



The Association of Professional
Engineers and Geoscientists of Alberta

Registration Services

APEGA Competency Self-Assessment Worksheet Guide For Professional Engineering Applicants

V5.2

July 18, 2026

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

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Publication History

Version	Revision
1.0	Initial version
2.0	Updated version
3.0	Update due to change in system
4.0	Updating format of guide
5.0	Updating information
5.1	Update to mailing address
5.2	Removed Canadian work experience requirements; other changes

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Competency Definitions

APEGA's competency model identifies the skills and abilities professional engineers must demonstrate through their work experience to meet the expectations of employers, the profession, and the public. These competencies reflect the capacity to apply engineering knowledge, exercise professional judgement, and protect public safety.

Because competency is demonstrated through action, when applying to become a professional engineer, you must provide examples from your actual work experience to show how you have applied these competencies in real situations and how you will continue to do so in future practice.

You will be asked to demonstrate that you can apply your engineering knowledge reliably and safely in different circumstances, recognize your professional limitations, and take appropriate steps to address them—such as by developing your expertise or seeking assistance when needed.

Providing detailed examples in your competency self-assessment helps APEGA assessors evaluate your ability to practise engineering safely and effectively.

Technical Competency

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

Technical Competency Subcategories

Technical Competence

You will be assessed on your knowledge of regulations, codes, and standards as they directly relate to your technical work. You must reference specific codes and their application to your technical work, demonstrating your knowledge of technical codes or regulations and their applications.

Technical and Design Constraints

You will be assessed on your demonstrated ability to identify and define technical and design constraints. You must demonstrate that you can work within those constraints to achieve a favourable technical outcome.

Risk Management for Technical Work

You will be assessed on your demonstrated ability to identify and mitigate risks that affect the technical aspects of a project. You must differentiate between risk and safety. If you identify only public safety issues, you might not satisfy the requirements of this competency.

Application of Theory

You will be assessed on your demonstrated ability to use engineering knowledge and theory in the development of engineering designs, process systems, operations, or technical solutions.

Solution Techniques – Results Verification

You will be assessed on your demonstrated ability to self-check your professional-level technical work.

Safety in Design and Technical Work

You will be assessed on your use of engineering knowledge to identify, manage, and control hazards or provide for safe system operations.

Systems and Their Components

You will be assessed on your understanding of technical systems and their components and of interactions and constraints in the behaviour of the system. Demonstrate your ability to manage processes within the overall system by monitoring or modifying processes to achieve desired outcomes.

Project or Asset Life Cycle

You will be assessed on your demonstrated exposure to and awareness of a process or project life cycle. The overall life cycle includes feasibility analysis through to design, implementation, operation, and maintenance and on to decommissioning and retirement.

Quality Assurance

You will be assessed on your demonstrated understanding of and ability to assess quality assurance in design, construction, or operations, including independent reviews of design or technical processes.

Engineering Documentation

You will be assessed on your demonstrated ability to review, communicate, and transfer technical information and share knowledge through graphics, drawings, or reports.

Communication Competency

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

Communication and Competency Subcategories

Oral Communication in English

You will be assessed on your demonstrated ability to orally communicate professional-level technical and project-related non-technical issues clearly, in English. Your example could include formal presentations or presentations of technical input for detailed project meetings.

Written Communication in English

You will be assessed on your demonstrated ability to communicate, in writing, professional-level technical and project-related non-technical issues clearly, in English. Your

example could include formal reports, detailed technical memoranda, or field reports on technical issues.

Reading and Comprehension in English

You will be assessed on your demonstrated ability to read and comprehend technical engineering documentation in English. You must show how you used the technical documentation in your engineering work.

Project and 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.

Project and Financial Management Competency Subcategory

Project Management Principles

You will be assessed on your demonstrated knowledge and application of project management principles.

Finances and Budget

You will be assessed on your demonstrated knowledge of the economic or financial aspects of a project or elements of a project.

Team Effectiveness Competency

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

Team Effectiveness Competency Subcategory

Promote Team Effectiveness and Resolve or Mitigate Interpersonal Conflict

You will be assessed on your demonstrated ability to promote team effectiveness and manage or resolve interpersonal conflict effectively and professionally in the workplace.

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.

Professional Accountability Competency Subcategory

Professional Accountability

You will be assessed on your demonstrated understanding of professional accountability and self-awareness surrounding your limitations, ethical dilemmas you have encountered, or conflicts of interest (either real or perceived) that have arisen in your work.

