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APEGA Competency-Based Assessment Guide

For Professional Engineering Applicants, Validators, and Examiners

Prepared by APEGA Registration Department

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GLOSSARY OF TERMS

AA – Applications Administrators

AE – Academic Examiners

EA – Engineer, Admissions

APEGA – Association of Professional Engineers & Geoscientists of Alberta

AR – Admissions Reviewer

BOE – Board of Examiners

BOEA – Board of Examiners Administrators

CBA – Competency-based Assessment

CBAT – Competency-based Assessment Tool

EE – Experience Examiners

EGP Act – Engineering & Geoscience Professions Act

E.I.T. – Engineer in Training

ELC – English Language Competency

ERF – Examiner Reference Form

FE – Fundamentals of Engineering

FG – Fundamentals of Geology

FLIC – Foreign Licensee (Also known as Licensee)

M.I.T. – Member in Training

MRefQ – Modified Reference Questionnaire

MSSC – Member Self-Service Center

NPPE – National Professional Practise Exam

OAS – Online Application System

P.Eng. – Professional Engineer

PROV – Provisional Licensee

REC – Registration Executive Committee

RC – Registration Committee

VORF – Validator Overall Reference Form

VRF – Validator Response Form

WER – Work Experience Record

WES – World Education Services

WRVL – Work Record Validator List

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). It is intended to provide the Applicant with a general outline of application expectations, and guidance to Validators and References with the forms. An additional section has been provided for APEGA Examiners.

This guide, and the competency-based assessment tool (CBAT), 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 these designations, refer to their specific guidelines on the [Apply section of the APEGA website](#).

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, References, and 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 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 practise of engineering defined in the [Engineering and Geoscience Professions Act](#).

When Applicants are assessed by APEGA's Registration Executive Committee (REC)¹, they must demonstrate that they have applied these competencies at a professional level.

6 Key Competency Categories

APEGA's CBAT 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 Competency
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 practise of engineering and the validation of these are based on an Applicant's decisions, behaviours, or application of skill or knowledge to different engineering situations.

Level of Competence

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 practise. See the [Competency Rating Scores](#) section for details.

When Applicants score themselves, they must meet a minimum score of **one** on each **competency** and meet the minimum overall 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 by scoring **five** for another competency in that category.

Validators and Examiners then 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.

Each category has a required overall level of competence, which is set at either level two or level three, and the average of an Applicant's key competency score in each category must meet or exceed the required level.

¹ The Registration Executive Committee (REC) is the decision body of the legislative Board of Examiners, defined in the Engineering and Geoscientists Professions Act and General Regulation.

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 which addresses each competency.

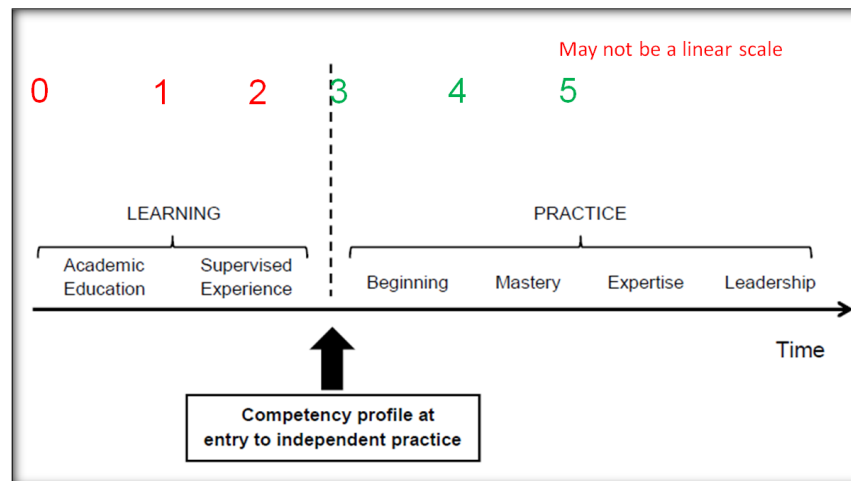
***TIP - Results with the clearest demonstration of competencies generally come from Applicants who took a lead on various tasks, projects, and situations encountered in the workplace.**

For general indicators for each key competency, please visit the [22 Key Competencies & Indicators for CBA Applications](#) page on the APEGA website.

