

# Stamping Guidelines for Professional Technologists and ASET Permit Holders

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## Overview

In line with Section 89.5 of the *Engineering and Geoscience Professions Act* and Section 34 of the Professional Technologists Regulation (AR 283/2009), professional technologists may engage in the practice of engineering or geoscience within a defined scope of practice. These technologists can thereby take responsibility for plans, drawings, detail drawings, specifications and other documents or reproductions by affixing their personal stamp on these projects.

A stamp issued to a professional technologist must at all times remain under that person's direct control and must be applied by the professional technologist or by a person acting under the professional technologist's immediate and direct control to all final plans, specifications, reports or documents of a professional nature that were:

- a) prepared by the professional technologist or under the professional technologist's supervision and control, or
- b) prepared by another person in circumstances where the professional technologist has thoroughly reviewed them and accepted professional responsibility for them.

Below are guidelines on stamp usage as per Section 34 of the Professional Technologists Regulation (AR 283/2009):

- No person shall permit a stamp to be physically located in a place that would allow its use by a person other than the professional technologist to whom it was issued
- When a stamp is applied, the professional technologist to whom it was issued shall ensure that the stamp is accompanied with that person's signature and the date on which the stamp is applied

- A stamp may be applied to the cover page or final page of reports or documents in a manner that clearly indicates acceptance of professional responsibility for the reports or documents, without being applied to each page
- A professional technologist shall not acquire a stamp from any source other than the ASET Registrar
- A professional technologist shall only use a stamp while they registered pursuant to this Regulation
- Stamps are the property of ASET and a person in possession of a stamp shall surrender it to ASET on demand
- In accordance with industry standards, recreating the stamp is not permitted. However, to create a digital signature/stamp, or to authenticate an electronic document using a digital signature, you may sign up for Notarius by referring to the following link: <https://notarius.com/en/certifio/professionals/aset/>.

In addition, when the practice of engineering or geoscience is carried out by a partnership, corporation or other legal entity, all final plans, specifications, reports or documents of a professional nature must:

- a) be signed by and stamped with the stamp of the professional technologist as noted above, and
- b) show the ASET permit number issued to the partnership, corporation or other entity.

## Personal Stamp of a Professional Technologist (Sole Practitioner)

A personal stamp can stand alone.



## Personal Stamp and ASET Permit to Practice Stamp (Corporation)

A personal stamp and permit to practice stamp must be used together when a professional technologist is working as or for a partnership, corporation, or other legal entity. In practice, some organizations do not use a permit to practice stamp, instead displaying the permit number.



PERMIT TO PRACTICE		<b>ASET</b>
<i>Signature</i>	ORGANIZATION NAME	
SIGNATURE		
DATE		
PERMIT No.		

**Important Note:** The personal stamp of a professional technologist may be accompanied by an APEGA Permit to Practice stamp or APEGA permit number if the work performed is supervised by a responsible member listed under the APEGA permit (where supervision is defined as the delegated organizational authority to direct and control the overall quality of services being provided). If the organization would like the professional technologist to be listed as a responsible member to supervise work performed, an ASET Permit to Practice is also required.

Additionally, the Professional Technologist has signing and stamping authority under the *Engineering and Geoscience Professions Act* of Alberta. Therefore P.Tech.(Eng.) and P.Tech.(Geo.) designation holders are only permitted to take responsibility for work completed in Alberta.

For more information please contact: **Melanie Leaf**, Registrar | [melaniel@aset.ab.ca](mailto:melaniel@aset.ab.ca)

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