



## Guideline on Work Experience Reporting for Members-in-Training, Supervisors and Mentors

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**APPENDIX 1 - Engineering Experience Examples by Discipline**

**APPENDIX 2 - Geoscience Experience Examples by Discipline**



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## **1. INTRODUCTION**

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If you have any questions or require further information after reading this guideline as well as the instructions contained within the experience reporting form, contact the Director of Registration or the Registration Assistant at the APEGS office.

The purpose of the member-in-training program and work experience reporting process is to help ensure:

- a) the development of the member-in-training into a technically capable professional; and
- b) understanding of the relationship with the employer/client, the professional Association and society.

The term “member-in-training” is used when referring to either an engineer-in-training or a geoscientist-in-training.

Members-in-training are responsible for their own success and the development of their career. Receiving structured guidance by reporting to supervisors/mentors and to APEGS via work experience reports will help ensure that acceptable experience is being obtained, professionalism and ethics are being developed, and licensure as a professional is achieved as seamlessly as possible.

**Supervisors and mentors** have important **roles** in development of the member-in-training toward professional registration. They have the primary responsibility for verifying the examples reported, evaluating progress, and, at the end of the 48 months of acceptable work experience, recommending whether or not the member-in-training is ready for professional registration. Employers are encouraged to offer the member-in-training a full range and progression in responsibilities and opportunities in the practice of engineering or geoscience so that the member-in-training gains experience and exposure in all components of acceptable work experience referred to in Experience Guidelines 2 (for engineering ) and 3 (for geoscience).

The Experience Review Committee serves in an audit capacity to maintain the integrity of the system by reviewing work experience reports, ensuring that members-in-training are obtaining relevant experience, and handling special circumstances. The Committee provides guidance as necessary and seeks to ensure that members-in-training are prepared for professional registration.



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## 2. SCHEDULE FOR WORK EXPERIENCE REPORT SUBMISSION

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The following are general instructions to guide you for reporting experience. This schedule also applies to member-in-training applicants who are submitting work experience in order to waive confirmatory exams (academic review cases), except five years of experience reports are required in that case (see section 2.1 for further detail on academic review cases). Some of these points are expanded upon in the following paragraph:

1. **Submit separate reports for separate jobs.** A change in job function with the same employer is considered a separate job. For pre-graduation experience, separate work terms are considered separate jobs even if they are a continuation of work from a previous work term.
2. The Interim Reports should be of 12 months duration (or less) and the Final Report can be up to 24 months long, but can be of a shorter duration as well. The Final Report is the most recent experience chronologically (and not the last report submitted).
3. **At least three experience reports** should be submitted in order for the Experience Review Committee to provide feedback on your progression and to see enough detail in order to make a decision. For example, if a member-in-training is employed by the same organization for a full 48 months without a change in job function (but is progressing in duties and responsibility), reports are submitted at 12 months, 24 months, and 48 months (since completing the bachelor degree). The Final Report will be for less than two years if there are any pre-graduation experience reports approved.
  - The exception to this schedule is **academic review cases** where five years of experience reports are required. The Final Report should still be maximum of two years, but the other Interim Reports (two minimum) can be for time periods that make sense based on the employment background. See section 2.1 for further detail on academic review cases.
4. For those with more than four years of experience, particularly those who have international experience from prior to coming to Canada, **only four years of experience need be submitted for review (except academic review cases who need to submit five years of experience – see section 2.1) keeping in mind that at least some of what is submitted must be recent experience (see point 7).** It is up to you as to which four years of experience you put into experience reports. Factors such as choosing your best experience or whether or not you can get a hold of supervisors can be considered when deciding which experience to submit. Experience for which there will not be an experience report submitted can be provided in resume format and attached to each experience report submission if you wish (to provide Reviewers with an overview of your experience).
5. **At least one year of experience reported must be obtained in a Canadian or equivalent-to-Canadian work environment with the exception of academic review cases where the entire five years submitted can be international experience.** “Equivalent to Canadian” normally means anything from within Canada or the United States and it does not include Canadian graduate studies. However if you have international experience with a company that uses Canadian standards, customs and codes, it might be considered equivalent to Canadian. Call the APEGS office and speak to the Director of Registration to help you make that determination. Normally the Canadian experience is the Final Report, however, sometimes that is not the case.



- In academic review cases where the entire five years submitted is international experience, the candidate is eligible to receive a maximum of three years of experience credit toward professional registration.
6. **A maximum of three years experience credit will be granted for international experience and graduate studies combined.** See section 3 on “Other Types of Experience Credit” for further information.
  7. **Some of the experience approved for professional registration must be recent.** This normally means anything from within the past two years. For example, the end date on your most recent report (the Final Report) must be no more than two years old at the time of professional member application.
  8. **Report punctually.** Reporting as required and on time is essential to avoid delays in approval of professional membership. Additional work experience reporting can be expected if reports have not been submitted as required. Should this happen to you, submit the completed reports without further delay. Regular reporting allows for assessment of progression and provides valuable feedback to members-in-training and supervisors/mentors if there are concerns with report writing abilities, the experience itself or the rate of progression within the member-in-training period.
  9. **The number of months experience credit granted will not exceed the actual calendar time period.** For example, you will only receive 12 months credit for a 12 month time period even if you worked 80 hours per week. 40 hours or more of work per week is considered 100% of full-time for the first page of the experience reporting form. If you worked less than 40 hours per week on the job, then that is considered part-time work and the percentage is calculated based on 40 hours being the maximum. For example, if you worked 10 hours per week as a Teaching Assistant, then you would take the number of months times 25% to come up with the number of months experience credit you are applying for.
  10. Experience reports **can be submitted out of chronological order.** Any time an experience report is received, the Experience Review Committee will look at your Report Summary and Plan Form (RSF form) located at the end of the experience reporting form and will determine the stage of reporting the current report is and will take that into perspective when reviewing the report. For example, if you are an international graduate who has previous international experience that is delayed in getting signed by international supervisor and the final, Canadian experience report is signed first, you can submit that prior to the earlier international experience reports being submitted.
  11. **If you are not sure** what experience you should be submitting, call the APEGGS office.

