



GUIDELINES TO REGISTRATION FOR MEMBERSHIP

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How to Apply for
Registration as a
Professional
Geoscientist in
Ontario

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Overview

This guideline document is provided as a summary of information to assist an applicant with completing the Application for Membership and Registration. The applicant is responsible for ensuring that the current version of this guideline document is used.

The provisions and requirements of the Professional Geoscientists Act, 2000 and Registration Regulation (O. Reg. 324/16) under the Act, as administered by the Registrar and the Registration Committee, govern the admission to the practice of professional geoscience in Ontario.

Admission requirements and the fees and dues schedules are subject to change. Further information is available on the PGO website at www.pgo.ca.

General Information

Professional Geoscientists Ontario (PGO) was established under the Professional Geoscientists Act, 2000 (“the Act”) and is the organisation responsible for:

- setting standards for admission for membership into PGO and to the practice of professional geoscience, and
- regulating the practice of professional geoscience in Ontario.

An individual must be a registered member of the PGO to:

- practise as a professional geoscientist in Ontario,
- conduct professional geoscience activities in Ontario,
- use the title ‘Professional Geoscientist’ or the designation “P.Geo.” in Ontario.

Any individual who does any of the above or implies, or represents, that they are a professional geoscientist in Ontario or qualified to conduct professional geoscience in Ontario without being a registered member of PGO is in contravention of the Act.

Exemptions

Under the Act, exemptions have been provided for a professional engineer, who is both competent and qualified, to undertake activities that constitute the practice of professional geoscience or for a land surveyor or a land information professional whose practice is confined to managing geographic information. They may practise under the professional recognition of

their respective Acts. A prospector is not required to be a member of PGO to conduct activities that are confined to prospecting in Ontario.

Application Processing

Applications will be processed by PGO in the order of the date on which the application is completed and the fee, as required, is received. An application is considered complete when the following have been received, checked for completeness by PGO and entered into the PGO system.

- application fee
- application form
- transcript(s) (and Canadian equivalency evaluation and translation, if required)
- geoscience work experience record
- referee forms; and
- any other required information

May an applicant perform geoscience work while their application is being processed?

Any person performing geoscience work will be in contravention of the Act if they use the title “Professional Geoscientist” or the designation “P.Geo.” in Ontario, or if an individual implies or represents in Ontario that they are a professional geoscientist, or qualified to conduct professional geoscience, unless they are a member of PGO. Enforcement of the provisions of the Act is a legal requirement for PGO.

Document Use, Submission, and Retention

Use:

Information provided by the applicant or otherwise obtained by PGO will be maintained on the PGO database. Information is confidential, except for the information that is required to be included in the public register of information about members, as required by the Act, or as may be required by other applicable law. Members are asked to sign a declaration and consent form at the time of acceptance as a member, allowing their information to be used in the public register. The public may inspect the register online at www.pgo.ca or at PGO’s head office during normal business hours.

Submission:

The application form must be completed [online](#).

- Transcripts must be received by PGO directly from the academic institution, or from [World Education Services](#) (WES) where required.
- The [work experience record](#) (WER) should be uploaded to the online application, or can be emailed to applications@pgo.ca.

- Referees will complete the online form sent to them during the application process, or they can use the [reference form](#), which must be signed and accompanied by a copy of the work experience record, and submit by email to applications@pgo.ca.
- Any additional supporting documentation can be submitted through email.
- Application fees are to be submitted by select credit cards, using the credit card payment form available at ([link](#)), or by cheque, bank draft or money order, payable in Canadian funds, to the **Association of Professional Geoscientists of Ontario**. A dishonoured (NSF) cheque will delay the application and be returned with additional charges to be paid before the application will be processed.

Retention:

Documents concerning successful applicants will be retained according to the Records Management Policy, available at https://www.pgo.ca/files/records_management.pdf.

Costs to become a member

1. The application fee is non-refundable and must be submitted at the time of application. The successful applicant will be invoiced separately for the annual dues. An emailed membership package will be sent to the successful applicant prior to the Certificate of Registration being issued.
2. If an applicant has been asked to take technical exams to complete their knowledge requirements, the applicable fee must be paid for each exam, and submitted at the time of application.
3. The professional practice and ethics (PPE) examination fee, must be submitted with the application to write to the exam.
4. To remain a member in good standing, and registered to practise in subsequent years, a member will be required to pay annual membership dues, which are subject to change from time to time. An invoice will be issued at least 60 days in advance of the date for payment of annual dues, as determined by council.
5. Payments received after the annual due's payment deadline will be subject to suspension of membership. Membership can be reinstated within 60 days from the date of suspension at an additional charge.
6. Please see <https://www.pgo.ca/files/APGO-fees-dues.pdf> for a list of all fees and dues.

