



The Association of Professional
Engineers and Geoscientists of Alberta

Registration Services

APEGA Competency-Based Assessment Guide For Professional Engineering Applicants

V7.4

July 18, 2026

The images in this document may differ slightly from the current version of the software, but the application and reference processes remain the same.

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7.2	Update to mailing address
7.3	Update to content
7.4	Update to content, removal of Canadian requirement

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Introduction

This guide will help you apply for registration as a professional engineer. It outlines what to expect during the application process.

Before Starting Your Application

Before beginning your application with APEGA, complete the following steps to help avoid delays.

1. Compile all [required documentation](#). Ensure your full name (including middle names) appears on all documents. If your name has changed, include legal documentation to support the change.
2. Confirm your employment dates with current and previous employers.
3. Discuss your work experience with your references and validators to confirm they can support your application before you submit.
4. Ensure your references and validators are aware of timelines and requirements, and that their contact information is correct. Delays in contacting them may delay your application.
5. Understand that the experience section involves two components that must be completed: the Competency-Based Assessment Tool and the Work Record Validator List.

Competency-Based Assessment Overview

The competency-based assessment is used to evaluate your work experience by assessing your ability to perform fundamental engineering tasks safely and reliably.

To apply for registration as a professional engineer, you must complete two forms to confirm your work experience: the [Work Record Validator List](#) (WRVL) and the [Competency-Based Assessment Tool](#) (CBAT).

Competency Self-Assessment Worksheet

Before completing the WRVL and the CBAT, you may choose to complete the free, optional [Competency Self-Assessment Worksheet](#) (CSAW) to compare your

competencies against APEGA's minimum requirements. This will help you determine whether to continue your application or wait until you have gained further experience in the required competencies. You can complete the CSAW only once per membership application.

The CSAW is available through the online application system in the [myAPEGA portal](#). To access it, you must have already started an application and received your APEGA ID.

The worksheet lists 22 competencies that professional engineers and licensees must demonstrate to meet APEGA's licensure requirements. For the most accurate results, answer candidly and include all relevant work experience.

After you submit the CSAW, a printable summary of your results will be available in your myAPEGA portal. The summary provides average scores for each competency category and compares your results against APEGA's minimum requirements.

The CSAW is a self-assessment tool only. Your responses and results are not part of your official APEGA application and will not affect the outcome of your assessment. APEGA staff cannot access or review your form or results, provide advice on your responses, or comment on your scores. Your CSAW results may differ from APEGA's official competency assessment.

If you would like to reuse content from your CSAW in your official application, save your responses in a separate document for future reference. You do not need to submit the CSAW as part of your application.

[Download the CSAW](#) (PDF)

[Download the CSAW Guide](#)

Work Record Validator List

The [WRVL](#) is a high-level, chronological overview of your work experience. It includes brief details such as employment dates, position titles, responsibilities, and reference and validator information.

For each employment period, you must provide:

- a reference to confirm your employment period and position
- a validator who will review and score the competencies you claimed for that position in the CBAT

We recommend that your reference and validator be the same person.

Every WRVL entry must include the:

- employer name and position held

- country where the work was performed
- start date, end date, and total months worked with the company

You must provide at least 48 months of engineering experience supported by references. Do not include periods of unemployment, education, parental or maternity leave, or non-engineering experience. Include all relevant engineering experience. If you have not obtained acceptable work experience within the last seven years, the [Board of Examiners](#) will require you to get additional experience.

The work descriptions are used to assess the duration and quality of acceptable engineering experience. When describing your work, explain how and where you personally applied engineering theory, including the professional application of applied sciences, through:

- design
- design review
- analysis
- problem solving

You must also briefly describe:

- the engineering problem you solved
- your specific contribution to the work, structure, or process
- the calculations or analysis you performed
- the engineering principles you applied

Avoid using examples focused primarily on:

- routine maintenance
- routine testing
- construction
- assembly
- project coordination

These activities should only be included if they involved solving an engineering problem by applying engineering principles.