**The following are specific instructions regarding some of the points above:**

**At least three reports should be submitted (Interim Reports 12 months long (or very close to it), Final Report maximum 24 months long):**

- Normally, soon after convocation with a bachelor degree in engineering or geoscience, the graduate registers as a member-in-training. Pre-graduation experience report(s) are submitted as soon as possible after becoming registered. You may write your pre-grad experience reports and have them signed at the time the experience was obtained, but you do not submit them to APEGGS until you become registered as a member-in-training. If you receive credit for pre-graduation work experience, then you will require less than four years of post-bachelors experience. The Interim Reports for post-bachelors experience



would still be submitted on schedule (one year maximum for Interim Reports), however the time period for the Final Report would be for less than two years. See section 3 “Other Types of Experience Credit” for further information on pre-grad experience credit.

- An Interim Report is submitted at the end of the first year of experience post-bachelors. Note that post-bachelors means experience that is not pre-grad or for your Masters or PhD, so even if you completed a Masters, then went back to work in industry, you would report that as “post-bachelors” on the Report Summary Form.
- An Interim Report is submitted at the end of the second year.
- The Final Report is submitted at the end of four years of total experience. The Final Report can be up to two years long but may be for less than two years depending on how much pre-graduation experience credit was approved. **The Final Report is the last report chronologically and it is the most important report in the experience review process as it is the last opportunity to assess your qualifications prior to professional registration.**
- Additional Interim Reports are required if there is a change in employer at any other time than those times shown above or when there has been a significant change in job function with the same employer. A change in projects with the same employer is not necessarily considered a change in job. Should you need to submit an Interim Report at a time other than 12 or 24 months due to a change in job, your next reporting period starts again and can be for up to 12 months (unless it is the Final Report, in which case it can be up to two years).

Some members-in-training will not hold the same position or be employed by the same organization for the entire 48 month period. Examples on variations follow:

- a) A member-in-training who worked for company X for 6 months, then moved to company Y for the remainder of the time and had no change in job function would submit reports as follows:
  - Interim Report #1 for 6 months
  - Interim Report #2 for 12 months
  - Interim Report #3 for 12 months
  - Final Report for 1.5 years
- b) A member-in-training who worked for company X for 14 months, company Y for 6 months, company Z for 6 months, and company Q for the remainder of the time would submit reports as follows:
  - Interim Report #1 for 14 months (company X)
  - Interim Report #2 for 6 months (company Y)
  - Interim Report #3 for 6 months (company Z)
  - Final Report for 22 months (company Q)

If you are unsure what to do in your particular situation, please contact the Director of Registration at APEGS. You may submit a report at any time if you have any concerns or wish to confirm that your work experience opportunities are providing sufficient progress toward professional registration.

The work experience Report Summary Form (RSF) must be updated and submitted with each report submission. It is the page after the signature page of the work experience reporting form. This Report Summary Form shows the Experience Review Committee the history of reports submitted as well as showing reports you plan to submit.



## 2.1. ACADEMIC REVIEW CASES

This section does not apply to you if you are already registered as a member-in-training and you are submitting work experience toward professional membership.

Member-in-training **applicants** who do not have an accredited engineering degree that is recognized by Council and who are being assessed to determine if they have at a minimum a bachelor level education in engineering or geoscience by the Academic Review Committee (ARC) are assigned three confirmatory exams. The confirmatory exams are used as a tool to assess whether or not the **level** of the education is at least the equivalent to Canadian bachelor level. The theory behind using experience assessment as an alternative to confirmatory exams is that the bachelor level education had to be in place in order for the person to perform engineering / geoscience work at the minimum standard expected of a Canadian professional engineer or geoscientist. If the candidate appears to have at least five years of engineering or geoscience work experience (according to their resume) from anywhere in the world, they are given the opportunity by the ARC to have confirmatory exams waived by submitting five years of experience reports to the Experience Review Committee (ERC). The ERC is looking to see if the experience demonstrates that the applicant had to have a bachelor level education in order to do the engineering or geoscience work described in the reports. The level of experience the ERC looks for is the minimum standard required for professional registration for the purpose of waiving confirmatory exams. These are member-in-training **applicants** so APEGS is still evaluating their **academics**.

If it can be determined from the experience reports that the candidate appears to have had an education at a sufficient level in order to perform acceptable engineering or geoscience work at the minimum standard for professional registration and confirmatory exams can be waived, then the ERC will also grant experience credit toward professional registration. This is the same assessment as is done for all members-in-training who are submitting work experience for the purpose of professional licensure. The number of months of experience credit granted will depend upon how much of the five years of experience submitted is international experience. For example, if all five years is international, then a maximum of three years of experience credit toward professional registration can be granted (because one year is reserved for the Canadian or equivalent-to-Canadian experience required). If at least 12 months of the experience is Canadian or “equivalent to Canadian” then up to four years of experience credit toward professional registration can be granted.

All experience reporting requirements detailed in this guideline are the same for academic review cases as for members-in-training seeking experience credit toward professional registration with two exceptions:

1. one additional year of experience is submitted for academic review cases for a total of five years;
2. strictly project management experience is not acceptable in order to waive confirmatory exams. The majority of the work described in experience reports for academic review cases has to include direct experience in application of theory. In the case of applicants with strictly project management experience, there is normally no application of theory present in the applicant’s work directly. A lack of direct experience in application of theory, specifically engineering design and engineering analysis prevents the committee from judging if confirmatory exams can be waived.

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Note that after an applicant has become an engineer-in-training, s/he can submit project management experience for review, but that type of experience is not used in isolation to judge the university level, technical learning in order to waive confirmatory exams.