Please note:

1. *All application and examination fees are non-refundable.*
2. *Many payments can be made online on the PGO website, or by emailing a credit card payment form. Payments can also be made by cheque, bank draft or money order, payable in Canadian funds, to the **Association of Professional Geoscientists of Ontario**. A dishonoured (NSF) cheque will delay the application and be returned with additional charges to be paid before the application will be processed.*

Registration Requirements

To be granted a Certificate of Registration to practice professional geoscience, an applicant must:

- be at least 18 years old;
- be of good character;
- hold a minimum of a Canadian four-year undergraduate science degree in an area of geoscience (or possess an equivalent or acceptable credential as determined by the Registration Committee), which fulfills the [knowledge requirements](#), as set out by Geoscientists Canada;
- pass any applicable examinations required by the Registration Committee, unless exempted.
- demonstrate at least 48 months of verifiable, acceptable geoscience work experience, of which at least 12 months has been acquired in a Canadian work environment, or equivalent; or
- hold a minimum 3-year undergraduate science degree in an area of geoscience (or possess an equivalent or acceptable credential as determined by the Registration Committee), and at least 10 years of relevant geoscience work experience obtained under the supervision and direction of one or more eligible supervisors.
- demonstrate comparable knowledge and experience to the above through a combination of an alternative, acceptable credential and 10 years of acceptable geoscience work experience.

Online Links to Required Forms and Additional Information

*Note: Forms and information are dependent on the designation applied for. Read **Types of Applications** section below for further information.*

1. Minimum Knowledge Requirements for Registration
<https://www.pgo.ca/registration/knowledge>
2. Transcript Request Form for Canadian Academic Documents
https://www.pgo.ca/files/APGO_Transcript_Request_Canadian.pdf
3. Transcript Request form for International Academic Documents
https://www.pgo.ca/files/APGO_Transcript_Request_Int.pdf
4. World Education Services (International Transcript Canadian Equivalency Evaluation) for more information - <https://www.wes.org/ca/partners/credential-evaluation-requirements-association-of-professional-geoscientists-of-ontario-apgo/>
5. Qualifying Work Experience Requirements
<https://www.pgo.ca/registration/workexp>
6. Work experience record form
<https://www.pgo.ca/files/WER.pdf>
7. Reference form
https://www.pgo.ca/files/Reference%20Form%20R5_06.pdf
8. Fees
<https://www.pgo.ca/files/APGO-fees-dues.pdf>
9. Designation types
<https://www.pgo.ca/registration/membership-types>
10. Professional Practice and Ethics Exam
<https://www.pgo.ca/registration/ppe>

For further information, please visit our website at www.pgo.ca.

Types of Applications

Geoscientist-in-Training

An applicant who has completed a Canadian four-year B.Sc. degree in an area of geoscience, or the equivalent, but has not yet completed the required 48 months of geoscience work experience; or an internationally trained applicant who might need to complete the 12 months of Canadian geoscience work experience, or the equivalent, may apply for a Geoscientist-in-Training (GIT) designation.

A GIT registration is one of the three additional non-professional memberships set out in By-Law No. 5 – Additional Designations. A GIT registration is not required as long as the individual is in training to be a geoscientist or professional or professional geoscientist and is:

- i. Employed or engaged by a member or by a certificate holder, and
- ii. Supervised by either a P.Geo. or P.Eng. when the individual is practising professional geoscience.

Why do you want to register in the GIT Program?

- Registering in the GIT program demonstrates that the applicant is giving serious consideration to becoming registered as a Professional Geoscientist in Ontario.
- Becoming a GIT helps the individual to be well-informed about the relevant work experience they need to have on the path to becoming a registered geoscientist through guidance from PGO staff or from their supervising P.Geo.'s.
- Being a GIT allows the individual to participate in the PGO programs and insurance plans.
- A GIT can sign up to receive the PGO's e-newsletter, along with any other publications, and they are able to attend PGO learning and networking events.

How to apply for registration as a GIT

Applicants must complete the following:

1. Start an application by filling out your personal details in the online application form, and make sure to select **"5. Geoscientist-in-training (GIT)"** as the application type. Please remember to note the application number provided to you and the password that you choose. You can save the application and return at any time to complete it. Please ensure to choose the correct application type at the start of the application form. By using the document checklist provided [here](#) gather the required documents.
2. Scan/photograph your photo ID and make a redacted copy to be uploaded with your application. If not done at the time of application, it can be emailed to applications@pgo.ca with the heading "Photo ID Submission". Please click [here](#) for redacted ID guidelines.
3. Provide official copies of all academic transcripts, which must be sent directly to PGO from the university or universities from which you received the degree(s). Please click [here](#) for the transcript request forms. International transcripts must be evaluated for

Canadian equivalency on a course-by-course basis by World Education Services (WES), in Canada. The results of the evaluation are to be delivered directly to the PGO by WES. Any transcript ordering costs and any equivalency evaluation costs are the responsibility of the applicant.

4. As an applicant for registration as a GIT you do not have to submit a work experience record (WER), but you have the option of submitting one if relevant geoscience work experience has been accumulated. If you chose to submit a WER, please click [here](#) for examples of a WER and for the template. The online application will provide a place for you to upload your WER. Internationally trained applicants are encouraged to submit all geoscience work experience at the time of application.
5. GIT's are required to submit a minimum of one Character Reference. This reference may, but is not required, to attest to any geoscience work experience the applicant may have. Internationally trained applicants should, if possible, supply references to attest to the work experience gained up to the time of application. Referees have the option of utilising the online reference form that will be sent to them automatically upon submission of the application, or they can use the [reference form](#), which must be signed and returned directly to PGO, and be accompanied by the work experience record, if applicable.

