



GUIDE & SUPERVISOR REFERENCE FORM
LIMITED LICENCE
SCOPE OF
PRACTICE

INTRODUCTION

The scope of practice defines the practice of engineering / geoscience to be provided under the limited licence.

A limited licence holder is restricted to the engineering and/or geoscience activities specified in their limited licence. The scope of practice defines the activities that a limited licence holder is permitted to practise and is defined in terms of function, product and application.

This scope of practice limits the parameters of practice based on an applicant's academic qualifications and experience related to the proposed scope. A good example of an acceptable scope of practice is: "Planning, designing and inspecting electrical distribution utility overhead pole transmission lines up to 30 kV, including transformers up to 1 MVA."

A broad scope of practice such as Municipal Infrastructure or Exploration Geology is not appropriate for a Limited Licence.

Your academic qualifications and experience must support your proposed scope of services.

DRAFTING YOUR PROPOSED SCOPE OF PRACTICE

Step 1: Please review the definitions of professional engineering and geoscience as defined in the *Engineering and Geoscience Professions Act*. Your scope of services must fall under these definitions.

Note: University teaching on its own cannot be used in the scope of services because it is not included in the definitions as defined in the *Act*. If teaching upper-year engineering or earth science, analysis or design courses is supplemented by engineering or geoscience activities, such as providing specialized advice to industry or conducting or supervising applied research, APEGNB staff must review the proposed scope of services to determine whether it is acceptable.

Step 2: Please begin the wording of the scope of services using the actions from the definitions in the *Act* to describe the activities or tasks you perform, such as planning, designing, composing, evaluating, advising, reporting, directing, supervising, and so forth.

In addition, consider the following:

- Use the simplest possible language
- Avoid where possible references to specific sections of a code, standard or regulation
- Use terminology that has been standardized in statutes and codes wherever possible
- Define terminology that may not be clear to the reader

Note: *The work you perform must require the application of engineering / geoscience principles and concern the safeguarding of life, health, property, economic interests, the public welfare or the environment.*

Step 3: After describing the work, please include the limited area of practice. We recommend following the formula indicated below.

SCOPE OF PRACTICE FORMULA

The activities being performed + the objects or systems that relate to the engineering activities + any limitations on size, capacity, and extent.

FORMAT

Your proposed scope of practice should consist of the following elements:

- i. Standard Preamble ("I [NAME] have signed an undertaking and am therefore authorized by APEGNB to practice within the limited scope as specified hereunder...)
- ii. Discipline of Practice
- iii. Field of Practice
- iv. Limitations within the Field of Practice
- v. Exclusions within the Limitations (if applicable)

ELEMENTS OF SCOPE OF PRACTICE

DISCIPLINE

This will be the discipline you have selected on your Application, followed by the word Engineering or Geoscience.

FIELD OF PRACTICE

Your Field of Practice is the subset of the discipline in which you wish to offer services. Your Field of Practice should not include the words engineering or geoscience. If you are unsure as to your area of practice, it is suggested that you consult the person who is currently taking professional responsibility for your engineering or geoscience work, as they will be attesting to your competence your proposed field of practice.

LIMITATIONS

Limitations specify your area of expertise within the Field of Practice. They can be descriptive ('water-based suppression systems', 'local and collector roads', 'heating ventilating and air conditioning'); or numerical ('working pressures under 150 psi', 'no greater than 750 VAC').

A limitation to an industry, such as the 'oil and gas industry' is not appropriate. It is expected that a scope will include at least one limitation, as few practitioners are competent to practice the full range of a broad field of practice.

EXCLUSIONS

Exclusions are not required for all scopes. Typical exclusions can be numerical ('pumping systems over 10 hp'); code- or standard-specific ('Systems governed by the Boiler and Pressure Vessel Safety Act', 'applications outside the scope of National Fire Protection Association Codes & Standards') or descriptive ('retaining walls')

SCOPE OF PRACTICE EXAMPLES

Civil

- “Design of municipal gravity storm and sanitary systems, municipal water supply systems, municipal roadways and grading.”
- “Traffic impact analysis and traffic signal design for municipal road improvements including functional design.”
- “Phase 1 and Phase 2 Environmental Site Assessments and filing Record of Site Conditions.”

Electrical

- “Planning, permitting and design specification of overhead and under- ground municipal electrical utility distribution lines up to 50kV.”
- “Detailed design and specifications for lighting and fire alarm systems for low-rise buildings.”
- “Design, build and evaluate antennas, radiofrequency devices and radio frequency systems and make written technical recommendations for their installation and operation.”

Mechanical

- “Design for new construction and renovations of heating, ventilating, air conditioning, plumbing, drainage and fire suppression systems.”
- “Design, manufacturing and testing of rollover and fall-over protection structures.”
- “Design, evaluate, advise, report and supervise as associated with mine ventilation systems.”

Geology

- “Estimation, classification and categorization of Mineral Resources and Mineral Reserves in accordance with “CIM Definition Standards - For Mineral Resources and Mineral Reserves” and CIM Estimation of Mineral Resources and Mineral Reserves Best Practice Guidelines”.

Additional Considerations

- Clearly define the scope of services, use concise language and consider any legal aspects.
- The final wording of the approved scope of services

offered will appear on the public APEGNB Registry.

- Any changes or modifications to the approved scope of services would require a new limited licence application, including payment of applicable fees.

CHANGES TO SCOPE OF PRACTICE

Any subsequent changes to the approved Scope of Practice must be reviewed by the Experience Review Committee and presented to the Board of Admissions for approval. Minor scope changes proposed by the Licencee will be evaluated by the original reviewers; major scope changes will require a full re-evaluation at the appropriate costs. It is the exclusive right of the reviewers to determine whether a scope change is major or minor.

