

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

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

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

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

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

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

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

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

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

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

I have read and understand the instructions above.

Please click here to access your Competency Self-Assessment Worksheet.



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Applicant	:		Application T	уре	PMEM		APEGA ID	- W-W-	
Name		e penti							
Key Compe	tency	Technical Competence 1.1 Regulations, Codes,	and Standard	s			Required	Category Aver	age 3.0
	ecific o	ed on your knowledge of regulations, codes, and st codes and their application to your technical work, o							
without directirst person, example mu 1. Identified 2. Incorporat 3. Prepared	ct experion describing the describin	al plant or client specifications is not sufficient. You rience of Canadian codes, you should identify the code your contribution to the work in 2-3 paragraphs (constrate your competency in this area. For example implied with legal and regulatory requirements for your knowledge of codes and regulations into your desassessing project compliance with codes, standarde compliance and to ensure constructability and o	Canadian code (max. 1,800 cha e, you might de your technical was esign or technical rds, and regula	stha eracte escrib work; al pro tions;	t are equivers). Achieve how your	alent to tho ving all the	se used in yo indicators is	ur example. V	Viting in
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Engineers and Geoscientists of Alberta

Applicant Application Type PMEM						APEGA ID	1 a 1 a 1			
Name	e andreed									
Key Compet	ency Technical Competence 1.2 Technical and Designsessed on your demonstrated ability to identify and defi		desid	on constraints			ategory Aver			
work within th	ose constraints to achieve a favourable technical outcor	ne.								
your contribu	interdisciplinary impacts of your work (i.e., impacts on otl tion to the work in 2-3 paragraphs (max. 1,800 character your competency in this area. For example, you might de	s). A chieving all t	nd te he in	echnical discip ndicators is no	plines). V t necessa	Vriting in firs ary, but you	stperson, de rexample mi	scribe ust		
operations co 2. How you id decisions; or	Your ability to identify limits or conditions that constrained your engineering design approach, differentiating between design and project or operations constraints, and howy ou worked within specified constraints to achieve a favourable technical outcome; How you identified or defined technical design and project constraints and howy ou used those technical constraints to inform your technical decisions; or How you coordinated technical and design work with other engineering and technical disciplines.									
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Name	No. of the Control of							
Key Competency	y Technical Competence 1.3 Risk Management fo	or Technical V	Vork			Required C	ategory Aver	age 3.0
You will be asses differentiate betw	ssed on your demonstrated ability to identify and mitig ween risk and safety. If you identify only public safety is	gate risks that i ssues, you mig	affect (the technical a t satisfy the req	spects of uirement	a project, Yots of this con	ou must npetency.	
necessary, but yo	erson, describe your contribution to the work in 2-3 pa our example must demonstrate your competency in th	ragraphs (max nis area. For ex	(. 1,80 (ampl	0 characters) e, you might de	Achieving escribe ho	g all the indi	cators is not	
Identified risks Developed risk	s, the causes of risks, and the impacts of risks; or k management and mitigation plans.							
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Key Compete	ency Technical Competence 1.4 Application of Theor	у					Required	l Ca	tegory Avera	age	3.0
You will be as process syste	ssessed on your demonstrated ability to use engineering ems, operations, or technical solutions.	knowledge a	nd the	ory in th	e devel	lopment	of engine	erin	g designs,	<u>-</u>	0
Writing in first necessary, bu	t person, describe your contribution to the work in 2-3 pa ut your example must demonstrate your competency in the	ragraphs (ma nis area. For e	x. 1,80 xampl	0 charad e, you m	cters). A night de	Achievin scribe:	g all the i	ndic	ators is not		
1. Your use of 2. Your devel	f theory and calculations to arrive at or verify solutions or opment of a unique design that accomplishes a task that	r technical spe t could not be	ecificati done v	ions in e with a sta	enginee andard	ering de: design	sign or ap solution.	plica	ation; or		
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Key Compet	ency Technical Competence 1.5 Solution Techniques	- Results Verificat	ion	Required Ca	tegory Avera	ge 3.0
You will be a	ssessed on your demonstrated ability to self-check your p	professional-level te	chnical work.			•
data, or inde independent to the work ir competency 1. Your unde were correct;	puter-aided solutions or spreadsheet calculations were us pendent testing. Where computer solutions were not use process. You must verify your work prior to implementation 2-3 paragraphs (max. 1,800 characters). Achieving all the in this area. For example, you might describe: extanding of the engineering principles used in the application of the engineering principles used in the application of your earried out an independent review and verification of your	d, demonstrate how on to avoid risk to th ne indicators is not r cation of computer-a	you verified your work e public. Writing in firs necessary, but your ex aided solutions and de	through a sep t person, descr ample must de scribe howy ou	arate and libe your cont monstrate you	tribution ur
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Applicant		Application	Туре	PMEM	1	1	APEGA ID	o	
Name	CAP CON 196								
Key Compet	ency Technical Competence 1.6 Safety in Design and	d Technical V	l ork			F	Required Ca	ategory Aver	age 3.0