The remaining experience reporting requirements detailed in this guideline are the same for academic review cases as for members-in-training seeking experience credit toward professional registration. For example, you need separate reports for separate jobs, Interim Reports can be one year long and the Final Report up to two years long, etc as stated in section 2 – Schedule for Work Experience Report Submission.

### 3. OTHER TYPES OF EXPERIENCE CREDIT

You are eligible to receive experience credit for the following types of experience. Normally experience reports for these types of experience are submitted as Interim Reports with separate reports for separate types of experience and/or separate jobs.

Experience Type	Maximum experience credit and other details
Pre-graduation	One year maximum. Experience has to be from after half of the bachelor level university program of study is completed and it had to have been supervised by a professional engineer, professional geoscientist, engineering licensee (if the experience was within their scope of practice) or geoscience licensee (if the experience was within their scope of practice) registered anywhere in Canada or the USA. <b>There is no opportunity for the mentor arrangement like there is for post-bachelors experience (see section 4 for rationale).</b> Contact the APEGS office to discuss situations where you worked closely with a professional engineer, professional geoscientist, engineering licensee or geoscience licensee, as it might be eligible. This experience is reported as an Interim Report(s) and is submitted as soon as possible after registration as a member-in-training. A separate report is required for separate work terms.
Completed <u>thesis-based</u> Masters degree (in engineering or geoscience, as per member-in-training type)  <i><b>NOTE: a <u>course-based</u> Masters is not eligible for experience credit toward professional registration</b></i>	One year maximum. A graduate studies experience report is written on the experience reporting form the same as regular industry experience and should be accompanied by the one-page abstract from the thesis as well as the list of publications arising from the degree if applicable. <ul style="list-style-type: none"> <li>• A maximum of three years of experience credit will be granted for international experience and graduate studies combined (this means it may not be necessary for you to submit a report for your Masters if you will be submitting three years of international experience and one year of Canadian experience).</li> <li>• Canadian graduate studies does not count as the one-year Canadian experience requirement.</li> </ul>

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<b>Experience Type – continued</b>	<b>Maximum experience credit and other details – continued</b>
<p>Completed PhD (in engineering or geoscience, as per member-in-training type)</p>	<p>Two years maximum credit if the PhD program was entered directly after a bachelor program. One year maximum credit when a Masters has been completed. The maximum allowable experience credit for graduate studies is two years. Attach the one-page thesis abstract and list of publications to the experience report.</p> <ul style="list-style-type: none"> <li>• A maximum of three years of experience credit will be granted for international experience and graduate studies combined.</li> <li>• Canadian graduate studies does not count as the one-year Canadian experience requirement.</li> </ul>
<p>Engineering or geoscience work while doing graduates studies</p>	<p>Any engineering or geoscience projects or Teaching Assistant work not related to your graduate degree work can be submitted in a separate report than your Masters or PhD report. Engineering or geoscience experience gained with an employer outside the university setting can also be submitted in a separate experience report. The number of months experience credit granted will not exceed the actual calendar time period for reports with overlapping time periods.</p>
<p>International experience</p>	<p>Three years maximum. The remaining year is reserved for the Canadian or equivalent-to-Canadian experience requirement. A maximum of three years' experience credit will be granted for international experience and graduate studies combined. International experience should be submitted as soon as possible after registration. International experience reports need to be signed by the supervisor in the same way as Canadian experience. However, a P.Eng. or P.Geo. mentor is not required to sign the report if the supervisor was educated as an engineer or geoscientist and is considered an engineer or geoscientist in the country where the experience was obtained. International experience is normally submitted in Interim Reports. It is possible that more than 12 months of Canadian experience will be needed for international graduates to increase exposure to the Canadian work environment or bring experience to the level required for professional registration in Canada.</p>
<p>Technologist experience prior to completing bachelor degree</p>	<p>One year maximum experience credit in exceptional cases where a candidate has at a minimum a technologist level education prior to going back to university to obtain a bachelor level degree in engineering or geoscience. This experience had to have been supervised by a professional engineer, professional geoscientist, engineering licensee (if the experience was within their scope of practice) or geosciences licensee (if the experience was within their scope of practice) in order to be considered. The 12 month maximum is reduced by the number of months of pre-grad experience credit for a maximum total of 12 months for any experience gained prior to completing the university level education in engineering or geoscience that was the basis of registration for member-in-training.</p>





### **3.1. RECOGNIZING ENGINEERING LICENSEE / GEOSCIENCE LICENSEE EXPERIENCE FOR P.ENG. and P.GEO. APPLICATIONS**

There are two categories of registration with APEGS that are not well known, called Engineering Licensee and Geoscience Licensee. If you are not currently registered as one these, this section does not apply to you. It will be useful for members-in-training to know though that if your supervisor is an Engineering Licensee or Geoscience Licensee, that it satisfies the requirement for a licensed professional supervisor (as long as the work described in the experience report is within the scope of practice of the engineering / geoscience licensee supervisor) and you would not need a P.Eng. or P.Geo. mentor to sign your experience report(s) in addition to your supervisor.

Engineering Licensee and Geoscience Licensee are categories of membership available to those who do not have a bachelor level university program of study in engineering or geoscience and who wish to practice engineering or geoscience. Those who have specific experience in engineering or geosciences as well as the minimum number of years of experience (depending on how much post-secondary education they have), and have been supervised by a professional engineer or professional geoscientist, may be qualified. Licensee membership bestows the privilege and right to practice engineering or geoscience within a specific scope of practice (a "restricted licence") without having to be supervised by a P.Eng. or P.Geo. Please read the *Licensee Member Guide to Applicants* found on the APEGS web site under "Apply", then "Eng / Geo Licensee" for further details.

