Forms, and attach the Work Experience Record if provided, to be sent directly to the Association by the Referee.
6. The activity in Ontario to which the temporary certificate relates.
7. The name of the person, firm or corporation by whom the certificate holder is employed or engaged to perform services in Ontario.
8. The duration, up to 12 months, of the certificate being requested. Note, the Registration Committee will make the final determination of the duration of the certificate.

In lieu of 4., and 5. above, the applicant may submit:

- A. Evidence acceptable to the Registration Committee that the member is a member of a self-regulatory organization of professional geoscientists in another jurisdiction and evidence that the self-regulatory organization has objects similar to those of the Association and that requires qualifications for membership as least equal to the qualifications for a practising member certificate of registration under Registration Regulation O.Reg. 324/16 and provides evidence acceptable to the Registration Committee of qualifications at least equal to the qualifications required for a practising member certificate of registration under this Regulation and of knowledge of all codes, standards and laws relevant to the work undertaken under the certificate.

Or

- B. Evidence acceptable to the Registration Committee of national or international recognition, and evidence of at least 10 years of experience, in the area of practice relevant to the work undertaken under the certificate and of knowledge of all codes, standards and laws relevant to that work to be undertaken.

Internationally Trained Applicants

It is not an APGO requirement to have permanent residency in Canada in order to apply for membership and for a Certificate of Registration to be issued. In order to qualify for membership and registration for professional practice in Ontario internationally trained applicant are required to have 12 months Canadian or eligible foreign work experience, meet the knowledge and work experience criteria, and to be able to supply the required references.

If you do not have the required 12 months of Canadian, or eligible foreign geoscience work experience, or are unable to supply the required references, please read the *Geoscientist in Training Applicants* section of this guide.

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APGO will accept and process an Application for Membership and Registration from an applicant from a foreign country or from an individual who has not yet obtained approval of their immigration application from Citizenship and Immigration Canada.

To apply for membership, Internationally Trained Applicants are required to submit:

1. The application fee.
2. The online application form.
3. Academic transcript(s) sent directly from the Canadian institution(s) to the APGO. International transcripts must have a Canadian equivalency evaluation completed, on a course by course basis, by [World Education Services \(WES\)](#), in Canada. The results of the evaluation are to be delivered directly to the APGO by WES. Any transcript ordering costs and any equivalency evaluation costs are the responsibility of the applicant.
4. Work Experience Record Form, completed as described by the Qualifying Work Experience Requirements document.
5. Three references, as required by the Registration Regulation (O.Reg. 324/16), Section 6, signed and utilizing the Referee Forms, with accompanying Work Experience Records, to be sent directly to the Association by the Referee.

The applicant may submit any additional supporting documentation the applicant wishes to supply or as requested by the Registrar.

An assessment of an application by APGO is made for the purposes of professional registration only.

Successful applicants will receive information on the Professional Practice and Ethics (PPE) exam. The exam is available in English or French.

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❖ *Non-Practising Application*

Non-Practising Applicants

An applicant for a Non-Practising registration must hold a certificate of registration with the APGO as a practising or limited member or similar official recognition with an eligible Canadian organization; in the case of an applicant who is no longer a member the APGO or an eligible Canadian organization, the applicant's membership must not have been suspended, cancelled or revoked as a result of a failure to pay fees or a complaint or disciplinary proceeding.

An applicant for Non-Practising registration must submit:

If applicant is a current APGO certificate holder:

1. The Request for a Change of Designation Fee.
2. A letter requesting the change of designation and the reason for the request.

If the applicant is a former APGO certificate holder:

1. The application fee.
2. The online application form

For all other applications:

1. The application fee.
2. The online application form

APGO's ADMISSION AND REGISTRATION PROCESS

Fulfilling the Knowledge Requirements

It is recommended that applicants submit all transcripts available that the applicant believes will help to provide evidence to the Registration Committee of fulfillment of the documented knowledge requirements.

❖ *Canadian Transcripts*

An applicant whose undergraduate geoscience degree has been awarded by a Canadian university must ensure that an official copy of their academic transcript is sent directly to APGO from the institution from which they received their degree.