Social, Economic, Environmental, and Sustainability Competency

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

Social, Economic, Environmental, and Sustainability Subcategories

Protection of the Public Interest

You will be assessed on your demonstrated understanding and awareness of how the public is impacted by the work of engineers, how factors such as public behaviours must be considered part of engineering work, and how safeguards for the public are implemented and may change throughout a project.

Benefits of Engineering to the Public

You will be assessed on your demonstrated awareness of how the public is impacted by the work of engineers, how public input is vital to successful engineering designs, and how your engineering work is beneficial to the public.

Role of Regulatory Bodies

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.

Application of Sustainability Principles

You will be assessed on your demonstrated awareness of sustainable options as they apply to the development of professional work, structures, or processes.

Promotion of Sustainability

You will be assessed on how you promote the application of sustainability principles in your engineering work. These principles could apply either to the sustainability of a project or to environmental and social sustainability.

Introduction

Competency Self-Assessment Worksheet – What Is it?

APEGA's Competency Self-Assessment Worksheet (CSAW) is a free, one-time tool designed to help you understand the 22 competencies required for professional engineering licensure. By completing the worksheet, you can assess your current professional competencies and compare them to APEGA's minimum requirements. The Results Summary provides an average score for each competency category.

The Board of Examiners (BOE), which makes the final decision regarding applications, places a strong emphasis on skills and competencies such as:

- applying engineering principles
- demonstrating technical proficiency
- demonstrating increasing levels of responsibility

Experience requirements are outlined on the [Work Record Validator List](#) web page. Be candid when assessing all relevant experience.

After you complete and submit the form, a printable summary of your results will be available in the [myAPEGA portal](#).

Who Can Use It?

The CSAW is intended for individuals applying for professional engineering licensure with APEGA. You can complete it once per application.

Where Can It Be Found?

The CSAW is available in the myAPEGA portal. You can access it after you have started an application and received an APEGA ID.

Do I Have to Complete This Form for My Application?

Completing the CSAW is optional but strongly recommended. It is designed to help you understand how your competencies compare to APEGA's licensure requirements.

The CSAW is a self-assessment tool and is not part of your membership application. Your results are not submitted to APEGA, are not used in the evaluation of your application, and will not affect any current or future application.

Because the form is not submitted to APEGA, staff cannot view or access your responses or results. APEGA staff will not review, advise, mentor on, or comment on the results of your assessment. Your self-assessed scores may differ from the competency ratings assigned during APEGA's official assessment process.

Technical Support

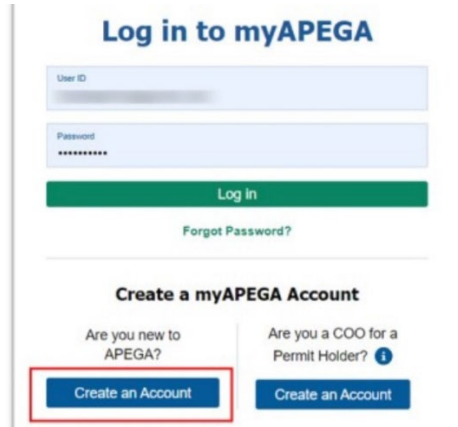
After you submit the CSAW, you cannot edit, change, or reopen it. Be sure to review and confirm all responses before submitting.

If you experience a technical issue, such as APEGA's systems being offline, please contact the [APEGA office](#). APEGA is not responsible for technical issues beyond its control.

Using the CSAW

Creating a myAPEGA Account

1. Navigate to the myAPEGA portal at <https://www.apega.ca/portal-login> and click **Create an Account**. If you already have an account, simply log in and jump to the [Starting an Application](#) section of these instructions.

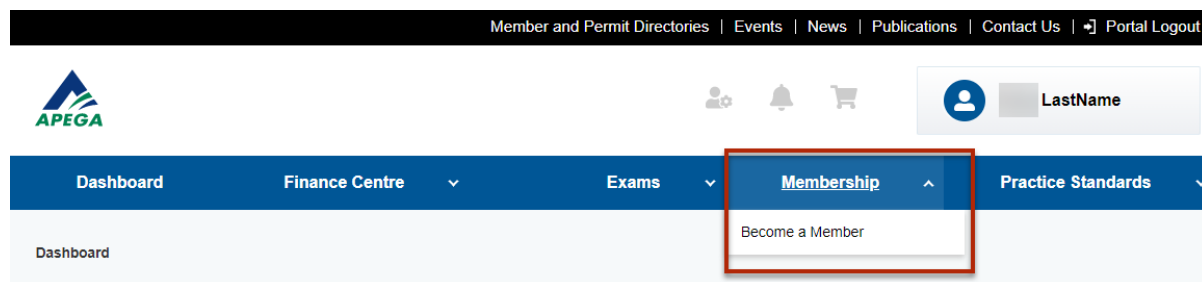


2. Fill in the required information. Click the checkbox confirming your information is correct and click **Create myAPEGA Account**.

