



# Registration Services

Reference Questionnaire Guide



The images contained within this document may not exactly match the latest version of the software you are working with, however it does not impact the process and workflow associated with the application, and reference process.

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#### Publication History

Version	Date	Revision
1.0	2014-07	Initial Public Release
1.1	2016-06	Changes to policy and procedures (MV)

## CONTENTS

<b>INTRODUCTION .....</b>	<b>4</b>
<b>NAVIGATE THE REFERENCE QUESTIONNAIRE .....</b>	<b>5</b>
<b>FILL OUT THE REFERENCE QUESTIONNAIRE .....</b>	<b>7</b>
<b>WHAT THE QUESTIONNAIRE LOOKS LIKE.....</b>	<b>7</b>
<b>STEPS .....</b>	<b>8</b>
<b>REVIEW AND SUBMIT THE REFERENCE QUESTIONNAIRE .....</b>	<b>8</b>
<b>FEEDBACK FROM APEGA.....</b>	<b>10</b>
<b>IF THE REFQ IS ACCEPTED .....</b>	<b>10</b>
<b>IF THE REFQ IS NOT ACCEPTED .....</b>	<b>10</b>
<b>NOTIFICATION TO THE APPLICANT .....</b>	<b>10</b>
<b>EXAMPLE OF A REFQ.....</b>	<b>11</b>
<b>QUESTIONS? .....</b>	<b>13</b>

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## INTRODUCTION

Who: Who / What is APEGA?

The Association of Professional Engineers and Geoscientists of Alberta (APEGA) is the Provincial Regulatory Office (PRO) for the Engineers and Geoscientists in the Province of Alberta. Within Alberta people cannot call themselves an engineer or a geoscientist unless they obtain a license from APEGA.

In order to obtain a license, individuals must submit their application and documentation providing evidence of education from post-secondary institutions, work experience and supporting references, proof of English competency, and pay any required administration fees.

Your contact information was provided by an individual applying for membership with The Association of Professional Engineers and Geoscientists of Alberta (APEGA).

APEGA has developed this guide to assist individuals in completing the Reference Questionnaire that forms a critical part in the licensure process.

As a reference, APEGA requests that you confirm the information provided by the applicant on the Work Experience Record (WER) for:

- The accuracy and completeness of the work duties and responsibilities, and their period of employment;
- The applicant's technical competence, understanding and application of engineering, and/or geoscience principles and theories;
- The applicant's English language competency;
- The applicant's ability to work in a team environment;
- The applicant's ability to exercise professional judgment; and
- Your evaluation of the applicant's character and reputation; Good character indicates moral and ethical strength and includes integrity, candor, honesty and trustworthiness.

All APEGA members are held accountable to the Code of Ethics that governs the way an individual practices their profession.

The information you provide as a reference will be used as part of the decision of the Board of Examiners (BoE) in the application process. The BoE is granted the authority to make decisions on licensure of the membership through the powers of The Engineers and Geoscience Professions Act, Regulations and By-laws (EGPA – The Act) of the Government of Alberta. Some of the members of the BoE serve as academic examiners and some as experience examiners:

- The academic examiners are primarily responsible for the assessment of academic qualifications;
- The experience examiners are primarily responsible for the assessment of the applicant's experience; and

Both groups jointly deal with English language competency, character, and knowledge of law and ethics.



## NAVIGATE THE REFERENCE QUESTIONNAIRE

On the email you received from APEGA, please use the click here hyperlink or copy the entire URL and paste it into your web browser to access the online RefQ.

- The form works best when viewed in full screen.
- If you are listed as a reference for work records, you will receive separate emails for each time period and will need to complete all of the RefQs sent to you.
- If you do not wish to provide a reference, please notify us promptly using the contact information provided in the email you received.

From: auto-send@apega.ca  
To:  
Cc:  
Subject: APEGA Reference Questionnaire for Bob SMITH \*165305\*

\*Please do not reply to this email. Inquiries may be directed to the email address listed at the bottom of this message. You may receive more than one questionnaire for multiple time periods. Please complete all questionnaires sent to you.\*

Dear Adam Adamson,

Thank you for taking the time to provide a reference for Bob SMITH.

Please [click here](#) or paste the following URL into your web browser to access the Reference Questionnaire.