You will be a	ssessed on your use of engineering knowledge to identif	fy, manage, a	nd conf	troi haz	ards or p	rovide fo	or safe syste	m operation:	S.
Writing in first necessary, by	st person, describe your contribution to the work in 2-3 pa ut your example must demonstrate your competency in t	ragraphs (ma his area. For e	x. 1,80 exampl	0 chara e, you r	acters) Admight des	chieving cribe ho	all the indic	cators is not	
maintenance 2. Used spec	Identified, incorporated, or participated in the review of safety considerations, procedures, and equipment as they apply to system operations or maintenance programs, Used specific knowledge of safety regulations to inform your design and technical actions; or Incorporated specific safety considerations in design and other professional activities and processes.								
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Applicant		Application	Туре	PMEM		APEGA ID	9 +		
Name	al-dispell			-					
Key Compete	ncy Technical Competence 1.7 Systems and their C	omponents				Required C	ategory Aver	age 3.0	
You will be as: the system. De outcomes.	sessed on your understanding of technical systems and emonstrate your ability to manage processes within the	d their compon overall system	ents a	nd of interacti onitoring or m	ons and o	constraints in processes to	the behavio achieve desi	ur of red	
person, descri	emonstrating your understanding of an administrative s be your contribution to the work in 2-3 paragraphs (max demonstrate your competency in this area. For example	c. 1,800 charac	cters).	Achieving all	ent of this the indica	competency ators is not ne	. Writing in fi ecessary, but	rst your	
2. Your unders	Your understanding of each element in a technical system or process; Your understanding of the interactions between and constraints on the behaviours of an overall technical system or technical process; or How you managed technical processes within an overall system (monitored and, where needed, modified processes to achieve favourable outcomes).								
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Key Compete	ncy Technical Competence 1.8 Project or Asset Life	e C ycle				Required C	ategory Aver	age 3.0		
You will be as feasibility ana	sessed on your demonstrated exposure to and awarene lysis through to design, implementation, operation, and	ess of a process maintenance, ar	or pro	oject life cycle to decommis	. The ove sioning a	erall life cycle and retireme	e includes nt.			
paragraphs (n area. For exar 1. Your aware 2. Howyou pe 3. Howyou an 4. Howyou co 5. Howyou im	You must discuss your involvement in the different stages of the life cycle. Writing in first person, describe your contribution to the work in 2-3 paragraphs (max. 1,800 characters). Achieving all the indicators is not necessary, but your example must demonstrate your competency in this area. For example, you might describe: 1. Your awareness of project objectives and stakeholders or howyou generated the initial project idea and preliminary design; 2. How you performed the detailed design of the project, addressing technical, implementation and commissioning; 3. How you analyzed the project from technical, financial, social, and environmental perspectives; 4. How you contributed to the preparation of specifications or tender documents; or 5. How you implemented and monitored project activities with checks on progress, changes to project execution, and feedback to inform subsequent technical work or how you were involved in operation and decommissioning.									
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Applicant	pplicant Application Type PMEM						APEGA ID			
Name										
Key Compe	tency	Technical Competence 1.9 Quality Assurance					Required C	ategory Aver	age 3.0	
You will be a including inc	assess depend	ed on your demonstrated understanding of and abi dent reviews of design and technical processes.	ility to assess	quality	/ assurance in	design, c	onstruction,	or operation	s,	
1. Conducte 2. Develope 3. Prepared 4. Conducte	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 howyou: 1. Conducted checks, including field checks, to verify the validity of design; 2. Developed and acted upon a quality management plan; 3. Prepared and acted upon quality control plans, including evaluating test results and developing recommended actions; 4. Conducted detailed peer review of another's technical work; or 5. Validated or verified functionality and performance of a completed project or system.									
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Applicant		Application	Туре	PME	М		APEGA ID	9 -	
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Key Compet	ency Technical Competence 1.10 Engineering Docur	nentation					Required Ca	ategory Aver	age 3.0
You will be a graphics, dra	ssessed on your demonstrated ability to review, commun wings, or reports.	icate, and trai	nsfer te	echnic	cal informa	ition and	d share know	ledge throug	jh 🔵
1. Your ability 2. Your under subsequent p	Writing in first person, describe your contribution to the work in 2-3 paragraphs (max. 1,800 characters) Achieving all the indicators is not necessary, but your example must demonstrate your competency in this area. For example, you might describe: 1. Your ability to review the designs of others and communicate findings and issues, including suggested alternatives; 2. Your understanding of the value of engineering project completion reports with lessons learned, and howyou used the knowledge in subsequent projects; or 3. Your ability to transfer technical information through drawings, graphics, data, and documents for peer review and approval.								
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Applicant		Application Ty	pe F	PMEM		APEGA ID		
Name	r a dryst							
Key Compet	ency Communication 2.1 Oral Communication in Eng	lish				Required C	ategory Aver	age 3.0
You will be a clearly, in En	ssessed on your demonstrated ability to orally communic glish. Your example could include formal presentations of	cate professiona or presentations	-lev e of tec	el technical and chnical inputfo	d project or detaile	-related non ed project me	-technical iss eetings.	sues
