



GUIDELINES TO REGISTRATION

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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 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 registration with PGO and to the practice of professional geoscience, and
- regulating the practice of professional geoscience in Ontario.

An individual must be a registrant 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 registrant 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 registrant 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)
- competency based assessment (if required)
- referee forms (if applicable); and
- any other required information, as requested by the registration team. Please note that this could delay the processing of your application, and PGO staff would appreciate your timely response.

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.Ge.” 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 registrant of PGO, as defined by the [Professional Geoscientists Act, 2000](#). 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 registrants, as required by the Act, or as may be required by other applicable law. Registrants are asked to sign a declaration and consent form at the time of acceptance as a registrant, allowing their information to be used in the public register. The public may inspect the register online at www.pgo.ca

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 [competency-based assessment](#) (CBA) is completed via the competency assessment platform.
- For Geoscientist-In-Training applicants, referees will complete the online form sent to them during the application process, or they can use the [reference form](#) and submit by email to applications@pgo.ca.
- For Professional Geoscientist applicants, validators (referees) will validate the applicant's work experience competencies using the Competency-Based Assessment system.
- Any additional supporting documentation can be submitted through email to applications@pgo.ca or via the Competency-Based Assessment system, if applicable.
- Application fees are to be submitted online when submitting the application by select credit cards, or by using the credit card payment form available at <https://www.pgo.ca/registration/additionalinfo>, or by cheque, bank draft or money order, payable in Canadian funds, to the **Association of Professional Geoscientists of Ontario**. E-transfers can also be sent to fees@pgo.ca and by putting your name and application number or registrant number in the message box. 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 registrant

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 acceptance 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, directly to APEGA.
3. The professional practice and ethics (PPE) examination fee, must be submitted with the application to write to the exam, and sent directly to APEGA.
4. To remain a registrant in good standing, and registered to practise in subsequent years, a registrant will be required to pay annual registration 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 registration. Registration 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. Payment can also be made by e-transfer to fees@pgo.ca and by putting your application number and name into the message box.*

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 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, that has been validated by appropriate references; **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 (see information for the [limited registration](#)); **or**
- demonstrate comparable knowledge and experience to the above through a combination of an alternative, acceptable credential, and 10 years of acceptable geoscience work experience **and** demonstrates that the applicant has knowledge in an area of geoscience that is equivalent to knowledge obtained through credentials **and** meets the prescribed knowledge requirements.

Types of Applications

Additional information for each of the following types of applications is provided in the following sections:

1. First Time Applicants Applying for a Professional Geoscientist Registration
2. Professional Geoscientists Registered in Another Canadian Jurisdiction who wish to transfer their registration to Ontario
3. Temporary Application
 - a) Registered in another Canadian Jurisdiction
 - b) Unregistered
4. First Time Applicants Applying for a Limited Professional Geoscientist Registration
5. Geoscientist-in-Training
6. Change of Designation to Non-practising
7. Change of Designation from GIT to Full Practising Registrant

1. First Time Applicants Applying for a Professional Geoscientist Registration

An applicant who has completed a 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 **“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](#), you can 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](#) to go to the forms and guidelines page where the transcript request forms can be found. 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 an account using the [competency-based assessment online system](#) (CBA). Provide work experience competencies in each of the four categories illustrating a minimum of 48 months of geoscience work experience, as described by the [Competency Assessment Guide](#). Provide a minimum of four validators, as required by the Registration Regulation (O. Reg. 324/16, section 6). The competency-based assessment system will provide space to input the name and email address for your

validators. Of the four validators, 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 and fourth validators can be anyone who knows the applicant's work experience well. There is no limit on submitting extra validators. If applicable, please input additional validators on the competency-based assessment. When you complete the competency-based assessment, your work experience competencies (WEC's) will be forwarded to your validators. It is your responsibility to ensure that your validators have received notification to review your WEC's. Should there be any issues, please contact PGO at applications@pgo.ca to [resend the notification](#).

5. The PPE exam: All registrants 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 (O. Reg 324/16, section 30). A successful applicant cannot be registered as a P.Geo. until the PPE exam has been passed.
6. Once all information has been entered into the application form 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.
7. The applicant has a duty to monitor the provided email account, including a junk mail folder, for communications from PGO.
8. Note that the application can be submitted before your CBA assessment is complete, but your application will not be considered complete until your CBA assessment has been received and validated by your validators.

