

## Instructions for Completing the Competency Self-Assessment Worksheet (CSAW)

This free Competency Self-Assessment Worksheet (CSAW) helps you determine the engineering skills you have gained through employment. This is only a self-assessment. It does not affect your member application.

The CSAW allows you score yourself in each required competency and compare your scores to APEGA's licensure requirements. The CSAW assessment may differ from the official APEGA competency assessment. The CSAW results will not be used on any official APEGA forms or applications.

APEGA staff cannot view or access your CSAW results and because this is a self-assessment, APEGA will not review, advise, mentor, or comment on the results.

For each key competency, describe how you gained the indicators in a work environment. The descriptions in the [Competency Self-Assessment Worksheet \(CSAW\) Guide](#) describe each competency.

Score yourself using the 0 – 5 scale at the bottom of the page. Click the "Next" button to go to the next competency page.

NOTE: You must complete all sections to get a complete summary report of your competencies.

When finished, click "Next" to go to the last page of the assessment. It will let you review your assessment, submit it, and check your summary scores.

After you submit the CSAW, you will not be able to edit it. A printable summary of your results will appear the Online Application System (OAS) of the [myAPEGA](#) portal.

If your score has not met APEGA's requirements, consider improving your skills before applying as application fees are non-refundable.

I have read and understand the instructions above.

Please [click here](#) to access your Competency Self-Assessment Worksheet.