first person, o	monstrate oral communication skills beyond those requir describe your contribution to the work in 2-3 paragraphs (st demonstrate your competency in this area. For example	(max. 1,800 chai	acter	s). Achieving	or interac	ctions with c dicators is n	o-workers W ot necessary	riting in butyour
Howyou verbally communicated professional-level technical information or technical directions to stakeholders; or Your active involvement in a public meeting, detailing howyou presented technical and non-technical information and responded to feedback and inquiries.								
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Applicant	Application Typ	e PI	PMEM		APEGA ID	8 F.		
Name								
Key Competency Communication 2.2 Written Communication in E	English			Į,	Required Category Average 3.0			
You will be assessed on your demonstrated ability to communicate, in issues clearly, in English. Your example could include formal reports,							al 💮	
You must demonstrate written communication skills beyond those req or payment. Writing in first person, describe your contribution to the w not necessary, but your example must demonstrate your competency	ork in 2-3 paragra	phs ((max. 1,800 d	characters	s). Achievin			
Provided technical input and peer review of technical documents; or Wrote clear technical memoranda and reports, or technical components of reports, including an explanation of howyou tailored communications to the intended audience.								
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Applicant		Application T	уре	PMEM		APEGA ID	u e			
Name	Common Co									
Key Competency	Communication 2.3 Reading and Comprehension	on in English				Required C	ategory Aver	age 3.0		
You will be assessed on your demonstrated ability to read and comprehend technical engineering documentation in English. You must show howyou used the technical documentation in your engineering work.								ow ow		
Writing in first personecessary, but your	n, describe your contribution to the work in 2-3 pa example must demonstrate your competency in th	ragraphs (max nis area. For ex	. 1,800 ample	Characters) / e, you might de	Achievin	g all the indi	cators is not			
Your ability to conwork.	1. Your a bility to comprehend written technical engineering documents, understand their implications, and incorporate key points in your technical work.									
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The Association of Professional
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Name	for an accept	-				
Key Com	petency Project & Financial Management 3.1 Project Ma	anagement Principle	es	Required Ca	ategory Avera	age 2.0
You will b	e assessed on your demonstrated knowledge and applicati	on of project manage	ement principles.			
1. Your unissues on 2. Your un	n first person, describe your contribution to the work in 2-3 pay, but your example must demonstrate your competency in tonderstanding of resource planning, budgeting, change man a project management; and risks inherent in the tou understanding of the impacts, benefits, and risks inherent in the understanding of the requirements and expectations of internal	his area. For exampl agement, scope mai he consideration of c	e, you might describe nagement, scheduling design solutions on a p	; , and the impa		en
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Applican	t	Application Ty	pe P	PMEM		APEGA ID	- W			
Name	e accept									
Key Comp	etency Project & Financial Management 3.2 Finances a	and Budget				Required Category Average 2.0				
You will be	assessed on your demonstrated knowledge of the econor	mic or financial a	spects	s of a project o	or eleme	nts of a proj	ect.			
Writing in finecessary,	irst person, describe your contribution to the work in 2-3 pa but your example must demonstrate your competency in t	aragraphs (max. his area. For exa	1,800 mple,	characters) A you might de:	chieving scribe:	g all the indi	cators is not			
1. Your abil	lity to prepare a financial budget and cost estimation for erowledge of financial reports and comparative cost studies;	ngineering desig	n, con:	struction, and	operation	ons;				
3. Your und	derstanding of working with contracts or developing the final	ancial aspects of	a proj	ject.						
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Key Compet	ency Team Effectiveness 4.1 Promote Team Effectiveness Interpersonal Conflict	eness and R	esolve	or Mitigate		Required Ca	ategory Aver	age 3.0
You will be a professionall	ssessed on your demonstrated ability to promote team ef y in the workplace.	ffectiveness a	nd mai	nage or resolv	e interpe	rsonal conflic	ct effectively a	and
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: 1. Your a bility to resolve interpersonal conflict or difficult circumstances in the workplace effectively and professionally; 2. Your a bility to proactively manage interpersonal conflict; or 3. Howyou took initiative to mitigate interpersonal conflict in a team setting and promote team effectiveness.								
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Key Compet	ency Professional Accountability 5.1 Professional Ac	countability					Required Ca	ategory Aver	age 3	0.6
You will be a ethical dilem	ssessed on your demonstrated understanding of profess mas you have encountered, or conflicts of interest (either	sional account real or perce	ability : ived) th	and s	self-awarer ave arisen	ness sui in your	rrounding you work.	ır limitations	-	
Writing in first necessary, b	st person, describe your contribution to the work in 2-3 pa ut your example must demonstrate your competency in th	ragraphs (ma nis area. For e	x. 1,80 xampl	0 cha e, you	aracters) A u might de	Achievin scribe:	g all the indi	cators is not		
 Howy ou applied professional ethics in your work; Your awareness of your technical limitations and howy ou took professional accountability by seeking guidance and expanding your capabilities; Howy ou gained awareness of situations that were a potential conflict of interest and howy ou effectively managed such situations appropriately; Howy ou gained awareness of the potential professional liability involved in all aspects of the design, construction, reporting, and inspection process; or Your understanding and awareness of appropriate use of the stamp and seal. 									!S; ;	
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Engineers and Geoscientists of Alberta