An applicant who has a postgraduate degree or degrees must ensure that an official copy of their academic transcript is sent directly to APGO from the institution or institutions from which they received their degree or degrees. Photocopied or uncertified transcripts or copies of transcripts issued to the applicant are not acceptable.

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APGO will accept only official transcripts, diplomas and/or certificates sent directly to APGO from the institution from which they received their degrees, diplomas and/or certificates. If an official transcript is not available from the institution, the applicant must supply his or her original degree document(s) along with two copies of each, one for the application file and the second copy of the document which will be forwarded by APGO to the issuing institution with a request to confirm, in writing, that the document is valid. The original document will be returned to the applicant.

❖ *International Transcripts*

International transcripts are required to be assessed for equivalency by World Education Services (WES) at the applicant's cost. An original transcript from each institution must be sent directly to World Education Services. A Canadian equivalency evaluation on a course by course basis must be requested from World Education Services. Visit <http://www.wes.org/ca/apgo.asp> for more information. If the transcripts are not in English, translation will be required at the applicant's cost.

If any further documents pertaining to education or any other element of the application received by the APGO Registrar are not in English or French, a copy will be forwarded to the applicant with a request to provide an English translation at their cost. This translation must be certified by either a translator who is a member of the Association of Translators and Interpreters of Ontario or by a professional geoscientist, or an equivalent, who has competent knowledge of both the other language and English.

❖ *Exceptions*

When circumstances are such and the applicant states in writing to the Registrar that an official transcript is not available, the applicant may be requested by the Registrar to provide additional specific information.

Academic transcripts are not required for an applicant who is a member in good standing of another Canadian professional geoscience or engineering association/ordre and who is requesting that his/her other association file information be transferred to APGO, unless the documentation available from the other association is found not to be acceptable by the Registrar. The applicant will be notified if further information is required.

❖ *Knowledge Requirements Review Process*

APGO will review the content of transcripts/knowledge credentials of all applicable applicants against the APGO documented minimum knowledge requirements to determine if the minimum requirements for admission to professional practice have been met.

The Minimum Knowledge Requirements for Registration may be viewed at <https://www.apgo.net/registration/knowledge>.

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Following this review, the Registration Committee may assign a confirmatory, basic or specific examination program. Examinations are usually assigned:

- to ascertain whether an applicant's academic preparation is equivalent to that provided by an undergraduate four-year geoscience program in a Canadian university; or
- to remedy identified deficiencies in academic preparation.

An applicant may be assigned one of the following examination programs as a result of the review of transcripts:

□ **Confirmatory Examinations**

An applicant whose academic preparation appears to be similar to that provided by a Canadian university four-year geoscience degree program may be assigned a Confirmatory Examination Program.

A Confirmatory Examination Program is comprised of professional examinations and complementary studies examinations. The aim is to give the applicant an opportunity to confirm that the content of his or her geoscience studies is equivalent to a comparable Canadian university four-year geoscience degree program.

An applicant who has been assigned a Confirmatory Examination Program, but who also has a minimum four years of qualifying geoscience work experience, may have the level of their experiential knowledge in the examination areas assessed by the Registration Committee. This assessment may require the applicant to attend an interview. As a result of its assessment, the Registration Committee may recommend that the applicant's Confirmatory Examination Program be waived.

An applicant who is assigned any Confirmatory Examinations cannot take courses at a university in lieu of the assigned examinations.

□ **Basic Examination Program**

An applicant who holds a credential other than a Canadian university four-year geoscience degree (i.e., an equivalent credential from another institution with four years qualifying work experience or with a credential acceptable to the Registration Committee with ten years of qualifying work experience) may be assigned a Basic Examination Program. This pre-entry program comprises completion of at least four examinations in the Basic Studies area. Further Specific Examinations may also be assigned.

□ **Specific (Individual) Examination Program**

An applicant whose academic qualifications are determined by the Registration Committee to be deficient may expect to be assigned an individualized examination program. This pre-entry program requires an applicant to write specific examinations to address any identified knowledge deficiencies.

