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when printed*

# APEGA Competency Self-Assessment Worksheet User Guide

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## Confidentiality and Intellectual Property

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# 1 Glossary

## 1.1 Acronyms

AC	Applications Coordinator
AO	Admissions Officer
ASAT	Academic Self-Assessment Tool
BOE	Board of Examiners
CBA	Competency-Based Assessment
CBAT	Competency-Based Assessment Tool
CSAW	Competency Self-Assessment Worksheet
DB	Database
ITA	Internationally Trained Applicant
MIT	Member-In-Training
MSSC	Member Self-Service Centre
OAS	Online Application System
PMEM	Professional Member
PMP	Performance Measurement Plan
WER	Work Experience Record
WHR	Work History Record

## 1.2 Competency Definitions

Competency can be defined as an ability or skill to perform tasks and roles within a category to meet or exceed standards required by employers and the greater community. APEGA's competency model outlines the common competencies related to work experience that are essential for Professional Engineers in all disciplines to ensure effective practice and public safety. Competency measures an individual's ability, so the examples within the APEGA assessments are derived from actual work experience that applicants, and future Members, are required to demonstrate.

When APEGA assesses the competencies of an applicant for a Professional Engineering licence, the applicant needs to be clear that those competencies have been performed well in the circumstances they have encountered to date, and will continue to do so in the future.

A competency-based system requires applicants to demonstrate the ability to apply their engineering knowledge reliably and safely across different circumstances; to recognize their professional limitations; and to be prepared, when necessary, to either extend and develop their expertise or to call for assistance from other sources. Providing detailed examples as part of a competency self-assessment allows APEGA assessors to have a clear picture of an applicant's knowledge and experience in all areas essential to safe and effective engineering practice.

### 1.2.1 Technical Competency

Involves the application of engineering theory, specifically involving design. This includes the use of codes, standards, and design drawings.

#### 1.2.1.1 Technical Competency Sub-Categories

- **Regulation, Codes & Standards:** Demonstrate knowledge of regulations, codes, standards, and safety – this includes local engineering procedures and practices as applicable
- **Project & Design Constraints:** Demonstrate knowledge of materials, or operations as appropriate, project and design constraints, and design to best fit the purpose or service intended and address inter-disciplinary impacts
- **Risk Identification & Mitigation:** Analyze technical risks and offer solutions to mitigate the risks
- **Application of Theory:** Apply engineering knowledge to design solutions
- **Solution Techniques:** Be able to understand solution techniques and independently verify the results
- **Safety Awareness:** Be aware of safety risks inherent in the design and demonstrate safety awareness on site; possess safety authorization or certificate as appropriate
- **Systems & Their Components:** Demonstrate understanding of systems and components of systems
- **Project Life Cycle:** Exposure to all stages of the process or project life cycle from concept and feasibility analysis through to implementation
- **Quality Control:** Understand the concept of quality control during design and construction including independent design check and independent reviews of design, field checks, and reviews
- **Engineering Documentation:** Transfer design intentions to drawings and sketches; Understand transmittal of design

## 1.2.2 Communication Competency

The ability to professionally communicate orally and in writing, as well as possessing reading comprehension skills.

### 1.2.2.1 Communication Competency Sub-Categories

- **Oral Communication:** Oral
- **Written Communication:** Writing
- **Reading and Comprehension:** Reading and Comprehension

## 1.2.3 Project & Financial Management Competency

The ability to display competency and increased responsibility regarding project planning, implementation, financial aspects, and expectations of a project from start to finish.

### 1.2.3.1 Project & Financial Management Competency Sub-Categories

- **Project Management Principals:** Awareness of project management principles
- **Understand financial aspects of work:** Demonstrate awareness of project budget

## 1.2.4 Team Effectiveness Competency

The demonstration of an ability to work effectively on multi-disciplinary teams of other professionals and technical workers.

### 1.2.4.1 Team Effectiveness Competency Sub-Categories

- **Resolve Differences:** Work to resolve differences

## 1.2.5 Professional Accountability Competency

The ability to display competency and increased responsibility regarding project planning, implementation, financial aspects, and expectations of a project from start to finish.

### 1.2.5.1 Professional Accountability Competency Sub-Categories

- **Professional Accountability:** Demonstrate Awareness of professional accountability

## 1.2.6 Social, Economic, Environmental, and Sustainability Competency

Displaying evidence that you are familiar with ways to safeguard and benefit the public while understanding the roles and responsibilities of regulatory agencies in your specific field of professional practice.