2. Professional Geoscientists Registered in another Canadian Jurisdiction who wish to transfer their registration 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 registration 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 selected.
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 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.

3. Temporary Application

An applicant who is a resident of a jurisdiction other than Ontario, and is a registrant of a self-regulatory organisation of professional geoscientists in that jurisdiction that has objects similar to those of PGO and that requires qualifications for registration at least equal to the qualifications required for a practising registrant's certificate of registration under this Regulation may apply for Temporary Registration of up to 12 months. Those who are unregistered and are 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. See below for further information.

a. Registered in another Canadian Jurisdiction

If you are currently registered as a Professional Geoscientist in another Canadian Province or Territory, and want to work in Ontario for a short duration, you are eligible to apply as a Temporary Registrant under the Incidental Practice category. Temporary registration is only available for a maximum of 36 months within a 48-month period. Once the 36-month period has been used, the registrant will not be eligible for temporary registration during the five years following the most recent registration. However, the registrant would be eligible for full practising registration. For more information on incidental practice, go to <https://www.pgo.ca/registration/membership-types/temporary/registered>.

Professional Geoscientist applicants **from another Canadian jurisdiction** applying for a Temporary Professional Geoscientist registration, or Incidental Practice, for a limited time 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**. E-transfers can also be sent to fees@pgo.ca and by putting your name and application number or registrant number in the message box.
3. Send the [confirmation request form](#) to your host jurisdiction. They will then complete the form and return it to PGO.

b. Unregistered

An individual from outside Canada may qualify for a temporary registration 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.

Create an account using the [competency-based assessment online system](#) (CBA). Provide work experience competencies in each of the four categories illustrating a minimum of 120 months of geoscience work experience, as described by the [Competency Assessment Guide](#).

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

1. Provide documentation, acceptable to the Registration Committee, evidencing registration 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 registration that are equivalent to those required by PGO for practising registration.
2. Documentation, acceptable to the Registration Committee, with evidence of 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.

4. First Time Applicants Applying for a Limited Professional Geoscientist Registration

Ontario's legislation under the Professional Geoscientists Act, 2000 (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.Ge.), 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 registration (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 **"Limited member (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](#) to go to the forms and guidelines page where the transcript request forms can be found. 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 an account using the [competency-based assessment online system](#) (CBA). Provide work experience competencies in each of the four categories illustrating a minimum of 120 months of geoscience work experience, as described by the [Competency Assessment Guide](#).
5. Provide a minimum of four validators, as required by the Registration Regulation (O. Reg. 324/16, section 6). The competency-based assessment system will provide space to input the name and email address for your validators. Of the four validators, 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 and fourth validators can be anyone who knows the applicant's work experience well. There is no limit on submitting extra validators. If applicable, please input additional validators on the competency-based assessment. When you complete the competency-based assessment, your work experience competencies (WEC's) will be forwarded to your validators. It is your responsibility to ensure that your validators have received notification to review your WEC's. Should there be any issues, please contact PGO at applications@pgo.ca to resend the notification.

6. The PPE exam: All registrants 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 (O. Reg 324/16, section 30). 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 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.
9. Note that the application can be submitted before your CBA assessment is complete, but your application will not be considered complete until your CBA assessment has been received and validated by your validators.

It is recommended that the applicant submit additional supporting documentation, to applications@pgo.ca, 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.

Any applicant who is applying for the limited designation is encouraged to send as much supporting documentation as possible at the time of their application to facilitate the review of the application. Any delays in responding to requests for further information will increase the processing time of the application

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 course work and/or an exam(s), which an applicant must successfully complete in order to be accepted as a Limited Professional Geoscientist. If an applicant applies for the full professional geoscientist designation, but does not meet the knowledge requirements, they will be considered for the limited designation and, if applicable, will be contacted by PGO staff.

5. Geoscientist-in-Training

An applicant who has completed a 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, may apply for a Geoscientist-in-Training (GIT) designation.

A GIT registration is one of the three additional non-professional designations 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 geoscientist and is:

- i. Employed or engaged by a registrant or by a certificate of authorisation (C of A) 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](#) to go to the forms and guidelines page where the transcript request forms can be found. 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 are not required to submit the Competency-Based Assessment.
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. 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.