Explain any overlapping experience, as it is generally not accepted. Indicate whether each role was full- or part-time. For part-time roles, include the number of hours worked to help avoid application delays.

NOTE: The WRVL should not duplicate your company job description or position title. Instead, describe your specific area of work. Credit may not be granted if the description does not clearly demonstrate how your role relates to the practice of engineering.

Completing the Work Record Validator List

For each work record in the WRVL, you must provide the following information:

- **Work Record Validator:** Identify the individual who can validate your competencies for the work completed during the listed employment period.
- **Work Record:** Provide the company name, position title, work period dates, country, and brief overview of your work experience.
- **Work Record Reference:** Identify the individual who can confirm your employment during the listed timeframe.

APEGA		The Association of Professional Engineers and Geoscientists of Alberta		WORK RECORD VALIDATOR LIST (WRVL)	
Instructions		Save		Go to Form Submission Page	
View Status		Date		2017-08-24	
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.					
Applicant	Application ID	7562796	APEGA ID	2744275	Application Type
					PMEM
					Application Discipline
					CHEM
Name	Leslie APPLICANT				
Work Record Validator Lookup					
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	?		
Work Record # 1 Lookup					
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.					
Work Record Reference Lookup					
Reference First Name				Reference Last Name	
Reference E-mail					
Reference Position				Reference Professional Designation	?
				If applicable	?
WRVL eForm June 2017 V1.0					
Delete This Record		Save All		Add A New Work Record Page	
					
Prev		Next			

When completing the WRVL:

- press **Save** at the top of the form to save the information entered on the current page
- before adding another Work Record, press **Save All** at the bottom of the form, then press **Add A New Work Record Page**. This saves all information entered throughout the form

References

A reference is a manager, human resources staff, or other individual who can confirm your employment history. A professional designation is not mandatory. In most cases, your listed validator may also be the most appropriate reference.

If you use the same employer for multiple work records, only one reference is required to confirm the employment period.

References are responsible for:

- confirming your employment at the company or organization during the listed time period through the Modified Reference Questionnaire (MRefQ)
- confirming the duration of your role
- completing and returning the MRefQ

The MRefQs will be sent to your references when APEGA staff has processed your WRVL.

Family members and relatives are not acceptable as references.

APEGA's Board of Examiners (BOE) determines the acceptability of your references.

Competency-Based Assessment Tool

The [CBAT](#) is used to evaluate your suitability for registration by verifying and reviewing your ability to perform fundamental engineering tasks.

You must provide examples that show you can practise independently at a professional level and hold paramount the public interest. For each competency, you will assess your level and support it with examples from your work experience that are validated by individuals who worked closely with you. These examples must reflect engineering work, as defined in the [Engineering and Geoscience Professions Act](#).

APEGA's BOE will assess whether you have demonstrated these competencies at a professional level.

The CBAT is organized into six competency categories that reflect the areas of expertise required to practise engineering effectively and safely:

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

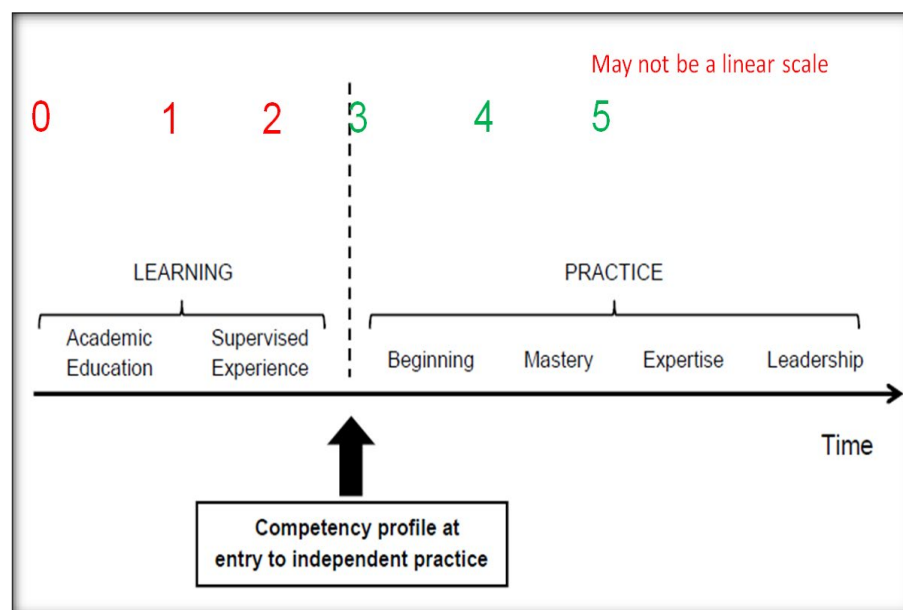
Each category includes key competencies. In total, there are [22 competencies](#) that represent the skills and knowledge required for professional engineering practice. They are based on your decisions, behaviours, and application of skills and knowledge in different engineering situations. Each competency includes indicators that you must address in your examples.