<b>Applicant</b>		Application Type	PMEM	APEGA ID	
Name					
Key Competency	Technical Competence 1.1 Regulations, Codes, and Standards			Required Category Average	3.0
<p>You will be assessed on your knowledge of regulations, codes, and standards as they directly relate to your technical work. You must reference specific codes and their application to your technical work, demonstrating your knowledge of technical codes or regulations and their application.</p> <p>Referencing internal plant or client specifications is not sufficient. You must use Canadian codes. If you are an internationally trained applicant without direct experience of Canadian codes, you should identify the Canadian codes that are equivalent to those used in your example. Writing in first person, describe your contribution to the work in 2-3 paragraphs (max. 1,800 characters). Achieving all the indicators is not necessary, but your example must demonstrate your competency in this area. For example, you might describe how you:</p> <ol style="list-style-type: none"> <li>1. Identified and complied with legal and regulatory requirements for your technical work;</li> <li>2. Incorporated your knowledge of codes and regulations into your design or technical process;</li> <li>3. Prepared reports assessing project compliance with codes, standards, and regulations; or</li> <li>4. Designed for code compliance and to ensure constructability and operational, process, and maintenance requirements.</li> </ol>					
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Canadian Environment Example?				<input type="radio"/> Yes	<input type="radio"/> No
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<b>Applicant</b>		Application Type	PMEM	APEGA ID	
Name					
Key Competency	Technical Competence 1.2 Technical and Design Constraints			Required Category Average	3.0
<p>You will be assessed on your demonstrated ability to identify and define technical and design constraints. You must demonstrate that you can work within those constraints to achieve a favourable technical outcome.</p>					
<p>Address any interdisciplinary impacts of your work (i.e., impacts on other engineering and technical disciplines). Writing in first person, describe your contribution to the work in 2-3 paragraphs (max. 1,800 characters). Achieving all the indicators is not necessary, but your example must demonstrate your competency in this area. For example, you might describe:</p> <ol style="list-style-type: none"> <li>1. Your ability to identify limits or conditions that constrained your engineering design approach, differentiating between design and project or operations constraints, and how you worked within specified constraints to achieve a favourable technical outcome;</li> <li>2. How you identified or defined technical design and project constraints and how you used those technical constraints to inform your technical decisions; or</li> <li>3. How you coordinated technical and design work with other engineering and technical disciplines.</li> </ol>					
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<b>Applicant</b>		Application Type	PMEM	APEGA ID	
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Key Competency	Technical Competence 1.3 Risk Management for Technical Work			Required Category Average	3.0
<p>You will be assessed on your demonstrated ability to identify and mitigate risks that affect the technical aspects of a project. You must differentiate between risk and safety. If you identify only public safety issues, you might not satisfy the requirements of this competency.</p>					
<p>Writing in first person, describe your contribution to the work in 2-3 paragraphs (max. 1,800 characters) Achieving all the indicators is not necessary, but your example must demonstrate your competency in this area. For example, you might describe how you:</p> <ol style="list-style-type: none"> <li>1. Identified risks, the causes of risks, and the impacts of risks; or</li> <li>2. Developed risk management and mitigation plans.</li> </ol>					
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<b>Applicant</b>		Application Type	PMEM	APEGA ID	
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Key Competency	Technical Competence 1.4 Application of Theory			Required Category Average	3.0
<p>You will be assessed on your demonstrated ability to use engineering knowledge and theory in the development of engineering designs, process systems, operations, or technical solutions.</p>					
<p>Writing in first person, describe your contribution to the work in 2-3 paragraphs (max. 1,800 characters). Achieving all the indicators is not necessary, but your example must demonstrate your competency in this area. For example, you might describe:</p> <ol style="list-style-type: none"> <li>1. Your use of theory and calculations to arrive at or verify solutions or technical specifications in engineering design or application; or</li> <li>2. Your development of a unique design that accomplishes a task that could not be done with a standard design solution.</li> </ol>					
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Key Competency	Technical Competence 1.5 Solution Techniques - Results Verification			Required Category Average	3.0
You will be assessed on your demonstrated ability to self-check your professional-level technical work.					
<p>Where computer-aided solutions or spreadsheet calculations were used, demonstrate how you verified your work with manual calculations, field data, or independent testing. Where computer solutions were not used, demonstrate how you verified your work through a separate and independent process. You must verify your work prior to implementation to avoid risk to the public. Writing in first person, describe your contribution to the work in 2-3 paragraphs (max. 1,800 characters). Achieving all the indicators is not necessary, but your example must demonstrate your competency in this area. For example, you might describe:</p> <ol style="list-style-type: none"> <li>Your understanding of the engineering principles used in the application of computer-aided solutions and describe how you verified the results were correct; or</li> <li>How you carried out an independent review and verification of your solution techniques or analysis methods.</li> </ol>					
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<b>Applicant</b>		Application Type	PMEM	APEGA ID	
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Key Competency	Technical Competence 1.6 Safety in Design and Technical Work			Required Category Average	3.0
You will be assessed on your use of engineering knowledge to identify, manage, and control hazards or provide for safe system operations. <input checked="" type="radio"/>					
<p>Writing in first person, describe your contribution to the work in 2-3 paragraphs (max. 1,800 characters) Achieving all the indicators is not necessary, but your example must demonstrate your competency in this area. For example, you might describe how you:</p> <ol style="list-style-type: none"> <li>1. Identified, incorporated, or participated in the review of safety considerations, procedures, and equipment as they apply to system operations or maintenance programs,</li> <li>2. Used specific knowledge of safety regulations to inform your design and technical actions; or</li> <li>3. Incorporated specific safety considerations in design and other professional activities and processes.</li> </ol>					
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Key Competency	Technical Competence 1.7 Systems and their Components			Required Category Average	3.0		
<p>You will be assessed on your understanding of technical systems and their components and of interactions and constraints in the behaviour of the system. Demonstrate your ability to manage processes within the overall system by monitoring or modifying processes to achieve desired outcomes.</p> <p>An example demonstrating your understanding of an administrative system will not satisfy the requirement of this competency. Writing in first person, describe your contribution to the work in 2-3 paragraphs (max. 1,800 characters). Achieving all the indicators is not necessary, but your example must demonstrate your competency in this area. For example, you might describe:</p> <ol style="list-style-type: none"> <li>1. Your understanding of each element in a technical system or process;</li> <li>2. Your understanding of the interactions between and constraints on the behaviours of an overall technical system or technical process; or</li> <li>3. How you managed technical processes within an overall system (monitored and, where needed, modified processes to achieve favourable outcomes).</li> </ol>							
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Key Competency	Technical Competence 1.8 Project or Asset Life Cycle			Required Category Average	3.0
<p>You will be assessed on your demonstrated exposure to and awareness of a process or project life cycle. The overall life cycle includes feasibility analysis through to design, implementation, operation, and maintenance, and on to decommissioning and retirement.</p> <p>You must discuss your involvement in the different stages of the life cycle. Writing in first person, describe your contribution to the work in 2-3 paragraphs (max. 1,800 characters). Achieving all the indicators is not necessary, but your example must demonstrate your competency in this area. For example, you might describe:</p> <ol style="list-style-type: none"> <li>1. Your awareness of project objectives and stakeholders or how you generated the initial project idea and preliminary design;</li> <li>2. How you performed the detailed design of the project, addressing technical, implementation and commissioning;</li> <li>3. How you analyzed the project from technical, financial, social, and environmental perspectives;</li> <li>4. How you contributed to the preparation of specifications or tender documents; or</li> <li>5. How you implemented and monitored project activities with checks on progress, changes to project execution, and feedback to inform subsequent technical work or how you were involved in operation and decommissioning.</li> </ol>					
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<b>Applicant</b>		Application Type	PMEM	APEGA ID	
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Key Competency	Technical Competence 1.9 Quality Assurance			Required Category Average	3.0
<p>You will be assessed on your demonstrated understanding of and ability to assess quality assurance in design, construction, or operations, including independent reviews of design and technical processes.</p>					
<p>Writing in first person, describe your contribution to the work in 2-3 paragraphs (max. 1,800 characters) Achieving all the indicators is not necessary, but your example must demonstrate your competency in this area. For example, you might describe how you:</p> <ol style="list-style-type: none"> <li>1. Conducted checks, including field checks, to verify the validity of design;</li> <li>2. Developed and acted upon a quality management plan;</li> <li>3. Prepared and acted upon quality control plans, including evaluating test results and developing recommended actions;</li> <li>4. Conducted detailed peer review of another's technical work; or</li> <li>5. Validated or verified functionality and performance of a completed project or system.</li> </ol>					
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<b>Applicant</b>		Application Type	PMEM	APEGA ID	
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Key Competency	Technical Competence 1.10 Engineering Documentation			Required Category Average	3.0
<p>You will be assessed on your demonstrated ability to review, communicate, and transfer technical information and share knowledge through graphics, drawings, or reports.</p>					
<p>Writing in first person, describe your contribution to the work in 2-3 paragraphs (max. 1,800 characters) Achieving all the indicators is not necessary, but your example must demonstrate your competency in this area. For example, you might describe:</p> <ol style="list-style-type: none"> <li>1. Your ability to review the designs of others and communicate findings and issues, including suggested alternatives;</li> <li>2. Your understanding of the value of engineering project completion reports with lessons learned, and how you used the knowledge in subsequent projects; or</li> <li>3. Your ability to transfer technical information through drawings, graphics, data, and documents for peer review and approval.</li> </ol>					
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<b>Applicant</b>		Application Type	PMEM	APEGA ID	
Name					
Key Competency	Communication 2.1 Oral Communication in English			Required Category Average	3.0
<p>You will be assessed on your demonstrated ability to orally communicate professional-level technical and project-related non-technical issues clearly, in English. Your example could include formal presentations or presentations of technical input for detailed project meetings.</p> <p>You must demonstrate oral communication skills beyond those required for routine site communications or interactions with co-workers. Writing in first person, describe your contribution to the work in 2-3 paragraphs (max. 1,800 characters). Achieving all the indicators is not necessary, but your example must demonstrate your competency in this area. For example, you might describe:</p> <ol style="list-style-type: none"> <li>How you verbally communicated professional-level technical information or technical directions to stakeholders; or</li> <li>Your active involvement in a public meeting, detailing how you presented technical and non-technical information and responded to feedback and inquiries.</li> </ol>					
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<b>Applicant</b>		Application Type	PMEM	APEGA ID	
Name					
Key Competency	Communication 2.2 Written Communication in English			Required Category Average	3.0
<p>You will be assessed on your demonstrated ability to communicate, in writing, professional-level technical and project-related non-technical issues clearly, in English. Your example could include formal reports, detailed technical memoranda, or field reports on technical issues.</p> <p>You must demonstrate written communication skills beyond those required for routine communication or simple documentation of project progress or payment. Writing in first person, describe your contribution to the work in 2-3 paragraphs (max. 1,800 characters). Achieving all the indicators is not necessary, but your example must demonstrate your competency in this area. For example, you might describe how you:</p> <ol style="list-style-type: none"> <li>1. Provided technical input and peer review of technical documents; or</li> <li>2. Wrote clear technical memoranda and reports, or technical components of reports, including an explanation of how you tailored communications to the intended audience.</li> </ol>					
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<b>Applicant</b>		Application Type	PMEM	APEGA ID	
Name					
Key Competency	Communication 2.3 Reading and Comprehension in English			Required Category Average	3.0
<p>You will be assessed on your demonstrated ability to read and comprehend technical engineering documentation in English. You must show how you used the technical documentation in your engineering work.</p>					
<p>Writing in first person, describe your contribution to the work in 2-3 paragraphs (max. 1,800 characters) Achieving all the indicators is not necessary, but your example must demonstrate your competency in this area. For example, you might describe:</p> <p>1. Your ability to comprehend written technical engineering documents, understand their implications, and incorporate key points in your technical work.</p>					
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<b>Applicant</b>		Application Type	PMEM	APEGA ID			
Name							
Key Competency	Project & Financial Management 3.1 Project Management Principles			Required Category Average	2.0		
You will be assessed on your demonstrated knowledge and application of project management principles.							
<p>Writing in first person, describe your contribution to the work in 2-3 paragraphs (max. 1,800 characters) Achieving all the indicators is not necessary, but your example must demonstrate your competency in this area. For example, you might describe:</p> <ol style="list-style-type: none"> <li>1. Your understanding of resource planning, budgeting, change management, scope management, scheduling, and the impact of unforeseen issues on project management;</li> <li>2. Your understanding of the impacts, benefits, and risks inherent in the consideration of design solutions on a project; or</li> <li>3. How you understood the requirements and expectations of internal and external stakeholders.</li> </ol>							
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<b>Applicant</b>		Application Type	PMEM	APEGA ID	
Name					
Key Competency	Project & Financial Management 3.2 Finances and Budget			Required Category Average	2.0
You will be assessed on your demonstrated knowledge of the economic or financial aspects of a project or elements of a project.					
<p>Writing in first person, describe your contribution to the work in 2-3 paragraphs (max. 1,800 characters) Achieving all the indicators is not necessary, but your example must demonstrate your competency in this area. For example, you might describe:</p> <ol style="list-style-type: none"> <li>1. Your ability to prepare a financial budget and cost estimation for engineering design, construction, and operations;</li> <li>2. Your knowledge of financial reports and comparative cost studies; or</li> <li>3. Your understanding of working with contracts or developing the financial aspects of a project.</li> </ol>					
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<b>Applicant</b>		Application Type	PMEM	APEGA ID	
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Key Competency	<b>Team Effectiveness 4.1 Promote Team Effectiveness and Resolve or Mitigate Interpersonal Conflict</b>			Required Category Average	3.0
<p>You will be assessed on your demonstrated ability to promote team effectiveness and manage or resolve interpersonal conflict effectively and professionally in the workplace.</p>					
<p>Writing in first person, describe your contribution to the work in 2-3 paragraphs (max. 1,800 characters) Achieving all the indicators is not necessary, but your example must demonstrate your competency in this area. For example, you might describe:</p> <ol style="list-style-type: none"> <li>1. Your ability to resolve interpersonal conflict or difficult circumstances in the workplace effectively and professionally;</li> <li>2. Your ability to proactively manage interpersonal conflict; or</li> <li>3. How you took initiative to mitigate interpersonal conflict in a team setting and promote team effectiveness.</li> </ol>					
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<b>Applicant</b>		Application Type	PMEM	APEGA ID	
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Key Competency	Professional Accountability 5.1 Professional Accountability			Required Category Average	3.0
<p>You will be assessed on your demonstrated understanding of professional accountability and self-awareness surrounding your limitations, ethical dilemmas you have encountered, or conflicts of interest (either real or perceived) that have arisen in your work.</p>					
<p>Writing in first person, describe your contribution to the work in 2-3 paragraphs (max. 1,800 characters) Achieving all the indicators is not necessary, but your example must demonstrate your competency in this area. For example, you might describe:</p> <ol style="list-style-type: none"> <li>1. How you applied professional ethics in your work;</li> <li>2. Your awareness of your technical limitations and how you took professional accountability by seeking guidance and expanding your capabilities;</li> <li>3. How you gained awareness of situations that were a potential conflict of interest and how you effectively managed such situations appropriately;</li> <li>4. How you gained awareness of the potential professional liability involved in all aspects of the design, construction, reporting, and inspection process; or</li> <li>5. Your understanding and awareness of appropriate use of the stamp and seal.</li> </ol>					
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<b>Applicant</b>		Application Type	PMEM	APEGA ID	
Name					
Key Competency	Social, Economic, Environmental and Sustainability 6.1 Protection of the Public Interest		Required Category Average	2.0	
<p>You will be assessed on your demonstrated understanding and awareness of how the public is impacted by the work of engineers, how factors such as public behaviours must be considered part of engineering work, and how safeguards for the public are implemented and may change throughout a project.</p> <p>Writing in first person, describe your contribution to the work in 2-3 paragraphs (max. 1,800 characters) Achieving all the indicators is not necessary, but your example must demonstrate your competency in this area. For example, you might describe:</p> <ol style="list-style-type: none"> <li>1. Gained awareness of your professional responsibility to protect the public interest;</li> <li>2. Identified, assessed, and mitigated adverse effects of a project on the public; or</li> <li>3. Assessed the impact of a project on the public and developed successful mitigating measures.</li> </ol>					
Employer					
Validator First Name			Last Name		
Validator E-mail	For self-assessment, not available				
Validator Position					
<b>SITUATION</b> <input type="radio"/>					
<b>ACTION</b> <input type="radio"/>					
<b>OUTCOME</b> <input type="radio"/>					
Canadian Environment Example?				<input type="radio"/> Yes	<input type="radio"/> No
Applicant's Self-Assessed Competency Level <input checked="" type="radio"/>		<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3
		<input type="radio"/> 4	<input type="radio"/> 5		