The applicant may submit any additional documentation they feel would support their application, or as requested by the Registrar.

Professional Geoscientists Registered in Another Canadian Jurisdiction who Wish to Transfer their membership to Ontario

An applicant who has been registered or licensed as a professional geoscientist, or a professional geoscience designation equivalent to a professional geoscience designation in Ontario, who wishes to transfer their membership from another Canadian Jurisdiction may apply to PGO by submitting the following:

1. Complete the online application form, making sure to select the “**practising member registered elsewhere in Canada**” option when selecting the application type. Please ensure that the jurisdiction that you are transferring from has been entered.
2. Scan/photography your photo ID and make a redacted copy to be uploaded with your application. If not done at the time of application it can be emailed to applications@pgo.ca with the heading “Photo ID Submission”. Please click [here](#) for the redacted photo ID guidelines.

The applicant's home jurisdiction will be contacted for confirmation of registration and good standing. Although PGO will not conduct a review of the applicant's qualifications, other aspects, such as good character and discipline history, will be considered.

First Time Applicants Applying for a Professional Geoscientist Registration

An applicant who has completed a Canadian four-year B.Sc. degree in an area of geoscience, or the equivalent, and who has the required 48 months of geoscience work experience; or an applicant with a credential acceptable to the Registration Committee with the required 48 months of geoscience work experience, must submit the following:

1. Start an application by filling out your personal details in the online application form, and make sure to select “1. **Practising member (P.Geo.)**” as the application type. Please remember to note the application number provided to you and the password that you chose. You can save the application and return at any time to complete it. Please ensure to choose the correct application type at the start of the application form. By using the document checklist provided [here](#), gather the required documents.
2. Scan/photograph your photo ID and make a redacted copy to be uploaded with your application. If not done at the time of application, it can be emailed to applications@pgo.ca with the heading “Photo ID Submission”. Please click [here](#) for redacted ID guidelines.
3. Provide official copies of all academic transcripts, which must be sent directly to PGO from the university or universities from which you received the degree(s). Please click [here](#) for the transcript request forms. International transcripts must be evaluated for Canadian equivalency on a course-by-course basis by World Education Services (WES), in Canada. The results of the evaluation are to be delivered directly to the PGO by WES. Any transcript ordering costs and any equivalency evaluation costs are the responsibility of the applicant.
4. Create a work experience record (WER) illustrating a minimum of 48 months of geoscience work experience, as described by the [Qualifying Work Experience Record Requirement](#) document. Please click [here](#) for examples of work experience records and for the template. The online application form will provide a place for you to upload your WER. Internationally trained applicants are required to have a minimum of 12 months of Canadian geoscience work experience, or equivalent. If you do not have the required 12 months of experience, and are not able to provide the required references, please see the Geoscientist-in-Training application section of this guide.
5. Provide a minimum of three references, as required by the Registration Regulation (O. Reg. 324/16, section 6). The online application form will provide space to input the name and email address for your referees. Of the three referees, at least one must be a practising geoscientist registered with a geoscience regulatory body in Canada. Another must be either a professional geoscientist registered in Canada or a professional engineer (P.Eng.) registered with a Canadian engineering regulatory body, preferably one who is qualified to conduct geoscience. The third reference can be anyone who knows the applicant’s work experience well. There is no limit on submitting extra references. If applicable, please use the [reference form](#) and send it, along with your WER, to your extra referees. When you complete the application, your WER will automatically be forwarded to your referees. It is your responsibility to ensure that your referees have received your WER and reference form. Should there be any issues, please send them the reference form along with a copy of your WER and ask them to email it directly to applications@pgo.ca.

6. The PPE exam: All members must successfully complete the Professional Practice and Ethics (PPE) examination. You can apply to write the exam at the same time that you submit your application, or you can wait for the committee's decision on your application. By regulation, you will have two years from the date of your application to successfully complete the exam. A successful applicant cannot be registered as a P.Geo. until the PPE exam has been passed.
7. Once all information has been entered into the application form and your WER has been uploaded, you can submit your application and pay the application fee. Please note that you also have the opportunity to upload any additional supporting documents that you want to include in your application.
8. The applicant has a duty to monitor the provided email account, including a junk mail folder, for communications from PGO.

First Time Applicants Applying for a Limited Professional Geoscientist Registration

Ontario's legislation under the Professional Geoscientists Act, 200 (the Act), requires registration with PGO of anyone who intends to practice professional geoscience in Ontario, or is already practising geoscience and using the professional geoscience designation (e.g. P.Geo., G.P), or otherwise representing themselves to the public as a professional geoscientist in Ontario.

Professional geoscience is defined as any activity that requires the knowledge, understanding and application of the principles of geoscience and that concerns safeguarding the welfare of the public, including the life, health and property of individuals and of the natural environment.