[https://eforms-test.apega.ca/iFiller/iFiller.jsp?fref=0c2ffd2e-db58-4b1e-8263-42dc2519bd37&WER\\_SUBM\\_REF\\_KEY=752d31cc-0222-479b-9a2a-82cd7ac43945&WERRowID=993&FormattaHash=dd606cbbd6522a59ba5663257bc73e72](https://eforms-test.apega.ca/iFiller/iFiller.jsp?fref=0c2ffd2e-db58-4b1e-8263-42dc2519bd37&WER_SUBM_REF_KEY=752d31cc-0222-479b-9a2a-82cd7ac43945&WERRowID=993&FormattaHash=dd606cbbd6522a59ba5663257bc73e72)

As a reference, the feedback you provide is a critical part of APEGA's licensure process. The information you offer will help to inform the Board of Examiners in their licensing decision. For access to the complete guide on what it means to be reference for an APEGA applicant, please click here for information.

Included with the Reference Questionnaire is the applicant's Work Experience Record that you may refer to while filling in the required areas of the Reference Questionnaire. Your responses should only apply to the **dates and positions in which you were specifically involved** or about which you have knowledge pertaining to the applicant's work experience.

Please add **comments that you feel would be beneficial** to the APEGA Board of Examiners in evaluating the applicant's qualifications. Also note that each time period will require its own reference questionnaire.

**Providing a reference for post-graduate degree experience**

Please click on the "Instructions" button in the questionnaire for guidance on what information to include within the reference questionnaire. **Note: you will also be asked by the applicant to provide a supervisory letter of support, which is distinct from this reference questionnaire.**

Included with the Reference Questionnaire is the applicant's postgraduate Work Experience Record that you may refer to while filling in the required areas of the Reference Questionnaire. Your responses should only apply to the dates and research portion of the program in which you were specifically involved as the thesis supervisor.

Again, we thank you for your time and appreciate your assistance in the licensure process.

**Applications Coordinator Name**  
**The Association of Professional Engineers and Geoscientists of Alberta (APEGA)**  
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Edmonton AB T5J 4A2  
Email @apega.ca  
Ph 780-426-3990 Ext. #####  
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- Review both pages of the RefQ, as the first page will contain the reference questions, and the second will contain the work experience information provided by the applicant. **Only provide a reference covering work that you have personal knowledge of.**
- The Board of Examiners (BoE) will be looking for specific experience with a particular emphasis on:
  - Application of technical theory
  - Practical experience
  - Management
  - Implications of the applicant's work on society
  - Communication (high level of English language capacity with respect to technical work)

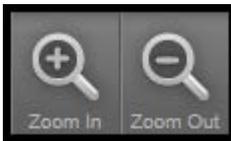
For more information please refer to our website:

<http://www.apega.ca/apply/experience/experience-types/>

- To navigate between the questionnaire on page 1 and the work experience description on page 2, please use the Next and Previous buttons in the utility bar at the top of the page.



- The form can be made larger or smaller as well by using these Zoom In and Zoom Out buttons.



- To move through the various fields of the form, click into any field and use the TAB key on your keyboard.

# FILL OUT THE REFERENCE QUESTIONNAIRE

## What the questionnaire looks like

Previous Next Page 1 of 3 Go
Open Download Print Reset Zoom In Zoom Out 100% Certificate Attach Info Close



The Association of Professional Engineers and Geoscientists of Alberta

[Instructions](#) | [Work Experience Record](#) | [View Status](#)

### REFERENCE QUESTIONNAIRE

Please refer to the work experience record for the time period you are referencing; please fill in each box

Applicant First Name	Bob	Last Name	SMITH	APEGA ID	212781
Reference First Name	Adam	Last Name	Adamson	Date Completed	2016-04-14
Relationship to Applicant (Supervisor, Mentor, Colleague, Client)			Supervisor		
Company: Company					
Time period you are referencing		From (YYYY-MM-DD)	2015-01-01	To (YYYY-MM-DD)	2016-01-01
Do you have any of the following professional designations?					P.Eng.
What percentage of the work performed was at a Professional level?					100
What percentage of the work performed was at a technologist level or lower?					0
Please answer the following questions with "Yes", "No" or "I don't know" in the boxes					
Do you verify that you have received the experience record for this referenced work and it is accurate and valid for the time period you are referencing?					Yes
Is/was the work performed by the applicant at a professional engineering/geoscience level?					Yes
Does the applicant exhibit good character and reputation?					Yes
Does the applicant understand and apply the principles of the Code of Ethics?					Yes
Using the <a href="#">Engineers Canada communication competency indicators for engineers and geoscientists</a> , in your opinion, are the applicant's English language skills related to the provision of engineering or geoscience services at a satisfactory level sufficient to protect the interest of the public in Alberta?					
Speaking/Oral:		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Listening/comprehension:		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Writing:		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Reading:		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Comments:					
Has the applicant become aware of the societal implications of his/her work?					Yes
Do you recommend that the applicant be registered as a professional member with APEGA?					Yes
If not, please explain below:					
What areas does the applicant have to improve in to receive your recommendation for registration?					
Any further comments you wish to make.					
Bob Smith is very knowledgeable and I recommend that he is registered as a professional member of our association.					
Signature		Adam Adamson			
Reference Member Number	123456				
Date	2016-04-14				
Jurisdiction Registered In	Canada	Region	AB		