<b>Applicant</b>		Application Type	PMEM	APEGA ID			
Name							
Key Competency	<b>Social, Economic, Environmental and Sustainability 6.2 Benefits of Engineering to the Public</b>			Required Category Average	2.0		
<p>You will be assessed on your demonstrated awareness of how the public is impacted by the work of engineers, how public input is vital to successful engineering designs, and how your engineering work is beneficial to the public.</p> <p>Your example could include descriptions of how you engaged the public at information sessions, responded to citizen concerns, wrote reports that addressed project impacts on the public, or performed feasibility studies that included public considerations. Writing in first person, describe your contribution to the work in 2-3 paragraphs (max. 1,800 characters). Achieving all the indicators is not necessary, but your example must demonstrate your competency in this area. For example, you might describe how you:</p> <ol style="list-style-type: none"> <li>Understand the value and benefits of your engineering work to the public; or</li> <li>Interacted with the public in order to understand the impact of a project and used the information you gained to inform your work.</li> </ol>							
Employer							
Validator First Name		Last Name					
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Validator Position							
<b>SITUATION</b> 							
<b>ACTION</b> 							
<b>OUTCOME</b> 							
Canadian Environment Example?				<input type="radio"/> Yes	<input type="radio"/> No		
Applicant's Self-Assessed Competency Level 		<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5