The applicant may submit any additional documentation they feel would support their application, or as requested by the Registrar. Additional information can be uploaded to the online application form, before the application has been submitted, or sent to applications@pgo.ca.

6. Change of Designation from Practising to Non-practising

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 registrant. An applicant for non-practising registration, who is registered in another Canadian jurisdiction, must hold a practising, limited, or non-practising registration in their host jurisdiction.

If you are currently a practising registrant in Ontario and are no longer practising geoscience, but wish to maintain your status, you can change your designation to non-practising (P.Geo. (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 registration and are registered in another Canadian jurisdiction, please follow the instructions for Professional Geoscientists registered in another Canadian jurisdiction who wish to transfer their registration to Ontario.

7. Change of Designation from GIT to Full Practising Registrant

An applicant for a change of designation to a full practising registration must hold a current Geoscientist-in-Training (GIT) registration with PGO. If you are a GIT who is within a few months of reaching, 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 an account using the [competency-based assessment online system](#) (CBA). Provide work experience competencies in each of the four categories illustrating a minimum of 48 months of geoscience work experience, as described by the [Competency Assessment Guide](#).
3. Provide a minimum of four validators, as required by the Registration Regulation (O. Reg. 324/16, section 6). The competency-based assessment system will provide space to input the name and email address for your validators. Of the four validators, 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 and fourth validators can be anyone who knows the applicant's work experience well. There is no limit on submitting extra validators. If applicable, please input additional validators on the competency-based assessment. When you complete the competency-based assessment, your work experience competencies (WEC's) will be forwarded to your validators.

4. It is your responsibility to ensure that your validators have received notification to review your WECs. Should there be any issues, please contact PGO at applications@pgo.ca to resend the notification. The PPE exam: All registrants 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 (O. Reg 324/16, section 30). 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. Transcript request forms (if needed) can be downloaded from the [forms and guidelines](#) page.

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 certificates 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 registrant 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 applicants 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 registrant, 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. 324/16 (the “Registration Regulation”), s. 16):

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 second year of university, but prior to receiving a B.Sc. degree, up to 12 months additional credit for the completion of an M.Sc. program, and a further 12 months credit for the completion of a Ph.D. program.

Geoscience work experience is to be submitted using the Competency-Based Assessment, which can be found at <https://competencyassessment.ca/>.

An applicant’s selected validators will be asked to verify and validate the examples made in the competency-based assessment.

References

Practising and Limited Applicant

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

The applicant must supply four selected validators using the Competency-Based Assessment:

1. Must be a Professional Geoscientist in good standing of an eligible Canadian organisation, or the equivalent eligible foreign organisation;
2. Must be a Professional Geoscientist in good standing of an eligible Canadian organisation, or the equivalent eligible foreign organisation, or Professional Engineer;
3. Does not have to be registered, but should be able to attest to the applicant's work experience;
4. Does not have to be registered, but should be able to attest to the applicant's work experience.

Input validator information in the "Validators" section of your competency-based assessment, <https://competencyassessment.ca/>. Once your work experience competencies are complete, your validators will receive a notification and a link to review and validate your competencies. This process is the same for those applying for a change of designation to become a full practising registrant of PGO.

Members of the Registration Committee will act as assessors and will review all of the competency examples and validator comments. Competencies are graded using a rating scale, and an average of 3 is needed to pass the assessment. Please see the [Competency Rating Scale Summary](#) to view the rating scale. The applicant must submit the required minimum of four validators, 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 is deficient in an area of the knowledge requirements and wishes to prove that they meet this requirement through work experience, an additional reference will be required attesting to the applicant's experience in that area.

The competency-based assessment is not a requirement for GIT applicants. Once the GIT designation has been granted, you are encouraged to open an account and become familiar with the CBA system and enter competencies as you complete them. This will make the change of designation process smoother when you reach the required 48 months of work experience.

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).

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 registration (O. Reg 324/16, section 30).

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 and use a virtual proctoring system, which allows candidates to take the exam from anywhere that they have a stable internet connection. 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 and time that they will be taking the exam, and with instructions on how to use the virtual platform. 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> and <https://www.nppexam.ca/>.

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. An exam can be cancelled in emergency situations, such as illness, accident etc., in which case, please contact PGO and APEGA as soon as possible so that the candidate can be deferred to the next sitting.