APEGA will not accept printed and/or emailed copies of the form. Please use the button below to submit the record to APEGA.

Submit to APEGA

Tracking Number:

212781
Form #: 0018 Version #: 4.2

## Steps

1. Enter your **First and Last names**.
2. Select your **Relationship to Applicant** from the drop-down list.
3. Confirm the **time period you are referencing** by comparing it to the dates on page 2. If the dates that you worked with the applicant are different, please change them on page 1 and explain the discrepancy in the comments section at the bottom of the reference questionnaire.
4. Select your **professional designation**.
5. Indicate what **percentage of the work performed** was at Professional Level versus Technologist Level. The total of both numbers must equal 100% or less. If the percentages do not equal 100%, please explain the remaining percentage in the comment section. (eg. Is there a high component of managerial/administrative work which would reduce the amount from 100%?)

**Example:** *If the applicant worked at 75% Professional Level and 25% Technologist Level, then the additional comment section would show “25% of Bob’s work was at managerial level where the applicant performed staff competency evaluations and gap analysis of technical calculation documents prepared by junior engineers”.*

6. Please **answer the remaining questions** and enter additional comments that you believe are useful. Such comments may relate to –
  - Progression in technical abilities
  - Demonstrate ability for independent practice
  - Overall general knowledge of codes and standards
  - General teamwork and soft skills/ability to interact and work collaboratively
7. If you are a Professional Member of APEGA or of another constituent association, enter **your registration number** into the Reference Member Number field.
8. Sign the questionnaire by **typing in your full name** into the Signature field.

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## REVIEW AND SUBMIT THE REFERENCE QUESTIONNAIRE

9. Please review the information that you have provided for accuracy, and make any changes necessary before submitting the RefQ to APEGA.
10. Click Submit to APEGA, located at the bottom right corner of the form. The Submission Status pop-up is displayed confirming that the information has been sent to APEGA for review.





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## FEEDBACK FROM APEGA

Once APEGA processes the RefQ, you will receive email notification of the status.

### If the RefQ is Accepted

You will receive an email from [auto-send@apega.ca](mailto:auto-send@apega.ca) notifying you that your RefQ has been approved.

### If the RefQ is Not Accepted

You will receive an email from [auto-send@apega.ca](mailto:auto-send@apega.ca) requesting clarification or additional information. You will need to click on the hyperlink to access the RefQ you submitted, provide the requested information, and click Submit to APEGA to submit the updated RefQ.

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## NOTIFICATION TO THE APPLICANT