A limited membership (P.Geo. Limited) may be granted at the discretion of the registration committee. An applicant must have a minimum 3-year bachelor of science degree, and at least 10 years of relevant geoscience work experience obtained under the supervision and direction of one or more eligible supervisors. At least the two most recent years of the geoscience work experience must have been obtained in the last six years and must be in the area of geoscience that is the same as the area to which the applicant will be entitled to carry out activities. Limitations will be based on the applicant's area of practice, and will be discussed with the applicant at the time of the decision. Please refer to the Registration Regulation (O. Reg. 324/16, section 23) for further information.

1. Start an application by filling out your personal details in the online application form, and make sure to select "**4. Limited membership (P.Geo. – limited)**" as the application type. Please remember to note the application number provided to you and the password that you chose. You can save the application and return at any time to complete it. Please ensure to choose the correct application type (Limited Member (P.Geo. Limited)) at the start of the application form. By using the document checklist provided [here](#), gather the required documents.
2. Scan/photograph your photo ID and make a redacted copy to be uploaded with your application. If not done at the time of application, it can be emailed to applications@pgo.ca with the heading "Photo ID Submission". Please click [here](#) for redacted ID guidelines.

3. Provide official copies of all academic transcripts, which must be sent directly to PGO from the university or universities from which you received the degree(s). Please click [here](#) for the transcript request forms. International transcripts must be evaluated for Canadian equivalency on a course-by-course basis by World Education Services (WES), in Canada. The results of the evaluation are to be delivered directly to the PGO by WES. Any transcript ordering costs and any equivalency evaluation costs are the responsibility of the applicant.
4. Create a work experience record (WER) illustrating a minimum of 48 months of geoscience work experience, as described by the [Qualifying Work Experience Record Requirement](#) document. Please click [here](#) for examples of work experience records and for the template. The online application form will provide a place for you to upload your WER.
5. Provide a minimum of three references, as required by the Registration Regulation (O. Reg. 324/16, section 6). The online application form will provide space to input the name and email address for your referees. Of the three referees, at least one must be a practising geoscientist registered with a geoscience regulatory body in Canada. Another must be either a professional geoscientist registered in Canada or a professional engineer (P.Eng.) registered with a Canadian engineering regulatory body, preferably one who is qualified to conduct geoscience. The third reference can be anyone who knows the applicant's work experience well. There is no limit on submitting extra references. If applicable, please use the [reference form](#) and send it, along with your WER, to your extra referees. When you complete the application, your WER will automatically be forwarded to your referees. It is your responsibility to ensure that your referees have received your WER and reference form. Should there be any issues, please send them the reference form along with a copy of your WER and ask them to email it directly to applications@pgo.ca.
6. The PPE exam: All members must successfully complete the Professional Practice and Ethics (PPE) examination. You can apply to write the exam at the same time that you submit your application, or you can wait for the committee's decision on your application. By regulation, you will have two years from the date of your application to successfully complete the exam. A successful applicant cannot be registered as a P.Geol. until the PPE exam has been passed.
7. Once all information has been entered into the application form and your WER has been uploaded, you can submit your application and pay the application fee. Please note that you also have the opportunity to upload any additional supporting documents that you want to include in your application.
8. The applicant has a duty to monitor the provided email account, including a junk mail folder, for communications from PGO.

It is recommended that the applicant submit additional supporting documentation to support the competency gained in an area of geoscience, such as:

- A list demonstrating any additional course work, or short courses attended, or any certificates that have been obtained;
- Any reports demonstrating the applicant's understanding of geoscience, which will be kept confidential;
- Letters of recommendation and/or additional references attesting to the applicant's understanding of geoscience knowledge and theory;
- Any other documentation the applicant believes would support the application, and any other documentation that has been requested by the Registrar.

The applicant may provide suggested limitations for the consideration of the Registration Committee; however, all limitations will be set by the Registration Committee at their discretion. After reviewing the submitted documentation, the Registration Committee may set an exam(s), which an applicant must successfully complete in order to be accepted as a Limited Professional Geoscientist.

Temporary Application (registered in another Canadian Jurisdiction)

An applicant who is a resident of a jurisdiction other than Ontario and a member of a self-regulatory organisation of professional geoscientists in that jurisdiction that has objects similar to those of PGO and that requires qualifications for membership at least equal to the qualifications required for a practising members certificate of registration under this Regulation; or who is nationally or internationally recognised in the area of practise in respect of which the work to be undertaken under the certificate related and have at least 10 years of experience in that area, may apply for Temporary Registration of up to 12 months.

Professional Geoscientist applicants **from another Canadian jurisdiction** applying for a Temporary Professional Geoscientist registration in Ontario must submit the following:

1. Complete an application form, available to download [here](#) and submit the application fees;
2. Send the completed application form, along with the application fee to applications@pgo.ca. The application fee can be paid using the credit card payment form, go to [forms and guidelines](#) and choose the correct credit card payment form for your location. Payment can also be made by cheque, by mailing it along with your application form to the PGO office. The cheque must be made payable to the **Association of Professional Geoscientists of Ontario**.
3. Send the [confirmation request form](#) to your host jurisdiction. They will then complete the form and return it to PGO.