□ **Exemptions**

Individuals who have been assigned a Specific Examination Program, but who have at least ten years of qualifying work experience, may, at the discretion of the Registration Committee, have their experiential knowledge in the assigned subject areas assessed by the Registration Committee. An interview is normally required. The Registration Committee may recommend that the applicant be required to write or be exempt from some or all of the assigned examinations. Similarly, an applicant may not be required to write

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some or all of the assigned examinations if he or she has successfully completed postgraduate studies at a Canadian university in the same area as their non-Canadian geoscience degree.

An applicant who wishes to take a course(s) at a university in lieu of the assigned Specific Examination Program must receive prior approval of the acceptability of the course(s) from the Registration Committee.

❑ **Availability of Examinations**

APGO offers confirmatory and technical examinations four times annually. APGO will send an applicant who has been assigned examinations specific information about the examinations, explain when they may be written, specify the time limits for completion of the examination program and provide other guidelines. APGO may close the file of an applicant who does not meet the time limits set out in the APGO governing legislation.

❑ **Reinstatement and Academic Assessment**

In future, academic transcripts would not be required for an applicant for reinstatement of an APGO membership, provided that the application for reinstatement is made within 5 years of the applicant having ceased to be a member of the Association.

❖ *Qualifying Work Experience Requirements*

APGO will assess each applicant on the individual merits presented in the application against each of the five quality-based criteria as outlined in the Registration Regulation (O. Reg. 324/16) Section 16:

- practical experience in the application of geoscience theory;
- practical experience in the understanding of geoscience processes and systems;
- management of geoscience projects;
- proficiency in communication;
- awareness of societal implications of geoscience.

An applicant for registration as a professional geoscientist is required to demonstrate at least 4 years (48 months cumulative) of verifiable and acceptable geoscience work experience. The applicant may be granted up to 12 months credit for pre-graduation experience gained after the second year of university but prior to receiving a B.Sc. degree. Up to 12 months additional credit for work experience is granted for completing a M.Sc. program (with thesis), and a further 12 months credit for completing a Ph.D. program can be granted. Work experience credits are not granted for experience obtained as part of the degree program.

The applicant must confirm that at least 12 months of the work experience have been obtained in Canada or eligible foreign work experience to qualify for admission. This experience must be in addition to that obtained at the pre-graduation stage and/or granted for the postgraduate degree credits. Time related to the research and/or thesis portion of a postgraduate degree may be considered to help meet the requirement for geoscience work experience in a Canadian jurisdiction.

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Geoscience work experience is to be submitted on the Work Experience Record Form (WER) available at <https://www.apgo.net/files/WER.doc>. The experience is to be presented in reverse chronological order.

The referees that you select will be asked to validate the work experience statements.

Geoscientists in Training must be supervised by a member of the Association when practising professional geoscience in Ontario.

For more detailed information about the experience assessment criteria, please see the document entitled “**Qualifying Work Experience Requirements**” available on the APGO website at <https://www.apgo.net/files/qualifying-work-experience.pdf>.

References

❖ *Practicing, Limited and, when appropriate, Temporary Applicants*

Referee requirements are described in Section 6 of the Registration Regulation O.Reg. 324/16.

The applicant must supply the three selected referees with the Referees Form available at https://www.apgo.net/files/Reference%20Form%20R5_06.pdf and a copy of the completed **Work Experience Record (WER) Form**. Referees are to complete and sign the Referees Form and submit the Form along with the WER Form **directly to the Association** by mail, fax, or email. A WER Form must be reviewed by the Referee and will not be accepted if not accompanied by a copy of the completed Reference Form.

Referee Forms are closely reviewed in conjunction with the WER by the Registrar or Registration Committee. Written comments on the Referees Form are encouraged and welcomed.

The applicant must submit the required number of references. Additional references are allowed and are often needed in order to attest to the geoscience work experience gained by the applicant.

❖ *Geoscientist in Training References*

The Geoscientist in Training (GIT) applicant need only submit one reference at the time of applying for the GIT designation.

The referee is attesting to the character of the applicant. If the applicant has completed any geoscience work experience and is reporting that work experience for the GIT application, the referee may attest to that geoscience work experience if the referee is able to do so.

