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# APEGA Competency-Based Assessment Guide

## For Professional Engineering Applicants, Validators, and Experience Examiner

Prepared by APEGA Registration Department

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# INTRODUCTION

**This guide assists applicants registering to become Professional Engineers (P.Eng.) or Licensees. Throughout this document, Professional Engineer includes Licensees (in the discipline of Engineering).**

This guide, and the competency-based assessment tool, are **not** for individuals applying for the Professional Geoscientist (P.Geo.), Professional Licensee (P.L.), Engineer-in-Training (E.I.T.), or Geoscientist-in-Training (G.I.T.) designations.

For those designations, refer to their specific guidelines on <https://www.apega.ca>.

## WHAT IS APEGA?

The Association of Professional Engineers and Geoscientists of Alberta (APEGA) regulates the practice of engineering and geoscience in Alberta. In Alberta, people cannot independently practise engineering or geoscience, or call themselves engineers or geoscientists, unless they are registered with APEGA as Professional Members or Licensees.

APEGA has a primary responsibility to the public to ensure those who are granted registration are competent. This is demonstrated through knowledge, skills, judgement, and attributes to practise the profession effectively, efficiently, and safely, without compromising public interest. At the time of registration, the individual is deemed to be able to independently practise and uphold the profession.

Applicants must meet the requirements listed at [www.apega.ca/apply/professional-member/](http://www.apega.ca/apply/professional-member/) or [www.apega.ca/apply/licensee/](http://www.apega.ca/apply/licensee/).

Before you can independently practice, it is critical to have the appropriate academics, experience, and a clear demonstration of competence in the area of your practice.

## WHAT IS COMPETENCY-BASED ASSESSMENT?

Competency-based assessment is a method of collecting and evaluating work experience by providing a list of standard tasks and skills (competencies) that must be demonstrated before an applicant can be deemed qualified for registration.

APEGA's competency-based assessment tool (CBAT) provides clear requirements for applicants applying for registration as Professional Engineers. CBAT also informs them of the skills, professionalism, and responsibilities required of every Professional Engineer registered with APEGA. APEGA will eventually expand competency-based assessment to all applications for registration.

This guide contains definitions and instructions for individuals using the CBAT to evaluate their engineering work experience. This guide can also assist validators and APEGA's Experience Examiners in verifying and evaluating applications.

# COMPETENCY-BASED ASSESSMENT OVERVIEW

## ELEMENTS AND DEFINITION

### Competency

Competency-based assessment is a process that determines applicants' suitability for registration by verifying and reviewing their ability to perform fundamental engineering tasks safely and reliably.

Applicants must demonstrate an ability to practise independently and hold paramount the public interest. Applicants must self-assess their level for each key competency and support their assessment with relevant examples taken from their work experience. These examples must be from work experience gained in an engineering context or while performing engineering tasks as related to the practice of engineering as defined in the [Engineering and Geoscience Professions Act](#).

When applicants are assessed by APEGA's Board of Examiners (BOE), they must demonstrate that they have applied these competencies at a professional level.

### Competency Category

APEGA's Competency-Based Assessment (CBA) process and tool assesses applicants' key competencies, which are divided into six competency categories. These categories represent aspects of expertise required to practise engineering effectively and safely.

The six competency categories are:

1. Technical
2. Communication
3. Project & Financial Management
4. Team Effectiveness
5. Professional Accountability
6. Social, Economic, Environmental & Sustainability

### Key Competencies

Key competencies are skills or knowledge that APEGA has identified as crucial to the professional practice of engineering. They are based on an applicant's decisions, behaviours, or application of skill or knowledge to different engineering situations.

Each competency is evaluated against a score from zero to five, with zero demonstrating no awareness for the competency and five demonstrating a mature level of practice. See the *Competency Rating Scores* section for details.

Applicants score themselves and must meet a minimum score of one on each key **competency** and meet the minimum average level for each competency **category** to proceed with their application.

### Example

An applicant could score **one** for a key competency, but still achieve an average of **three** required for the overall category average by scoring **five** for another key competency in that category.

### Level of Competence

Applicants, validators, and APEGA's BOE independently rank an applicant's level of competence in each key competency during the competency-based assessment process. Fulfillment of each key competency and competency category is measured through the competency rating scale, which ranks the applicant's skill on a scale from zero to five.