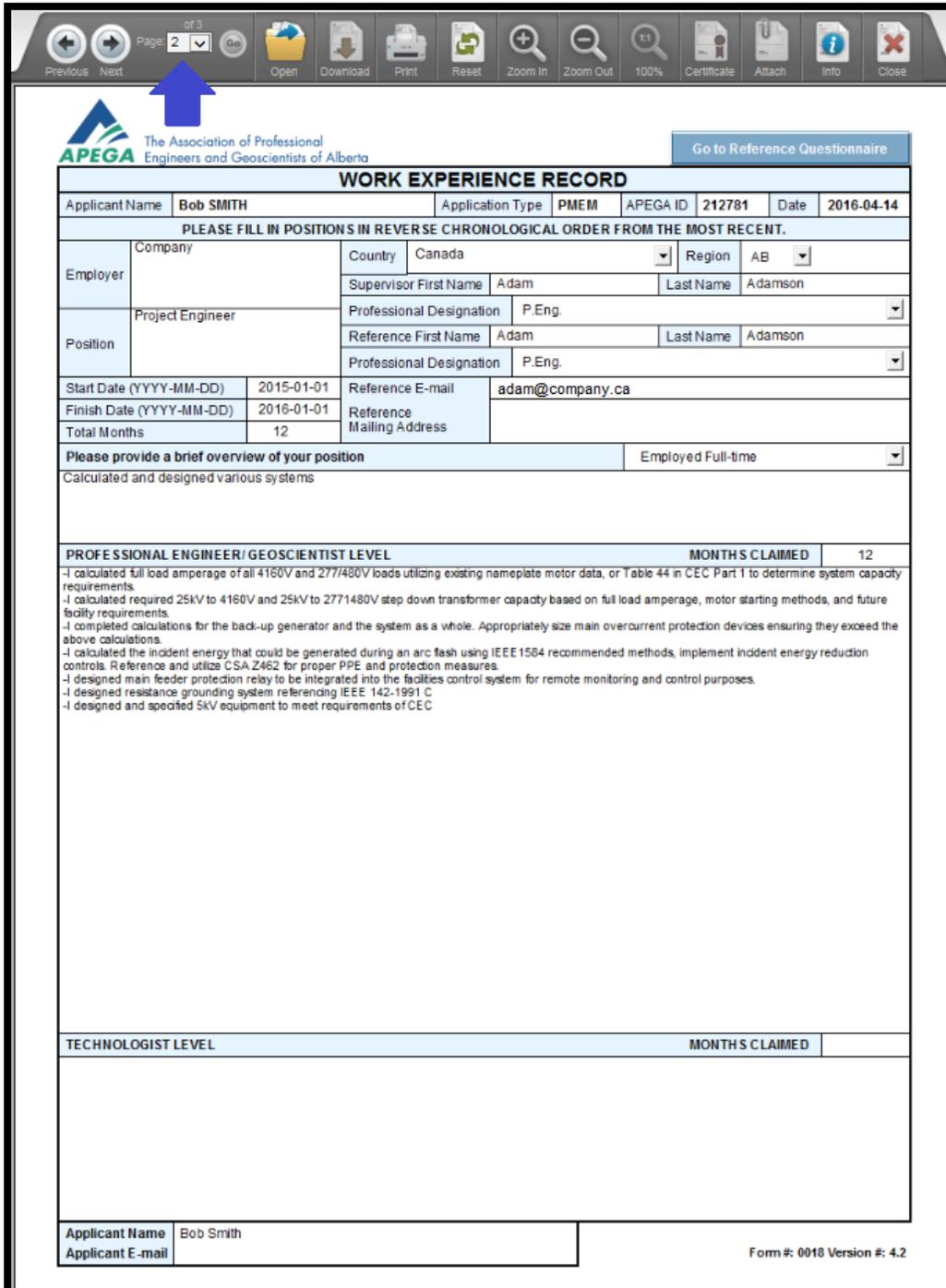
Once the RefQ has been approved by APEGA, the applicant will be notified of this by email.

- The applicant will be able to view the status of the application by visiting the Member Self-Service Centre. This status will only show whether each RefQ has been Received or Not Received.
- The applicant will NOT be able to see the information that you have provided on the RefQ.

## EXAMPLE OF A REFQ

The following images are examples of a completed WER and the RefQ.

Bob Smith submitted a WER to APEGA where he has identified Adam Adamson as his supervisor during the 12 months of his role as Project Engineer at Company. The automated system will send Adam a link to the RefQ (page 1) and WER (page 2).



of 3  
Page 2

Previous Next Open Download Print Reset Zoom In Zoom Out 100% Certificate Attach Info Close