<b>Applicant</b>		Application Type	PMEM	APEGA ID	
Name					
Key Competency	Social, Economic, Environmental and Sustainability 6.3 Role of Regulatory Bodies			Required Category Average	2.0
<p>You will be assessed on your demonstrated awareness of the role of regulatory bodies, in addition to APEGA, in terms of enforcing safety and the protection of the public and the environment.</p> <p>Your example should demonstrate that you understand how the role of regulatory bodies goes beyond mere enforcement of regulatory compliance. You should discuss the reason regulatory bodies and the regulations they administer are necessary. Writing in first person, describe your contribution to the work in 2-3 paragraphs (max. 1,800 characters). Achieving all the indicators is not necessary, but your example must demonstrate your competency in this area. For example, you might describe how you:</p> <ol style="list-style-type: none"> <li>Understand the roles of regulatory bodies in your engineering discipline and how they protect the public and environment, or</li> <li>Understand the roles of regulatory bodies and how they impact or influence your practice of engineering.</li> </ol>					
Employer					
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Validator Position					
<b>SITUATION</b> ?					
<b>ACTION</b> ?					
<b>OUTCOME</b> ?					
Canadian Environment Example?				<input type="radio"/> Yes	<input type="radio"/> No
Applicant's Self-Assessed Competency Level		<input checked="" type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3
		<input type="radio"/> 4	<input type="radio"/> 5		