GIT applicants must supply the selected referee with the Referees Form available at https://www.apgo.net/files/Reference%20Form%20R5_06.pdf and, if applicable, a copy of the completed

Work Experience Record (WER) Form. Referees are to complete and sign the Referees Form and submit the Form along with the WER Form, if applicable, directly to the Association by mail, fax, or email.

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Successful Completion of the Professional Practice and Ethics Examination (PPE)

An applicant for practicing or limited registration in Ontario must complete the PPE examination requirement unless exempted from the requirement by the Registration Regulation or Registration Committee. The general examination will cover ethics, professional practice, business law, professional liability and responsibilities to the public. The 3.5 hour Ontario PPE examination is comprised of a 120 multiple-choice questions and essay question. The PPE exam is available in English and French.

The applicant will be required to complete the PPE examination requirement within two years of filing the application for practicing or limited membership and prior to being admitted to membership and registration.

PPE examinations are scheduled multiple times a year. An application to write the PPE examination and the examination fee must be received by the deadline date. The application to write the PPE examination is available [here](#).

A PPE examination notice of acceptance letter will be sent to the applicant. A list of suggested textbooks and other materials that may be obtained to aid in preparation for the PPE examination is available [here](#).

When an application to write the PPE is accepted, the candidate will be advised of the nearest examination location, along with the date and time. If the candidate finds that he/she is unable to attend the scheduled examination sitting and advises the administrator in writing prior to the deadline to apply date, an applicant may be able to reschedule to write the examination on the next available date, at the administrations discretion.

COMPLETING THE APPLICATION FORM FOR MEMBERSHIP AND REGISTRATION

1. Personal Information

Please provide the requested information on your name and address. Your legal name will appear on your Certificate of Registration. Please provide a copy of your birth certificate or equivalent, or passport information page to the Association by mail, fax, or email. APGO can accept a revised name only if you provide documents (i.e., marriage certificate) that confirm that the Registrar General (Ontario) or a similar authority has approved the change of name.

Provide your current residence, business and e-mail addresses and telephone numbers. Indicate which should be used for correspondence.

Please provide requested statistical information, and indicate the area(s) of geoscience practice that you work in. This information will help APGO better serve its members and mandate.

2. Type of Application

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The registration requirements and classes of membership are specified in the Registration Regulation.

Please complete the application quiz to the best of your abilities, which will indicate the membership type you are eligible for.

3. Current Professional Status

Please provide the requested information on your current professional status (if any), either in Ontario or in another self-regulatory professional geoscience organization or other jurisdiction.

4. Post-secondary Education

Please specify:

- the institution(s) attended;
- the city
- the country
- the dates of attendance and graduation;
- type of degree (i.e., undergraduate or bachelor's (B.Sc.) and/or other earned postgraduate (M.Sc., Ph.D.) degrees); and
- the area or discipline of specialization for each.

Send a Request for Transcript form to each institution. Each institution must send an official transcript directly to the Registrar, APGO.

International transcripts are required to be assessed for equivalency by [World Education Services \(WES\)](#). An original transcript from each institution must be sent directly to WES. A Course by Course evaluation must be requested from WES.

If an official transcript is not available, you may discuss the situation with the Registrar. You may be requested by the Registrar to provide additional specific information.

5. Work Experience

Please provide the requested Work Experience Record information in reverse chronological order, starting with the details of your current position, or if currently unemployed, your most recent position.

It is important to complete the Work Experience Record for each position for which experience credit is being requested.

The original Work Experience Record Form is to be completed separately, utilizing the criteria noted in the Qualifying Work Experience Requirements document. The Work Experience Record Form is to be submitted to the Association by mail, fax, or email. A copy of your Work Experience Record Form, along with the Reference Form, must be sent to each Referee whom you have asked to validate the experience statements.

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6. References

You must provide the names and current addresses of at least two people who are familiar with your work and can comment, in confidence, to APGO on your capability and suitability for registration and on your character. The third must be able to attest to your character.