**APEGA** The Association of Professional Engineers and Geoscientists of Alberta [Go to Reference Questionnaire](#)

### WORK EXPERIENCE RECORD

Applicant Name	Bob SMITH	Application Type	PMEM	APEGA ID	212781	Date	2016-04-14
PLEASE FILL IN POSITIONS IN REVERSE CHRONOLOGICAL ORDER FROM THE MOST RECENT.							
Employer	Company	Country	Canada	Region	AB	Supervisor First Name	Adam
						Last Name	Adamson
Position	Project Engineer	Professional Designation	P.Eng.				
		Reference First Name	Adam	Last Name	Adamson		
		Professional Designation	P.Eng.				
Start Date (YYYY-MM-DD)	2015-01-01	Reference E-mail	adam@company.ca				
Finish Date (YYYY-MM-DD)	2016-01-01	Reference Mailing Address					
Total Months	12	Please provide a brief overview of your position		Employed Full-time			
		Calculated and designed various systems					
<b>PROFESSIONAL ENGINEER/ GEOSCIENTIST LEVEL</b>							<b>MONTHS CLAIMED</b>
							12
<ul style="list-style-type: none"> <li>-I calculated full load amperage of all 4160V and 277/480V loads utilizing existing nameplate motor data, or Table 44 in CEC Part 1 to determine system capacity requirements.</li> <li>-I calculated required 25kV to 4160V and 25kV to 277/480V step down transformer capacity based on full load amperage, motor starting methods, and future facility requirements.</li> <li>-I completed calculations for the back-up generator and the system as a whole. Appropriately size main overcurrent protection devices ensuring they exceed the above calculations.</li> <li>-I calculated the incident energy that could be generated during an arc flash using IEEE 1584 recommended methods, implement incident energy reduction controls. Reference and utilize CSA Z462 for proper PPE and protection measures.</li> <li>-I designed main feeder protection relay to be integrated into the facilities control system for remote monitoring and control purposes.</li> <li>-I designed resistance grounding system referencing IEEE 142-1991 C</li> <li>-I designed and specified 5kV equipment to meet requirements of CEC</li> </ul>							
<b>TECHNOLOGIST LEVEL</b>							<b>MONTHS CLAIMED</b>
Applicant Name	Bob Smith						
Applicant E-mail							

Form #: 0018 Version #: 4.2



Adam received an automatic email from APEGA with a link to the online system requesting that he review the WER and complete the RefQ. Adam has completed the necessary questions, provided additional comments supporting the work that Bob Smith did, and recommended him for registration as a professional member.

Adam also included his APEGA Member ID at the bottom of the form with his name typed in the signature field.

Previous Next Page: 1 of 3 Open Download Print Reset Zoom In Zoom Out 100% Certificate Attach Info Close

**APEGA** The Association of Professional Engineers and Geoscientists of Alberta

Instructions Work Experience Record View Status

### REFERENCE QUESTIONNAIRE

Please refer to the work experience record for the time period you are referencing; please fill in each box

Applicant First Name	Bob	Last Name	SMITH	APEGA ID	212781
Reference First Name	Adam	Last Name	Adamson	Date Completed	2016-04-14
Relationship to Applicant (Supervisor, Mentor, Colleague, Client)		Supervisor			
Company Company					
Time period you are referencing	From (YYYY-MM-DD)	2015-01-01	To (YYYY-MM-DD)	2016-01-01	
Do you have any of the following professional designations?				P.Eng.	
What percentage of the work performed was at a Professional level?				100	
What percentage of the work performed was at a technologist level or lower?				0	
Please answer the following questions with "Yes", "No" or "I don't know" in the boxes					
Do you verify that you have received the experience record for this referenced work and it is accurate and valid for the time period you are referencing?				Yes	
Is/was the work performed by the applicant at a professional engineering/geoscience level?				Yes	
Does the applicant exhibit good character and reputation?				Yes	
Does the applicant understand and apply the principles of the Code of Ethics?				Yes	
Using the <a href="#">Engineers Canada communication competency indicators for engineers and geoscientists</a> , in your opinion, are the applicant's English language skills related to the provision of engineering or geoscience services at a satisfactory level sufficient to protect the interest of the public in Alberta?					
Speaking/Orat: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		Listening/comprehension: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			
Writing: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		Reading: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			
Comments:					
Has the applicant become aware of the societal implications of his/her work?				Yes	
Do you recommend that the applicant be registered as a professional member with APEGA? If not, please explain below:				Yes	
What areas does the applicant have to improve in to receive your recommendation for registration?					
Any further comments you wish to make.					
Bob Smith is very knowledgeable and I recommend that he is registered as a professional member of our association.					
Signature	Adam Adamson				
Reference Member Number	123456				
Date	2016-04-14				
Jurisdiction Registered In	Canada	Region	AB		

APEGA will not accept printed and/or emailed copies of the form. Please use the button below to submit the record to APEGA.

**Submit to APEGA**

Tracking Number: 212781 Form #: 0018 Version #: 4.2



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## QUESTIONS?

Telephone: 780-426-3990

Toll free: 1-800-661-7020

Email: [registration@apega.ca](mailto:registration@apega.ca)

Hours of Operation

Monday to Friday 8:30 am to 4:30 pm

Closed on provincial and Canadian statutory holidays