The required minimum level score for each key competency is set at one. Each competency category has a required average level of competence, which is set at either level two or three. Applicants must meet or exceed the required level in each of the key competencies, as well as the average minimum scores for each competency category.

### Indicators

Indicators are generalized examples of skills or behaviours that applicants can use to illustrate a specific competency. The indicators provided by APEGA can help applicants determine which aspects of their work experience may apply. The indicators may also highlight any deficiencies applicants may have.

Applicants should not copy and paste a situation to use in multiple competencies, nor should they list off an example of each indicator within a competency. They should include specific details of their own work experience, namely a specific situation that addresses each key competency.

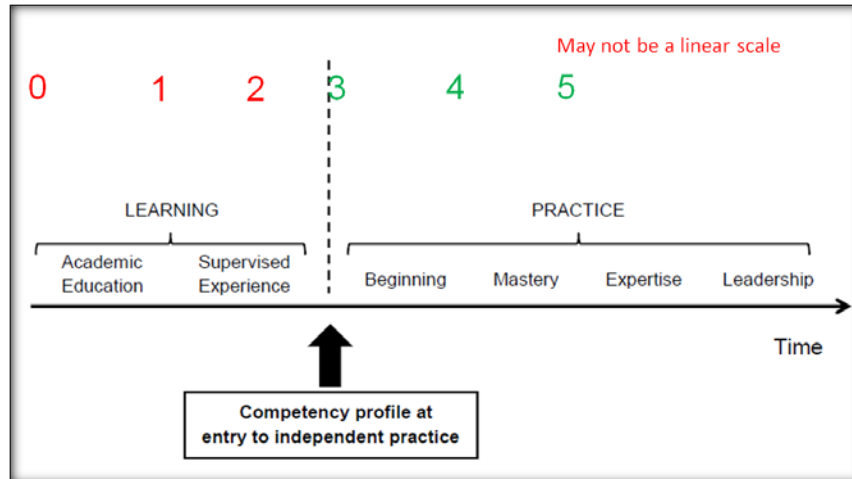
Results with the most clear demonstration of competencies generally come from applicants who took a lead on various tasks, projects, and situations encountered in the workplace.

For general indicators for each key competency, click [here](#).

## COMPETENCY RATING SCORES

The competency scoring scale in the competency-based assessment process measures the level of overall competence, not the level of success an applicant achieved in a specific situation. The example reinforces the score. The score is not about the example.

As illustrated in the schematic below, the applicant must be demonstrating a competence level at entry-to-practice, demonstrating they will no longer require supervision to complete their engineering tasks.



A score of three (3) indicates a readiness to assume professional engineering responsibilities for independent practice. A score of five (5) is typically attained by one who has been practising for several years and has strong depth and breadth of experience using professional judgement in one's activities. Most applicants will not achieve this level.

## Technical Competencies

### Category 1 – Required Category Score: 3

The scoring system for applicants' abilities in technical aspects of their work is:

- Level 0:** Little or no exposure to the competency
- Level 1:** Training Level: a general appreciation and awareness of the competency is required
- Level 2:** Requires knowledge and understanding of objectives: uses standard engineering methods and techniques in solving problems
- Level 3:** Carries out assignment of moderate scope and complexity; is typically seen to be prepared to assume professional engineering responsibilities
- Level 4:** Carries out responsible and varied assignments requiring general familiarity with a broad field of engineering and knowledge
- Level 5:** Uses mature engineering knowledge, independent accomplishments, and coordination of difficult and responsible assignments

## Non-Technical Competencies

### Categories 2, 4, 5 & 6 – Required Category Score: 3

### Category 3 – Required Category Score: 2

The scoring system for applicants' competency in communication; financial and project management; team effectiveness; professional accountability; and social, economic, and environmental accountability is:

- Level 0:** Little or no exposure to the competency
- Level 1:** Training Level: a general appreciation and awareness of the competency is required
- Level 2:** At a level of limited experience; carries out activities of limited scope and complexity; requires knowledge and understanding of objectives
- Level 3:** Approaching a professional level; carries out activities of moderate complexity
- Level 4:** Working at a professional level; carries out responsible and varied activities
- Level 5:** At a mature professional level; independent coordination of difficult and responsible activities; independent accomplishments and coordination of difficult and responsible assignments

## ROLES AND RESPONSIBILITIES

The following is an overview of the roles and responsibilities of each contributor working with the CBAT.