You must first obtain the individual's permission to use them as a Referee and then forward to them a copy of the Reference Form and the related Work Experience Form. Referees must return completed forms with a copy of the Work Experience Record Form reviewed directly to the Registrar, APGO. Reference forms included with the Application Form will be rejected.

A referee is not sponsoring the applicant for membership in APGO. The applicant is solely responsible for the validity of the information provided on the Work Experience Record.

Your referees must be selected in conformity with the rules given in the Registration Regulation, O.Reg. 324/16. Section 6.

The three references must cover a cumulative period of 4 years (or 10 years, if applicable) of your work experience. At least 12 months of work experience must have been acquired in Canada or eligible foreign work experience.

You may have worked for more than one employer. In this case, you may want to provide more than three references to cover the 4-year (or 10-year) period. Please include names and contact information for all your referees and provide each with the Reference Form and a copy of your Work Experience Form.

Work experience will be assessed with respect to the criteria for qualifying work experience given in the Registration Regulation, O.Reg. 324/16. Section 16. For more information about the experience assessment criteria, please see the assessment considerations provided in "Qualifying Work Experience Requirements".

Please provide sufficient detail for each of the criteria, explaining how you have applied geoscience theory; understood geoscience process and systems; managed projects; established your proficiency in communications; confirmed your awareness of the societal implications of your work; and your understanding of the limitations of professional geoscience practice to solve problems through reference to your own practical work experience(s).

7. Equivalent to Experience Credits

Please provide information on postgraduate academic and research work for which equivalent to experience credits are requested.

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8. Character

In addition to the minimum knowledge and experience requirements for admission, the Act and the Regulation require that a person must be of good character to be registered as a professional geoscientist.

Please answer all the questions asked in this section. Additional information may be provided if you wish, in confidence, to the Registrar.

If assessment of your character statement indicates a need for further review you will be given an opportunity to respond in writing to any concern.

9. Knowledge of Professional Practice and Ethics

Please provide information on any previous Professional Practice and Ethics examination or requirement that you would like to have considered by the Registration Committee for equivalency.

The Registrar will verify that completion of the requirement is “on record” with the other association.

10. English Language Fluency

A reasonable level of fluency in spoken and written English is expected. Please provide information by checking the appropriate box in section 10 that describes your level of fluency.

11. Application Fees

The amount of the payment required with your application is confirmed in this section.

Please do not send cash. For mailed or couriered payments a signed credit payment form, cheque, bank draft or money order, payable in Canadian funds, to the **Association of Professional Geoscientists of Ontario** is required.

An application file will not be opened for an applicant until such time as the application fee is received by the Association.

A dishonoured cheque (e.g., for “not sufficient funds or other reasons”) will delay processing of the application. An invoice will be issued to the applicant including bank charges and an APGO administrative charge for processing the disallowed or “NSF” cheque. Payment in full must be received before the application file will be activated.

12. Additional Comments

There is space provided for you to make any additional comments with respect to your application.

In this space, you may indicate your desire to volunteer to assist the Association by being on a committee. Please indicate any committees you wish to be considered for.

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13. Declaration of Applicant

Please make sure that your Application Form has been properly completed, then read your declaration carefully before agreeing to the declaration.

Selecting “I Agree” to the declaration on the online application will submit your Application Form to the Association.

Applicant Checklist

- I have completed the application form and submitted it online or by mail.
- I have paid the application fee online, by using the credit card form, or by cheque or money order.
- I have submitted a copy of one of the following I.D. types: birth certificate, passport, valid Canadian driver’s license, or Certificate of Canadian Citizenship.
- My University/Institution has sent my transcript to the APGO or WES as appropriate.
- My Work Experience Record (WER) has been completed and sent to the Association (GIT Applicants excluded).
- I have provided a Reference Form and a copy of my completed WER to each of my referees.
- I have asked my referees to review the WER, complete and sign the Reference Form and send both documents directly to the Association.
- I will write and pass the Professional Practice and Ethics (PPE) exam within two years of applying for registration as a practising or limited professional geoscientist.
- I have supplied the Association with any supporting documents I believe may support my application; documents such as University/Institution course descriptions, A level certificates (UK only), thesis title/abstract, etc.