

Office Use Only	
Received	
Registration #	

## PERMIT TO PRACTICE APPLICATION

Any company that engages in the practice of engineering or geoscience in the Northwest Territories or Nunavut (NT/NU) as part of its business must have a Permit to Practice with NAPEG. If a parent company or joint-venture group has a Permit to Practice, any subsidiary of that company that performs engineering or geoscience must also have a Permit to Practice if the subsidiary is a separate entity with a name that is clearly different from the parent company or joint-venture group.

A Member practicing as a sole proprietor who is unincorporated does not need a Permit to Practice because the Member's NAPEG license grants a sole proprietor the right to independently practice engineering or geoscience. An unincorporated sole proprietor is a business for which there is no legal distinction between the individual and the business.

### 1. PERMIT APPLICATION TYPE

**Select one:**      **New (never before held a NAPEG Permit to Practice)**      **Reinstatement (# P \_\_\_\_\_)**

If you are applying for reinstatement, please indicate if the firm possesses the original rubber stamp or requires a new one.      possesses the original rubber stamp      requires a new rubber stamp

### 2. FIRM NAME

Firm's Legal Name	
Firm's Operating Name (if different from Legal Name)	

Please note that certificates and stamps will be issued with both the firm's legal and operating names.

### 3. APPLICATION CATEGORY AND LOCATION

Select the applicable practice category(s):      Engineering      Geoscience      Engineering and Geoscience

Select the applicable practice location(s):      NT      NU      NT and NU

### 4. MAIN CONTACT INFORMATION

Main Contact Name (if different from COO in # 6 below)							
Street/PO Box							
City/Town			Province/Territory/State				
Postal/Zip Code		Phone		Email			
Other permanent offices are located in the following locations (use a separate sheet if required):							
1				5			
2				6			
3				7			
4				8			

## 5. PERMIT RESIDENCY

[Engineering and Geoscience Professions Act](#) states “Where a firm maintains an office in the Northwest Territories or Nunavut, at least one professional representative must be resident in that territory unless Council, in its discretion, dispenses with that requirement.” It is the responsibility of the firm to demonstrate to the satisfaction of Council how the firm monitors the professional conduct of the NT/NU offices.

- Select one:
- the firm has a permanent office located in the NT/NU and **is** represented by a professional member/licensee who is resident of the Territory in which the office is situated
  - the firm has a permanent office located in the NT/NU which **is not** represented by a professional member/licensee who is resident of the Territory in which the office is situated (dispensation request as per the [Policy Statement - Permit Residency](#) attached)
  - the firm does not have a permanent office located in the NT/NU

## 6. CHIEF OPERATING OFFICER OR AUTHORIZED DESIGNATE

The COO does not need to be a NAPEG registrant but **needs to be in a position of authority to enter into this legal agreement on behalf of the firm**. A Permit to Practice from NAPEG is an annually renewed contract between the firm and NAPEG. The COO will be the main contact for the Permit unless otherwise indicated in #4 above.

Name of COO			
Street/PO Box			
City/Town		Province/Territory/State	
Postal/Zip Code		Phone	
E-mail			

## 7. DECLARATION BY CHIEF OPERATING OFFICER OR AUTHORIZED DESIGNATE

I, \_\_\_\_\_ occupy the position of \_\_\_\_\_ in the applicant firm and in that position have authority and undertake to maintain an organization in which the practice of the professions indicated above can be conducted in accordance with requirements described in the [Engineering and Geoscience Professions Act \(NWT\)](#) and [Engineers and Geoscientists Act \(NU\)](#). I further undertake:

- a) To notify the Registrar in writing forthwith if the professional members or licensees of NAPEG who have assumed responsibility for the professional practice cease to be full-time employees, partner or officer of the firm.
- b) To surrender permit stamps and certificates to the Registrar in circumstances where there are no members or licensees of NAPEG assuming responsibility for the professional practice of the applicant.
- c) To report on an annual basis the names of:
  - i. Chief Operating Officer or his designate taking corporate responsibility for the applicant.
  - ii. NAPEG members or licensees assuming responsibility for direction of the professional practice of the firm.

Signature		Date	
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## 8. RESPONSIBLE MEMBER INFORMATION AND DECLARATION

A NAPEG Permit to Practice allows firms to practice engineering and geoscience in the Northwest Territories and/or Nunavut. One of the requirements of a Permit to Practice is having an active NAPEG Professional Member or Licensee, who is in good standing, as the firm's Responsible Member. **If a firm is practicing both engineering and geoscience, the firm must have at least one Responsible Member for each profession.** In addition, NAPEG recommends that a firm have at least one Responsible Member for each field of practice and each geographical region.

### Duties of a Responsible Member:

- provides direction to, and personal supervision of, the engineering and geoscience practices performed on behalf of the firm
- regulates the practices within the firm and is aware of the legal obligations and any legislative changes
- holds a position of authority to ensure any practice occurring on behalf of the firm meets NAPEG's ethical, Professional, and technical standards
- adds the Permit to Practice stamp on [authenticated documents](#)

I, the undersigned, am a professional Member or Licensee of NAPEG and as a full-time employee or member of the firm undertake to provide responsible direction and personal supervision to that portion of the firms' engineering and geoscience practice performed by the organizational unit described below.