### 1.2.6.1 Social, Economic, Environmental and Sustainability Sub-Categories

- **Public Impacts & Safeguards:** Demonstrate an understanding of the safeguards required to protect the public and the methods of mitigating adverse impacts
- **Engineering & the Public:** Demonstrate an understanding of the relationship between the engineering activity and the public
- **Role of Regulatory Bodies:** Understand the role of regulatory bodies on the practice of engineering
- **Sustainability & Practice Guidelines:** Be aware of any specific sustainability clauses that have been added to practice guidelines that apply to their area

- **Promotion of Sustainability:** To the extent possible, recognizing the applicant's position of influence, consider how sustainability principles could be applied and promoted in his/her specific work

## 2 Introduction

### 2.1 Competency Self-Assessment Worksheet – What Is It?

The APEGA Competency Self-Assessment Worksheet (CSAW) is a one-time only, free tool that is used to assist in understanding the core competencies required for an application at APEGA. The results of the completed worksheet allow for discovery of your own current professional competencies and aid in making an informed and educated decision on the licensure application. The Results Summary provides the average for each competency category and a comparison to APEGA's minimum requirements.

The Board of Examiners (BOE) is the body that makes the final decisions regarding applications. It places a strong emphasis on skills and competencies such as:

- the ability to apply engineering principles
- demonstrated technical proficiency

The BOE considers increased technical competency and increasing levels of responsibility during the evaluation of experience. Experience required is listed on the APEGA web page <https://www.apega.ca/apply/membership/professional-member/work-experience/engineers/experience-types>.

### 2.2 Who Can Use It?

The CSAW is for individuals applying for Professional Engineering licensure. Applicants should be **candid** about all experience. This free tool helps determine the engineering skills applicants have gained through employment. Applicants have one chance per application to complete this form.

### 2.3 Where Can It Be Found?

The CSAW is in the [Member Self-Service Centre](#) (MSSC) and can be used only by those who have started the application process and received an APEGA ID number. The CSAW form has 22 defined competencies that Professional Engineers must display to meet the requirements for licensure with APEGA. A printable summary of the results will appear in the MSSC after you have completed and submitted it.

### 2.4 Do I Have to Complete this Form for My Application?

Completing the form is optional and, although not required, it is highly recommended. It has been made available to help you understand your competency levels in comparison to those required by APEGA. This is only a self-assessment and will not affect your member application. The results from the assessment will not be used on any official APEGA form or application, or impact your current, or future, application.

Because this is only a self-assessment tool, APEGA staff cannot view or access the form or results. In addition, APEGA staff will not review, advise, mentor, or comment on the results of assessments. Your CSAW scores may differ from the official APEGA competency assessment.

## 2.5 Technical Support

After submitting the CSAW, it cannot be edited, changed, or re-opened, so it is important that all answers be checked and confirmed before submitting. If you encounter a technical issue, such as APEGA's systems being offline, please contact the APEGA office at <https://www.apega.ca/contact/>. Though this free service is being provided by APEGA, the office will not be responsible for other technical issues.



# 3 Using the CSAW

## 3.1 Applying for Membership

Applying for membership at APEGA consists of many steps and includes multiple internal review processes. The APEGA **Application Guide** has complete step-by-step instructions on the full application process and can be found on our Apply webpage at <https://www.apega.ca/apply/> . You will need to complete the steps on pages 10-16 before being able to access the CSAW. These steps will result in an APEGA ID number being assigned to you, which you will need to see the CSAW.

**NOTE:** Only engineering applicants applying to be Professional Engineers or Licensees can use the CSAW. As displayed on page 14 of the **Application Guide**, the Application Category must display engineering. Those applying for a geoscience licence will not be able to use this assessment.

**Apply for a Membership**

You can start your application with APEGA by filling in the fields below.  
A \* indicates that the field is required.