The situation may arise where an engineering licensee or geoscience licensee goes back to university to obtain a bachelor level university program of study in engineering or geoscience that would qualify them for registration as either an engineer-in-training or geoscientist-in-training. If this person is already registered as an engineering licensee or geosciences licensee, then an exception may be available on experience reporting toward registration as a professional engineer or professional geoscientist, depending on the situation, as follows:

- If the Licensee's experience is within the discipline of the bachelor achieved, then they receive full credit toward professional registration for the experience gained while a Licensee. In some cases, that could result in an applicant immediately fulfilling their minimum four year experience requirement for registration as a professional member.
- If the Licensee's experience is not within the discipline of the bachelor achieved, then they would be processed as a new graduate. Parts of the experience may be eligible for review, but assessed at the time of submission.
- Pre-Licensee work experience is assessed in the same manner as pre-grad / technologist work experience for members-in-training (i.e., maximum of 12 months that had to be supervised by a professional member).



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## 4. MENTOR REQUIREMENT

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As per sub-section 4(4) of the Regulatory Bylaws, a member-in-training is required to complete the engineering or geoscience work under the direct supervision of a professional engineer or professional geoscientist, or to have a mentor who is a professional engineer or professional geoscientist acceptable to Council, unless, where exceptional circumstances exist in the opinion of Council, the direct supervision or mentor requirement is waived. A written request to Council explaining the circumstances must be submitted in order for a waiver of the mentor requirement to be considered. Council has delegated the authority to review these requests to the Experience Review Committee.

If the supervisor during the reporting period was not a professional engineer or professional geoscientist then a mentor who is a professional member (registered anywhere in Canada), engineering licensee (if the member-in-training's experience was within their scope of practice) or geoscience licensee (if the member-in-training's experience was within their scope of practice) needs to review and sign the experience report in addition to the supervisor. There are two exceptions to this:

1. for international experience, a P.Eng. or P.Geo. mentor is not required to sign the report if the supervisor was educated as an engineer or geoscientist and is considered an engineer or geoscientist in the country where the experience was obtained.
2. if the supervisor was an engineering licensee or geoscience licensee, then there is no need for a second signature under mentor section of an experience report. The engineering licensee or geoscience licensee would simply sign as the supervisor.

**Be aware that engineering or geoscience work for projects or properties located in Canada may only be performed by a professional engineer or professional geoscientist licensed in the appropriate provinces/territories or someone being supervised by a professional, appropriately licensed.**

If a mentor is required to sign a report, then the supervisor still signs the report and is verifying that the work described in the report is work that was done by the member-in-training. The role of the mentor is to determine if the work is considered acceptable as per *Experience Guideline 2 – Components of Acceptable Engineering Work Experience* or *Experience Guideline 3 – Components of Acceptable Geoscience Work Experience*. The mentor's task is to assess the nature of the work being done by the member-in-training. **The performance of that work is the responsibility of the member-in-training and his/her employer, and the mentor does not take any responsibility for that performance.** The mentor does not have to be a graduate from the same discipline as the member-in-training, but should be familiar with the work and the industry. The member-in-training's career mentor, if they have one, might not be the best person to sign as mentor for APEGS experience reporting purposes. See the next paragraph on the order of preference when selecting a mentor.

**A mentor should be selected in discussion with the supervisor using the following order of preference:**

A professional engineer, professional geoscientist, engineering licensee or geoscience licensee who:

- 1) works within the same company, ideally someone either above or parallel to the supervisor. That mentor does not have to work in the same office. Note that if there is a professional member or licensee in the chain of command above the member-in-training, then they would sign as supervisor #2 and a mentor would not be required.
- 2) works for a different company but does work with your company.
- 3) is a former or current colleague.
- 4) you know through other means.
- 5) Selected from the APEGS list of volunteers (submit a Mentor Request form).



Determine a suitable mentor in consultation with the supervisor using the above guideline. If the potential mentor is agreeable, submit the **Mentor Approval** form to APEG S. APEG S will contact you when the suitability of the mentor has been assessed. An information letter and Agreement of Understanding will be mailed for the member-in-training and the mentor to sign. It is recommended that a copy of the signed Agreement be sent to APEG S to be kept on file. If the mentor selected is in the chain of command above the supervisor, then APEG S will use the Mentor Approval form for information only and an Agreement of Understanding will not be sent because it is not required.

If you do not know of a suitable mentor, APEG S will attempt to find a mentor from the list of volunteers. A request for a mentor can be sent to APEG S by using the **Mentor Request** form. APEG S will contact you when a suitable mentor has been confirmed. Please allow 6-8 weeks or more for APEG S to locate a suitable mentor. We cannot guarantee that a suitable mentor will be located. Once a match is found, the mentor's name and contact information will be provided to you, at which time you can contact the mentor to set up your first meeting. An information letter and Agreement of Understanding will be mailed for you and the mentor to sign. It is recommended that a copy of the signed Agreement be sent to APEG S to be kept on file.

It is recommended that the mentor and member-in-training meet as required to review work experience reports and depending on how far removed they are (i.e. if working for a different company, then you should meet at least three times per year to start off with). The mentor/member-in-training relationship should continue until either: a) the member-in-training attains professional registration; or b) the member-in-training obtains employment where s/he is working under the supervision of a professional member or licensee so that the mentor arrangement is no longer necessary. You should send a notice to APEG S should the mentor arrangement no longer be necessary.

**No opportunity for a mentor arrangement for pre-grad experience, however allowance can possibly be made depending on the circumstances:**

As per section 3 of this guideline, there is no opportunity for a mentor arrangement for pre-grad experience. The supervisor had to have been a professional engineer, professional geoscientist, engineering licensee or geoscience licensee registered anywhere in Canada or the USA in order to be eligible for experience credit toward professional registration. However, if there was a registered professional supervisor somewhere close in the chain of command or closely involved with the work (even a consultant working with the company), then it can be considered. If this applies to you, a letter attached to the pre-grad experience report explaining the situation and how closely you worked with the professional or licensee can be considered by the Experience Review Committee. The supervisor still signs the report as Supervisor #1 and the registered professional supervisor also signs the report as Supervisor #2.

