



**APEGNB Guidelines for
Competency-Based Assessment Applicants**

What is the Competency-Based Assessment?

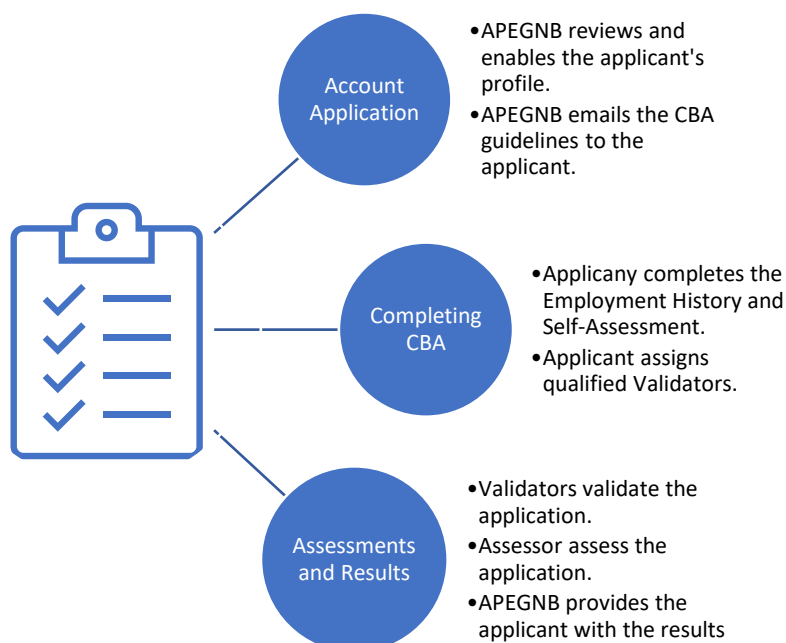
Applicants for professional licensure with APEGNB use the online Competency-Based Assessment (CBA) system to record their progress in meeting the requirements for work experience and to have it validated and assessed.

How do I complete the Competency-Based Assessment?

All applicants must first complete the Employment History section. This section is meant to act as a high-level overview of the applicant's work experience, including brief descriptions of the responsibilities of each position. The Employment History should show career progression over time. Applicants are also expected to explain any gaps or overlaps in their Employment History.

Applicants must then complete the Competency Self-Assessment. To complete the Competency Self-Assessment, applicants must submit one example that demonstrates each Key Competency and rate themselves using the Competency Rating Scale.

Finally, applicants must submit their file for validation by their validators and assessment by 2 assessors.



What is a Key Competency?

Key Competencies are areas in which applicants for Professional licensure should have an appropriate level of skills or knowledge. Applicants must meet a minimum score of 1 for each Key Competency, while also meeting the overall Competency Category average.

The framework for submitting a Key Competency example is as follows:

- I. **Situation:** Describe the situation that was presented before any action took place.
- II. **Action:** Describe the actions taken and judgements made.
- III. **Outcome:** Describe the outcomes of the actions taken and judgements made.

What is the Competency Rating Scale?

The Competency Rating Scale is the scale by which the quality of examples submitted for Key Competencies are evaluated. The Competency Rating Scale outlines six levels of competence, ranging from 0 to 6. For each Key Competency, the minimum score is 1. As well, each applicant must meet a minimum average score of 2 or 3 in each Competency Category, depending on the category. The CBA Rating Scale can be found [here](#) for engineering and [here](#) for geoscience.

What is an Indicator?

Indicators are examples of activities, actions, skills or behaviours that would be appropriate to use as examples for Key Competencies. While indicators do not provide examples of every acceptable example for a Key Competency, they do provide a basis by which applicants can judge the quality of their example. The CBA Indicators Report can be viewed [here](#) for engineering and [here](#) for geoscience.

How do I choose my Validators?