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 demonstrate a competence level at entry-to-practise, showing they will no longer require supervision to complete their engineering tasks.



A score of three indicates a readiness to assume professional engineering responsibilities for independent practise. A score of five 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 – Minimum 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– Minimum Required Category Score: 3

Category 3 & 6 – Minimum 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 (WRVL) form.
- Provide contact information for at least one Reference, **per company worked**, to verify and provide feedback on the Applicant's employment history.
- Provide self-assessed competence levels and sufficient details of skills and experience for each of the 22 competencies.
- Provide contact information for **a minimum of three individual Validators** who can provide feedback on the Applicant's competency assessment. Each competency must be validated.
- 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 Validator and Reference components.
- Provide further information, as requested.

References

An individual who verifies the applicant's employment history. A reference can be a supervisor, manager, colleague, human resource representative, or a company representative and is not normally required to hold a professional designation. References are required to indicate if the information the applicant provided on the Work Record Validator List (WRVL) (including the timeframe and the validator listed) is accurate.

References:

- Confirm in the Modified Reference Questionnaire (MRefQ) the Applicant's employment at the company or organization during the specific times listed.
- One Reference may be used to reference multiple work periods for any one company or organization, but the Reference must be listed on each work record form.
- References are required to fill in and return all forms presented to them.

Validators

Professional Engineer Supervisor or equivalent senior practitioner who has worked with the Applicant

A Validator is a Professional Member or senior practitioner who may be a supervisor, mentor, manager, colleague, or client. **The Validator must have taken 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 each competency the Applicant assigns them. In Canada, it is expected the validator is a P.Eng.

- If validators score any of the ten (10) key competencies in the Technical Competency Category, they are expected to indicate they took technical responsibility for the applicant's work.

- The VORF states that taking technical responsibility can mean authenticating the work or conducting a detailed review of the applicant's technical work.
- Validators also provide a recommendation as to whether the applicant should be registered with APEGA.
- Review and confirm Applicants' experience, which they 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 (VRF) assigned by the Applicant. A Validator may be required to assess more than one competency and thus provide more than one VRF for the Applicant. A Validator may be asked to validate up to 20 individual competencies. (First step)
- Fill in and return all VRFs presented to them.
- Provide an overall feedback summary on the Applicant's readiness for registration using the Validator Overall Reference Form (VORF). (Second step)
- Fill in and return the VORFs presented to them.
- Provide professional designation and jurisdiction of registration, if appropriate.

****TIP – If a validator verifies any of the ten (10) key competencies in the Technical Competency Category, they must indicate they took technical responsibility for the applicant's work. Validators must hold a professional engineering designation or be a senior practitioner in engineering. In Canada, it is expected that the technical competencies are validated by a P.Eng. validator. If such a validator cannot be provided, the applicant must provide an explanation.***

If a validator is not a P.Eng., the validator should explain how they are a senior practitioner in engineering. If Validators are provided that are not a Professional Engineer who took responsibility of the work or if there is insufficient information how this person is a senior practitioner in engineering, this may result in an application being deferred or refused.

Examiners

Registration Committee² members, Professional Member-APEGA staff, and APEGA Registration Executive Committee

Examiners:

- Review work record documents: Work Record Validator List (WRVL) from the Applicant, VORFs from Validators, and Modified Reference Questionnaire (MRefQ) forms from References.
- Use the Examiner Response Form (ERF) to review each competency, the Applicant's self-assessed scores, as well as the scores and comments from the Validators and provide scores and comments for each of the 22 competencies.