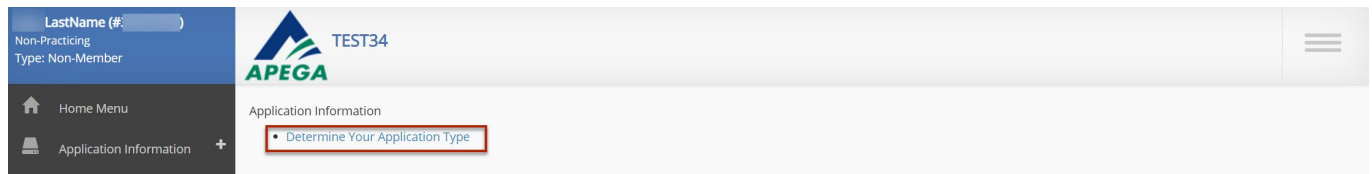
Starting an Application

Once you have an account, you are ready to start your application for licensure.

1. In the main navigation bar, click the **Membership** tab and click **Become a Member**.



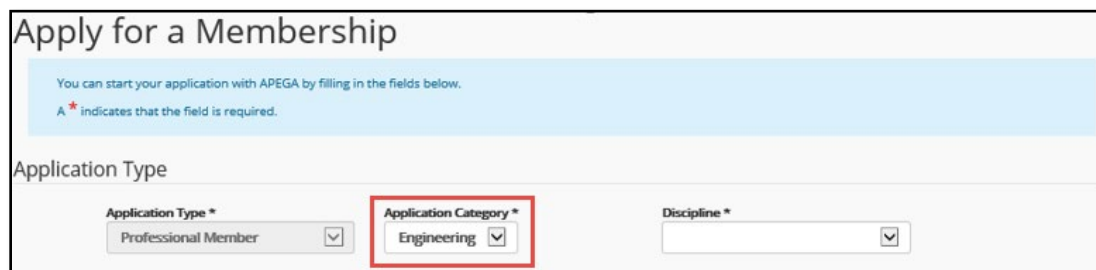
2. Next, click **Determine Your Application Type** and complete the application questionnaire to determine what application type you are eligible for.



The screenshot shows the myAPEGA portal interface. On the left is a navigation menu with 'Home Menu' and 'Application Information'. The 'Application Information' section is expanded, showing a list of options. The option 'Determine Your Application Type' is highlighted with a red rectangular box. The top of the page shows the user's name 'TEST34' and the APEGA logo.

3. After submitting the application questionnaire, you will receive information about the application you can complete.
 - a. If you feel the application type is correct, click **Continue to Select Category & Discipline**.
 - b. If you feel the application type is incorrect, please review your answers on the questionnaire or contact registration@apega.ca for more information.
4. Choose your Application Category and Discipline.

Note: You can only use the CSAW if you are applying to be a professional engineer or licensees. The Application Category must display engineering. If you are applying for a geoscience licence, you will not have access to the CSAW.