### Applicants

- Record employment history using the Work Record Validator List Form.
- Provide contact information for at least one individual per company worked to act as references who will verify and provide feedback on the applicant's employment history.
- Provide self-assessed competence level and sufficient details of skills and experience for each of the 22 competencies.
- Provide contact information for a minimum of three (3) individuals to validate and provide feedback on the applicant's competency assessment. A validator is required to validate each competency.
- Ensure both validators and references are aware they are being used to contribute to the application and must complete their assessments within the application timeline (90 days).
- Understand the forms and processes of the application and how they apply to the validation and reference components.
- Provide further information, as requested.

### References

*Manager, human resources staff, or other individuals who can confirm the applicant's employment history. Professional designation is not mandatory.*

- Confirm in the Modified Reference Questionnaire the applicant's employment at the company or organization during the specific times listed.
- One reference may be able to reference multiple work periods for any one company or organization, but the reference must be listed on each work record form.



- References only need to confirm an applicant's time working in a role.

## Validators

*Professional Engineer supervisor or equivalent senior practitioner who has worked with the applicant*

The validator must have first-hand knowledge of the applicant's work, and the applicant must have been under suitable professional supervision throughout. The validator may have a title other than supervisor and may be a manager, mentor, client, or colleague but **MUST** have taken technical responsibility for the work of the applicant.

- Review and confirm applicant's experience, which the validator witnessed or supervised (i.e., the applicant did what was described, particularly the technical components that required engineering analysis, knowledge, and judgement).
- Provide competence scores for key competencies in the Validator Response form assigned by the applicant, if applicable. A validator may be required to assess more than one competency and thus provide more than one Validator Response Form for the applicant. A validator may be asked to validate up to 20 individual competencies. (First step)
- Provide an overall feedback summary on the applicant's readiness for registration using the Validator Overall Reference form. (Second step)
- Identify own professional designation and jurisdiction of registration, if appropriate.

## APEGA Experience Examiners

*Professional Members*

- Review work record documents: Work Record Validator List from the applicant and Modified Reference Questionnaire forms from references.
- Review each key competency, the applicant's self-assessed scores, as well as the scores and comments from the validators.
- Provide scores and comments for each of the 22 key competencies.
- Make recommendations to the Registration Executive Committee (REC) on the applicant's readiness for registration.

# APPLICATION DOCUMENTATION AND INSTRUCTIONS

## APPLICATION COMPONENTS

Applicants will submit their experience using two forms in the online application system:

1. A basic employment history, recorded on the Work Record Validator List (WRVL). This will be used to confirm the applicant has at least 48 months of relevant work experience including experience that is obtained in a Canadian environment or that is equivalent to Canadian context (exposure to cold climate, experience in Canadian business practices, application of engineering codes & standards relevant to Canadian practices).
2. A competency-based assessment using specific examples from the applicant's employment history to confirm proficiency in 22 key competencies.

The full list of required documents for Professional Engineering applications, including proof of citizenship and academic qualifications, is available on the [Apply](#) page on the APEGA website.

Applications will not be assessed until all necessary documents have been received by APEGA, including completed forms from references and validators. Applicants will be able to view the *Check Application Status* webpage on the Member Self-Service Centre ([MSSC](#)) to monitor the status of these forms and whether they have been received and reviewed. From this page, applicants can reopen their WRVL and CBAT forms and change information on references and validators until responses have been received, at which time the page records on the forms will be locked for editing.

All documents must be submitted by a set deadline or the application will not be considered active and will be withdrawn. It is the responsibility of applicants to ensure their files are complete.

## BEFORE APPLYING TO APEGA

### **Applicants should:**

- Compile all the information and documents required for your application. All documents must show the applicant's legal name.
- Confirm dates of employment with previous employers.
- Contact potential validators and references to ensure they are prepared to be a part of the application process.
- Complete the Competency Self-Assessment Worksheet (CSAW) and view the Summary report to see if eligibility requirements per competency and category have been met. While this form is optional and not required for application processing, completing it is highly recommended to determine if the applicant should continue with their application and fee payment.

**Note:** This is not a reference for an employment opportunity. It is a factual validation of the applicant's work. Validators need to have taken technical responsibility for the work of the applicant.

