

First Time Applicant Information Guide

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

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

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

The online application process:

Engineers Yukon applicants who have received a verification code can now start their application through APEGA's online registration system at <https://members.apega.ca/pub/registration/>.

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

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

2. Academics

What is your educational background?

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

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

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

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

3. Experience
How many years of experience do you have?

0
 1 or 2
 3
 4 or more

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

4. Citizenship
Are you a Canadian Citizen or Permanent Resident of Canada?

Yes No

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

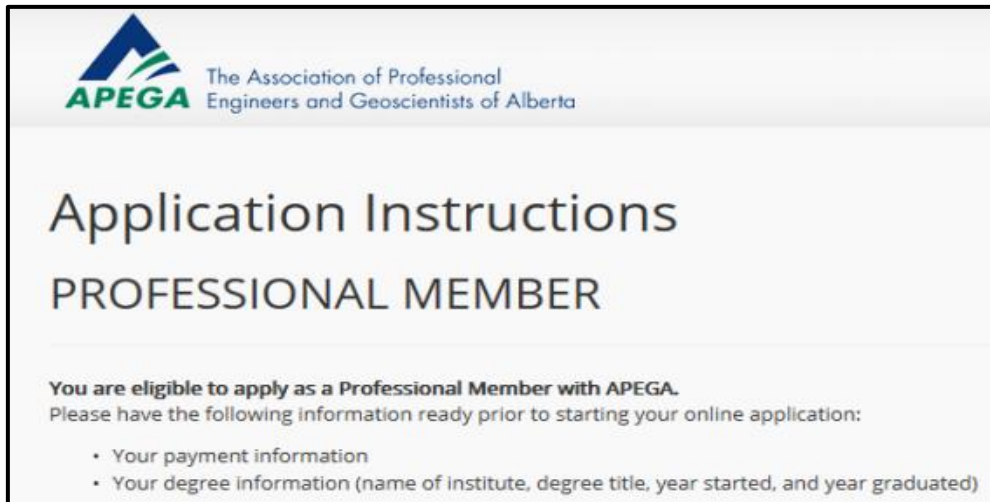
Association of Professional Engineers and Geoscientists of Alberta
Engineers Yukon
Northwest Territories and Nunavut Association of Professional Engineers and Geoscientists

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

Engineers Yukon

Please enter in your verification code for Engineers Yukon

Result: Upon hitting “Submit”, the system will display a window telling the Engineers Yukon applicants what application type they are potentially qualified for.

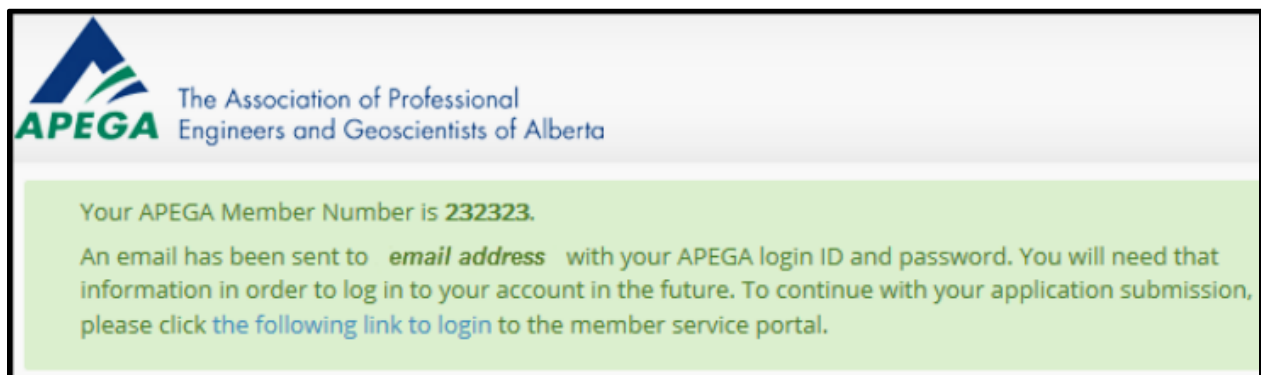


Starting an Online Application

Engineers Yukon applicants will then continue with the application submission process by identifying the following requirements:

- 1- Application Category (Engineering only – as Geoscience is not regulated in Yukon)
- 2- Discipline
- 3- Legal and preferred name
- 4- Email contact information
- 5- Password and security

Once the above have been satisfied, a new page will display the new APEGA ID for that Engineers Yukon applicant with a hyperlink to continue with the application submission process.



Completing an Online Application

Once an APEGA ID has been provided and confirmation email sent, Engineers Yukon applicants are instructed to continue their application submission by logging into APEGA's [Member Self-Service Centre](#). They will need their APEGA ID and password created in the previous step.

APEGA The Association of Professional Engineers and Geoscientists of Alberta

Latest Announcements

- 28** System Maintenance on March 29, 2016 (5:00am to 8:00am MT) [\[Read More\]](#)
- 28** APEGA Email Offline [\[Read More\]](#)
- 21** 2016 Election - Polls Closed [\[Read More\]](#)
- 14** Changes Now in Effect For Processing International Transcripts [\[Read More\]](#)

Access your APEGA account

Member ID

Password

Remember Me?

[Log in](#)

[Register](#) if you don't have an APEGA account.

If you have forgotten your password, please call APEGA at 780-426-3990 or 1-800-661-7020 for assistance

Engineers Yukon applicants will then be required to complete the 12 step online application process **(Note: payment step not required – therefore please disregard any references to payment that may be contained in automated communications you receive from APEGA).**

APPLICATION SUBMISSION

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

APPLICATION INFO

Application Type:
Professional Member

Deadline to submit application:
June 26, 2016 – [90 days remaining]

NEED HELP?

If you need assistance with completing your application, please contact APEGA at **1-800-661-7020** during regular office hours (Mon to Fri, 8:30AM - 4:30PM MST) or at Registration@apega.ca

1. NAMES

Your current Preferred Name is: **Ernest Applicant.**

A * indicates that the field is required.

LEGAL NAME

Prefix	First Name	Middle Name	Last Name	Initials	Suffix
Mr. <input type="text"/>	Ernest <input type="text"/>	Middle Name <input type="text"/>	Applicant <input type="text"/>	E <input type="text"/>	<input type="text"/>

The first and middle name(s) initials eg. M.K.

PREFERRED NAME

If you delete your preferred name, APEGA will use your legal name as your preferred name.

Prefix	First Name	Middle Name	Last Name	Initials	Suffix
Mr. <input type="text"/>	Ernest <input type="text"/>	Middle Name <input type="text"/>	Applicant <input type="text"/>	E <input type="text"/>	<input type="text"/>

The first and middle name(s) initials eg. M.D.

[Add Name](#)

[Save & Back to Main Menu](#)
[Save & Continue to the Next Section](#)

✘ This mark signifies a step of the application that is not complete.

✔ This mark signifies a step of the application that is complete and saved.

Page | 4

For further information and step-by-step details on how to complete the application, please refer to the APEGA [Applicant Guide for Professional Membership or Licensee](#) (starting on page 18). Please disregard any references to geoscience as geoscientists are not regulated in Yukon.

Escalations

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