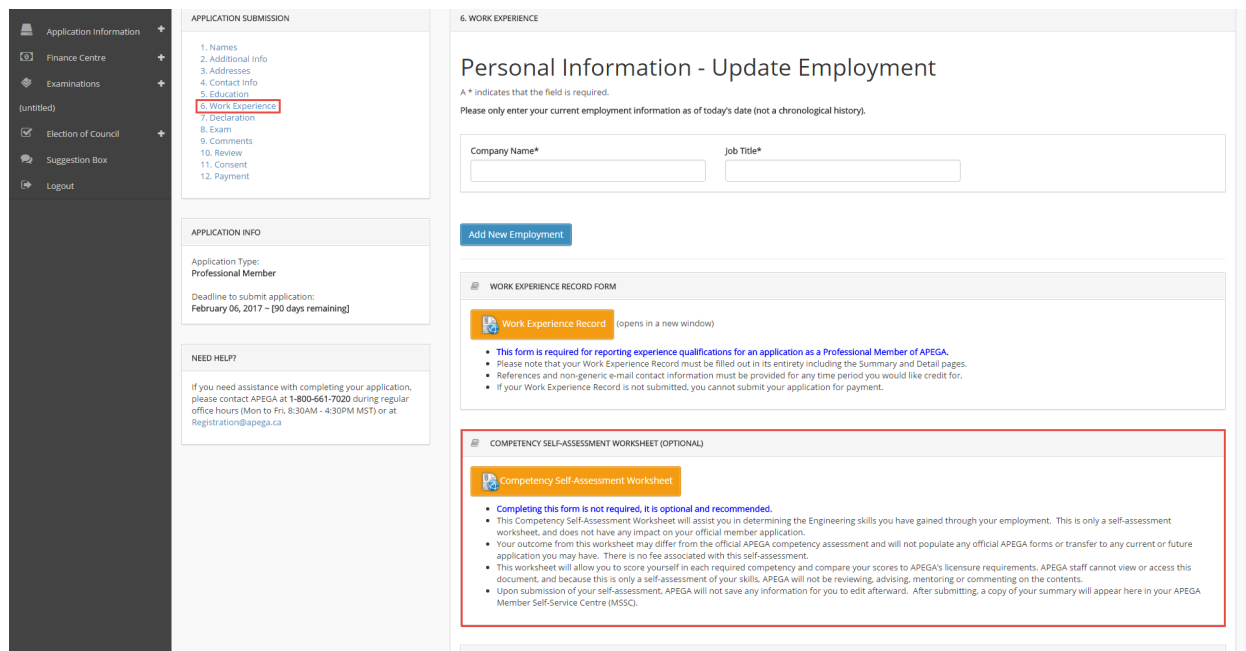


The screenshot shows the 'Apply for a Membership' form. It includes a light blue header with instructions and a note about required fields. Below this, the 'Application Type' section contains three dropdown menus: 'Application Type *' (set to 'Professional Member'), 'Application Category *' (set to 'Engineering' and highlighted with a red box), and 'Discipline *' (empty). The 'Application Category *' dropdown is highlighted with a red rectangular box.

Completing the CSAW

Finding the CSAW Form in the myAPEGA Portal

Once you receive your APEGA ID and have signed in to the myAPEGA portal, you can access the CSAW under Step 6: Work Experience in your application requirements. Please read the instructions before you begin.



Worksheet Instructions

Completing this worksheet is optional but recommended.

- The CSAW helps you assess the engineering competencies you have developed through your work experience. It is a self-assessment tool only and does not affect your licensure application.
- The CSAW allows you to rate yourself against each required competency and compare your results to APEGA's licensure requirements.
- Your CSAW results may differ from the ratings assigned through APEGA's official competency assessment process.
- Your CSAW results are not used in any official APEGA forms or applications.
- Because the form is not submitted to APEGA, staff cannot view or access your responses or results.
- APEGA staff will not review, advise, mentor on, or comment on the results of your assessment.
- After submitting the CSAW, you cannot make changes or reopen it. Review your responses carefully before submitting.
- A printable summary of your results will be available in the myAPEGA portal after submission.

After reading the instructions, click the **Competency Self-Assessment Worksheet** button to continue. A blank CSAW eForm will open in the same browser window, beginning on the CSAW instructions page.

Before Starting the CSAW

- The CSAW eForm will time out after 15 minutes of inactivity. Make sure you have enough time to complete the assessment, or save your work and return later.
- You must complete all required fields before you can submit the worksheet.
- You can save your work and return to edit the worksheet at any time before submitting it.
- Once you submit the worksheet, you cannot reopen, edit, or update it.
- For each competency, you must complete the Canadian Environment, Situation, Action and Outcome, and Score fields.
- Only one Results Summary is generated for each CSAW submission.

Filling in the CSAW

After clicking the **Competency Self-Assessment Worksheet** button, the CSAW eForm will open. It consists of three parts:

1. Instructions

Review the instructions and click **Next** to begin the assessment.

2. Competency Assessment

You will complete 22 competency pages grouped into six competency categories:

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

CWEC COMPETENCY SELF-ASSESSMENT WORKSHEET (CSAW)