## EMPLOYMENT HISTORY

### [Completing the Work Record Validator List \(WRVL\)](#)



The Work Record Validator List is a chronological overview of an applicant's experience that includes brief details of employment positions, responsibilities, and experience. This is not a duplication of your job function or position as defined by your company, but areas of work that you undertook. For each employment period, the applicant must provide a reference confirming the employment, and for any periods used to support competency, there must be a validator. These may be the same person.

### **Applicants must:**

- Contact references and validators before submitting their application to ensure that all contact information is correct.

## Format and Information

The format of entries in the Work Record Validator List section is as follows:

 <b>WORK RECORD VALIDATOR LIST (WRVL)</b> The Association of Professional Engineers and Geoscientists of Alberta										
Instructions								Save	Go to Form Submission Page	View Status
Please enter a validator and the related Work Record for the applicable position and time period in reverse chronological order starting from the most recent. Please fill-in each box. Press the "Add Work Record Validator" button to start another record.									Date	2017-08-24
<b>Applicant</b>	Application ID	786206	APEGA ID	276627	Application Type	PMEM	Application Discipline	CHEM		
Name	Leslie APPLICANT									
<b>Work Record Validator</b> <a href="#">Lookup</a>										
Enter a person's name who can validate one or more of your competencies at the company during the work record period below (view competencies in the CSAW form)										
Validator First Name					Validator Last Name					
Validator E-mail										
Validator Position					Validator Professional Designation	?				
Registration Country					Registration Jurisdiction					
<b>Work Record # 1</b> <a href="#">Lookup</a>										
Enter your work record information and a person as a reference at the company who can confirm your entered work employment dates and position										
Company Name										
Your Position at Company					Country where work performed					
Work Time Period you are referencing	Start Date (YYYY/MM)	/	End Date (YYYY/MM)	/	Total Months					
Please provide a brief overview of your position ?										
Maximum length is 400 characters. Any text exceeding the character limit will not be captured. Text that exceeds the area provided will not be readable upon submission.										
<b>Work Record Reference</b> <a href="#">Lookup</a>										
Reference First Name					Reference Last Name					
Reference E-mail										
Reference Position					Reference Professional Designation	If applicable				
WRVL eForm June 2017 V1.0										<a href="#">Delete This Record</a> <a href="#">Save All</a> <a href="#">Add A New Work Record Page</a>
										<a href="#">Prev</a> <a href="#">Next</a>

- **Work Record Validator:** Applicants must determine who can validate their competencies at each company or organization during the timeframe provided.
- **Work Record:** Applicants must list the company name, position, work period dates, country, and overview.

- **Work Record Reference:** Applicants must determine who can reference the time at that company or organization during the time frame provided.

## TIPS

- Pressing the “Save” button on the top of the form will allow the applicant to save the current page information.
- When an applicant wishes to add an additional Work Record, the “Save All” button on the bottom of the form must be pushed first before pressing “Add A New Work Record Page.” This saves all work throughout all the form(s).
- To exit or close the forms, make sure to push the big red “X” on the top of the form. This closes any active forms. If you don’t close the forms as instructed above, it may result in locking your application for 24 hours until you are able to reopen the forms and continue completing them.

# COMPETENCY-BASED ASSESSMENT – FOR APPLICANTS

**It is highly recommended that applicants complete a [Competency-Based Self-Assessment \(CSAW\)](#) prior to applying to APEGA. The information used in a self-assessment would be similar to that of a submitted application, but would allow applicants, upon careful reflection of their experience, to see if they meet the levels for each competency required. A self-assessment does not require any review by an applicant’s references or validators. If applicants feel they meet the competencies through the self-assessment, they are then encouraged to apply and provide all the required information, including references and validators as below.**

## SELECTING VALIDATORS

Applicants must provide the names and email addresses for a minimum of one validator for each company or organization during the time frame provided. A validator is a Professional Member or senior practitioner who may be a supervisor, mentor, manager, colleague, or client. *The validator must have had technical responsibility for the applicant’s work and witnessed the applicant performing the duties and tasks as described in the work and competencies.* Each validator must confirm the skill and ability for any competency the applicant lists for a particular role. One validator may be able to validate multiple competencies, but the validator must be listed on each form.

**NOTE** The same validator may be used for different key competencies as long as at least three validators are provided overall. For example, because there are 22 key competencies, and applicants need to use each validator at least once, one validator could be used for up to a maximum of 20 key competencies, leaving only one key competency each to be validated by the other two validators.