Levels of Competency

You and your validators independently assess your level of competence in each key competency using a rating scale from 0–5. This scale is used to evaluate both individual competencies and overall competency categories.

The rating reflects your overall level of **competence**, not the success of a specific example. Your examples are used to support and illustrate the rating you select.

As shown in the schematic below, you are expected to demonstrate entry-to-practice competence, meaning you can carry out engineering tasks independently without supervision.



You must meet:

- the minimum average score required for each competency category
- the minimum required scores for specific competencies that must be demonstrated in a Canadian context

Required Category Scores

The competency categories must meet the minimum average scores below.

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

Required Canadian-Context Competency Scores

The following individual competencies must be demonstrated in a Canadian context and meet the minimum average scores below. These scores are required in addition to the category averages above.

Category	Minimum Average Score
1.1 Regulations, Codes, and Standards	3
1.6 Safety in Design and Technical Work	3
1.9 Quality Assurance	3
2.1 Oral Communication in English	3
2.2 Written Communication in English	3
2.3 Reading and Comprehension in English	3
5.1 Professional Accountability	3
6.2 Benefits of Engineering to the Public	2

If any of these competencies are scored below the required minimum, the application cannot proceed.

Scoring

There are five levels of scoring for each key competency. A score of three indicates a readiness to take on professional engineering responsibilities for independent practice. A score of five is typically achieved by those with several years of experience and a strong depth and breadth of professional judgement. Most applicants will not achieve this level.

Each competency category has a required overall level of competence, set at either two or three. The average of your key competency scores within each category must meet or exceed this required level.

Competency Rating Scale

Technical Competencies (Category 1)

The scoring system for technical competencies is as follows:

- 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 assignments 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, achieves independent accomplishments, and provides coordination of difficult and responsible assignments

Other Competencies (Categories 2–6)

The scoring system for other competencies is as follows:

- 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

Indicators

Indicators are general examples of skills or behaviours you can use to help illustrate a specific competency.

They can help you identify which parts of your work experience are relevant and may also highlight any gaps you need to address.

Completing the Competency-Based Assessment Tool

For each key competency, describe one recent engineering example that best demonstrates how you meet the competency. For each entry, select the company name and validator from the list you previously created. You must also provide the validator's name, email address, and position, then describe the situation, actions, and outcomes that demonstrate the competency.

Each competency page must include:

1. **Employer and Position:** The employer and position held by the validator for the experience being used to demonstrate the competency. The position and employment dates must also appear in the WRVL.
2. **Validator:** The individual who will review and provide feedback on your self-assessment for the competency and who had direct knowledge of and supervised your work.
3. **Situation:** A brief overview of the specific situation or problem you are presenting for the competency.
4. **Action:** Your contributions, including the knowledge or skills you applied.
5. **Outcome:** The solution, product, process, or other outcome that resulted from your actions.
6. **Applicant's Self-Assessed Competency Level:** The score (0–5) you believe you demonstrated.

This competency cannot be altered. The validator has submitted a response.