**Application Type**

<b>Application Type *</b> Professional Member	<b>Application Category *</b> Engineering	<b>Discipline *</b>
--	--	---------------------

**Consent**

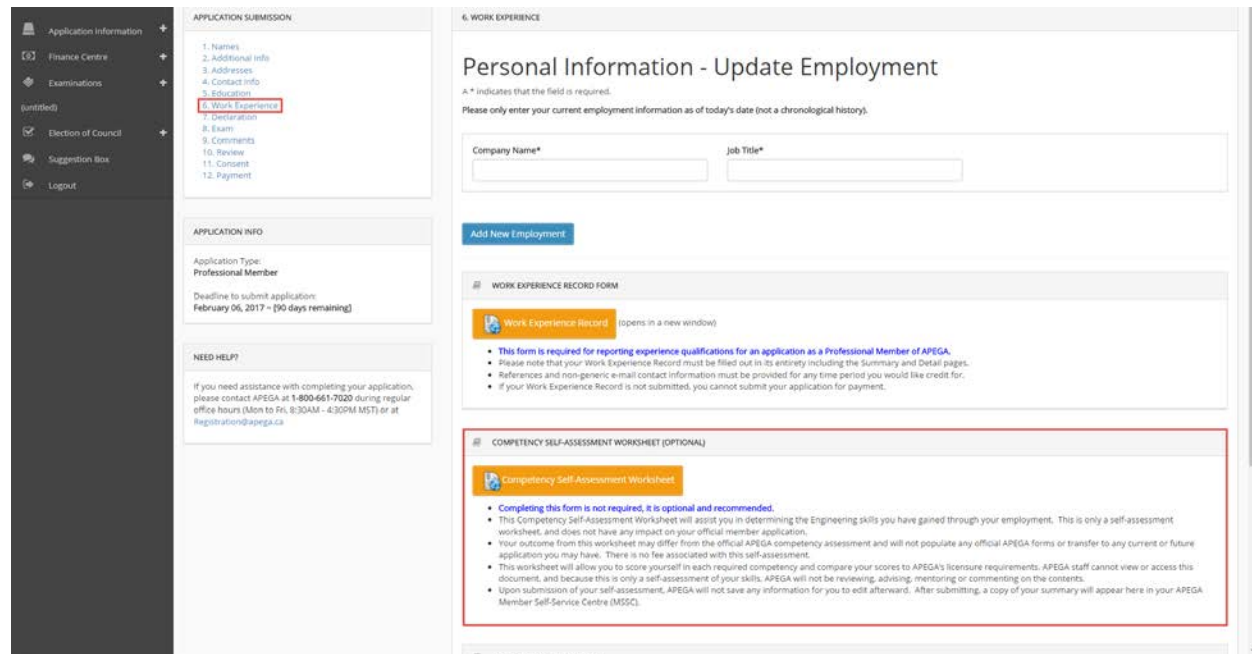
I grant permission for my personal information to be stored in the APEGA database.

*I hereby grant consent to APEGA to release electronically any information or records relevant to the application process to such individuals as may be required for the progression or consideration of my application which consent is given with knowledge of the Personal Information Protection Act.*

I agree

### 3.1.1 Finding the CSAW Form in the Member Self-Service Centre

Once you have received your APEGA ID number and signed in to the MSSC, the CSAW link will be available under **Step 6 Work Experience** of the requirements. Please read the instructions listed.




#### Worksheet Instructions from the MSSC

Completing this form is optional. Although not required, it is recommended.

- 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 lets 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.
- Because this is a self-assessment, APEGA will not review, advise, mentor, or comment on the results.
- After you submit the CSAW, you will not be able to edit it. A printable summary of your results will appear in your APEGA Member Self-Service Centre account.



After reading the instructions, press the  button to continue. Clicking the button will open a blank CSAW eForm in the same browser window starting with the **CSAW Instruction** page.


## **BEFORE STARTING THE CSAW**

- The CSAW eForm will time out after **15** minutes of no activity, so please have enough time to complete the assessment unless you expect to save and return to it.
- The worksheet can only be submitted if all required fields are completed.
- Once submitted, you cannot log back in to change or update the worksheet.
- The worksheet can be saved, accessed, and if not yet submitted, edited later.
- You must fill out the Canadian Environment; Situation; Action and Outcome; and Score fields for each key competency.
- Only one **Results Summary** per CSAW eForm submission will be generated.

### 3.1.2 Filling in the CSAW Document

After pressing the **Competency Self-Assessment Worksheet** button, you will be directed to the CSAW document to complete it. It consists of the following pages:

1. **Instruction page** Clicking **Next** will move your page view to the next page. (This will allow you to begin the CSAW Competency 1.1.)



**COMPETENCY SELF-ASSESSMENT WORKSHEET (CSAW)**  
The Association of Professional  
Engineers and Geoscientists of Alberta

**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 lets you to 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.