Once the applicant has completed demonstrating their expertise in a key competency by providing an example, the applicant will assign each example to a validator with first-hand knowledge of the work described. This validator will be asked to review the applicant's self-assessment and score and comment on each assigned competency. Validators will be able to provide overall feedback about the applicant's suitability and readiness for registration. For additional information about validators and references, click [here](#).

## PROVIDING EXAMPLES


The Competency-Based Assessment Tool (CBAT) form has multiple pages, including one for each of the 22 key competencies, as well as review and submission pages. The required key competencies for each category are listed below the category heading. The applicant must have a score of at least one in each key competency before the application is submitted. If applicants' scores are below the minimum score of one, the application should not be submitted until more experience is gained to achieve the deficient competency.

Applicants should be as specific as possible when providing an example to demonstrate each key competency. Both the competency description and indicators on the CBAT form provide guidance as to what the BOE is looking for. If the example was within a group context, applicants should focus on their own personal contributions to the solution and outline their thought process and any specific knowledge applied to the situation. It is important for applicants to mention **what** they did, **how** they did it, and **why** they did it. In some cases, applicants may wish to indicate how they might have approached the situation differently.

Project details (e.g., location, budget) can provide context, but applicants should focus on their contributions, how they used professional engineering judgement, and what they learned from each experience.

**Strong examples** are situations when the applicant had a direct responsibility for, and effect on, the project outcome and the project did not have obvious or predetermined solutions.

**Weak examples** include situations where the applicant participated as a *team* member rather than in a *leader* role, or using examples of situations where activities were *observed* in practice but not actually *completed* by the applicant.



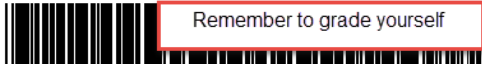
## COMPETENCY-BASED ASSESSMENT TOOL (CBAT)

The Association of Professional Engineers and Geoscientists of Alberta

Save
Instructions
Go To CBAT Page 1
Go To Summary Page 1
View Status

<b>Applicant</b>	Application ID	296296	APEGA ID	254425	Application Type	PMEM	Application Discipline	CHEM				
Name	Leslie APPLICANT											
Key Competency	Technical Competence 1.1 Regulation, Codes & Standards						Required Category Average	3.0				
<p>Demonstrate knowledge of regulations, codes, standards, and safety - This includes local engineering procedures and practices as applicable.</p> <ol style="list-style-type: none"> <li>1. Identify and comply with legal and regulatory requirements for project activities.</li> <li>2. Incorporate knowledge of codes and regulations in design materials.</li> <li>3. Prepare reports assessing project compliance with codes, standards, and regulations.</li> <li>4. Recognize the need to design for code compliance and ensure ability to construct, ability to operate and ability to maintain, once constructed.</li> </ol>												
These are some of the indicators that help outline the competency.												
Company												
Validator												
Validator E-mail												
Validator Position												
SITUATION	<p style="font-size: x-small; text-align: center;">Maximum length is 400 characters. Any text exceeding the character limit will not be captured. Text that exceeds the area provided will not be readable upon submission.</p>											
ACTION	<p style="font-size: x-small; text-align: center;">Maximum length is 1,800 characters. Any text exceeding the character limit will not be captured. Text that exceeds the area provided will not be readable upon submission.</p>											
OUTCOME	<p style="font-size: x-small; text-align: center;">Maximum length is 400 characters. Any text exceeding the character limit will not be captured. Text that exceeds the area provided will not be readable upon submission.</p>											
Do you confirm that this competency demonstrated your ability to work at a professional level in a Canadian context?							<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

CBAT eForm June 2017 V1.0  
CBAT eForm Competency Content Version June 2017 V1.0



Remember to grade yourself

Save All
Prev
Next

This is the competency.

This is a brief description of the competency.

Remember to confirm if this is in a Canadian Context.

## COMPLETING THE COMPETENCY-BASED ASSESSMENT TOOL FORM

Under each key competency, applicants need to describe examples of recent engineering activities that best demonstrate achievement of the competency. When filling out the form, applicants must select the company name and validator from the previously created list in their Work Record Validator List (WRVL) form. Applicants will also fill in validator names, email addresses, and positions, and then complete the situations, actions, and outcomes that would satisfy each key competency.