CWEC COMPETENCY-BASED ASSESSMENT TOOL (CBAT)

Submitted on 2026-04-16 9:34:32 AM



The Association of Professional
Engineers and Geoscientists of Alberta

Save

Instructions

Go To CBAT Page 1

Go To Summary Page 1

View Status

Applicant	Application ID	2505013	APEGA ID	2505015	Application Type	PMEM	Application Discipline	GÉOL
Name Rag PENG FOUR								
Key Competency Technical Competence 1.1 Regulations, Codes, and Standards							Required Category Average 3.0	
You will be assessed on your knowledge of regulations, codes, and standards directly relating 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 applications. This is a mandatory Canadian-equivalent Work Environment Competency. The minimum required assessed level for this competency is 3. Referencing internal plan or client specifications is not sufficient. Where possible, Canadian codes must be used. If you are an internationally trained applicant without direct experience of Canadian codes, you must 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: 1. Identified and complied with legal and regulatory requirements for your technical work; 2. Incorporated your knowledge of codes and regulations into your design or technical process; 3. Prepared reports assessing project compliance with codes, standards, and regulations; or 4. Designed for code compliance and to ensure constructability and operational, process, and maintenance requirements.								
Company	emp1 1							
Validator	valt_val1 2							
Validator Email	val@test.ca							
Validator Position	dirt							
SITUATION 3								
DASFAS 3 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.								
ACTION 4								
DSDSDAD 4 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.								
OUTCOME 5								
ASDSDA 5 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.								
Applicant's Self-Assessed Competency Level 6 ○ 0 ○ 1 ● 2 ○ 3 ○ 4 ○ 5								

CWEC CBAT eForm March 2026 V1.0
Competency Content Version March 2026 V5.0



* 2505015 2505013 120 *

Save All

Prev Next

Validators

A validator is an individual who assesses your competencies and confirms that your work descriptions are accurate and describes the work you completed.

Your validator must have direct knowledge of your work and must have provided appropriate professional supervision during the period they are validating. They may be a supervisor, manager, mentor, client, or colleague, but **must** have reviewed and be familiar with the details of your work. An indirect manager providing a high-level review may not have adequate familiarity with your work.

Validators are responsible for:

- confirming they directly observed and supervised the work described in your examples, including technical components requiring engineering analysis, knowledge, and judgement
- providing competency scores through the Validator Response Form (VRF), which they will receive after APEGA processes your CBAT. A validator may be required to assess multiple competencies, requiring more than one VRF
- completing and submitting all assigned VRFs
- providing an overall assessment of your readiness for registration using the Validator Overall Reference Form (VORF), which they will receive after APEGA processes your CBAT
- completing and submitting the VORF to APEGA
- providing their professional designation and jurisdiction of registration, if required

If your **Category 1** competencies were demonstrated in Canada, they must be validated by a professional engineer registered in Canada. In some cases, a professional licensee (engineering), a professional technologist (engineering), a professional geoscientist, or a professional engineer registered in the United States can be considered as an acceptable validator if their area of practice aligns with your example.

If your **Category 1** competencies were demonstrated through work outside Canada, they must be validated by an equivalent practitioner to a professional engineer.

To be considered an equivalent practitioner, the validator is expected to have:

- a bachelor's degree equivalent to a Canadian engineering degree
- at least four years of applicable engineering work experience

If your validator is not licensed as a professional engineer or a professional geoscientist in a Canadian jurisdiction, they must submit a current, detailed résumé directly to APEGA as proof of credentials.

It is your responsibility to ensure this requirement is clearly communicated to your validators.

For competency **categories 2–6**, a professional engineer or engineering practitioner is preferred, but not required. The validator must still have direct knowledge of your work.

Family members and relatives are **not acceptable** as validators. You must identify any validator who is a family member.

APEGA's BOE determines the acceptability of your validators.

Providing Examples

Be as specific as possible when filling out each key competency. The competency descriptions and indicators show what the BOE is looking for. Copying a job description or simply repeating the indicators is insufficient. Use clear, specific examples from your own work.