Because this is a self-assessment, APEGA will not review, advise, mentor, or comment on the results.

For each key competency, describe when you used it in a work environment. The descriptions in the Competency Assessment Guide describe each competency.

Score yourself using the 0 to 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 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 in your [APEGA Member Self-Service Centre \(MSSC\)](#).

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.

2. **Your 22 competency pages** to complete have six competency categories:

1. Technical
2. Communication
3. Project and Financial Management
4. Team Effectiveness
5. Professionalism
6. Social, Economic, Environmental, and Sustainability

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

## COMPETENCY SELF-ASSESSMENT WORKSHEET (CSAW)

[Save](#)

<b>Applicant</b>		Application Type	PMEM	APEGA ID	213246
Name <input type="text" value="Gerson, Dorian"/>					
Key Competency <input type="text" value="Knowledge of regulations, codes, standards &amp; best practices"/>				Required Category Average	3.0
<p><i>This is the knowledge of regulations, codes, standards, and safety. It includes the engineering codes and professional practices.</i></p> <ul style="list-style-type: none"> <li>- Develop and apply all rules and regulatory codes that apply to the field</li> <li>- Interpret and apply codes, standards, and regulations</li> <li>- Develop and apply codes, standards, and regulations</li> <li>- Interpret the intent of codes, standards, and regulations</li> </ul>					
<p>These are some of the indicators that help to outline the competency expectations.</p>					
Employer	<input type="text"/>				
Validator First Name	<input type="text"/>		Last Name	<input type="text"/>	
Validator E-mail	<i>For self-assessment, not available</i>				
Validator Position	<input type="text"/>				
<b>SITUATION</b> ⓘ					
<i>Maximum length is 300 characters. Any text exceeding the character limit will not be captured. Text that exceeds the area provided will not be readable upon submission.</i>					
<b>ACTION</b> ⓘ					
<i>Maximum length is 1,650 characters. Any text exceeding the character limit will not be captured. Text that exceeds the area provided will not be readable upon submission.</i>					
<b>OUTCOME</b> ⓘ					
<i>Maximum length is 300 characters. Any text exceeding the character limit will not be captured. Text that exceeds the area provided will not be readable upon submission.</i>					
Canadian Environment Example? <input type="text" value="Remember to identify, if you can, Canadian Environment Example."/>				<input type="radio"/> Yes	<input type="radio"/> No
Applicant's Self-Assessed Competency Level ⓘ			<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2
			<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5
CSAW eForm November 2016 V1.0 CSAW eForm Competency Content Version November 2016 V1.2			<div style="border: 1px solid red; display: inline-block; padding: 2px;">Remember to grade yourself.</div>		
			<a href="#">Prev</a> <a href="#">Next</a>		

This is the competency.

This is a brief description of the competency.

**NOTE:** In the **Applicant's Self-Assessed Competence Level** section, you will fill in a number between 0 and 5 to rate each of your key competencies. These will be used to calculate the average assessment level for each competency category on the summary form.

3. **Last page** containing final confirmations and instructions.

## COMPETENCY SELF-ASSESSMENT WORKSHEET (CSAW)

Name	<input type="text"/>	APEGA ID	<input type="text"/>
------	----------------------	----------	----------------------

**You have completed filling in all the competencies.**

Back to Page 1

1. To review your competencies, click the Back to Page 1 button on the left to go to the first 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.

Submit

4. Press the Submit button on the left to calculate your results. They will be displayed in a separate Results Summary eForm.

Go to Member  
Self-Service  
Centre (MSSC)  
to view Summary

5. Press the Go to Member Self-Service Centre (MSSC) to View Summary button on the left to return to the MSSC - Step 6. Work Experience page.

**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.

Prev

Next

## BEFORE SUBMITTING THE CSAW

- **Review all of your work before submitting.** You cannot go back and edit.
- Clicking the **Back to Page 1** button will take you back to Competency 1.1.
- Checking the checkbox in section 3 will enable the **Submit** button and disable the **Back to Page 1** button. Unchecking the checkbox will disable the **Submit** button and enable the **Back to Page 1** button.
- Clicking on the buttons **Submit** and **Go to Member Self-Service Centre (MSSC) to View Summary** will take you to the **Step 6 Work Experience** page in your MSSC. You will see a message that your eForm has been submitted successfully, and that you will have to wait until the system produces the link and eForm.

### Personal Information - Update Employment

A \* indicates that the field is required.