Completing the Application Form for Registration

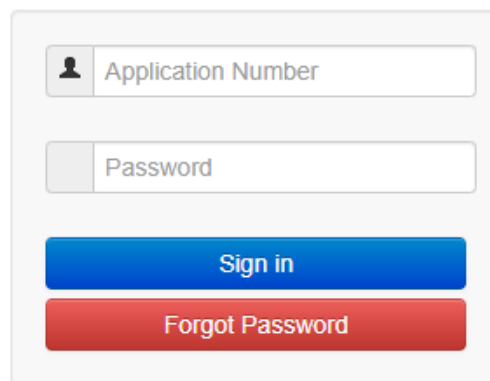
The PGO online application form can be found by going to the “[apply online](#)” page of the PGO website. It contains 11 sections, with two additional sections at the beginning to get you started. The first page of the online application gives the applicant the option of starting an application, or logging 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.

First Time Applying with PGO

You may start the application by clicking the Start button below.



Continue an Existing Application

A login form with a light gray background. It contains two input fields: the first is labeled "Application Number" and has a person icon to its left; the second is labeled "Password" and has a small gray square to its left. Below the input fields are two buttons: a blue button labeled "Sign in" and a red button labeled "Forgot Password".

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. If an application has been inactive for a period of 2 years or more, the application will be considered closed. If the applicant wishes to continue their application after it has been closed, they will be required to pay the application fee again.

All types of application start by filling in a form asking for your name, email address and for you to set a password.

Please remember your password so that you can access an incomplete application in the future.

You can start your application with PGO by filling in the following form and click the "Apply for Membership" button. Please note * designates a required field. If all the required fields are not complete, you will not be able to continue.

Salutation *

Select... ▼

Legal First Name *

Middle Name(s)

Legal Last Name *

Preferred First Name

Preferred Last Name

E-mail Address *

Verify E-mail Address *

Password *

Verify Password *

Consent

I grant permission for my personal information to be stored in the PGO database.

I agree

PGO is committed to ensuring the accuracy, confidentiality, security and privacy of an individual's personal information. PGO is legally obligated to keep all of its information confidential unless its regulatory mandate requires disclosure. For a description of PGO's Privacy Policy, please refer to our website at:

<https://www.pgo.ca/privacy-policy>

Submit

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.

Consent/Affidavit

I hereby certify that I have read the *Professional Geoscientists Act, 2000*, Regulations made under the Act (including the Code of Ethics) and the By-laws of the Professional Geoscientists Ontario. I am making this application for membership and registration to practise the profession of geoscience in Ontario in conformity with knowledge of the requirements contained therein.

I hereby certify that statements made in this application for membership and registration as a professional geoscientist in Ontario are a true and correct record to the best of my knowledge and belief. I agree to provide any additional information in my response to any question changes between now and the date of my registration. I understand that a false statement or misrepresentation is subject to penalty as provided for in the *Professional Geoscientists Act, 2000* and may subsequently disqualify me from membership and registration.

My acceptance and submission of this application represents my consent, for as long as my application is pending, for the Association to obtain additional relevant information from others and to release information to others in the application and registration processes. The Association is hereby granted permission to assess, evaluate and make decisions based on the information presented herein and obtained from others with respect to this application. I hereby release any party, providing such information and records in good faith, from liability for such action.

I understand that qualifying examinations, including a Professional Practice and Ethics examination, and/or experience requirements may be assigned to me to fulfil the knowledge and experience criteria for admission to membership and registration in Ontario. I may be required to attend, at my own expense, a personal interview to assess my qualifications.

I hereby agree that, if I am granted membership and I am registered as a professional geoscientist, I will conform to, and abide by, the *Professional Geoscientists Act, 2000*, the Regulations and By-laws of the Professional Geoscientists Ontario as enacted and as amended from time to time and any terms and conditions applied to my membership. I further acknowledge that, the *Professional Geoscientists Act, 2000* does provide for a complaints and discipline process.

If/when notified by the Association that I am granted membership, in order to obtain/maintain such membership, I agree to pay annual dues as assigned and which may be adjusted from time to time.