The Association of Professional
Engineers and Geoscientists of Alberta

Save

Applicant		Application Type	PMEM	APEGA ID	2505017
Name AK PENG TEST					
Key Competency	Technical Competence 1.1 Regulations, Codes, and Standards			Required Category Average	3.0
You will be assessed on your knowledge of regulations, codes, and standards directly relating to your technical work. You must reference specific codes and their application to your technical work, demonstrating your knowledge of technical codes or regulations and their applications. This is a mandatory Canadian-equivalent Work Environment Competency. The minimum required assessed level for this competency is 3. Referencing internal plant or client specifications is not sufficient. Where possible, Canadian codes must be used. If you are an internationally trained applicant without direct experience of Canadian codes, you must identify the Canadian codes that are equivalent to those used in your example. Writing in first person, describe your contribution to the work in 2–3 paragraphs (max. 1,800 characters). Achieving all the indicators is not necessary, but your example must demonstrate your competency in this area. For example, you might describe how you: 1. Identified and complied with legal and regulatory requirements for your technical work; 2. Incorporated your knowledge of codes and regulations into your design or technical process; 3. Prepared reports assessing project compliance with codes, standards, and regulations; or 4. Designed for code compliance and to ensure constructability and operational, process, and maintenance requirements.					
Employer					
Validator First Name			Last Name		
Validator E-mail	For self-assessment, not available				
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.					
Applicant's Self-Assessed Competency Level			☐ 0	☐ 1	☐ 2
			☐ 3	☐ 4	☐ 5

CWEC CSAW eForm March 2026 V1.0
March 2026 V5.0

Prev Next

Note: For each competency, complete all required fields and assign yourself a score from 0 to 5 in the Applicant's Self-Assessed Competence Level section. Your scores will be used to calculate the average assessment level for each competency category in the Results Summary.

3. Final Review and Submission

Review your responses carefully before submitting.

- Clicking **Back to Page 1** will take you back to Competency 1.1.
- Checking the box in Section 3 will enable the **Submit** button and disable the **Back to Page 1** button.

COMPETENCY SELF-ASSESSMENT WORKSHEET (CSAW)

Submitted on 2023-08-17 3:33:39 PM

Name		APEGA ID	
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 the myAPEGA portal to View Summary		5. Press the " Go to the myAPEGA portal to View Summary " button on the left to return to the online application submission in the myAPEGA portal - Step 6 Work Experience page.	

- Clicking **Submit** and **Go to the myAPEGA portal to View Summary** returns you to the Step 6: Work Experience page of your application. A confirmation message will indicate that your eForm was submitted successfully. The Results Summary link will appear once the system has finished generating it.

 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...

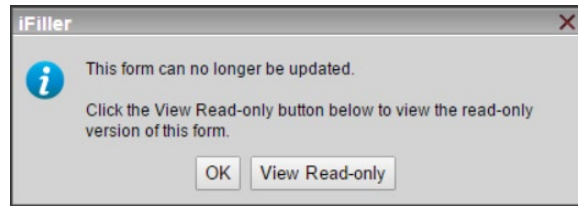
Viewing the CSAW Results

Once the results summary is available, the Competency Self-Assessment Worksheet Results Summary section is displayed in Step 6 of your application in the myAPEGA portal.

The Results Summary displays your scores for each competency and indicates whether your self-assessed experience appears to meet, nearly meet, or fall below APEGA's requirements.

To view the read-only version of your submitted CSAW:

- Click the **Competency Self-Assessment Worksheet** button. You will see the following pop-up message:



2. Click **Read-Only** to generate and open a PDF in a new browser tab. You can download the PDF or save it locally.
3. Click the **Competency Self-Assessment Worksheet** button again to open the eForm in a new window.

Note: Competencies identified as Canadian work environment requirements must receive a minimum score of 3. If you do not meet this requirement when submitting your application, you will not be able to proceed.

Understanding the CSAW Results Summary

The CSAW Results Summary is designed to help you make an informed decision about your application.

When you submit an official application through the competency-based assessment process, each competency is assessed using:

- your competency assessment
- assessments from one or more validators
- assessments from one or more examiners

Because the CSAW is a self-assessment and doesn't include the assessments from your validators or examiners, your results may differ from the outcome of APEGA's official assessment process. However, it can help you identify strengths and areas for development before you apply, enabling you to make a more informed decision about your readiness for licensure.

The CSAW compares your self-assessed scores to APEGA's competency requirements and identifies competencies as Fail, Concern, or OK.

Fail

A Fail indicates that your self-assessed score does not meet APEGA's minimum requirement for that competency.

If a competency does not meet the minimum requirement during the official assessment process, the application will not be approved. In that situation, the application will be closed and the application fee will not be refunded. You may choose to reapply after gaining additional experience and strengthening your competencies.

Concern

A Concern indicates that your self-assessed score is below the average required for that competency category.

This result suggests that you should carefully consider whether you have sufficient experience in that competency before applying.

OK

An OK indicates that your self-assessed score meets or exceeds the average required for that competency category.

This result suggests that your self-assessed experience aligns with APEGA's requirements for that competency.