Temporary Application (unregistered)

An individual from outside Canada may qualify for a temporary membership to practise geoscience in Ontario. The applicant should be registered with a professional geoscience organisation outside of Canada, or be internationally recognised in the area of geoscience in which the practise will be undertaken. A temporary practise permit may be granted for a limited duration, not to exceed 12 months.

Professional Geoscientist applicants **who are unregistered** applying for a Temporary Professional Geoscientist registration in Ontario must submit the following:

1. Complete an application form, available to download [here](#) and submit the application fees;
2. Send the completed application form, along with the application fee to applications@pgo.ca. The application fee can be paid using the credit card payment form, go to [forms and guidelines](#) and choose the correct credit card payment form for

your location. Payment can also be made by cheque, by mailing it along with your application form to the PGO office. The cheque must be made payable to the **Association of Professional Geoscientists of Ontario**.

3. Scan/photograph your photo ID and make a redacted copy to be uploaded with your application. If not done at the time of application it can be emailed to applications@pgo.ca with the heading "Photo ID submission". Please click [here](#) for the redacted ID guidelines.
4. Provide an official copy of all academic transcripts, which must be sent directly to PGO from the university or universities from which you received your degree(s). If you have obtained your education from an institution outside of Canada you must have a Canadian equivalency evaluation completed, on a course-by-course basis by [World Education Services](#) (WES), in Canada;
5. Submit a letter confirming that you have knowledge of all codes, standards and laws relevant to the work to be undertaken.
6. Provide a copy of your Work Experience Record_(WER), completed as described by the [Qualifying Work Experience Requirement](#) document, and a minimum of three references from referees who are qualified to attest to your work experience, using the PGO [reference form](#).

Please also submit one of the two sets of additional required documents listed below:

1. Provide documentation, acceptable to the Registration Committee, evidencing membership in a self-regulatory organisation or professional geoscientists association in a jurisdiction outside of Canada, whose objectives are similar to those of PGO, and who require qualifications for membership that are equivalent to those required by PGO for practising membership.
2. Documentation, acceptable to the Registration Committee, evidencing national or international recognition, and at least 10 years of experience, in the area of practise relevant to the work to be undertaken in Ontario.

Non-practising application

An applicant for a change of designation to a non-practising registration must hold a certificate of registration with PGO as a practising or limited member. An applicant for non-practising membership, who is registered in another Canadian jurisdiction, must hold a practising, limited, or non-practising membership in their host jurisdiction.

If you are currently a practising member in Ontario and are no longer practising geoscience, but wish to maintain your status, you can change your designation to non-practising (P.Ge. (non-practising)). To change your designation, you must complete the following:

1. Complete an application form and pay the application fee. [Click here](#) for the application form.
2. Await confirmation and a new invoice from PGO, and pay the non-practising annual dues.

If you are applying for non-practising membership and are registered in another Canadian jurisdiction, please follow the instructions for Professional Geoscientists registered in another Canadian jurisdiction who wish to transfer their membership to Ontario.

Change of Designation from GIT to Full Practising Member

An applicant for a change of designation to a full practising membership must hold a current Geoscientist-in-Training (GIT) membership with PGO. If you are a GIT who is close to, or has, reached 48 months of geoscience work experience, please complete the following:

1. Complete an application form and pay the application fee. [Click here](#) for the application form.
2. Create a work experience record (WER) illustrating a minimum of 48 months of geoscience work experience, as described by the [Qualifying Work Experience Record Requirement Document](#). Please click [here](#) for examples of WER and for the template.
3. Provide a minimum of three references. The online application form will provide space to input the name and email address for your referees. Of the three referees, at least one must be a practising geoscientist registered with a geoscience regulatory body in Canada. Another must be either a professional geoscientist registered in Canada or a professional engineer (P.Eng.) registered with a Canadian engineering regulatory body, preferably one who is qualified to conduct geoscience. The third reference can be anyone who knows the applicant work experience well. There is no limit on submitting extra references. If applicable, please use the [reference form](#) and send it, along with your WER, to your extra referees.
4. It is your responsibility to ensure that your referees receive your WER and reference form from you. Please send them the reference form along with a copy of your WER and ask them to email it directly to applications@pgo.ca.
5. The PPE exam: All members must successfully complete the Professional Practice and Ethics (PPE) examination. You can apply to write the exam at the same time that you submit your application, or you can wait for the committee's decision on your application. By regulation, you will have two years from the date of your application to successfully complete the exam. A successful applicant cannot be registered as a P.Geo. until the PPE exam has been passed.

PGO's Admission and Registration Process – Fulfilling the Knowledge Requirements

It is recommended that applicants submit all available transcripts to provide evidence to the Registration Committee of the fulfillment of the [knowledge requirements](#), as defined by Geoscientists Canada.