The rationale behind requiring pre-grad experience to be supervised by a licensed professional is that the student does not yet have the full education that provides them with the background to work more independently of a professional engineer / geoscientist.

If the supervisor was not a P.Eng. or P.Geo. at the time the experience took place, but was a member-in-training and has become a professional since then, then the experience is not normally eligible for credit. The supervisor who was a member-in-training at the time the experience was obtained was not yet qualified for the purposes of developing the candidate's experience. However, if the supervisor was approved as a professional member during the reporting period, it is acceptable for the supervisor to sign and no mentor is required.



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## **5. INSTRUCTIONS FOR COMPLETING THE EXPERIENCE REPORTING FORM**

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The member-in-training (or member-in-training applicant in academic review cases) completes the experience reporting form in its entirety except for the spots indicated for supervisor completion (and mentor if applicable). There are explanations of these areas in the form and further details can be found in Experience Guidelines 2 and 3. Examples are also provided at the end of this guideline. The reporting form is structured and provides limited space in which work experience is described.

**Since the supervisors and mentors are providing the evaluation and validation of experience, comments from them are essential.** Members-in-training should ensure that the supervisor/mentor is aware that the Experience Review Committee expects comments from them which support the claims of experience. Particularly, in Part 5 – Communication and Work Skills, if the supervisor or mentor have indicated that any of the areas needs improvement (NI) without explanatory comments, then the supervisor or mentor will be contacted for details. Any additional information from the supervisors and mentors that augments the information reported throughout the report is also welcome and helps the Experience Review Committee a great deal when making a decision.

In order to accommodate comments, the form is formatted to provide as much space as required for the supervisors and mentors. The work experience reporting form should be sent electronically to the supervisor (and mentor if required) so that they can enter their comments directly into the document. The initials/signatures are then added where required once the final draft is printed. If it is not possible to circulate the report electronically, then it is acceptable for the supervisor (and mentor if applicable) to hand write their comments, however the chance for delay in assessment is greater if the comments are not legible.

Once the experience report is signed by supervisor(s) and mentor if applicable, it can be scanned and emailed back to the member-in-training if mailing is prohibitive (such as supervisors located outside North America). The member-in-training would then print the signed report, and sign page 1 where indicated. The supervisor or mentor could also send the signed report directly to APEGS if they want their feedback to be confidential. If so, the words “Confidential to APEGS” should be prominently marked on each page.

### **5.1. MULTIPLE SUPERVISORS IN A REPORTING PERIOD**

If there was more than one supervisor during a reporting period, only the most recent supervisor needs to include comments and sign the report. However, if the most recent supervisor does not feel comfortable in doing that, signatures will have to be obtained from all supervisors in the reporting period.

### **5.2. OPTIONS FOR SUBMITTING REPORTS TO THE APEGS OFFICE**

It is preferred that completed reports be mailed to the APEGS office to ensure the best quality. If necessary, you can scan and email completed, signed reports to [apegs@apegs.ca](mailto:apegs@apegs.ca), however, the scan must be of good quality because they are printed and re-scanned with all other reports that are being reviewed at Experience Review Committee meetings. The more times the file is printed and scanned, quality may be reduced to the point of making it unreadable, which would delay review.



Experience report cut off dates are posted to the APEG S Web site under "Apply", then "Work Experience Reporting". Each cut-off date corresponds to an Experience Review Committee meeting that will occur approximately three weeks after the cut-off date. APEG S staff compiles all reports into an electronic format which is then provided to reviewers who are given approximately two weeks to read reports. After each meeting, it can take up to one month for results to be compiled and result letters mailed out. Experience results are not provided over the phone or by email due to the large volume of reports being processed.

### **5.3. EXPERIENCE REPORTS PREVIOUSLY PREPARED FOR OTHER ASSOCIATIONS**

If an APEG S member-in-training has experience report(s) written on the experience reporting form of another Canadian Association equivalent to APEG S and the report(s) are either signed by the supervisor(s) or they have been already approved by the other Association, the report(s) are eligible for review by APEG S. APEG S needs to review the four years of experience required for professional registration in its entirety.

What the member-in-training needs to do if the reports qualify for review (i.e., they are appropriately signed):

1. Write a request to the Experience Review Committee (ERC) asking that they review the reports (email or letter acceptable). Emails can be sent to [apegs@apegs.ca](mailto:apegs@apegs.ca).
2. The member-in-training must complete the first two pages of the APEG S experience reporting form for each report and attach it to the front of each report. The first two pages includes sections A to D which has the pertinent information about the particulars of the report and the applicant, supervisor and mentor (if applicable).
3. Include the signed experience report that was submitted to the other Association. APEG S will not request reports from other Associations, so the member-in-training has to acquire them him/herself.
4. Reports will go to the Experience Review Committee as usual. If the report does not have the all the information we need in order to make a decision, you will be required to write up the experience on the APEG S experience reporting form and obtain the required signatures. You will be notified if that is the case.

Reports from other Canadian Associations are not eligible for review if they have not been signed by supervisor(s) (and mentor if needed). If you are aware that the experience report you have prepared for the other Association does not have all the information the APEG S will need (as shown in Experience Guideline 1), then it is best to submit the experience on the APEG S experience reporting form and not to bother with submitting the report in the other Association's format.

### **5.4. TROUBLE CONTACTING A SUPERVISOR OR GETTING A REPORT SIGNED**

The member-in-training should use all means possible to try and contact supervisors and mentors in order to sign experience reports, including on-line search, social media sites, white pages of the phone book, email , phone call to the past or current employer, phone call to home, fax, mail a letter, go to their office in person, or go to their home in person where feasible. Also, APEG S can provide you with the preferred mailing address of its members. Some other Canadian Associations have an on-line member register (or call



the Association office). The websites of the other Canadian Associations can be found on the APEGGS Web site under “About Us”, then “Other Associations”.