² Registration Committee (RC) is the common term for the legislative Board of Examiners

- 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 one year of Canadian equivalent experience.
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 forms from References and Validators (CBAT, WRVL, MRefQs, VRFs, VORFs). Applicants will be able to view the *Check Application Status* link on the MSSC to monitor the status of these forms and whether they have been received and reviewed. From this page on the MSSC, Applicants can reopen their WRVL and CBAT forms and change information on References and Validators until the responses have been received. Once the forms have been returned from the References and Validators, those records 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 Applicant's responsibility to ensure their files are complete.

****TIP – Applicants should intentionally check their MSSC on a regular basis. All communication and application requirements will be listed there.***

Before applying to APEGA

Applicants should:

- Compile all documents required for the application. All documents must show the Applicant's legal name (as indicated on their birth certificate), including middle names. If Applicants have had any name changes that impact their name(s) on documentation, additional documentation will be required to support this change.
- 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. Confirm they are aware of the tight timelines and requirements, also ensuring that all contact information is correct. References or Validators who cannot be contacted will delay the application.
- 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, for application processing, completing it is highly recommended to determine if the Applicant should continue with their application and fee payment.

Employment History

Completing the Work Record Validator List (WRVL)

The Work Record Validator List (WRVL) is a chronological overview of an Applicant's experience that includes brief details of employment positions, responsibilities, and experience. For each employment period, the Applicant must provide a Reference and a Validator. These may be the same person.



When describing the brief overview of a position, Applicants must explain how and where they personally applied engineering theory through design, design review, analysis, or problem solving in their work. They must briefly describe the engineering problem they solved, focusing on their specific contribution to the work, structure or process; the calculations and/or analysis they performed; the engineering principles they applied. Also, Applicants should avoid using examples where they performed routine maintenance, testing, construction, or assembly, unless it involved a problem for which they provided an engineering solution (i.e. The Applicant applied engineering principles).

Applicants filling out the WRVL must explain any overlaps in work timeframes as they are most often not accepted. Work experience should indicate whether the role was full- or part-time. Applicants listing part-time experience should include the number of hours worked during this time period to avoid application delays.

****This is not a duplication of job description or position as defined by the company, but the applicant's specific area of work.***

Format and Information

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

 WORK RECORD VALIDATOR LIST (WRVL) 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
Applicant	Application ID	786206	APEGA ID	276627	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

- **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 timeframe provided. The Reference can also be the Validator. Using the Validator as the Reference is an easy way to reduce delays.

***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 clicked first, before pressing **Add A New Work Record Page**. This saves all work throughout all the form(s).
- To leave the forms, click the big red **X** on the top of the form; this closes any active forms. If these forms are not closed properly, Applicants will be locked out for 12-24 hours with an error message that says “*someone else is logged into your form(s)*”. This is a canned message but is displayed when forms aren’t closed completely. APEGA staff cannot override this error, so Applicants must wait to access the forms again. Unexpected browser or eform timeouts may cause the same error message to display.

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*, for each work record, during the timeframe provided.

Once the competency-based assessment is completed by the Applicant, they will assign each competency 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, please visit the [Work Record Validator](#) page on the APEGA website.

Providing Examples

The competency-based assessment tool has multiple pages divided into six competency categories. The required key competencies for each category are listed below the category heading. Each of the 22 competencies is on its own page. The Applicant must have a score of

at least one in each 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 filling out each key competency. Both the competency description and indicators should provide guidance as to what the REC is looking for. If the example was within a group context, Applicants should be sure to 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. Applicants should give examples for all roles.

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 practise but not actually *completed* by the Applicant.



COMPETENCY-BASED ASSESSMENT TOOL (CBAT)

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

Applicant	Application ID	596296	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
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Demonstrate knowledge of regulations, codes, standards, and safety - This includes local engineering procedures and practices as applicable.