I have read the relevant sections of *The Engineering and Geoscience Professions Act* and Engineers and Geoscientists Act (NU) and I agree to conduct the professional practice for which I have assumed responsibility in strict accordance with the requirements of [relevant legislation and regulations](#).

I further agree to notify the Registrar of NAPEG in writing if I cease to accept the responsibility indicated below and provide reasons for relinquishing that responsibility.

Name and Professional Designation	NAPEG #	Office Location	Group, Discipline or Operation	
			Signature	
Example: John A. Smith, P.Eng.	L9999 or "pending"	Yellowknife	Mechanical	
			Signature	J. Smith
			Signature	
			Signature	
			Signature	
			Signature	
			Signature	

If your application for professional registration is pending, please enter "pending" in the NAPEG # area. If more Responsible Members are being listed, please add an additional Page 3 to the application form.

## 9. STAMPS

The firm's Permit to Practice certificate and rubber [Permit to Practice stamp](#) will be shipped to the main contact address after the firm has been approved for registration by NAPEG Council and/or Registrar.

### Optional:

If the firm requires an electronic stamp, NAPEG needs to pre-order it. Please indicate if you would like to order an electronic stamp.

yes, the firm requires an electronic stamp      no, the firm does not require an electronic stamp

Please allow five days after receiving registration approval from NAPEG to receive the electronic stamp.

## 10. APPLICATION CHECKLIST

To have the firms' application processed in a timely manner, the following is included:

Certificate or Incorporation or Certificate of Amendment	Signature of COO
Signature(s) of Responsible Member(s)	Fees
Dispensation request (if applicable, see # 5 above)	

Applications can be emailed to [napeg@napeg.nt.ca](mailto:napeg@napeg.nt.ca) or mailed to NAPEG at:

201, 4817 - 49 Street | Yellowknife, NT | X1A 3S7

## 11. FEES

The application fee, annual dues, rubber and electronic stamp fees (if applicable) must be submitted with your completed application. Application fees are non-refundable. The only circumstance that the annual dues and stamp fees would be refunded is if the firm's application for registration was not approved by Council and/or Registrar.

### Fee Breakdown

Item	New Permit	Permit Reinstatement
Application Fee	100.00	*100.00
Annual Dues	390.00	390.00
Permit Stamp	50.00	**50.00
GST	12.00	12.00
<b>Total</b>	<b>552.00</b>	<b>552.00</b>

### Optional

Electronic Stamp	28.45	28.45
GST	1.50	1.50
<b>Total</b>	<b>\$29.95</b>	<b>\$29.95</b>

- \* The application fee will be waived if the firm's Permit to Practice was cancelled in good standing within the previous two years. If it has been more than two years, the firm must submit the application fee. The fee will not be waived if the firm was struck from the register.
- \*\* If the firm is still in possession of its' original Permit stamp, the firm will not be required to obtain a new one (indicate if a new stamp is required in #1 above).

Please note that annual dues are prorated based on the month your firm's registration is **approved** (see below); therefore, the total amount for fees may be less than shown above. You will be informed of the total amount of fees upon receipt of your Permit application.

January, February and March	100%
April, May and June	75%
July, August and September	50%
October, November, December	25%

After approval of registration, you will be provided with log in instructions to access your firm's NAPEG account through our Member Portal. It is there that you will be able to access the receipt for fees, renew the firm's registration in subsequent years, etc.

## 12. IMPORTANT INFORMATION FOR PERMIT HOLDERS

- Any changes to the firm's Permit must be submitted by the COO, using the [Permit to Practice Update form](#).
- Annual renewal begins in November of each year, for the following year. Renewal notices will be sent to the email address provided in section #4 above. Failure to complete your renewal by March 1 will result in an automatic \$45 late fee. Failure to renew by April 1 may result in being struck from the register.
- If the firm is no longer practicing in the Northwest Territories or Nunavut, and no longer requires a Permit with NAPEG, the COO or main contact must submit the cancellation in writing, declaring that the firm is no longer practicing in the NT/NU. Failing to do so, may result in the firm being struck from the register.
- All stamps remain the property of the Association and shall be returned on termination of registration. If the firm may have further practice in NT/NU in the future, the firm may retain the stamp for the time being.

## FEE PAYMENT FORM

Please note that NAPEG does not retain credit card information after your fees are processed.

This page will be destroyed.

I wish to pay my fees by:  the attached cheque, or  Credit Card

### CREDIT CARD INFORMATION

Type of Card:	<input type="checkbox"/> VISA	<input type="checkbox"/> Master Card	
Credit Card #			
Expiration Date		CVV (3 digits on back of Card)	
Name on Card			
Signature			
Email		Phone	

If paying by cheque, please mail the application documents and cheque to NAPEG at:

201, 4817 - 49 Street | Yellowknife, NT | X1A 3S7