Focus on your personal contributions—what you did, how you did it, and why. If your example involves a team, clearly describe your individual role, your thought process, and the knowledge you applied. Write in the first person (using “I” statements instead of “we”), even when describing team-based work, to show ownership and responsibility. Your examples should demonstrate your ability to practise independently. Where possible, highlight situations where you led the work or were responsible for key decisions.

Use a different example for each competency to demonstrate the breadth and depth of your experience. Each competency entry should include only one strong, well-explained example, not multiple brief ones. Examiners rely on the information you provide, so ensure your example includes enough detail to support your assessment.

In some cases, you may choose to reflect on how you would approach the situation differently. You are encouraged to draw from a range of roles and experiences.

Focus on your contributions rather than general project details (such as location or budget). Show how you applied professional engineering judgement in your work.

The Assessment Process

Application Submission

Once you have completed all application submission requirements, your application is submitted for a multi-stage regulatory review administered by APEGA's Registration department in support of the Board of Examiners (BOE), which makes all final decisions.

You will receive the BOE's decision by email to your primary address on file by the end of the month following the board meeting. BOE meetings typically occur monthly.

Application Status Tracking

You can track the status of your application by logging in to the [myAPEGA portal](#). Throughout the process, APEGA staff will contact you by email if additional documents are required.

You may be asked to revise a competency description if the example provided is insufficient. If you make changes, the updated competency must be revalidated and rescored by your validator.

If you need to request changes to your application, you must do so by email. Changes are only accepted before your application is reviewed and evaluated by examiners. Multiple revisions will delay processing.

Once a decision has been made, you may challenge it through the reassessment or reconsideration process. Find more information about [application decisions](#) on our website.

Ensure your contact information in the myAPEGA portal is current. All email communication will be sent to your primary email address on file. If APEGA is unable to reach you, your application may be flagged for withdrawal.

Frequently Asked Questions

My work is confidential. How do I submit my competency-based assessment?

Examiners do not need detailed confidential information. They need enough evidence to determine that you can practise competently as a professional engineer. You can demonstrate this by describing the nature of your work and its complexity without disclosing confidential details, such as proprietary solutions or internal business processes. All APEGA examiners 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?

No. You may use the same project across multiple key competency examples as long as you describe the specific actions you took to demonstrate each key competency.

You may repeat parts of the Situation section for context, but each example must be distinct. Entire examples must not be reused. The Action section should be specific to each key competency.

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

You do not need to cover all four years of experience through your competency examples. You are encouraged to select your strongest examples for each key competency, and focusing on more recent experience is acceptable. However, including a range of examples may strengthen your overall assessment by showing greater breadth and depth of experience.

How long should my examples be?

The Situation and Outcome sections should be concise. Each has a maximum of 400 characters, including spaces, with no overflow.

The Action section has a maximum of 1,800 characters, including spaces, with no overflow. Use this section to clearly describe your contributions and demonstrate the competency. Point form is acceptable.

In addition to the examples provided for the Communication – Written competency, examiners may also consider the overall quality of writing throughout your application.

Note: Each section has a defined space and character limit. Bullet points and blank lines may cause you to exceed the available space, even if you are within the character limit. **If a scroll bar appears within the text field, reduce the amount of text or spacing entered. APEGA staff cannot view content that exceeds the available space or character limit.**

Can I use the same situation to fulfil multiple competencies?

Yes. The same situation can be used for multiple competencies.

However, the Board of Examiners looks for progression through your career, including depth and breadth of situations and experience. While using the same situation will not result in refusal, relying on it too heavily may weaken your overall demonstration of readiness for independent practice.

How detailed must my examples be for each competency?

Use as many different examples as possible across your competencies to demonstrate the breadth of your experience. However, each competency should focus on only one example—your strongest example for that competency—rather than listing multiple examples within a single response.

Provide enough detail to clearly demonstrate your contribution, leaving enough room in the Action section to explain what you did.

Focus on your decisions, actions, and the steps you took. Copying a job description is not sufficient, as examiners are assessing your individual contributions.