Scopes can grow and change by eliminating Limitations and/or Exclusions when a licensee can prove competence with respect to the limitations or exclusions.

Minor Scope Change

A Minor Scope Change involves changes to Limitations or Exclusions but not to Discipline or Field of Practice. Engineering or Geoscience Licensees who wish to apply for a Minor Scope Change must provide:

- 1. supporting examples demonstrating sufficient competence to justify removal of an exclusion or limitation; and*
- 2. references/ letters of support from three (3) professional engineers or geoscientists attesting to the competence of the licensee in the requested scope area; and*
- 3. an application processing fee if determined necessary by the reviewers.*

Major Scope Change

A Major Scope Change involves changes to areas of discipline, sub-discipline or area of practice. The licensee must currently be licensee registered with APEGNB and have a minimum of two years of engineering or geoscience work experience in the new proposed defined scope of practice under the supervision and control of a P.Eng. or P.Geo. registered as an active member of a Canadian engineering or geoscience regulator during the supervision time period.

This application would be treated as a new request for licensure.

Administrative fees apply to this process.

LIMITED LICENCE SCOPE OF PRACTICE DESCRIPTION **must be completed by the applicant*

The following individual has applied with the Association of Professional Engineers and Geoscientists of New Brunswick to engage in the practice of engineering and/or geoscience in the Province of New Brunswick within the limited scope specified as follows:

FULL NAME (First, Middle initials (if applicable), Last)

Within the discipline of ENGINEERING GEOSCIENCE and the general field of

 the applicant is

authorized to carry out the following activities, subject to stated limitations:

and subject to Exclusions within the Limitations (if applicable):

GUIDANCE **must be completed by the applicant*

You must provide **3 references in total with firsthand supervisory knowledge** of your work experience. At least 2 references must be Professional Engineers or Geoscientists. These professionals **must assume responsibility for the work described in your proposed scope of services and must endorse your proposed scope of services.**

The *Supervisor Confirmation* form must be completed by each supervisor or mentor who has direct knowledge of the applicant's abilities to carry out the activities in the applicant's proposed scope of practice.

Provide the name of the reference (licensed Engineer or Geoscientist(s) or other supervisor) who assumed responsibility for your work and the date range for which they were your supervisor.

Supervisor / Mentor Name	Date Range (MM/DD/YY)	Contact Info

By checking this box, you as the applicant understand that the above information as well as the following Supervisor Confirmation form must be submitted by the supervisor mentioned above **directly to APEGNB (registration@apegnb.com)**, and **will not** be accepted from you, the applicant.

If you have any questions, please contact registration@apegnb.com.

SUPERVISOR REFERENCE FORM

This form must be completed by **each** supervisor or mentor who has direct knowledge of the applicant’s abilities to carry out the activities in the applicant’s proposed scope of practice on the previous page.

Applicant’s Name	
Supervisor’s Name	
Supervisor’s email address	
Date Range for which you were responsible for the work of the applicant (from date – to date)	

1. **As the supervisor of the applicant mentioned above, by completing this form, you are attesting that during the period noted above, you were (*select all that apply):**
- A. responsible for providing guidance, encouragement, and support to the applicant.
 - B. directly or indirectly contributing to the work environment offering opportunities for the applicant to gain acceptable experience.
 - C. sufficiently familiar with the details of the applicant’s work, either through direct supervision or on-going direct contact.
 - D. sufficiently knowledgeable of the applicant’s skills to attest to their ability to independently perform the proposed activities as a Limited Engineering or Geoscience Licensee operating within the proposed scope of practice.

2. **If you are a Professional Engineer and/or Geoscientist**, please provide the registration number and jurisdiction where you are (were) licensed to practice Engineering or Geoscience in Canada.

3. **If you are not a Professional Engineer and/or Geoscientist, but still have supervisory knowledge of the applicant** and belonged to another licensing body, organization or authority, please provide your registration number and jurisdiction where you are (were) licensed.

4. **Briefly describe the nature of your relationship with the applicant.**

5. Are you sufficiently knowledgeable of the applicant's skills to attest to their ability to independently perform the proposed activities as a Limited Engineering or Geoscience Licensee operating within the proposed scope of practice.
 YES NO
6. Do you feel the applicant's experience to date has prepared them to work independently in the context of their proposed scope of practice? YES NO
7. Do you believe the applicant to be of good character, to understand the responsibilities associated with ethical practice, and to be committed to on-going professional development in the field of their proposed scope of practice?
 YES NO
8. Based on your knowledge of the applicant; would you have any concerns that their license to practice Engineering or Geoscience under the proposed scope and activity limitations listed in this document would lead to an increased risk to public safety? YES NO
9. If applicable, please provide some feedback on the areas where the applicant requires further development and/or reasoning behind your choice if you indicated any concerns with the applicant's skills, character or experience. Please be as specific as possible.

Supervisor name:

Supervisor signature: _____

Date:



By checking this box you understand that this completed document must be submitted by you, directly to APEGNB, and will not be accepted from the applicant. Your completed form must be submitted by email to registration@apegnb.com

By typing your name in this form, you hereby consent and agree that entering your information through the use of your keypad, mouse or device constitutes your signature, acceptance and agreement as if actually signed by you in writing and has the same force and effect as a signature affixed by hand. Further, you agree that the lack of certification authority or other third-party verification will not in any way affect the validity or enforceability of your signature or any resulting contract.

Please ensure that you have reviewed the form for accuracy and completeness before signing.