If you still cannot contact the supervisors or mentors after trying all of the above, keep track of everything you tried and the date that each action is taken. This information can be sent to APEGGS by email to [apecgs@apecgs.ca](mailto:apecgs@apecgs.ca). APEGGS staff will then review the email and let you know if there is any further ideas we have for you to try.

If you were able to contact the supervisor (or mentor) but are having trouble getting a response or getting the signed report returned, follow the same steps as above for trying to contact a supervisor. If necessary, the Director of Registration will send a request by email or mail asking the supervisor to sign it, with the report attached.

If all of the above efforts fail, you will be notified by APEGGS staff that you are being given the opportunity to submit a request in writing to the Experience Review Committee proposing an alternate person to sign in place of the supervisor/mentor and why they would make a good alternate. The letter must also include an explanation of what you tried in order to contact the supervisor and/or mentor. The alternate supervisor / mentor has to be someone who witnessed the work personally. Ideally, the alternate would be an engineer or geoscientist as applicable. APEGGS staff will do first review of this request and if it sounds reasonable, then the report signed by the proposed alternate along with the request letter will go to Experience Review Committee for their consideration.



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## **6. GUIDANCE ON WRITING REPORTS**

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Completing the work experience reports will help develop the member-in-training's written communication skills. Guidelines on writing the reports are as follows:

- The **quality of the report is expected to be at a professional level**, just the same as any engineering or geoscience report that will be released to a supervisor, colleague or a client. Experience reporting is a peer review process and there will be a number of your peers reading the report.
- Writing must be concise. Only provide the information requested. You should not have to use more space than is provided in the text boxes on each page of the form. However, supervisors and mentors can feel free to provide as much information as they feel necessary in the comments boxes.
- Professional judgement must be exercised in the selection of appropriate examples.
- It is important to be very specific in describing the work you did and/or projects you undertook (i.e. provide actual examples of projects worked on). **You select specific projects you worked on that are representative of the type of work you performed and provide specific details on those projects.** Resume style information is not acceptable. Your supervisor (and mentor if applicable) is knowledgeable about your responsibilities, but the examples should have sufficient detail such that others in your field of work, including Reviewers on the Experience Review Committee, can easily understand the specific work performed. This is especially important if you have a change of supervisor or mentor during the reporting period and you provide examples from work done under a previous supervisor.
- Every point in your reports should contain specific information on:
  - **What you did** - specific engineering / geoscience project example, background (if necessary to provide context), circumstances, your role / responsibilities
  - **How you did it** - your tasks, methods, challenges, your role
  - **Why you did it** - reasons including your role / contribution
  - **What the outcome was** - outcome of the situation / project, include your contribution

**In each and every point of your reports, include:**

**WHAT** you did

Specific engineering / geoscience example, background (if necessary), circumstances, your role / responsibilities

**HOW** you did it

Your tasks, methods, challenges, your role

**WHY** you did it

Your role, reasons

**OUTCOME**

What was the outcome of the situation, emphasize your contribution



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- Describe your role specifically in the project examples you provide. A short description of the project may need to be provided, but each point in the report should include at least one sentence that is written in first person singular. DO NOT use words such as “assisted”, “involved with” or “participated” or similar general references to your work because these are not direct enough in identifying the work you did personally.
  - Identify your progression from previous reports. When there has been very little or no change from one time period to the next, you should note that the work is a continuation of previous experience (while still providing details of the specific projects you were working on) and identify how responsibility, complexity and difficulty has increased since the last report or where you have proceeded through different stages of a project (such as from design to implementation).
  - A single project can also be used multiple times in different areas of the report as the example. For example, a project may illustrate application of theory (i.e., assisting in the design of a component), practical experience (i.e., monitoring how well the component is working in the field), management (i.e., advising or supervising technicians, monitoring costs), and awareness of social implications (i.e., environmental impact). However, where possible, use different projects or tasks to show the variety of your engineering or geoscience experience.

One of the main reasons that reports must be re-submitted is that they contain general, vague statements that do not refer to specific projects and it is not clearly stated whether the work described is the work of the member-in-training individually. If someone were to ask you, “What are some of the projects you are working on”, your detailed response is what should be written in the experience report. You must then elaborate specifically on your role in the projects.

If **confidentiality** of projects is a concern, substitute project names and locations with surrogate names (for example, Project X located in Town Q) and let your supervisor (and mentor if applicable) know which projects you are referring to.





## **7. EVALUATION CRITERIA FOR EXPERIENCE**

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Experience is assessed against either *Experience Guideline 2 – Component of Acceptable Engineering Work Experience* or *Experience Guideline 3 – Component of Acceptable Geoscience Work Experience* as well as the definition of the practice of professional engineering or the practice of professional geoscience found in section 2 of *The Engineering and Geoscience Professions Act* (the Act). The Experience Review Committee makes a recommendation to the Registrar as to whether or not the experience is acceptable and has met the minimum standard required for professional registration.

**The definition of the practice of professional engineering (section 2(m) of the Act):**

... means any act of planning, designing, composing, measuring, evaluating, inspecting, advising, reporting, directing or supervising, or managing any of the foregoing, that requires the application of engineering principles and that concerns the safeguarding of life, health, property, economic interests, the public interest or the environment.

**The definition of the practice of professional geoscience (section 2(n) of the Act):**

... means the application of principles of geoscience that include, but are not limited to, principles of geology, geophysics and geochemistry, to any act of acquiring or processing data, advising, evaluating, examining, interpreting, reporting, sampling or geoscientific surveying, that is directed toward:

- (i) the discovery or development of oil, natural gas, coal, metallic or non-metallic minerals, precious stones, water or other natural resources; or
- (ii) the investigation of surface or sub-surface geological conditions.

