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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



The screenshot shows the WES website interface. At the top right, there are links for 'Fr', 'My Account', 'Help', and 'WES USA'. The main header features the WES logo (World Education Services) and a large red maple leaf graphic with the text 'Credential Evaluation' overlaid. Below the header is a blue navigation bar with links: Home, Students, Job Seekers, Immigrants, Educators, Employers, Professional Licensing, and About WES. The main content area is titled 'Credential Evaluation' and 'Association of Professional Engineers and Geoscientists of Alberta (APEGA)'. A sidebar on the left contains links: 'Apply Now' (highlighted with an orange box), 'Check Status / Your Account', 'Free Degree Equivalency Tool', 'WES/COSTI Joint Online Application', and 'FAQ'. The main text area explains that APEGA applicants with academic credentials from outside Canada must have WES authentication. It includes a section titled 'Applying for a WES Credential Evaluation' with a bulleted list of instructions. At the bottom of this section, there are several links: 'Application and instructions >' (highlighted with an orange box), 'Required documents by country of education >', 'Additional questions >', 'Fees and services >', and 'Contact WES >'. A final note at the bottom states: 'For detailed information on how to apply to APEGA, please click here.'

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

Fr My Account Help WES USA

WES
World Education Services

Credential Evaluation

Home Students Job Seekers Immigrants Educators Employers Professional Licensing About WES

Credential Evaluation

Apply Now

- Required Documents
- Credential Evaluation Packages
- Fees
- Check Status / Your Account
- Free Degree Equivalency Tool
- WES/COSTI Joint Online Application
- FAQ

How to Apply

Review the document requirements and instructions before you apply.

Step 1 Review the Links Below

- [How to Get a WES Credential Evaluation](#)
Understand the steps and the WES process.
- [Required Documents](#)
Review document requirements for your country of education.

Select country of education

Step 2 Choose the Country of *Your Destination*

For use in Canada
(Canadian Equivalency)

ECA Application for CIC
(For immigration purposes)

Apply Now

Standard Online Application
(For education, licensing, or employment purposes)

Apply Now

OCAS Application

For use in the U.S

For education, employment, or immigration purposes in the United States
(U.S. Equivalency)


Visit [WES U.S. Website](#)

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


[Home](#) [Help](#) [WES USA](#) [Fr](#)



WES
World Education Services



My Account



Do not use this application for the CIC Immigration Programs.

To meet CIC requirements for ECA, apply at www.wes.org/ECA

The online application takes approximately 10 minutes. You will be able to save your application and return to it at any time.

Create an Account

* denotes a required field.

I am applying to use my report for: * Canada CIC U.S.

First Name: *

Last Name: *

Date of Birth: *

You will need the following information to log onto your WES account. Please keep a record of it.

Email: *

(Your User ID when you return.)

Re-enter Email: *

Create a Password: * characters

Re-enter Password: *

In case you forget your password we will ask for the answer to your security question.

Security Question: *

Answer: *

Already Have an Account?

Email/User ID:

Password:

[Forget password?](#) [Forget user id?](#)

Do you have a reference number but no user ID and password? [Click here.](#)

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4. CANADA Application Page

Instructions:

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

Home Help WES USA Fr

WES
World Education Services

Apply Online

CANADA Application

[Questions/Problems?](#)

[Personal Info](#) [Your Education](#) [Your Evaluation](#) [Services & Fees](#) [Payment Info](#)

[Review & Submit](#)

Welcome back. Your application is as you left. Please navigate using the tabs to resume your application process.

[Save and Return Later](#)

2 Carlton Street, Suite 1400
Toronto, Ontario M5B 1J3
Fax: 416-972-9004

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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.

Home Help WES USA Fr

WES
World Education Services

Apply Online

CANADA Application

Personal Info Your Education Your Evaluation Services & Fees Payment Info

Review & Submit

* denotes a required field

Have you previously submitted an application to WES? * Yes No

Please enter your previous WES Reference Number *
Enter only the digits from your reference number.

Home Help WES USA Fr

WES
World Education Services

Apply Online

CANADA Application

Personal Info Your Education Your Evaluation Services & Fees Payment Info

Review & Submit

* denotes a required field

Have you previously submitted an application to WES? * Yes No

Please enter your previous WES Reference Number *
Enter only the digits from your reference number.

What would you like to do? *

6. Your Evaluation Tab

Instructions:

- On the drop-down menus near the top, select the options as shown in the image
 - To apply for professional license/certification
 - Engineering (for both engineering AND geoscience)
 - Alberta

CANADA Application

[Questions/Problems?](#)

Personal Info Your Education **Your Evaluation** Services & Fees Payment Info

Review & Submit

* denotes a required field.