I Agree

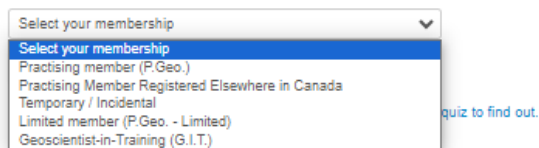
Save and Continue to Next Section

Next

This is where your application will begin by choosing the type of registration you are applying for. The options are as follows:

1. Practising Registrant (P.Geo.)
2. Practising Registrant registered elsewhere in Canada
3. Temporary/Incidental (Registered in another Canadian jurisdiction or Unregistered)
4. Limited Registrant (P.Geo. Limited)
5. Geoscientist-in-Training (GIT)

Membership Type



A screenshot of a web form showing a dropdown menu titled "Select your membership". The menu is open, displaying five options: "Practising member (P.Geo.)", "Practising Member Registered Elsewhere in Canada", "Temporary / Incidental", "Limited member (P.Geo. - Limited)", and "Geoscientist-in-Training (G.I.T.)". To the right of the menu, there is a link that says "quiz to find out."

If you are not sure what type of application you need to apply for, use the link to the quiz when you reach the Registration 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.

1. Names

A * indicates that the field is required.

Application Type:

Practising member (P.Geo.)

Salutation *

Select... ▼

Legal First Name *

Middle Name(s)

Legal Last Name *

Preferred First Name

Preferred Last Name

Save and Continue to Next Section

Next

- 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 designation with PGO.

2. Additional Info

A * indicates that the field is required.

Gender *

▼

Date of Birth *

MONTH ▼ DAY ▼ YEAR ▼

Country of Birth *

▼

Citizenship *

Do you have, or have you ever held, an PGO student membership?*

▼

Save and Continue to Next Section

Next

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.

3. Addresses

* Indicates that the field is required.

Preferred Mailing Address

Home Address

Street Address *

Street Address Line 2 / Suite / Apartment #

City *

Province or State *

Other Province (International)

Country *

Postal/Zip Code *

Business Address

Company Name

Street Address *

Street Address Line 2 / Suite / Apartment #

City *

Province or State *

Other Province (International)

Country *

Postal/Zip Code *

Please note that, if your application for membership is successful, your business contact information will be considered public information (as per the Act), and will be made available on the PGO website. If you do not have a business address, please enter your home address twice. If your business address is your home address, it will be displayed on the PGO website.

Do not publish my business contact information on the website

Save and Continue to Next Section

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 registrants primarily by email, unless otherwise specified.

4. Contact Info

A * indicates that the field is required.

Primary E-mail *

Secondary E-mail

Preferred contact method *

Home Phone

Business Phone

Other

Save and Continue to Next Section

Next

- 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 registration 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.

5. Education

A * indicates that the field is required.

Please provide details of post-secondary institutions attended, in chronological order.

International Transcripts: An applicant, whose undergraduate/postgraduate geoscience degree(s) have been awarded outside of Canada, must be assessed for equivalency, on a course by course basis, and transcript(s) should be sent by the applicant's university/institution to an assessment service. One such organization, that provides both certified translation services and academic assessments, is World Education Services (WES). For additional information on costs and translation/assessment services please contact WES at <http://www.wes.org/ca/apgo.asp>

Please click here to acknowledge you have read and understand the additional steps required when you have an international transcript.

I have requested each of the post-secondary institution(s) that I attended to send an official transcript of my academic record directly to the PGO, or I have contacted WES for a course by course evaluation.

Enter each institution using the box below and click below.

Institution *

Country *

Degree or Diploma (Abbreviated) *

Specialization or discipline *

I have requested each of the post-secondary institution(s) that I attended to send an official transcript of my academic record directly to the PGO or have contacted WES for a course by course evaluation.

Transcript was requested on / WES was contacted on

By checking this box, I certify that I have entered all my degrees/diplomas.

Save and Continue to Next Section

6. **Work Experience** – please complete with your current employer only. If you are not currently employed, you can leave this section blank.

6. Work Experience

Please only enter your current employment information as of today's date (not a chronological history).

Company Name

Job Title

If you have completed a Masters or PhD degree in an area of geoscience, the PGO Registration Committee may grant experience credit towards the 48 months of experience required for registration. Please review the [Guideline to Registration for Membership](#) for more information.