<b>Applicant</b>		Application Type	PMEM	APEGA ID	
Name					
Key Competency	Social, Economic, Environmental and Sustainability 6.4 Application of sustainability principles			Required Category Average	2.0
<p>You will be assessed on your demonstrated awareness of sustainable options as they apply to the development of professional work, structures, or processes.</p> <p>Your example should highlight specific situations, actions, and outcomes where you considered sustainable options as part of an engineering project or process. These sustainable options could be related to resource use, environmental considerations, the development or awareness of standards focused on sustainability, future considerations, or operations and maintenance considerations. Writing in first person, describe your contribution to the work in 2-3 paragraphs (max. 1,800 characters). Achieving all the indicators is not necessary, but your example must demonstrate your competency in this area. For example, you might describe:</p> <ol style="list-style-type: none"> <li>1. Your understanding of how extending the life (sustainability) of components is of benefit to the public and industry; or</li> <li>2. How you considered and implemented environmentally sustainable practices on a project or made recommendations for sustainable practices.</li> </ol>					
Employer					
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<b>OUTCOME</b> <input type="radio"/>					
Canadian Environment Example?				<input type="radio"/> Yes	<input type="radio"/> No
Applicant's Self-Assessed Competency Level <input type="radio"/>		<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3
		<input type="radio"/> 4	<input type="radio"/> 5		