Please only enter your current employment information as of today's date (not a chronological history).

Company Name*	Job Title*
<input type="text"/>	<input type="text"/>

[Add New Employment](#)

---


**WORK EXPERIENCE RECORD FORM**

 [Work Experience Record](#) (opens in a new window)

- **This form is required for reporting experience qualifications for an application as a Professional Member of APEGA.**
- Please note that your Work Experience Record must be filled out in its entirety including the Summary and Detail pages.
- References and non-generic e-mail contact information must be provided for any time period you would like credit for.
- If your Work Experience Record is not submitted, you cannot submit your application for payment.

---

**COMPETENCY SELF-ASSESSMENT WORKSHEET (OPTIONAL)**

 [Competency Self-Assessment Worksheet](#)

- **Completing this form is not required, it is optional and recommended.**
- This Competency Self-Assessment Worksheet will assist you in determining the Engineering skills you have gained through your employment. This is only a self-assessment worksheet, and does not have any impact on your official member application.
- Your outcome from this worksheet may differ from the official APEGA competency assessment and will not populate any official APEGA forms or transfer to any current or future application you may have. There is no fee associated with this self-assessment.
- This worksheet will allow you to score yourself in each required competency and compare your scores to APEGA's licensure requirements. APEGA staff cannot view or access this document, and because this is only a self-assessment of your skills, APEGA will not be reviewing, advising, mentoring or commenting on the contents.
- Upon submission of your self-assessment, APEGA will not save any information for you to edit afterward. After submitting, a copy of your summary will appear here in your APEGA Member Self-Service Centre (MSSC).

---

**COMPETENCY SELF-ASSESSMENT WORKSHEET RESULTS SUMMARY**

Your Competency Self-Assessment Worksheet eForm has been submitted successfully.  
Please wait until the system calculates and produces the link to your Results Summary eForm.

Processing...

### 3.1.3 Reading your CSAW results

Once the link and eForm are ready, the section for **COMPETENCY SELF-ASSESSMENT RESULTS SUMMARY** is displayed in **Step 6** of your MSSC. A button link called **Competency Self-Assessment Worksheet Results Summary** is now available. This allows you to review your results.

## Personal Information - Update Employment

A \* indicates that the field is required.


Please only enter your current employment information as of today's date (not a chronological history).

Company Name*	Job Title*
<input type="text"/>	<input type="text"/>

[Add New Employment](#)

---


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- Upon submission of your self-assessment, APEGA will not save any information for you to edit afterward. After submitting, a copy of your summary will appear here in your APEGA Member Self-Service Centre (MSSC).

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**COMPETENCY SELF-ASSESSMENT WORKSHEET RESULTS SUMMARY**

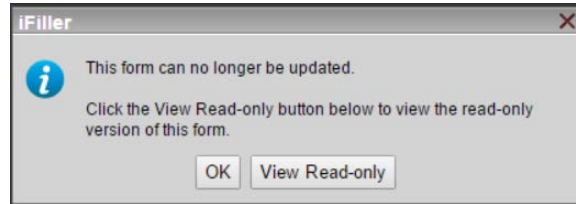
Your Competency Self-Assessment Worksheet eForm has been submitted successfully.  
Please wait until the system calculates and produces the link to your Results Summary eForm.


Processing...



To view the read-only, submitted version of the **Competency Self-Assessment Worksheet** eForm:

1. Click on the button  . You will see a popup as follows:



2. Click **OK** to close the popup and current browser tab.
3. Click **Read-Only** to generate and open a PDF in a new browser tab, where a PDF is available to download or **Save Page As** and save the file locally.
4. Click on the link  to open the eForm in a new window.

You can click the iFiller **Print** button to print to paper or print to a PDF file and save the file locally.

The **summary page** displays all of your scores for each competency and includes results that suggest your experience meets, does not meet, or is close to APEGA's requirements.