Save and Continue to Next Section

Next

7. References:

- a. For practising and limited applications, please use the [Competency-Based Assessment](#) to input your references/validators. You are required to provide the validator's business email for them to act as a validator for the CBA
 - i. You must first obtain the individual's permission to use them as a Validator before entering their information into the application.
 - ii. Once you submit the work experience competencies on the CBA, your validators will receive a link to the online competency-based assessment to validate the assigned work experience competencies.
 - iii. If you wish to provide more than four references, please input the additional validators in the CBA.
 - iv. A validator is not sponsoring the applicant for registration in PGO. The applicant is solely responsible for the validity of the information provided on their competency-based assessment.
 - v. Your validators must be selected in conformity with the rules given in the Registration Regulation, O. Reg. 324/16, s.6.
 - vi. The validators must cover the majority of a period of 4 years (or 10 years for a limited registration) of your work experience, where possible.
 - vii. You may have worked for more than one employer; in which case you may want to provide more than four validators 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. Select your home jurisdiction in the online application form. A confirmation request form will be sent to your home jurisdiction.

7. Reference(s)

An applicant for **Agreement on Internal Trade (A.I.T.)** applicant must supply a confirmation of registration from your home association to verify your membership status.

If you are registered, or have been registered, in multiple Provinces or Territories, please select all that apply using the CTRL key.

Your form must be received directly from the organization to the PGO.

Please select your home association *

APEGA
APEGNB
APEGGS
EGBC
EGM
GNS
NAPEG
OGO
PEGNL

Send email to my home association

- c. For GIT applications – the applicant must provide one Character Reference. The referee is asked to attest to the character of the applicant. If the applicant is deficient in an area of the knowledge requirements and wishes to prove that they meet this requirement through work experience, an additional reference will be required attesting to the applicant’s experience in that area. The CBA is not required for GIT applicants, unless specified by the Registrar or Registration Committee.

7. Reference(s)

An applicant for **Geoscientist-In-Training membership (G.I.T.)** must supply one referee with the Membership Reference Form who can attest to your character.

- A G.I.T. reference can be anyone who knows the applicant well.
- The reference cannot be considered an immediate family member (Mother, Father, Spouse, Sibling)
- If you would like to submit additional references please contact the PGO office.

An applicant's referee(s) must return their completed Membership Reference Form directly to the PGO.

First name of your referee *

Last name of your referee *

Email address of your referee *

Please note: When you complete this application, the reference form will automatically be forwarded to your referees. It is your responsibility to ensure that your referees received their emails. If they did not, please download the [Reference Form](#) and have them email, mail or fax it to the PGO office.

Should you wish to submit additional references, please send them a copy of the [Reference Form](#) and have them send the completed Referee Form to the PGO office.

Save and Continue to Next Section

Next

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 Registrant of the Professional Geoscientists Ontario. Please answer

all questions in this section, any additional information may be provided in confidence to the Registrar.

8. Declaration

A * indicates that the field is required.

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.

Determination of good character will be made by reference to the following self-disclosure questions through responses received from referees, with other sources of information, or through direct contact made during the application process.

Each question must be answered with a "Yes" or "No" answer. If the answer to any of the below questions is "Yes" you will need to provide details. The contents of this application will be disclosed only to the Registrar, the registration department, and those pertinent members of the Registration Committee.

An affirmative answer to any question does not necessarily mean that you will be refused registration.

Have you ever been found guilty of, or is there an outstanding judgement against you or is there a current proceeding for:

1. Professional misconduct, incompetence, negligence or incapacity by a professional regulatory organization, association or agency?*

- Yes
 No

If Yes, please specify:

2. Any offence under the Professional Geoscientists Act and Regulations, other Ontario legislation or equivalent legislation in another jurisdiction? *

- Yes
 No

If Yes, please specify:

3. Any criminal offence?*

- Yes
 No

If Yes, please specify:

4. Negligence due to unskilled practice in any civil actions made against you? *

- Yes
 No

If Yes, please specify:

Save and Continue to Next Section

Next

9. **Exam** – to become a registered professional geoscientist, all applicants for practising, or limited, registration 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.

9. Exam

Knowledge of Professional Practice and Ethics

- I have passed the Professional Practice and Ethics examination or similar requirement for the registering association in .
I understand that PGO will contact the above association to confirm this information.