Canadian Transcripts

An applicant whose undergraduate geoscience degree has been awarded by a Canadian University must ensure that an official copy of their academic transcript is sent directly to PGO from the university which they received their degree.

An applicant who has a postgraduate degree or degrees must ensure that an official copy of their academic transcript is sent directly to PGO from the university which they received their degree or degrees. Photocopied or uncertified transcripts or copies of transcripts issued to the applicant are not acceptable.

PGO will only accept official transcripts, diplomas and/or certificated sent directly to PGO from the university from which they were awarded. If an official transcript is not available from the university, the applicant must supply their original degree document(s) along with two copies of each, one for the application file, and one to be sent by PGO to the issuing university for confirmation, in writing, that the document is valid. The original document will be returned to the applicant.

International Transcripts

International transcripts are required to be assessed for Canadian equivalency by World Education Services (WES) at an extra cost to the applicant. An original transcript from each university must be sent directly to World Education Services. Please visit <http://www.wes.org/ca/apgo.asp> for further information. If the transcripts are not in English, a translation will be required at an extra cost to the applicant.

If further documents pertaining to education, or any other element of the application, received by the PGO registrar are not in English, or French, the applicant will be asked to provide an English translation at their expense. The translation must be certified by either a translator, who is a member of the Association of Translators and Interpreters of Ontario, or by a professional geoscientist, or equivalent, who has competent knowledge of the other language and English.

Exceptions

If transcripts are not available to the applicant under certain circumstances, the applicant can state, in writing, to the Registrar that an official transcript is not available. The Registrar may then request additional information from the applicant.

Academic transcripts are not required for an applicant who is a member in good standing of another Canadian professional geoscience or engineering association/ordre and who is requesting that their other association file information be transferred to PGO, unless the documentation from the other association is found not to be acceptable by the Registrar. The applicant will be notified if further information is required.

The Knowledge Requirements Review Process

PGO will review the content of the credentials of all applicable applicants against the PGO documented minimum knowledge requirements to determine if the minimum requirements for admission to professional practice have been met. More information about the minimum knowledge requirements can be found at <https://www.pgo.ca/registration/knowledge>, along with a knowledge requirement self-assessment sheet that applicant's can download and complete for their own information purposes.

Following the review by PGO, the Registration Committee may assign technical examinations or courses to be completed prior to registration, if the applicant is deemed deficient in knowledge. PGO offers technical examinations four times every year. PGO may give applicants a time limit to complete the examinations. If the knowledge requirements are not fulfilled within the allotted time, the applicant's file may be closed.

If a file is closed by PGO and an applicant, or a member, wishes to be re-instated within 5 years of the date of closure, new academic transcripts will not be required. The exception being if further courses have been completed since the closure of the file in order to fulfill missing knowledge requirements.

Qualifying Work Experience Requirements

PGO will assess each applicant on the individual merits presented in the application against each of the five quality-based criteria as outlined in the Registration Regulation (O. Reg. 378/01 (the “Registration Regulation”), s. 9.3 (1)):

1. Practical experience in the application of geoscience theory;
2. Practical experience in the understanding of geoscience processes and systems;
3. Management of geoscience projects;
4. Proficiency in communication;
5. Awareness of societal implications of geoscience.

An applicant for registration as a professional geoscientist is required to demonstrate at least 4 years (48 months cumulative) of verifiable and acceptable geoscience work experience. The applicant may be granted up to 12 months credit for pre-graduation experience gained after the first year of university, but prior to receiving a B.Sc. degree, up to 12 months additional credit for work experience gained during an M.Sc. program (with thesis), and a further 12 months credit for work experience gained during a Ph.D. program. Postgraduate research related experience credits will not be granted for course work or will exceed the actual time spent to complete the degree requirements.

The applicant must confirm that at least 12 months of the geoscience work experience has been obtained in Canada, or in a Canadian work environment, or an equivalent that is satisfactory to the Registration Committee to qualify for admission. This experience must be in addition to that obtained at the pre-graduation stage and/or granted for the postgraduate degree credits. Time related to the research and/or thesis portion of a postgraduate degree may be considered to help meet the requirement for geoscience work experience in a Canadian jurisdiction if the work has been conducted under the supervision of a professional geoscientist.

Geoscience work experience is to be submitted using the Work Experience Record form (Word document), which can be found at <https://www.pgo.ca/registration/workexp>, along with further information on creating a work experience record. Work experience is to be documented in a reverse chronological order.

An applicant’s selected referee’s will be asked to verify and validate the statements made in the work experience record.

References

Practising and Limited Applicant

Referee requirements are described in Section 6 of the Registration Regulation O. Reg. 324/16.

The applicant must supply the three selected referees with the reference form, available at <https://www.pgo.ca/registration/reference>, and their work experience record. If applying for the first time using the online application form, referees will automatically receive the applicant's work experience record and a link to complete the reference form online. If applying for a change of designation to become a full practising member of PGO, applicants will have to send their work experience record and the reference form to their referees.