- 1. Identify and comply with legal and regulatory requirements for project activities.
- 2. Incorporate knowledge of codes and regulations in design materials.
- 3. Prepare reports assessing project compliance with codes, standards, and regulations.
- 4. Recognize the need to design for code compliance and ensure ability to construct, ability to operate and ability to maintain, once constructed.

These are some of the indicators that help outline the competency.

Company
Lookup

Validator
Lookup

Validator E-mail

Validator Position

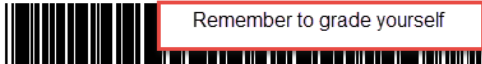
SITUATION ?
Maximum length is 400 characters. Any text exceeding the character limit will not be captured. Text that exceeds the area provided will not be readable upon submission.

ACTION ?
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 ?
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.

Do you confirm that this competency demonstrated your ability to work at a professional level in a Canadian context? ? Yes No

Applicant's Self-Assessed Competency Level ? 0 1 2 3 4 5



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

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, they must select the company name and Validator from the previously created list. Applicants will also fill in Validator names, emails addresses, and positions, and then complete the situations, detailed actions, and outcomes that would satisfy each key competency.

Each competency page must include:

- **Employer and Position (of the Validator):** The Applicant's employer and Validator position where the experience related to the competency was gained. The position and time periods must be present in the work experience history.
- **Validator:** Please refer to 'Validator' section above for requirements.
- **Situation:** A brief overview of a specific situation or problem that the Applicant is presenting for that competency.
- **Action:** The Applicant's contributions to the situation, including detailed specific knowledge or skills used.
- **Outcome:** The solution, product, process, or other outcome that resulted from the Applicant's actions.
- **Canadian Equivalency Example:** Mark whether this experience was gained in an equivalent Canadian context demonstrating application of relevant codes, standards, and business processes applicable to Canadian practise and societal impact.
- **Applicant Self-Assessed Competence Level:** The score (1-5) 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 REC must assess whether Applicants are competent to practise independently.
- Applicants should use as many different examples as possible throughout the application. 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. Examiners 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 Examiners 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 need to be completed in both the WRVL and CBAT forms however a new 'Submit' will need to be done.

VALIDATION AND ASSESSMENT OF AN APPLICATION

Validating an Application – For Validators

Validation Requirements

Every key competency must be verified by a Validator.

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/or the Validator Overall Response Form (VORF).

Validation Process

- Once Applicants submit their CBAT, Validators will receive an email with a link to the Validator Response form(s). These eforms can be opened by most major browsers.
- Validators will receive an email and form **for each competency they are validating**. All forms must be completed and submitted before they 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.
- Validators should not be family members.
- Along with rating Applicants' competency scores, Validators will submit comments in the box provided. These comments are very valuable for the REC's decision making, and it is strongly suggested that Validators include them. Once they are finished their evaluations, each Validator must sign the VRF and submit it to APEGA.

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

- Validators must complete and submit the VORF. This form gives Validators the opportunity to provide basic information about themselves and provide final comments or recommendations regarding the Applicant's application for registration and address the Applicant's experience within an equivalent Canadian context.

Applicants must manage the receipt of all Validator Response Forms (VRF) and Validator Overall Response Form (VORFs). This can be done through the [Member Self Service Centre \(MSSC\)](#).

Assessing an Application – For Examiners

Each application is reviewed by Examiners who specialize in the Applicant's discipline. These Examiners can access the applications on their [MSSC](#).

