Contents

Instructions for APEGA Applicants to Complete a WES Application

Use the following step-by-step instructions to guide you in completing your application for a WES ICAP course-by-course report.

1. WES Landing Page

Instructions:

- Ensure that you are on the WES Canadian website
- Select "Application and Instructions" or "Apply Now" to start your application

2. WES Application Page

Instructions:

- Step 1: Review the WES information listed here
- Step 2: Select ONLY the "Standard Online Application" option. This is the only option that will satisfy APEGA requirements

3. WES Create an Account Page

Instructions:

- Fill in all required information to create an account with WES, or log in to your existing WES account

4. CANADA Application Page

Instructions:

- Go through each tab and fill in the required information. Outlined below are instructions specific to APEGA applicants.

5. Personal Info Tab

Instructions:

- If you have previously submitted an application to WES, enter your WES Reference Number under the Personal Info tab. This will permit you to upgrade a previous WES report to the ICAP course-by-course report required by APEGA.

  - After entering the reference number, click on the drop-down menu. Select the option to upgrade an Educational Credential Assessment (ECA) report to the ICAP course-by-course evaluation.

6. Your Evaluation Tab

Instructions:

- On the drop-down menus near the top, select the options as shown in the image

    1. To apply for professional license/certification
    2. Engineering (for both engineering AND geoscience)
    3. Alberta

- The only report that is acceptable for an APEGA application is the WES ICAP course-by-course report, as highlighted in the image. **No other WES report is acceptable.**

Service	WES ICAP		WES Basic	
Type of Evaluation	Course-by-Course	Document-by-Document	Course-by-Course	Document-by-Document
Verified transcripts stored and sent to institutions	✓	✓		
Evaluation of official documents	✓	✓	✓	✓
Lists all subjects completed at the post-secondary level	✓		✓	
Canadian semester credit and grade equivalent for each course	✓		✓	
Canadian grade point average (GPA) on a 4.0 scale	✓		✓	
Price	$245	$150	$210	$115
Select One	○	○	○	○

7. Selecting APEGA as a report recipient

Instructions:
- At the bottom of the "Your Evaluation" tab, select "Add Recipient". This will open the "Add Recipient" window.

Processing Time

Processing time to receive a WES credential evaluation is seven (7) business days **after** receipt, review and acceptance of all documents and payment in full. If additional research, correspondence or verification is required, the evaluation will take longer.

Sending Reports

The standard evaluation fee includes one (1) official copy. Additional fees apply for shipping and handling.

Duplicate reports to recipients $30 each.

To enter the address of a recipient, click below. Please check that you select or enter a valid address for the institution to ensure delivery.
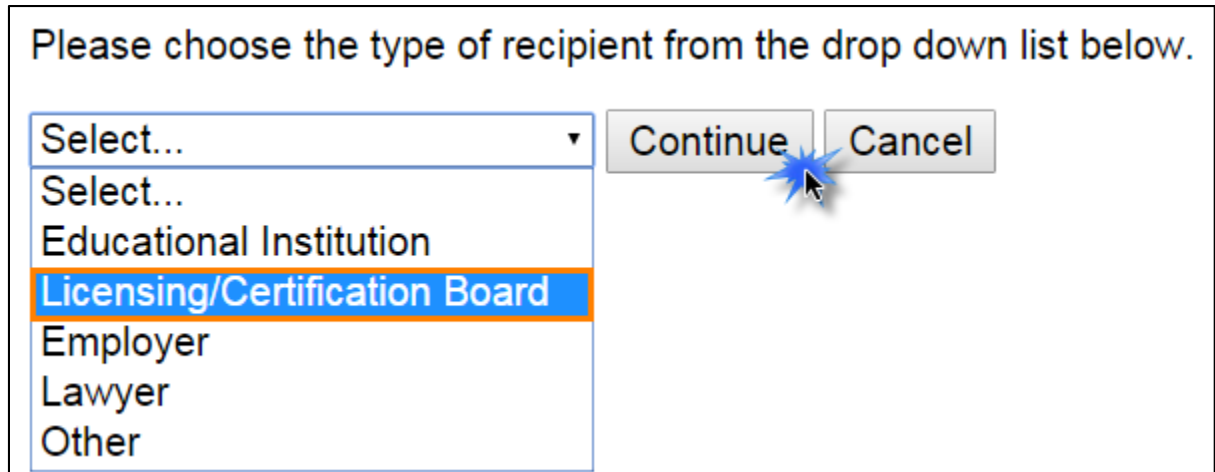
Add Recipient

7. a) Selecting APEGA as a report recipient - Continued

Instructions:
- Use the drop-down menu to select, "Licensing/Certification Board"

Please choose the type of recipient from the drop down list below.

Select... ▼ Continue Cancel

Select...
Educational Institution
Licensing/Certification Board
Employer
Lawyer
Other

- Click "Continue". This will open the institution search window (Step 9)

7. b) Selecting APEGA as a report recipient - Continued

Instructions:
- Enter "Association of Professional Engineers" or "APEGA" and press "Search".

Search for an Institution by Name

APEGA   Search
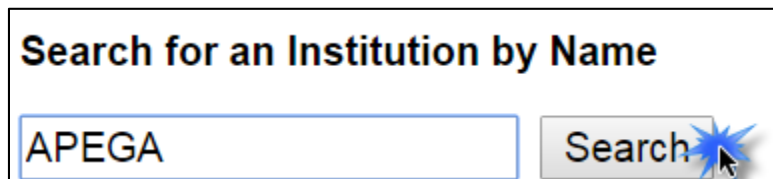
7. c) Selecting APEGA as a report recipient – Continued

Instructions:
- From the institutions listed, select "Asso of Professional Eng and Geos of Alberta APEGA AB". Then press "Select this Institution".

Search for an Institution by Name

Please choose which institution you would like to send your report to by selecting an institution and clicking on the "Select this Institution" button. **To ensure faster delivery, select the name of the institution from the list provided.**

If your institution is not found in the list, select "Other" to manually enter the name of the institution

Primary results of your search:

Institution Name	State
○ Asso of Professional Eng and Geos of Alberta APEGA	AB

[Select this Institution]

11. Selecting APEGA as a report recipient – Continued

Instructions:
- Enter your APEGA ID number, which must be <u>five or six</u> digits in length. If the number you have is shorter than five digits, add zeroes to the front to make it five digits long.
  - For example: if your APEGA ID number only has four digits such as 4534, you would enter 04534

Sending Reports

The standard evaluation fee includes one (1) official copy. Additional fees apply for shipping and handling.
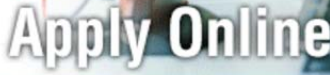
Duplicate reports to recipients $30 each.

To enter the address of a recipient, click below. Please check that you select or enter a valid address for the institution to ensure delivery.

Additional Recipient

Type of Recipient *	Educational Institution
Institution or Company	Asso of Professional Eng and Geos of Alberta APEGA
Attention To	
School/Division	
Department/Office	
Address *	10060 Jasper Ave. NW
	1500 Scotia One
City *	Edmonton
Province *	Alberta
Postal Code *	T5J - 4A2
Country *	Canada Clear Address Delete recipient
APGEA ID#: *	226555

12. Services & Fees Tab

- The WES ICAP course-by-course report will be sent directly to APEGA by WES.