



A P E G S

*Association of Professional Engineers
& Geoscientists of Saskatchewan*

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Checklist for applicants who wish to write the APEGS Professional Practice Exam in an alternate location or on an alternate date:

STEP ONE: ARE YOU ELIGIBLE TO WRITE?

- ☐ In order to be eligible to write the exam, you must be registered in good standing with APEGS either as an Engineer-In-Training, Geoscientist-In-Training, Temporary Licensee, or an Engineering/Geoscience Licensee applicant who is completing the probation period OR had the probation period backdated and have received a letter from the Registrar informing you that you are eligible to write the exam.
- ☐ You must also be compliant with the CPD Program requirements as of January 1, 2019. (Please note that you do not need to be compliant if you are a Licensee applicant who is completing the probation period). Please see this page for more info:
[https://www.apegs.ca/Portal/Pages/Continuing-Professional-Development\(CPD\)](https://www.apegs.ca/Portal/Pages/Continuing-Professional-Development(CPD))

STEP TWO: EXAM REGISTRATION FORM / LAW AND ETHICS SEMINAR

- ☐ Send in a registration form to write the Professional Practice Exam. APEGS holds two annual writings of the PPE, once in the spring and once in the fall, where you can write in either Saskatoon or Regina, or another city if requested. (If you reside in Saskatchewan, but not in Saskatoon or Regina, you will need to come to one of those two cities to write.) The registration form can either be picked up at the APEGS office in Regina, or downloaded as a pdf from the following webpage under the “related documents” section:
<http://www.apegs.ca/Portal/Pages/Professional-Practice-Exam>. **PLEASE TAKE NOTE OF THE APPLICATION DEADLINES IF YOU WISH TO WRITE THE EXAM DURING THE SPRING OR FALL EXAM CYCLE AND/OR ATTEND THE LAW AND ETHICS SEMINAR.** The registration form can either be submitted in person at our office, e-mailed to professional-practice-exam@apegs.ca, faxed to our office at 306-525-0851, or (if paying by cheque or money order), mailed to our address, which is indicated at the top of this form. Each individual person who wishes to write the exam must submit a separate registration form. If you wish to make alternate arrangements for an exam date or location, please refer to Step Four.
- ☐ ****Note** - About a month before the exam is written in Saskatoon and Regina twice a year on the designated date, APEGS offers a two-day law and ethics seminar, consisting of lectures, group activities, a live drama, etc. in order to help you to prepare to write. The seminar is not mandatory, but it is recommended that you attend. It is always held in Saskatoon for the spring exam cycle, and in Regina for the fall exam cycle. If you do not wish to attend the seminar or cannot attend, please indicate so on your registration form.

STEP THREE: PAYMENT AND STUDY MATERIALS

- ☐ Pay the fees to write the exam by credit card, cheque, or money order (this info can also be found on the exam registration form). Every candidate pays a fee of **\$320.25** (exception: Temporary Licensees who wish to only write the exam and not attend the seminar, or people who are rewriting the exam, pay **\$160.13**). There will be an additional separate charge of **\$262.50** (not indicated on the registration form) if you wish to write the exam in an alternate location or on an alternate date. The only way that you can waive this fee is if you are a Temporary Licensee who wants to only write the exam).
- ☐ **Optional**: We offer two textbooks as study material that can be sent to you from our office. They are not required, but are helpful. The law textbook is **\$130.00**, and the ethics textbook is **\$130.00**.

There is a **\$15.00** shipping fee for the textbooks if you reside in Canada. You will be invoiced at a later date by APEGS' accounting department for shipping costs if you reside outside of Canada. If you wish to order these book(s) from the APEGS office, please indicate so on your exam registration form.

- ☐ There are also additional free downloadable online study materials available on this web page in pdf/MS Word format under the "related documents" section, most of which you will also receive in hard copy format at the law and ethics seminar, if you attend:
<http://www.apegs.ca/Portal/Pages/Professional-Practice-Exam>.

STEP FOUR: LETTER

- ☐ Write a 2-4 paragraph letter to APEGS explaining why you cannot write the exam on the scheduled exam date in either Regina or Saskatoon. Please send this letter to professional-practice-exam@apegs.ca (this request must accompany your exam registration form).

STEP FIVE: SCHEDULING THE EXAM

- ☐ It is your responsibility to find a place and person in your area that is willing to act as a proctor for the exam. The proctor is not required to be an engineer or geoscientist. Typically, alternate arrangement exams are written at the offices of other Canadian provincial engineering/geoscience organizations (see the table below to see if there is one in your area), at the offices of other Canadian Professional Regulators (i.e. Law Society, Agrology Institutes, Chartered Professional Accountants, etc.), NCEES, State Boards, or equivalent, recognized professional regulator in another country. In these cases, you will not need to find a proctor. You can also arrange to write your exam at community colleges, universities, or any other place that offers testing services. If you are not using one of the above options, then the exam must be proctored by a Professional Engineer or Professional Geoscientist, or PE if you are in the USA. We can also arrange for you to take the exam at your place of work. (If you choose to go with the workplace option, the exam must be proctored by a Professional Engineer or Professional Geoscientist.) Write a 2 – 4 paragraph letter to APEGS explaining why you cannot write the exam at the scheduled location and indicate where and when you propose to write the exam - see the last check box below. Please send this letter to professional-practice-exam@apegs.ca
- ☐ The exam must be scheduled for a weekday that is not a statutory holiday, and at a place that is willing to accommodate you for three (3) hours. It is also preferred, though not necessary, that you schedule your exam close to the date of the exam in Regina and Saskatoon (which is always held on a Saturday, so writing on that exact date would not work). **Also note:** Some places that agree to proctor exams may charge a fee in order for you to write there, for which you are responsible for paying.

****Note** - if you live in or are able to travel to a city where there is a provincial engineering/geoscience association, we can hold the exam there. Please inform Alex if this situation applies to you. Here is a list of all of the other provincial associations located across Canada and what cities they have offices in:

PROVINCE	PROVINCIAL ASSOCIATION	CITY WHERE OFFICE LOCATED
Alberta	APEGA (2 offices)	Edmonton or Calgary
British Columbia	APEGBC	Burnaby
Manitoba	EGM	Winnipeg
New Brunswick	APEGNB	Fredericton
Newfoundland and Labrador	PEG-NL	St. John's
Northwest Territories and Nunavut	NAPEG	Yellowknife
Nova Scotia	Eng-NS (Engineers) or Geo-NS (Geos.)	Halifax (Engineers) or Dartmouth (Geos.)
Ontario	PEO (Engineers) or APGO (Geos.)	Toronto
Prince Edward Island	APEPEI	Charlottetown
Quebec	OGQ (Geos.)	Montreal

		OIQ (Engineers) - will only proctor you if you are a member with them.	
	Saskatchewan	APEGS	Regina
	Yukon	APEY	Whitehorse

☐ A time of day must be arranged in order for you to write the exam, which is three (3) hours in length. Most people choose either 9 am – 12 noon or 1 pm – 4 pm, but if a better time frame works for you and the proctor can accommodate you, that will be acceptable.

☐ If you are not writing the exam at a provincial engineering/geoscience association, please send the contact info for your proposed proctor on to Alex. We will need their name, mailing address, e-mail address, and a phone number.