

## APPLICATION FOR PERMIT TO PRACTICE AS A PARTNERSHIP, CORPORATION OR OTHER ENTITY

Legal Name of Organization \_\_\_\_\_

Business License /  
Registration Number \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_

Postal Code \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

**The above named organization hereby applies to ASET for a Permit to Practice.**

Industry of Practice (select one): Consulting  Non-Consulting

List additional Branch Offices, if applicable:

Identify the areas of engineering or geoscience practiced by the organization:

\_\_\_\_ Attach the Professional Practice Management Plan for the organization outlining the overall policy, scope, applicability, and management responsibilities of the permit holder's professional practice management process, including:

1. Management, Organization and Responsibilities
2. Scope of Practice
3. Ethical Standards
4. Professional Resources and Responsibilities
5. Technical Facilities and Resources
6. Quality Control
  - o Professional Business Practices
  - o Technical Work
  - o Project Management
  - o Outsources Professional Work
7. Professional Documents and Records

**DECLARATION BY OWNER, PRESIDENT, CEO OR AUTHORIZED DESIGNATE**

<b>Name</b>	<b>Designation</b> <i>(if applicable)</i>	<b>ASET Number</b> <i>(if applicable)</i>

I am responsible for the application of the organization listed above. I agree to maintain an organization in the practice of engineering or geoscience that meets the requirements of the *Engineering and Geoscience Professions Act*, with specific reference to Part 8, Division 3 of the *Act*, Part 5 of the *Professional Technologists Regulation*, and the ASET Code of Ethics.

I further agree:

- (a) To notify ASET of any changes to corporate management or the responsible member(s) listed under the permit.
- (b) To ensure that the organization has in place and will follow a professional practice management plan that is appropriate to its professional practice.
- (c) To surrender all stamps and certificates to ASET if the permit is cancelled or the organization ceases to perform activities that fall under the practice for which the permit was authorized or there is no longer a Responsible Member in place.
- (d) To hold Commercial General Insurance for the organization for which this permit to practice will be issued.

<b>Signature</b>	<b>Date</b>

Enclosed is my cheque (payable to ASET) for the \$550 application fee

Credit Card Type (select one): VISA  Mastercard  AMEX

Credit Card Number \_\_\_\_\_ Expiry Date \_\_\_\_\_  
Name on Card \_\_\_\_\_

Upon approval of the Permit to Practice, a prorated invoice will be sent for the 2018 annual dues which you can pay online via your Permit Login:

**Username:** ie. **123456** (Your Permit ID#)  
**Password:** ie. **7804245053** (Your Permit phone number)

Note: If there are any changes to the organization's responsible member(s) please notify ASET and/or submit additional Responsible Member Declaration forms as needed.

**RESPONSIBLE MEMBER DECLARATION**

I \_\_\_\_\_  
**Name** **Designation** **ASET Number**  
(if applicable) (if applicable)

am employed by \_\_\_\_\_ as \_\_\_\_\_  
**Organization** **Job Title**

and declare that I am a professional technologist with ASET, and work as a (select one):

- full-time permanent employee
- member of the partnership, corporation, or other entity
- contract employee (please complete the Questionnaire for Contract Professionals)

and as such I am accepting the responsibilities of providing direct personal supervision within my approved scope of practice and following a professional management plan as outlined in Section 27(1)(c) and (d) of the *Professional Technologists Regulation*.

I further agree:

- (a) That I have read the relevant sections of the *Engineering and Geoscience Professions Act* and the *Professional Technologists Regulation* and I agree to practice within the requirements of the Legislation and the ASET Code of Ethics.
- (b) To attend a permit to practice seminar offered by ASET every five years in accordance with Section 27(6) of the *Professional Technologists Regulation*.
- (c) To notify ASET if my role within the organization changes from those stated above or if I cease to be employed by the applicant organization.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

Professional Stamp/Seal

## INFORMATION SHEET FOR PERMIT TO PRACTICE APPLICANTS/HOLDERS

### *Engineering and Geoscience Professions Act*

#### **Part 8, Division 3 Professional Technologists**

##### **Registration of ASET Permit Holders**

**90.4(1)** ASET Council shall approve the registration as an ASET permit holder of a partnership or other association of persons, or of a corporation incorporated or registered under the *Companies Act* or continued, incorporated or registered under the *Business Corporations Act*, that has applied to ASET Council and is eligible under this section and the professional technologist regulations to become registered to engage in the practice of engineering or geoscience as an ASET permit holder within the scope of practice of those professional technologists who are responsible for the practice of the ASET permit holder.