What is the primary purpose for this evaluation? *

What type of licensing or certification are you seeking? *

In what province/territory are you seeking certification? *

What type of licensing or certification are you seeking? *

In what province/territory are you seeking certification? *

[Save and Return Later](#)

2 Carlton Street, Suite 1400
Toronto, Ontario M5B 1J3
Fax: 416-972-9004

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In what province/territory are you seeking certification? *

Professional Licensure and Certification: Request

WES ICAP: Verified transcripts and evaluation reports from institutions.

WES Basic: includes delivery of your evaluation reports.

Click the links below to learn more about the services

- 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	
	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	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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.

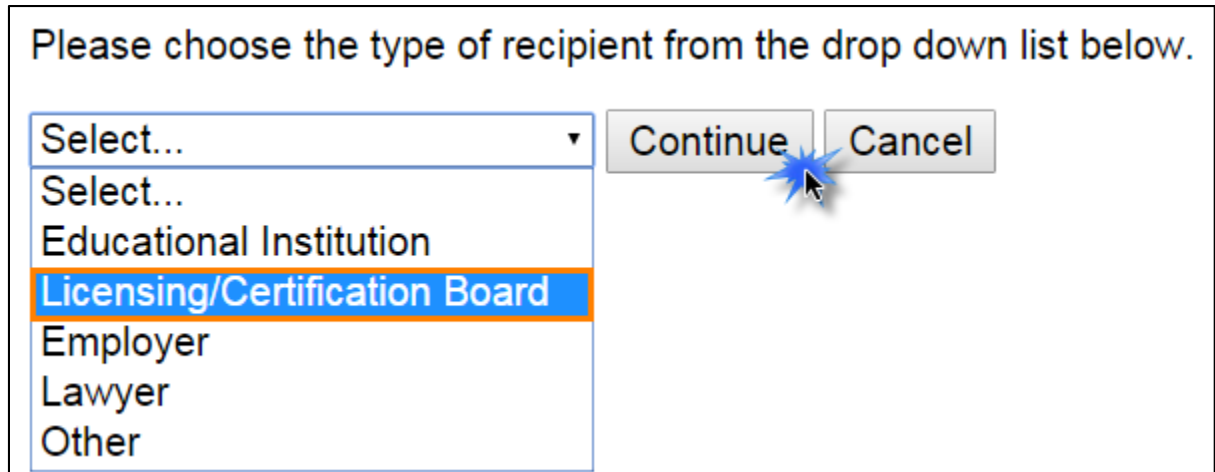
[Add Recipient](#)

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

Continue Cancel

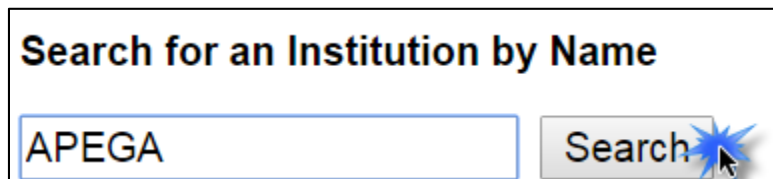
- Click “Continue”. This will open the institution search window (Step 9)

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
<input type="radio"/> Asso of Professional Eng and Geos of Alberta APEGA	AB

11. Selecting APEGA as a report recipient – Continued

Instructions:

- Enter your APEGA ID number, which must be five or six 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.


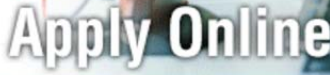


To enter the address of a recipient, click below. Please check that you select or enter a valid address for the institution to ensure delivery.

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
APGEA ID#: *	226555

12. Services & Fees Tab

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



CANADA Application

[Questions/Problems?](#)

[Personal Info](#) [Your Education](#) [Your Evaluation](#) **[Services & Fees](#)** [Payment Info](#)

[Review & Submit](#)

Your WES Credential Evaluation Report

Evaluation Type Selected: WES ICAP Course-by-Course - \$245

Processing Time: : 7-Day service

WES sends transcripts to educational institutions and licensing bodies only.

Evaluation Report to Be Sent to You
Please check all options that apply:

Report: This report is free of charge.

Delivery Options:

Standard	Track Your Order	Fax
<input checked="" type="radio"/> Standard Mail via Canada Post (CDN. \$7)	<input type="radio"/> Next Day (Canada) (CDN. \$25)	<input type="checkbox"/> Fax (CDN. \$10)

Additional Reports reports x \$30 per report = **CDN. \$0**