Reference forms are closely reviewed, in conjunction with the work experience record, by the Registrar and the Registration Committee. Written comments by the Referees are encouraged and welcomed. The applicant must submit the required minimum of three references, however, additional references are allowed and encouraged where needed in order to attest to the geoscience work experience gained by the applicant.

Geoscientists-in-Training

An applicant for the Geoscientist-in-Training (GIT) designation is only required to submit one reference at the time of the application. The referee is asked to attest to the character of the applicant. If the applicant has completed any geoscience work experience and is reporting that work experience in their application, the referee should be someone who can attest to that geoscience work experience. If applying for the first time using the online application form, referees will automatically receive the applicant's work experience record, if applicable, and a link to complete the reference form online.

Successful Completion of the Professional Practice and Ethics (PPE) Examination

An applicant for practising or limited registration in Ontario must complete the PPE examination requirement unless exempted from the requirement by the Registration Regulation or the Registration Committee. The general examination will cover ethics, professional practise, business law, professional liability and responsibilities to the public. The 3 ½ hour Ontario PPE examination will be composed of 120 multiple choice questions (2 ½ hours) and will also include an essay style question that is designed to test the applicant's ability to communicate effectively (1 hour).

The applicant will be required to complete the PPE examination requirement within two years of filing the application for practising or limited registration, and prior to being admitted to membership and registration.

PPE examinations are normally scheduled four times a year, in January, April, July and November. The Professional Practice and Ethics exam is computer-based, and is run through the Association of Professional Engineers and Geoscientists of Alberta (APEGA). APEGA have secured the services of [Yardstick](#) to administer the online PPE exam in secure testing locations across Canada. Yardstick maintains a large test centre network with hundreds of locations across Canada, giving the added benefits of more time slots to choose from and faster processing times. An application to write the PPE exam and the exam fee must be received by APEGA at least 60 days before the candidate's preferred examination date. Yardstick will be booking applicants based on their preferred location, date, and time. All candidates will receive an email from Yardstick confirming their booking which outlines the date, time, and location that they will be taking the exam. This is the booking confirmation email. For the application to write the PPE exam and information on the materials needed to prepare for the exam, please go to <https://www.pgo.ca/registration/ppe>.

If a candidate finds that they are unable to attend the scheduled examination sitting, they must notify PGO and APEGA in writing, prior to the deadline to apply date, and a new examination date will be rescheduled.

Completing the Application Form for Membership and Registration

The PGO online application form contains 11 sections, with two additional sections at the beginning to get you started. The first page of the online application gives the applicant the option of starting an application, or logging in to complete an existing application. To continue an existing application, please input your application number and password (these are emailed to you when you start a new application), and sign in. Please note that once you have submitted a completed application you can no longer access it. To make any changes to a submitted application, or to add any information, please email applications@pgo.ca.

In accordance with PGO Records Management Policy, all records of paid applications will be retained for a minimum of 7 years of inactivity. All records of incomplete applications will be destroyed after three (3) years of inactivity.

All types of application start by filling in a form asking for your name, email address and for you to set a password. Once this stage is complete, the permission box has been checked and the submit button has been clicked on, you will be taken to a consent page. Please read and agree to this page before moving on to the next section. This is where your application will begin by choosing the type of membership you are applying for. The options are as follows:

1. Practising Member (P.Geo.)
2. Practising Member registered elsewhere in Canada
3. Temporary/Incidental
4. Limited Membership (P.Geo. Limited)
5. Geoscientist-in-Training (GIT)

If you are not sure what type of application you need to apply for, use the link to the quiz when you reach the Membership Type section of the online application. Complete the quiz, or contact PGO at applications@pgo.ca. Once you have selected the application type, you will be guided through the application, which is divided into 11 sections as follows (you can save your application and return to it at any time):

1. Names – this section requires you to provide your legal name(s), the name that appears on any legal documentation. There is also a place to provide a preferred name if this is different from your legal name.
2. Additional Info – this section requires you to state gender, date of birth, country of birth, citizenship, and asks if you have held a student membership with PGO. Please note that you do not have to be a Canadian citizen to apply or hold a membership with PGO.
3. Addresses – This section requires a home address and a business address, and will ask you to provide a preferred address where any correspondence from PGO will be sent. It is important to make sure this information is accurate and kept up to date. If you move or change companies during the application process, please make sure to inform PGO and have your information updated. If you don't have a business address, just use your home address. You can select not to have your business address published on the Public Register if your business address is also your home address.
4. Contact Info – You will be asked to provide an email address and phone number, and to provide your preferred method of contact. Please note that in an effort to be less

wasteful, PGO is trying to reduce the amount of paper used and will communicate with applicants and members primarily by email, unless otherwise specified.