### Each competency page must include:

- **Employer and Position:** The applicant's employer and position where the experience related to the competency was gained. The position and time periods at the employer must be present in the work experience history.
- **Validator:** The individual who will be reviewing and providing feedback on the applicant's self-assessment for the specific competency, and who had direct knowledge and supervision of the applicant's work.
- **Situation:** A brief overview of a specific situation or problem.
- **Action:** The applicant's contributions to the situation, including specific knowledge or skills used.
- **Outcome:** The solution, product, process, or other outcome that resulted from the applicant's actions.
- **Canadian Environment Example:** Mark whether this experience was gained in a Canadian environment demonstrating application of relevant codes, standards, and business processes applicable to Canadian practice and societal impact.
- **Applicant Self-Assessed Competence Level:** The score (0-5) the applicant believes was demonstrated for the competency.

### TIPS

- Applicants should write in the first-person (using "I" statements instead of "we"). It is important to show ownership and responsibility for work contributions, even if working as part of a group or team. Applications will be stronger if applicants highlight situations demonstrating competencies for which they were leading the work. The BOE must assess whether applicants are competent to practise independently.
- Applicants should use as many different examples as possible and should leave enough room to sufficiently explain the contribution to each situation in the **Action** section of the form. Each competency should contain only **one** example—it should be the strongest example—rather than listing several examples for each competency. A list of brief overviews is not considered sufficient. SMEs have no previous knowledge of this work and can only make assessments based on the evidence provided.
- Copying a job description is insufficient. Applicants should focus on their personal contributions to a situation, the solution, and the steps taken.
- Applicants should use a unique case for each competency to help demonstrate breadth and depth of their experience.
- Discretion about the level of detail needed for each specific example is recommended. Fewer details may be required for complex projects that spanned multiple departments or years. Smaller projects may need greater detail to ensure that SMEs fully grasp the importance and scope of the contributions.
- There may be a need to change validators throughout the process. Applicants can manage this process independently until the "Submit" stage. Changes to validators needs to be completed in both the WRVL and CBAT forms; a new "Submit" will need to be done.

# VALIDATION AND ASSESSMENT OF AN APPLICATION

## VALIDATING AN APPLICATION – FOR VALIDATORS

### Validation Requirements

Every experience example and self-assessed competency level for each key competency must be verified by at least one validator. Validators should cover as much of an applicant's experience as possible. A minimum of 48 months of engineering experience must be confirmed by references.

APEGA does not accept reference or validator feedback via phone or email. All feedback must be submitted using the Validator Response Form(s) (VRF) and the Validator Overall Reference Form (VORF).

### Validation Process

- Once applicants submit their completed CBAT forms, validators will receive an email containing links to the Validator Response forms. These eform links can be opened by most major browsers.
- Validators must complete and submit both the VRF and the VORF eforms before the application can be processed by APEGA staff.
- Validators will be provided with the key competency, definition, and indicators, along with applicants' examples and self-assessed scores. Validators will assess applicants' level of competency according to the evidence provided and their personal recollection of the applicants' performance.
- Validators will need to confirm the dates on the forms as the dates *worked* with the applicant, not the length of time they have *known* each other.
- Along with rating applicants' competency scores, validators will submit comments in the box provided. Once they are finished their evaluations, each validator must sign the VRF form and submit it to APEGA.
- Validators must provide a comment in the comment area for any score that is 0, 1, or 5; these scores are considered outside the normal scoring range.

**NOTE:** Validators will be asked to refer to the information provided on the VRF form when completing the next step (VORF). **It is highly encouraged that validators print or save this information where it can be referred to later.** *This information will not be provided by APEGA staff if it is lost.*

- Validators must complete and submit the VORF form. This form gives validators the opportunity to provide basic information about themselves and provide final comments or recommendations regarding applicants' application for registration and address the applicants' experience within the Canadian environment.
- Validators not evaluating any competencies can use the VORF to give an overall recommendation about the applicant.



**Applicants must manage the receipt of all VRF and VORF forms.** This can be done through the [Member Self-Service Centre \(MSSC\)](#).

## ASSESSING AN APPLICATION – FOR EXPERIENCE EXAMINER

Each competency submission is reviewed by SMEs who specialize in the applicant's discipline. These SMEs can access the applications to review from their [MSSC](#).