- If required, an Academic Examiner will review the Applicant's academic credentials and postgraduate work (if applicable) and provide a recommendation in Examiner's Notes.
- At least two professional member Experience Examiners will then review the Work Record Validator List (WRVL), the Validator Overall Reference Forms (VORFs) and the Modified Reference Questionnaires (MRefQs) to ensure the applicant has met the experience requirements in accordance to the EGP Act and Regulations.
- The Experience Examiners will then evaluate each competency by considering the situation, action and outcome the applicant provided, along with the applicant's self-score and the validator's score and comments. Scores are recorded on the Examiner Response Form (ERF). Once all competencies are scored, the Examiners provide an overall summary and recommendation on the ERF to Accept, Defer, or Refuse the application based on the applicant's academic credentials, experience submitted, and competency scores.
- Once the ERF is submitted to APEGA, APEGA staff present the recommendation to the Registration Executive Committee for final decision.

Rating Competencies – For Examiners

Examiners 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-practise level.

Competency Review Process – Category 1

- Evaluation of Competency Category 1, Technical Competence, will serve as an example of the review process. 10 competencies are in this category.
- The 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. Examiners cannot assess on implied evidence.

Based on the evidence provided in the examples, the 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.

Using the Examiner's scores, the CBAT 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 competence score in all competency categories, with no score lower than one for any key competency.

Examiners 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. This process is in support of the Registration Executive Committee (REC), the decision-making body on all applications. The REC 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. REC meetings typically occur monthly.

Application Status Tracking

Applicants can track the status of their applications by logging in to the [MSSC](#). Throughout this process, APEGA 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 Examiners. Multiple revisions will delay the application process.

Any stage of the review process may appear to repeat if clarification is required by APEGA staff or Examiners. Status types (*Internal review, Case to Board, Academic Examiner, Experience Examiner, etc.*) on the [MSSC](#) may change throughout this process; this is standard procedure and is not indicative of a negative outcome, rather just additional review. Once a final decision has been made by the REC, the decision letter will be emailed to the Applicant.

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?

Examiners do not need a high level of detail on confidential information – they need sufficient evidence to be satisfied that you are able to practise 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 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?

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 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 Communication – Written competency, an Examiner may also use your overall application as written in consideration of meeting the competency.

***TIP – The space allocations for each section are defined. Copying and pasting your work from a word document may exceed the allotted space. If you notice a ‘scroll bar’ in any of your text areas, you will need to reduce the number of characters used. APEGA staff cannot view text that exceeds the character limit.**

Can I use the same situation to fulfill multiple competencies?

The Registration Executive Committee (REC) 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 practise 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. Examiners 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 Examiners 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 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 competency?

You must be able to provide satisfactory examples for all competencies. If you do not have adequate experience to do that, you will need to wait until you have gained acceptable experience.

What if I have less 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 experience. ***An application submitted without 48 months experience will be declined without further processing even if one self assesses to having met all the competencies.***

I don't have 48 months of experience, but my competencies have been scored very high though my self-assessment and by my Validators. I'm ready, so can I apply?

There is some tendency to over-rate competencies 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 or four on the competency rating scale.

It is highly unlikely that a new engineering graduate will be considered competent in all competencies prior to 48 months. 48 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 practise independently.

How many References do I need?

Applicants need a Reference who can confirm their employment for each work record. 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 are required for each application. If a validator verifies any of the ten (10) key competencies in the Technical Competency Category, they are expected to indicate they took technical responsibility for the applicant's work. If such a validator cannot be provided, the applicant must provide an explanation. In Canada, it is expected validators hold a P.Eng. designation.

Do I need a different Validator for every competency?

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

What will my References receive?

The References will receive forms to confirm the employment timelines the Applicants have listed. The number of forms will depend on how many work records they are referencing. The Reference may also be the Validator for a work record. Please review the "References" section for definition and requirements.

What will my Validators receive?

Validators will receive the same number of forms as competencies they are listed to validate.

If you have a Validator who is asked to validate 16 different competencies, that Validator will receive an email containing 16 links to each individual competency page. Please make sure to discuss this with your Validators to make them aware.

Once all competency pages have been received and your application is processing, one final summary/confirmation email will be sent to each Validator (Validator Overall Reference Form – VORF). This needs to be completed for your application to continue.