5. Education – Please provide details of all post-secondary institutions you have attended, including the name of the institution, the country, type of degree, and the area of specialisation. You can add as many as you like by using the “Add Institution” button. When entering this information, you will be asked to provide the date that you requested a transcript to be sent from your institution to PGO, or the date that you applied for a course-by-course evaluation to be completed by World Education Services if applicable. If applying for a transfer of membership from another Canadian jurisdiction, you will be asked to enter the details of all post-secondary institutions that you have attended, but you will not be asked to provide transcripts, this information is for our reference only.
6. Work Experience – please complete with your current employer only. If you are not currently employed, you can leave this section blank.
7. References:
 - a. For practising and limited applications – the applicant must provide the names and email addresses of at least three people who are familiar with your work and can comment, in confidence, to PGO on your capability and suitability for registration, and on your character.
 - i. You must first obtain the individual’s permission to use them as a Referee before entering their information into the application.
 - ii. Once you submit the application, your referee’s will receive a link to the online reference form and your work experience record.
 - iii. If you wish to provide more than three references, please send your additional referee’s a copy of the reference form and your work experience record.
 - iv. A referee is not sponsoring the applicant for membership in PGO. The applicant is solely responsible for the validity of the information provided on the work experience record.
 - v. Your referees must be selected in conformity with the rules given in the Registration Regulation, O. Reg. 324/16, s.6.
 - vi. The three references must cover a cumulative period of 4 years (or 10 years for a limited membership) of your work experience.
 - vii. At least 12 months of work experience must have been acquired in Canada, in a Canadian work environment, or the equivalent, and that is accepted as qualifying geoscience work experience by the Registration Committee.
 - viii. You may have worked for more than one employer; in which case you may want to provide more than three references to cover the 4-year (or 10-year) period.
 - b. For applicants registered elsewhere in Canada – the applicant must ask their host jurisdiction for a confirmation of registration. This section of the application form will ask you to provide the date that you requested your confirmation of registration.
 - c. For GIT applications – the applicant must provide one Character Reference. If you are submitting a WER, your referee should be able to attest to any geoscience work experience you may have completed, it is encouraged that the referee was your supervisor.
8. Declaration – the applicant will be asked to complete a declaration form towards the end of the application. In addition to the minimum knowledge and experience requirements

for admission, the Act and the Regulation require that a person must be of good character to be registered as a professional geoscientist. Geoscientists Canada has defined “character” as the combination of qualities that distinguish one individual from another. Good character connotes moral and ethical strength, and includes integrity, candor, honesty and trustworthiness. Character is what a person is, while reputation is what others believe that person to be. You must be of good character and reputation to be a member of the Professional Geoscientists Ontario. Please answer all questions in this section, any additional information may be provided in confidence to the Registrar.

9. Exam – to become a registered professional geoscientist, all applicants for practising, or limited, membership must complete the Professional Practice and Ethics (PPE) examination. This section asks the applicant to state if they have already passed the exam in another jurisdiction, or state that they will pass the exam to fulfil the registration requirement.
10. Comments – this section allows you to enter any additional comments or notes related to your application. There is also space to upload any supporting documents that you wish to add to your application.
11. Review – this section will show you a list of all the sections in the application, and show which sections have been completed and those that are incomplete. You can also go back into each section and review the information. Once you click the next button, you will be asked to submit your application and pay the application fee.

Application fees are paid by credit card at the end of the application process. If you wish to pay by cheque or money order, these can be mailed to the PGO offices, and must be made payable (in Canadian funds) to the **Association of Professional Geoscientists of Ontario**. Payment must be received before the application is reviewed by the PGO staff. Please see <https://www.pgo.ca/files/APGO-fees-dues.pdf> for a list of all current application fees.

Applicants have the ability to download a document checklist specific to their application:

1. [Practising member document checklist](#)
2. [Limited member document checklist](#)
3. [GIT document checklist](#)
4. [Transfer of membership document checklist](#)
5. [Change of designation document checklist, GIT-P.Geo.](#)
6. [Change of designation document checklist, P.Geo.-P.Geo. \(non-practising\)](#)
7. [Temporary Practise \(registered in another Canadian Jurisdiction\) document checklist](#)
8. [Temporary Practise \(unregistered\) document checklist](#)

Processing timelines

Processing timelines will vary depending on the type of membership an applicant has applied for. Applicants using the transfer of membership from another Canadian jurisdiction application type typically receive their membership within 10 business days of PGO receiving all the necessary documents. The following processing procedure is the same for all other application types.

Submission of Application

PGO will not begin the review process until all documents have been received and the application fee has been paid.

This part of the process is controlled by the applicant. The application may be closed if an applicant does not provide the required documents within 2 years after the date of submission and fee payment.

Review of Documents

Once an application is complete, the Assistant Registrar will review all documents to check for any missing information or errors in the application, for example, making sure that all reference forms are signed and the WER is in the correct format. Once this has been completed, the application will be put forward for review by the Registrar, who may refer the application to the registration committee.

Registration committee meetings are held every one to two months depending on the availability of the committee members.

Registration Committee Review

This part of the process usually takes place within two months of referral by the Registrar. The Registration Committee will meet and review numerous applications over the course of one day and will make decisions about each applicant based on the documents provided.

Decision Letters

Letters are prepared and sent within two weeks from the date of the committee meeting. The days following the registration committee meeting are used for processing the decisions made by the committee. Letters are written and applicants are contacted through email. **Please note that it is important to update any changes of address so that letters are sent to the correct location.**