It is understood that the member-in-training's work experience may be of a routine nature at the beginning of the training period. It is expected that there will be progression in the nature of the work, for example, different projects and experiences, an increase in complexity, difficulty and level of responsibility. Thus, the standards are normally expected to increase with experience. However, in some types of work, these factors remain the same even when measured over extended periods (for example, between the second and fourth years). In such cases, the number of months to be credited by the Experience Review Committee will be based on whether the work is classified as professional experience or not.

Professional experience includes work performed under the general guidance of performance standards requiring engineering or geoscience knowledge and education. Original thinking in the analysis and/or synthesis of problems is required to achieve the end result. The professional has the ability to make decisions pertaining to his or her work and assumes technical responsibility in developing the end result.

In crediting the number of months toward professional registration:

- emphasis is placed on the application of theory and practical experience in the earlier stages of the member-in-training's career. However, the individual should demonstrate a reasonable level of social awareness even in the first report.
- Involvement in management is normally expected to increase over the member-in-training's career, and should be balanced against technical experience. The requirements for professional membership may still be fulfilled even though direct experience has not been gained in all areas of management.



- Where the individual has been working in an exclusively technical role, then the application of theory and practical experience, given a reasonable level of social awareness, will be the basis of judgment except for the Final Report where the member-in-training must demonstrate a clear understanding of their professional responsibility to society.
- Where the role has become primarily management, the question of whether the individual was managing an engineering or geoscience function is the guiding factor.
- In general, in order to be prepared for professional registration, experience must include the application of theory/knowledge and include an exposure to the broad areas of practical experience, management and communication.
- **By the Final Report, the member-in-training must demonstrate a clear understanding of their professional responsibility to society and this is written in the “social implications” section of the experience reporting form.**

The main audience for experience reports is the current supervisor, however the report may include work from previous supervisors and will be reviewed by the Experience Review Committee in their audit role. Therefore, specific detail should be provided for an evaluator who is familiar with your field of work, but does not know what you have done specifically. Refer to *Experience Guideline 2 - Components of Acceptable Engineering Work Experience* or *Experience Guideline 3 - Components of Acceptable Geoscience Work Experience*, for more detail on what each of the categories of experience reporting includes.

## **7.1. Further information on evaluation criteria for engineers-in-training**

The information in this section can also be found in the hyperlinks of the experience reporting form.

### Part 1 - APPLICATION OF THEORY

Application of theory is the most important work experience reporting area and its skillful application is the hallmark of quality engineering work. A candidate’s experience shall include meaningful participation in several aspects of the four theoretical areas listed in this section of the experience reporting form prior to registration as a professional engineer. See Experience Guideline 2 for further information.

If your experience was mostly management of engineering, then you can include in the Application of Theory section the application of theory that those you were overseeing. Management of engineering is also considered the practice of engineering. The committee will be looking to see if you managed an engineering function, not just general project management.

For Application of Theory, **provide six representative examples of your experience from at least two of the areas checked off.** If you did not gain experience in at least one area or cannot provide examples, state why.

You can refer to different aspects of the same project throughout different sections in a report.

### Part 2 - PRACTICAL EXPERIENCE

Practical experience should provide the candidate with opportunities to become aware of the practical limitations of real systems. See Experience Guideline 2 for further information.



For Practical Experience, **provide six representative examples of experience from at least two of the areas checked off.** Indicate how this exposure to practical experience has added to your understanding of the limitations of real systems. If you did not gain experience in at least one area or cannot provide examples, state why.

**Part 3 - MANAGEMENT OF ENGINEERING**

Management of engineering works includes the supervision of staff, project management, a general exposure to an engineering business environment, and the management of technology from a societal perspective. See Experience Guideline 2 for further information.

For Management of Engineering, **provide one representative example of your experience in each of the areas you checked off. If you checked more than three, choose the three that contributed most to your professional development.** If you did not gain experience in at least one area or cannot provide examples, state why.

**Part 4 - SOCIAL IMPLICATIONS OF ENGINEERING**

The social implications of engineering a critical aspect of the practice of engineering. The work environment should provide realistic involvement for the candidate to heighten awareness of the potential consequences, both positive and negative, of projects worked on. **By the Final Report, the member-in-training must demonstrate a clear understanding of their professional responsibility to society.** See Experience Guideline 2 for further information.

For Social Implications of Engineering, **provide one representative example of the activities that led to your awareness of the social implications of engineering in each of the areas you checked off. If you checked more than three, choose the three that contributed most to your professional development.** If you did not gain experience in at least one area or cannot provide examples, state why.

## **7.2. Further information on evaluation criteria for geoscientists-in-training**

The information in this section can also be found in the hyperlinks of the experience reporting form.

**Part 1 - APPLICATION OF THE KNOWLEDGE OF GEOSCIENCE PRINCIPLES AND PRACTICE**

Application of the knowledge of geoscience principles and practice is the most important work experience reporting area. The skillful application of geoscience knowledge is essential to earning professional registration. A candidate's experience shall include active and responsible participation in the five areas listed on this page of the form prior to registration as a professional geoscientist. See Experience Guideline 3 for further information.

For Application of Knowledge, provide six representative examples of your experience from at least two of the areas checked off. If you did not gain experience in at least one area or cannot provide examples, state why

You can refer to different aspects of the same project throughout different sections in a report.



Part 2 - MANAGEMENT OF GEOSCIENCE

Management of geoscience includes the supervision of staff, project leadership, budgeting and the socially responsible application of geoscientific principles and practices. Candidates must be able to document reasonable progression toward increasing management involvement and responsibility over time. See Experience Guideline 3 for further information.

For Management of Geoscience, provide at least one representative example of your experience in each of the areas you checked off. If you checked more than three, choose the three that contributed most to your professional development. If you did not gain experience in at least one area or cannot provide examples, state why.