Examiners have no prior knowledge of your work and can only assess what you provide.

Use your judgement to determine the appropriate level of detail. Complex, long-term projects may require less detail to stay within limits, while smaller projects may need more explanation to show their importance.

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

You are required to prove competence in all 22 competencies.

If you do not have professional experience that meets one or more competencies, consider gaining additional experience before submitting your application.

What if I can't complete a section?

You must be able to provide satisfactory examples for all competencies.

If you are unable to do so, or if you feel you cannot meet the minimum individual or overall scores, you should wait until you have gained the necessary experience before applying. Applications submitted with fewer than 48 months of experience will be declined.

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

A minimum of 48 months of acceptable experience is a legal requirement under the [Engineering and Geoscience Professions Act and APEGA's General Regulation and Code of Ethics](#). You cannot apply for registration until this requirement is met.

Applications submitted with less than 48 months of experience will be declined without further processing, even if you believe you have met all competency requirements.

In most cases, new engineering graduates will not yet have the experience needed to demonstrate all competencies at the required level. Forty-eight months represents the minimum experience needed to be considered for registration, and many applicants are only beginning to demonstrate independent practice at this stage.

Be mindful when assessing your competencies—new applicants may overestimate their level. Experienced engineers often assess themselves at Level 3 or Level 4 even after many years of practice.

How many references do I need?

You must provide at least one reference for each organization at which you worked. The reference must be able to confirm your work history.

A single reference can verify multiple work periods with the same organization but must be included on each Work Record entry.

How many validators do I need?

You must provide a minimum of three validators for your application. Validators must have direct knowledge of, and have reviewed, the technical work described in your competency examples.

Using a range of validators across different work situations is recommended, as it helps demonstrate your overall ability to practice independently.

Ensure at least three validators are assigned in your Competency-Based Assessment Tool. Applications submitted with fewer than three validators will be declined, and you will need to reapply.

Do I need a different validator for every competency?

No. The same validator may be assigned to multiple competencies, as long as you provide at least three validators overall.

Each validator must be used at least once. Because there are 22 competencies, you could use one validator for up to 20 competencies, assigning your other two validators only one competency each.

What will my validators receive?

Validators will receive one Validator Response Form (VRF) for each competency they are assigned to validate. Each VRF asks the validator to review and corroborate the situation, action, outcome, and self-assessed competency level you provided.

For example, if a validator is assigned to 16 competencies, they will receive an email containing 16 links—one for each competency. Be sure to discuss this with your validators in advance so they understand the time commitment involved.

You can change validators throughout the process until all VRFs have been submitted. To change a validator, update the information in both the Work Record Validator List and the Competency-Based Assessment Tool, then resubmit your form.

Once all competency assessments have been submitted and your application enters processing, each validator will receive a Validator Overall Reference Form (VORF). This final form asks validators to confirm information about their relationship with you and their overall assessment of your experience. The VORF must be completed before your application can proceed.

What will my references receive?

Your references will receive an eForm asking them to confirm the employment timelines for each work period you have listed. This can be someone in an HR department or a manager who can verify your employment history for each organization.

How will I know which competencies I did not meet?

After the Board of Examiners reviews your application, you will receive an official decision letter. This letter will identify any competencies that did not meet the minimum requirements and must be resubmitted.

What happens if I do not meet a competency, and how do I address it?

If the Board of Examiners (BOE) decides that your application does not meet the academic or experience requirements, your application may be deferred and the BOE may assign you additional experience. You will have a certain amount of time to show progress or complete the requirements. Failure to do so within the timeline will result in the withdrawal of your application.

Once you have completed your assigned experience, you may submit a [Request for Update application](#) within the timeframe provided in your decision letter.

If you believe the BOE's decision was based on incomplete information, you may apply for a [reassessment](#). If you believe there was an error in the decision, you may apply for a [reconsideration](#). Requests for reassessment or reconsideration must be submitted within 90 days from the date of your application notification.

Refer to your decision letter for more information.