## COMPETENCY SELF-ASSESSMENT WORKSHEET (CSAW) RESULTS SUMMARY

Applicant		Application Type	PMEM	APEGA ID	#H SCORE	
Name		Courtney P (CAMP)				
Key Competency Description		Canadian EN/Ex?	Applicant's Self-Assessed Score	APEGA Req'd Min Score	RESULT: ✓ = OK ! = CONCERN ✗ = FAIL	
# Title	Description					
<b>Category 1.0: Technical Competence</b>						
1.1 Regulation, Codes & Standards	Demonstrate knowledge of regulations, codes, standards, and norms - formulates and engineering procedures and practices as applicable	Yes	3.0	3.0	✓	
1.2 Project & Design Constraints	Demonstrate knowledge of materials, or technologies appropriate, project and design constraints, design to meet the purpose for service intended and address inter-disciplinary impacts	Yes	3.0	3.0	✓	
1.3 Risk Identification & Mitigation	Analyze technical risks and offer solutions to mitigate the risks	Yes	3.0	3.0	✓	
1.4 Application of Theory	Apply engineering knowledge to design solutions	Yes	3.0	3.0	✓	
1.5 QA/QC Techniques	Be able to understand QA/QC techniques and independently verify the results	Yes	3.0	3.0	✓	
1.6 Safety Awareness	Identify potential safety issues inherent in the design, and demonstrate safety considerations - on site and provide safety authorization/permits as appropriate	Yes	3.0	3.0	✓	
1.7 Systems & Their Components	Demonstrate understanding of subsystems as well as of components of systems	Yes	3.0	3.0	✓	
1.8 Project & Life Cycle	Agree on strategies after project/project life cycle from concept and feasibility analysis through implementation	Yes	3.0	3.0	✓	
1.9 Quality Control	Understand the concept of quality control during design and construction including independent design-check and independent review of design, test checks and reviews	Yes	3.0	3.0	✓	
1.10 Engineering Documentation	Transfer design intentions to drawings and sketches, understand transfer of design	Yes	3.0	3.0	✓	
<b>Average score of Category 1.0: Technical Competence</b>				3.0	3.0	✓
<b>Category 2.0: Communication</b>						
2.1 Oral Communication	Oral	Yes	3.0	3.0	✓	
2.2 Writing Communication	W/ Writing	Yes	3.0	3.0	✓	
2.3 Reading and Comprehension	Reading w/ comprehension	Yes	3.0	3.0	✓	
<b>Average score of Category 2.0: Communication</b>				3.0	3.0	✓
<b>Category 3.0: Project &amp; Financial Management</b>						
3.1 Project Management Processes	Awareness of project management principles	Yes	3.0	3.0	✓	
3.2 Understand financial aspects of work	Demonstrate awareness of project budget	Yes	1.0	3.0	!	
<b>Average score of Category 3.0: Project &amp; Financial Management</b>				2.0	3.0	✓
<b>Category 4.0: Team Effectiveness</b>						
4.1 Resolve Differences	Plot to resolve differences	Yes	2.0	3.0	!	
<b>Average score of Category 4.0: Team Effectiveness</b>				2.0	3.0	✗

CSAW Worksheet of with December 2018 V2.0

Next

## 3.2 Understanding the CSAW Results Summary

APEGA's CSAW results are generated to help you make an informed decision about your application. This self-assessment is your interpretation of your skills and abilities and may differ from the decision of the Board of Examiners (BOE).

- i. If any of your competency scores result in a FAIL, your message will read:

You have one or more competencies indicated with a FAIL (✖). This would result in your application being denied by APEGA.

***Any competency receiving a fail indicates that your experience does not meet APEGA's requirements for licensure and your application will be denied. You will be withdrawn without refund and will be invited to apply again when your experience is stronger.***

- ii. If one or more of your competency scores result in a CONCERN, your message will read:

You have one or more competencies indicated with a CONCERN (!). It is recommended that you consider your strength in this competency before you apply. Once you submit your application under the Competency-Based Assessment (CBA) process as required in 2017, your score will be an average of:

- 1) your competency-based assessment score (not this worksheet, but a similar form to be filled out at time of application);
- 2) your competency assessment scores from one or more Validators; and
- 3) your competency assessment scores from one or more Examiners.

If the average of all scores on a competency is below the minimum required, you will fail that competency, and your application will be denied by APEGA. Therefore, we have indicated concern around any competency for which your self-assessed score is below the average required for that competency category.

- iii. If one or more of your competency scores result in an OK, your message will read:

You have one or more competencies indicated with an OK (✓). This simply indicates that the score you have assessed yourself for that competency is equal to or greater than the average required score for that competency category. Once you submit your application under the Competency-Based Assessment (CBA) process as required in 2017, your score will be an average of:

- 1) your competency-based assessment score (not this worksheet, but a similar form to be filled out at time of application);
- 2) your competency assessment scores from one or more Validators; and
- 3) your competency assessment scores from one or more Examiners.