- The experience examiner will review the applicant's academic credentials, the Work History record, and the recommendations on the assessment of Work Record Validator List to understand the applicant's overall academic and employment histories. No input is required from the experience examiner for this step. However, they should note whether the applicant is showing evidence of professional growth and development throughout the applicant's career.
- The experience examiner will review the applicant's CBAT for written details, self-assessment, and validator scores for each key competency. The experience examiner will note whether the applicant sufficiently displayed the key indicators for each competency. The experience examiner will also review the VRFs submitted by the applicant's validators.
- The experience examiner will review and score the applicant's demonstration of the competencies based on the evaluation of the examples provided.
- The experience examiner will decide whether the applicant, with consideration of the validator's score, has provided enough evidence to support the self-assessed competency level and whether the applicant has met the competency as a whole.
- Based on the details provided by the applicant and the comments provided by the validator(s), the experience examiner will provide final comments and recommendations.
- Each applicant file is reviewed by at least two professional members.
- **The BOE makes the final decisions on eligible applicant files.**

## RATING EXAMPLES – FOR APEGA SUBJECT MATTER EXPERTS (SME)

APEGA SMEs will use the competency rating score to grade the applicant's examples for each competency. Using their professional judgement, they will determine whether the applicant shows sufficient evidence of each competency through the situations and details provided in the application to meet an entry-to-practice level.

### Example Review Process – Category One

- Evaluation of Competency Category 1, Technical Competence, will serve as an example of the review process. Ten competencies are in this category.
- The experience examiner will read and assess the examples for each competency, keeping in mind the following:
  - examples must be related to unique problems without obvious, predetermined solutions
  - applicants must have had full or partial responsibility for delivering the outcome
  - examples must **clearly and specifically** demonstrate applicants' competencies in an area. SMEs cannot assess on implied evidence.

Based on the evidence provided in the examples, the experience examiner will assign the applicant a score using the competency rating score for each competency in the category—in this case, the 10 competencies under Technical Competence. The applicant's self-assessed score and the validator's feedback are available for reference, as well as the detailed descriptions of each competency level.

The CBAT form will calculate the average the applicant achieved for each competency category. For the Technical Competence category, if the average score is equal to, or higher than, the required minimum overall competence score of three (3), the applicant has satisfied the requirements of the Technical Competence category. If this number is below three (3), the applicant has failed to satisfy the requirements.

**For an application to qualify for registration, an applicant must attain the minimum required average score of competence in all competency categories, with no score lower than one for any key competency.**

SMEs may use the competency rating scores and indicators for guidance in determining whether applicants have met the required standard for each competency.

**Meeting one indicator may be sufficient to demonstrate a competency. Indicators are examples of appropriate evidence for an applicant to submit.**

## THE ASSESSMENT PROCESS

### APPLICATION SUBMISSION

Once all requirements have been completed, applications are sent for a multi-stage regulatory review administered by APEGA's Registration Department supporting the work of APEGA's BOE, the decision-making body on all applications. The BOE decision on the application will be emailed to the applicant's primary email address on file by the end of the month following the Board meeting. Board meetings typically occur monthly.

### APPLICATION STATUS TRACKING

Applicants can track the status of their applications by logging in to the [MSSC](#). Throughout this process, staff will notify applicants via email if they require additional documents. Applicants may be asked to refine a competency description if the example provided was insufficient. If a change is requested and made, it will be re-validated and scored by the validator.

Applicants must request changes to their applications by email. Changes will only be accepted **prior** to the review and evaluation by APEGA's BOE. Multiple revisions will delay the application process. Once a decision is made, applicants can challenge a decision through the reassessment or reconsideration process. Find more information about [Application Decisions](#) on our website.

Applicants should ensure that all contact information is updated in the [MSSC](#). All email communication will be sent to the primary email address on file. **If APEGA cannot reach an applicant for updates, the application may be flagged for withdrawal.**

# APPLICANT FREQUENTLY ASKED QUESTIONS

## **My work conditions are confidential. How do I submit my competency-based assessment?**

SMEs do not need a high level of detail on confidential information—they need sufficient evidence to be satisfied that you are able to practice competently as a professional engineer. APEGA would expect that this could be demonstrated by documentation that describes the nature of your work and its complexities without disclosing confidential details about solutions or business processes. All APEGA SMEs are bound by confidentiality.

## **I have only worked on two major projects over my four years of experience. Do I need to use a different project for each key competency?**

It is acceptable to reference the same major project in multiple key competency examples as long as you describe the specific actions that were taken to demonstrate each key competency. Portions of the [Situation](#) section may be repeated, but entire examples may not be. The [Action](#) section in particular should be specific to each key competency.