An applicant is required to name at least 4 validators. Ideally, all validators are Professionals registered with a Canadian engineering or geoscience regulator. However, it is understood that this is not possible in every situation. In such situations, a minimum of 1 validator must be a Professional registered with a Canadian engineering or geoscience regulator. Other validators may include limited licence holders validating work within their defined scope and international professional equivalents.

International validators must have equivalent qualifications to a Canadian Professional. Equivalent qualifications may be determined through proof of international licensure (C.Eng., P.E., etc.), proof and brief evaluation of the validator's education, or by other means deemed acceptable to the assessor. All proof of a validator's equivalent qualifications will be forwarded alongside the file to the Board of Admissions for final confirmation of acceptability.

What are the Canadian Environment Competencies?

The Canadian Environment Competencies are a subset of 8 competencies that have been identified from the 34 engineering Key Competencies that best demonstrates knowledge and experience of Canadian regulations, codes, standards, quality control, safety awareness, professional accountability and communication.¹

¹ The equivalent **Geoscience** Canadian Work-Environment Experience Competencies are:

- 1.1: Comply with relevant legislation, regulations, and statutory reporting requirements;*
- 1.4: Maintain constructive working relationships;*
- 1.5: Apply ethical principles;*
- 1.6: Respond to obligations and responsibilities to the public, to the natural environment, to clients and to employers;*
- 1.7: Contribute to health and safety in the workplace;*
- 4.1: Deliver and comprehend oral communication; and*
- 4.2: Deliver and comprehend written communication.*

EGBC is currently in the process of adding these to the system and is conducting initial user testing. Users will be notified when the changes have gone live.

For the Canadian Environment Competencies, there is a higher minimum rating to be achieved. See table below for the Canadian Environment Competencies and their minimum ratings.

Competency	Minimum Rating
1.1 Regulations, Codes & Standards	3
1.6 Safety Awareness	3
1.9 Demonstrate Peer Review and Quality Control	3
2.1 Oral Communication (English/French)	3
2.2 Writing (English/French)	3
2.3 Reading and Comprehension	3
5.1 Code of Ethics	3
6.2 Engineering and the Public	2

What information do I need to provide about my Validators?

It is expected that all applicants will provide a valid business email address for all validators. In situations where it is not possible to provide a business email address for a validator, the applicant must provide justification. APEGNB staff and/or assessors may request additional information in such cases, including but not limited to a video call with the validator.

What are the assessment criteria?

Assessors look for the following criteria when reviewing submissions:

- Examples must be related to unique problems without obvious pre-determined solutions.
- The candidate must have had full or partial responsibility for delivering the outcome.

- Examples must be clear and specific examples that demonstrate the candidate's competence in a particular area. Assessors cannot rely on implied evidence.

As well, it is recommended that applicants use the first-person ("I" voice) when writing their examples.

What happens when my file has been assessed?

When a file has been approved by two assessors, the individual will be notified by an APEGNB staff member via email. It is the applicant's responsibility to proceed with the remaining steps in the Professional licensure application process.

If the applicant has not passed the CBA minimum ratings or if the assessor does not feel the applicant is ready for licensure, the assessor may choose to either request more information or to decline the application. Additional information will be provided to the applicant in these situations.

What is the Mentor Program?

The Mentor Program permits those without a Professional Engineer or Geoscientist at their workplace to obtain qualifying work experience through a mentor relationship with a Professional Engineer or Geoscientist from outside of their workplace. In order to enroll in the mentor program, please contact logbooks@apegnb.com.

- I. Applicants will be required to complete and submit a mentor relationship agreement between their employer, their mentor and themselves. The submission will be uploaded to the Additional Documents section of the Competency-Based Assessment portal.
- II. Applicants will be required to complete and submit a report from their mentor for each quarter that the mentor relationship is active. The submission will be uploaded to the Additional Documents section of the Competency-Based Assessment portal.
- III. Applicants will still be required to submit the names of 4 validators. However, the Professional who is acting as the mentor may sign off on all competencies, while the other validators may act solely as character references.