<b>Applicant</b>		Application Type	PMEM	APEGA ID	
Name					
Key Competency	Social, Economic, Environmental and Sustainability 6.5 Promotion of Sustainability			Required Category Average	2.0
<p>You will be assessed on how you promote the application of sustainability principles in your engineering work. These principles could apply either to the sustainability of a project or to environmental and social sustainability.</p>					
<p>Writing in first person, describe your contribution to the work in 2-3 paragraphs (max. 1,800 characters). Achieving all the indicators is not necessary, but your example must demonstrate your competency in this area. For example, you might describe how you:</p> <ol style="list-style-type: none"> <li>1. Considered and implemented sustainable practices in engineering design to ensure the project would continue operating for a significantly longer period of time; or</li> <li>2. Proactively considered advancing environmentally sustainable practices on a project or made recommendations for sustainable practices.</li> </ol>					
Employer					
Validator First Name			Last Name		
Validator E-mail	<i>For self-assessment, not available</i>				
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<b>SITUATION</b> <input type="radio"/>					
<b>ACTION</b> <input type="radio"/>					
<b>OUTCOME</b> <input type="radio"/>					
Canadian Environment Example?				<input type="radio"/> Yes	<input type="radio"/> No
Applicant's Self-Assessed Competency Level <input checked="" type="radio"/>		<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3
		<input type="radio"/> 4	<input type="radio"/> 5		

Name		APEGA ID	
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**You have completed filling in all the competencies.**

**Back to Page 1**

1. To review your competencies, click the "Back to Page 1" button on the left to go to the first competency, or click the Prev button below to go to the last competency.

**Save/Print**

2. Once you have completed your review you can create a copy print your results.

3. You can only perform a self-assessment once. By selecting this checkbox, you understand that you have used your one free self-assessment and confirm that you have completed the form to your satisfaction.

**Submit**

4. Press the "Submit" button on the left to calculate your results. They will be displayed in a separate Results Summary eForm.

**Go to the myAPEGA  
portal to View  
Summary**

5. Press the "Go to the myAPEGA portal to View Summary" button on the left to return to the online application submission in the myAPEGA portal - Step 6 Work Experience page.

**NOTE: This information will not be used or retained by APEGA for any assessment or validation of your competencies.**

APEGA adheres to the privacy standards under PIPEDA regarding collection, use, disclosure, and retention of personal information. APEGA may use your data for internal statistical analyses. However, the information will not be used for any current or future application purposes.

Tracking Number: 34620