OR

- I will pass the Professional Practice and Ethics examination to fulfil the registration requirement.
*Please note that, an applicant is only eligible to apply for the PPE exam if a completed application has been submitted.
Please do not apply for the exam until after you have completed and submitted your online application.*

Save and Continue to Next Section

Next

10. **Comments** – this section allows you to enter any additional comments or notes related to your application. There is also space to upload your redacted photo ID. If you have any supporting documents that you wish to add to your application, please send them by email to applications@pgo.ca.

10. Comments

Please type any comments/notes association with this application:

* Upload redacted photo ID as a jpeg., png., or pdf. file no larger than 10mb. See [here](#) for examples :

No file chosen

Please click the **Attach** button after you have found your file.

Save and Continue to Next Section

Next

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.

11. Review

Please review your details carefully before submitting your application. Once you submit your application, you can no longer edit your details.

Should any information submitted in the application require revision after the "submit" button, you will need to contact the PGO office by e-mail at applications@pgo.ca, using the subject line "Application No. _____ Information Revisions".

Application Type:

Practising member (P.Geo.)

Consent

Completed

Membership Type

Completed

1. Names

Completed

2. Additional Info

Completed

3. Addresses

Completed

4. Contact Info

Completed

5. Education

Completed

6. Work Experience

Completed

7. Reference(s)

Completed

8. Declaration

Completed

9. Exam

Completed

10. Comments

Completed

Save and Continue to Next Section

Next

12. Once you click the next button, you will be asked to submit your application and pay the application fee.

Payment

Description	Price
Practising Membership	
Sub Total	
HST	
Total	

GST/HST# 88429 7219 RT0001.

PAYMENT

Mode of payment*: Credit Card Cheque/Invoice

Name on Card*:

Card Type*: Visa MasterCard American Express

Credit Card Number*:

Expiry Date*:

Card Verification Code*:

[What's this?](#)

I have read and agree to be bound by the [Terms and Conditions](#).

Your payment will be processed when you click the "Complete Registration" button.
Please review information below to ensure its accuracy.

Please note that all credit card transactions will be processed immediately and will appear in your next credit card statement.



Secure Online Transaction: You will receive an immediate confirmation of your transaction once it is processed.
Selecting cheque and clicking continue will generate an invoice on your screen with mailing instructions.
A copy of your credit card receipt or invoice will also be sent to your registration e-mail.

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**. If you prefer to pay through a-transfer, please select the Cheque/invoice option and send your payment to fees@pgo.ca and put your application number and name in the message box. 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 registrant document checklist](#)
2. [Transfer of membership registration document checklist](#)
3. [Temporary Practise \(registered in another Canadian Jurisdiction\) document checklist](#)
4. [Temporary Practise \(unregistered\) document checklist](#)
5. [Limited registrant document checklist](#)
6. [GIT document checklist](#)
7. [Change of designation document checklist, P.Geo.-P.Geo. \(non-practising\)](#)
8. [Change of designation document checklist, GIT-P.Geo.](#)

Processing timelines

Processing timelines will vary depending on the type of registration an applicant has applied for. Applicants using the transfer of registration 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 a GIT application is complete, the Assistant Registrar will review all documents to check for any missing information or errors in the application. 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.

For applicants submitting a CBA, members of the Registration Committee will act as assessors and will review all of the competency examples and validator comments once validation is complete. Competencies are graded using a rating scale, and an average of 3 is needed to pass the assessment. Please see the [Competency Rating Scale Summary](#) to view the rating scale.

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.**

Resources:

*Note: Forms and information are dependent on the designation applied for. Read **Types of Applications** section above 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/uploaded/pdf/APGO_Transcript_Request_Canadian.pdf Transcript Request form for International Academic Documents
https://www.pgo.ca/files/APGO_Transcript_Request_Int.pdf 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/>
3. Competency-Based Assessment Guide
<https://competencyassessment.ca/reference-documents/Geoscience-Competency-Assessment-Guide.pdf>
4. Reference form
https://www.pgo.ca/files/Reference%20Form%20R5_06.pdf
5. Fees
<https://www.pgo.ca/files/APGO-fees-dues.pdf>
6. Registration types
<https://www.pgo.ca/registration/registration-types>
7. Professional Practice and Ethics Exam
<https://www.pgo.ca/registration/ppe>

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

Version Control

Version	Date	Issue Type
V1.0	July 2013	For use
V2.0	December 2017	For use
V3.0	May 2018	For use
V4.0	March 2020	For use
V5.0	September 2024	For use