**(2)** A partnership or other association of persons or a corporate that applies to ASET Council is eligible to become registered as an ASET permit holder under subsection (1) if it satisfies ASET Council that it complies with this Act and the professional technologist regulations.

##### **Annual Certificate**

**90.5(1)** A professional technologist or ASET permit holder engaged in the practice of engineering or geoscience shall pay to ASET the annual fee prescribed under ASET bylaws.

**(2)** Subject to this Act, an annual certificate entitles the professional technologist or ASET permit holder to engage in the practice of engineering or geoscience, as the case may be, during the year for which the annual certificate is issued within the scope of practice of the professional technologist or ASET permit holder.

##### **Use of stamps, seals and permit numbers**

**91.5(2)** An ASET permit holder shall affix its permit number on documents or records in accordance with the professional technologist regulations.

##### **Exemption from municipal license**

**91.6** No municipality has the power to require any professional technologist or ASET permit holder to obtain a license from the municipality to engage in the practice of engineering or the practice of geoscience.

## INFORMATION SHEET FOR PERMIT TO PRACTICE APPLICANTS/HOLDERS

### ***Professional Technologists Regulation***

#### **Part 5 Registration of Permit Holders**

##### **Requirements for issue of permit**

**27(1)** ASET Council may issue to a partnership, corporation or other entity a permit to practice engineering or geoscience in its own name within the scope of practice of those professional technologists who are responsible for the practice of the ASET permit holder if

- a) an application is made to the ASET Registrar in the form and containing the information required by ASET Council,
- b) the application is accompanied with the fees prescribed by ASET Council pursuant to the ASET bylaws,
- c) ASET Council is satisfied that the practice will be carried on under the direct personal supervision and responsibility of a full-time permanent employee or member of the partnership, corporation or other entity who is also a professional technologist and who is qualified by education and experience in the field of engineering or geoscience in which the partnership, corporation or other entity intends to engage, and
- d) The professional technologist certifies to the satisfaction of ASET Council that the partnership, corporation or other entity has in place and will follow a professional management plan that is appropriate to the professional technologist's professional practice.

## QUESTIONNAIRE FOR CONTRACT PROFESSIONALS

The *Professional Technologists Regulation* requires that the professional technologists serving as responsible members under an ASET Permit to Practice be full-time permanent employees or members of the applicant organization. However, a professional technologist may serve as a contract employee and responsible member for more than one organization. In this case, the contract professional must directly and personally supervise and control the work he or she is taking responsibility for within each organization.

Contract professionals serving as responsible members must complete the following questionnaire.

Describe the characteristics of the contract between the professional and organization (select all that apply):

- The contract between the organization and the professional is in writing.
- The contract clearly states that the professional is in a position to examine all work being done within his or her approved scope of practice and determine what constitutes the practice of the profession within the organization.
- The contract clearly states that the professional has the authority to establish policies and procedures for work being done within his or her approved scope of practice.
- The contract clearly states that the professional has the authority to audit the records of the work being done within his or her approved scope of practice to ensure that established policies and procedures are being adhered to.
- The contract clearly states that the professional has the authority to thoroughly review the work being done within his or her scope of practice to ensure that he or she is satisfied and can take professional responsibility for the work.
- The contract clearly defines the frequency and method(s) by which the professional is in contact with the firm.

Describe the professional's working relationship with the organization (for example, minimum hours of work per week):

I hereby certify that the above statements are true:

\_\_\_\_\_  
Signature of Responsible Member

\_\_\_\_\_  
Date