Part 3 - SOCIAL IMPLICATIONS OF GEOSCIENCE

The practice of geoscience has significant impact on the public in the fields of public and environmental safety, industry, finance and education. Candidates should become aware of the geoscientist's role in society and the social impact of projects in which they are involved. They should understand the role of the geoscientist from these points of view including environmental, economic and the advancement of knowledge. The objective is to foster an awareness of the geoscientist's professional responsibility to guard against conditions which threaten life, property or the environment and to call such conditions to the attention of those responsible. **By the Final Report, the member-in-training must demonstrate a clear understanding of their professional responsibility to society.** See Experience Guideline 3 for further information.

For Social Implications of Geoscience, provide one representative example of the activities that led to your awareness in each of the areas you checked off. If you checked more than three, choose the three that contributed most to your professional development. If you did not gain experience in at least one area or cannot provide examples, state why.

### **7.3. Teaching of engineering or geoscience as acceptable experience**

Teaching engineering or geoscience at a university is considered acceptable engineering or geoscience experience as applicable. Engineering courses taught must have engineering science and/or engineering design as defined by the Canadian Engineering Accreditation Board. Geoscience courses taught must have geoscience content as defined by the Canadian Geoscience Standards Board. Include the names of the course(s) you taught, the calendar description and a description of what was included in the course(s) in each of the areas of the experience reporting form.



## **8. RESULTS OF EXPERIENCE REVIEW**

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Within approximately three months of submitting an experience report you should have received feedback as to whether the experience was acceptable or not. If you have not heard from the APEGS office by that time, contact us to check on the status. If staff at APEGS or the Experience Review Committee identifies concerns with a report or the work experience itself, one or more of the following may occur:

1. The member-in-training may be contacted by phone and asked to provide missing or further information.
2. The member-in-training may be contacted by letter, with copies sent to the supervisor and mentor outlining the concerns and action required, if any.
3. The member-in-training and/or supervisor and mentor may be asked to attend an interview at the place of employment.
4. The member-in-training and/or supervisor and mentor may be asked to attend a meeting with committee representatives.

After evaluation, experience reports are placed on file. In order to minimize administrative time, the reports will not be returned. It is advised that you keep a copy of reports before sending them in, not only to keep a record for yourself, but also in case the reports get lost in the mail, which has happened on occasion.

There are four possible outcomes of experience review:

- Approval
- Coaching letter which states that experience was approved but there are improvements required for future submissions
- Re-submit the report because it did not contain the information necessary in order for the committee to make a decision. You would be provided with specific feedback on what the issues were
- Denial of experience credit toward professional registration. Specific reasons for the denial would be provided

The opportunity for appeal always exists if you were asked to re-submit a report or it was denied.

### **8.1. APPEALS**

There are three levels of appeal explained in detail below:

- a) to the Experience Review Committee
- b) to Council
- c) to the Court of Queen's Bench

The Experience Review Committee's decision on the number of months of experience credit toward professional registration is a recommendation to the Registrar, who is an APEGS staff person appointed by Council. If a member-in-training is not granted the number of months requested in a work experience submission because of a negative assessment by the Experience Review Committee, the member-in-training will be given the opportunity to appeal through one or more re-submissions to the Experience Review Committee.



Should the re-submission(s) to the Experience Review Committee not be successful, that effectively means a professional member application is being denied and the applicant has the opportunity to appeal the decision of the Registrar directly to Council as per section 24 of *The Engineering and Geoscience Professions Act*. Section 19 of the Regulatory Bylaws requires that an appeal to Council be launched within 30 days and that the applicant must set out the grounds on which the he or she alleges that the Registrar's decision is in error, together with any documentation necessary to support the allegation. The Bylaws also provide the right to make a verbal presentation to Council.

Should Council uphold a decision of the Registrar, then the applicant subsequently has the opportunity to appeal to the Court of Queen's Bench for membership or licence being refused (per section 25 of *The Engineering and Geoscience Professions Act*). The assessment of qualifications is the aspect of self-regulation that the Courts will typically defer to the expertise of the profession (i.e., the Experience Review Committee). The Court's role in an appeal is to review the process followed to make sure the Association followed the correct process.

## **8.2. DISAGREEMENT WITH SUPERVISOR AND/OR MENTOR EVALUATION**

All members-in-training, professional members and licensees are obligated to adhere to the Code of Ethics of the Association they are registered with. The Code of Ethics for APEGS is contained in section 20 of the Regulatory Bylaws which can be found on the APEGS website [www.apegs.ca](http://www.apegs.ca) under About Us, Act and Bylaws.

Section 2(e) of the Code of Ethics states "members and licensees shall conduct themselves with fairness, courtesy and good faith towards clients, colleagues, employees and others; give credit where it is due and accept, as well as give, honest and fair professional criticism". If a supervisor or mentor includes a negative comment in an experience report it does not necessarily mean that the experience credit toward professional registration will be denied. It is essential that future and current professionals are aware of areas they need to make improvement.

A member-in-training may not agree with the comments or evaluation result by the supervisor or mentor. If that is the case, it should be discussed with the supervisor or mentor and if necessary, an additional letter submitted with the completed and signed experience report stating the concerns.

Should negative comments be included in an experience report, the Experience Review Committee will identify the area of concern (competence or conduct) and attempt to identify personality conflicts to eliminate them from the assessment where they exist. If necessary, the member-in-training, supervisors, mentors, co-workers and other references will be gathered for the committee's consideration.



**A P E G S**

*Association of Professional Engineers  
& Geoscientists of Saskatchewan*

## **Experience Guideline 1**

Updated Aug 16, 2017

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### **APPENDICES 1 & 2**

**APPENDIX 1** - Engineering Experience Examples by Discipline

**APPENDIX 2** - Geoscience Experience Examples by Discipline

These appendices are posted separately to the APEG S website because they are updated more frequently than Experience Guideline 1. You can find them under “Apply”, then “Work Experience Reporting” then either “Engineer-in-Training” or “Geoscientist-in-Training”.