Applicant		Application Typ	e Pl	MEM		APEGA ID			
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Key Competer	Social, Economic, Environmental and Sustainal Interest	bility 6.1 Protecti	on of t	the Public		Required C	ategory Aver	age 2.0	
You will be ass such as public throughout a p	sessed on your demonstrated understanding and award behaviours must be considered part of engineering wo	eness of howthe ork, and how safe	public guard:	c is impacted Is for the pub	I by the volic are in	work of engin nplemented	eers, how fac and may cha	tors nge	
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: 1. Gained awareness of your professional responsibility to protect the public interest; 2. Identified, assessed, and mitigated adverse effects of a project on the public; or 3. Assessed the impact of a project on the public and developed successful mitigating measures.									
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	Issessed on your demonstrated awareness of how the pul	blic is impact	ed by th	he work of				ategory Aver	age 2.0	
successful e	ngineering designs, and howyour engineering work is be	eneficial to the	e public	C.						
addressed p contribution to demonstrate	Your example could include descriptions of howyou engaged the public at information sessions, responded to citizen concerns, wrote reports that addressed project impacts on the public, or performed feasibility studies that included public considerations. Writing in first person, describe your contribution to the work in 2-3 paragraphs (max. 1,800 characters). Achieving all the indicators is not necessary, but your example must demonstrate your competency in this area. For example, you might describe howyou: 1. Understand the value and benefits of your engineering work to the public; or 2. Interacted with the public in order to understand the impact of a project and used the information you gained to inform your work.									
Employer										
Validator First Name		Last Na	ime							
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Canadian E	nvironment Example?							○ Yes	○ No	
Applicant's S	Self-Assessed Competency Level		0 0	0 1	0	2	O 3	0 4	o 5	