## **Do I need to spread out my examples from all four years of my work experience, or can I focus on the most recent and highest-level experience?**

There is no requirement to cover the entire four years of experience through competency examples. You are encouraged to select your strongest examples for each key competency, so focusing on recent experience is acceptable. However, it may be advantageous for the overall assessment if you provide more breadth and depth in your examples.

## **How long should my examples be?**

The [Situation](#) and [Outcome](#) sections should be concise. Both have a character limit of 400 characters per section, with no space for overflow. The [Action](#) section has a 1600-character limit where you can provide sufficient details of your contribution to each situation and prove that you have demonstrated the competency. Point form is acceptable. Be aware that in addition to the specific examples used for the Communication – Written competency, an experience examiner may also use your overall application as written in consideration of meeting the competency.

## **Can I use the same situation to fulfill multiple competencies?**

The Registration Executive Committee will be looking for progression through your career; this is evident through depth and breadth of situations and experience. Competency-Based Assessment submissions will not be refused for using the same situation for multiple competencies, but it may not lead to the most positive outcome for the overall demonstration of ability to practice independently.

## **How detailed must my examples be for each competency?**

We strongly encourage using as many different examples as possible leaving enough room to sufficiently explain your contribution to each situation in the “Action” section of the form. Each

competency should contain only **one** example—what you feel is your strongest—rather than listing several examples for each competency. A list of brief overviews is not considered sufficient. SMES have no previous knowledge of this work and can only make assessments based on the evidence provided.

Copying a job description is insufficient as there should be a focus on your personal contributions to a solution and the steps taken.

Discretion about the level of detail needed for each specific example is recommended. Fewer details may be required for overly complex projects that span multiple departments/years, while smaller projects may need more details included to ensure that the SMEs fully grasp the importance and scope of the contributions.

### **What if I don't have any specific examples for one or more competencies?**

You are required to prove competence in all 22 key competencies. If you do not have any professional experience that satisfies one or more of the competencies, you should consider delaying your application until you have gained the necessary experience.

### **What if I can't complete a section?**

You must be able to provide satisfactory examples for all competencies. If you do not yet have adequate experience to be able to do that, you will need to wait until you have gained adequate experience. Applications submitted with fewer than 48 months of engineering experience will be declined.

### **What if I have fewer than 48 months of experience but I can still complete all my competency requirements?**

The requirement for 48 months experience is a legal requirement, established in the Engineering and Geoscientist Professions Act and General Regulation. It is not possible to apply for registration prior to accumulating at least 48 months of acceptable engineering experience. An application submitted before 48 months engineering experience will be declined without further processing even if one self assesses to having met all the competencies.

It is highly unlikely that a new engineering graduate will be considered competent in all competencies prior to 48 months. Forty-eight months is the minimum experience necessary to be considered for registration, and most new engineers will be just entering a level of competence where they can practice independently.

There is some tendency to over-rate competency by new engineers, which should be avoided. By way of comparison, many engineers with over a decade of experience will only be operating between a level of three and four on the competency rating scale.

### **How many references do I need?**

Applicants need a reference who can confirm the work chronology at each organization the applicants were employed with. One reference may be able to reference multiple work periods for any one particular company/organization, but must be listed on each Work Record form.

### How many validators do I need?

A minimum of **three** validators overall is required for each application, and the validator must take technical responsibility for the work described in each of the key competencies. Again, it is recommended to give wider exposure of different work situations and validators to demonstrate your overall ability to practice independently. Please make sure to list all three validators in your competency submissions—each validator must be used at least once. If an application is submitted listing fewer than three validators, it will be declined and you will be asked to apply again.

### Do I need a different validator for every competency?

The same validator may be used for different key competencies as long as at least three validators are provided overall. For example, because there are 22 key competencies and you need to use each validator at least once, you could use one validator for up to a maximum of 20 key competencies, leaving only one key competency each to be validated by your other two validators.

### What will my references receive?

The references will receive one to many forms to confirm the employment timelines the applicants have listed. This may be someone in an HR department or another manager that can verify the applicant's employment history within each organization they are referencing.

### What will my validators receive?

Validators will receive an electronic form in an email notification for the key competencies they are listed for to corroborate the situation, action, outcome, and self-rating provided by the applicant.

Once all competency pages have been received and your application is being processed, one final summary/confirmation email will be sent to each validator. This needs to be completed for your application to continue.