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Applicant		Application Ty	oe I	PMEM		APEGA ID	lara.		
Name	n a droid								
Key Compet	ency Social, Economic, Environmental and Sustainat	bility 6.3 Role of	Regu	ulatory Bodies	s	Required C	ategory Aver	age 2.0	
You will be a the protection	You will be assessed on your demonstrated awareness of the role of regulatory bodies, in addition to APEGA, in terms of enforcing safety and the protection of the public and the environment.								
Your example should demonstrate that you understand how the role of regulatory bodies goes beyond mere enforcement of regulatory compliance. You should discuss the reason regulatory bodies and the regulations they administer are necessary. Writing in first person, describe your contribution to the work in 2-3 paragraphs (max. 1,800 characters). Achieving all the indicators is not necessary, but your example must demonstrate your competency in this area. For example, you might describe howyou: 1. Understand the roles of regulatory bodies in your engineering discipline and how they protect the public and environment, or 2. Understand the roles of regulatory bodies and how they impact or influence your practice of engineering.									
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Canadian Er	nvironment Example?						○ Yes	○ No	
Applicant's S	self-Assessed Competency Level	0	0	O 1	O 2	O 3	0 4	O 5	



APEGA The Association of Professional Engineers and Geoscientists of Alberta

Applicant		Application	Туре	PMEM		APEGA ID				
Name	and the second				-					
Key Competend	Social, Economic, Environmental and Sustainab	oility 6.4 Appli	cation	of sustainab	lity	Required Ca	ategory Aver	age 2.0		
	You will be assessed on your demonstrated awareness of sustainable options as they apply to the development of professional work, structures, or processes.									
project or proces standards focus contribution to the demonstrate you 1. Your understa	Your example should highlight specific situations, actions, and outcomes where you considered sustainable options as part of an engineering project or process. These sustainable options could be related to resource use, environmental considerations, the development or awareness of standards focused on sustainability, future considerations, or operations and maintenance considerations. Writing in first person, describe your contribution to the work in 2-3 paragraphs (max. 1,800 characters). Achieving all the indicators is not necessary, but your example must demonstrate your competency in this area. For example, you might describe: 1. Your understanding of how extending the life (sustainability) of components is of benefit to the public and industry; or 2. Howyou considered and implemented environmentally sustainable practices on a project or made recommendations for sustainable practices.									
Employer										
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Canadian Envir	onment Example?						O Yes	○ No		
Applicant's Self-	-Assessed Competency Level		O 0	0 1	O 2	O 3	0 4	O 5		



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Engineers and Geoscientists of Alberta

Applicant		Application	Туре	PMEM		APEGA ID		
Name	e andreed							
Key Compet	ency Social, Economic, Environmental and Sustainal	oility 6.5 Prom	otion	of Sustainabil	ity	Required Ca	ategory Aver	age 2.0
You will be a either to the s	ssessed on how you promote the application of sustainal sustainability of a project or to environmental and social s	bility principle: sustainability.	s in you	ur engineerin) work. T	hese principl	es could app	ly 🖢
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 howyou: 1. Considered and implemented sustainable practices in engineering design to ensure the project would continue operating for a significantly longer period of time; or 2. Proactively considered advancing environmentally sustainable practices on a project or made recommendations for sustainable practices.								
Employer								
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Validator Position								
SITUATION	2							
ACTION	2							
OUTCOME	•							
Canadian Er	nvironment Example?						○ Yes	○ No
Applicant's S	elf-Assessed Competency Level		0 0	0 1	O 2	O 3	0 4	O 5



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APEGA ID Name You have completed filling in all the competencies. 1. To review your competencies, click the "Back to Page 1" button on the left to go to the first Back to Page 1 competency, or click the Prev button below to go to the last competency. Save/Print 2. Once you have completed your review you can create a copy print your results. 3. You can only perform a self-assessment once. By selecting this checkbox, you understand that you have used your one free self-assessment and confirm that you have completed the form to your satisfaction. 4. Press the "Submit" button on the left to calculate your results. They will be displayed in a separate Submit Results Summary eForm. Go to the myAPEGA 5. Press the "Go to the myAPEGA portal to View Summary" button on the left to return to the online portal to View application submission in the myAPEGA portal - Step 6 Work Experience page. Summary

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

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

Tracking Number: 34620