

Appendix 3a

Limited License Work Experience Report (Engineering)

WORK EXPERIENCE REPORT LIMITED LICENSE (ENGINEERING)

This form is used for the initial application and for the probationary period reports. **Note:** Please do not send this form to your supervisor. Applicants are required to send forms directly to the Registration Coordinator, who will then share it with the supervisor.

A. APPLICANT INFORMATION

Name: _____

Proposed scope of practice: _____

B. EMPLOYER INFORMATION FOR THE REPORTING PERIOD

Employer name: _____ Job title: _____

Business address: _____

Business phone: _____ Fax: _____ E-mail: _____

Nature of business: _____

Brief description of job duties: _____

Employment dates with this employer (mm/dd/yyyy): _____ to _____

This report covers experience from (mm/dd/yyyy): _____ to _____

Number of months: _____ x Percentage of full-time: _____ % = _____ months credit applying for.

C. SUPERVISOR INFORMATION *(copy and paste this section if there were multiple supervisors for this reporting period)*

Name: _____ P.Eng. _____ P.Geo. _____

* Only experience gained under the direct supervision of P.Eng. or P.Geo. is eligible for experience credit toward qualification as a Professional Member in the practice of engineering or geoscience - Limited Licensee.

In which province(s) is the supervisor registered? _____

Current mailing address: _____

Current day-time phone: _____ Fax: _____ E-mail: _____

Components of Engineering Experience

Part 1 - APPLICATION OF THEORY

Analysis (Applicant to insert experience examples here)

Design and Synthesis (Applicant to insert experience examples here)

Testing methods (Applicant to insert experience examples here)

Implementation methods (Applicant to insert experience examples here)

Supervisor Comments (Part 1) *(Comments are encouraged in each section for additional feedback to the Limited License Assessment Committee on the experience reported. Please also include any additional information to augment the information reported. Comments to be completed electronically. Use as much space as necessary)*

Part 2 - PRACTICAL EXPERIENCE

Studying or being exposed to existing engineering works (Applicant to insert experience examples here)

Application of equipment in larger systems (Applicant to insert experience examples here)

Limitations of practical engineering (Applicant to insert experience examples here)

Significance of time (Applicant to insert experience examples here)

Supervisor Comments (Part 2)

Part 3 - MANAGEMENT OF ENGINEERING

Planning (Applicant to insert experience examples here)

Scheduling (Applicant to insert experience examples here)

Budgeting (Applicant to insert experience examples here)

Supervision (Applicant to insert experience examples here)

Project Control (Applicant to insert experience examples here)

Risk Assessment (Applicant to insert experience examples here)

Other (Applicant to insert experience examples here)

Supervisor Comments (Part 3)

Part 4 - SOCIAL IMPLICATIONS OF ENGINEERING

The value or benefits of engineering works to the public (Applicant to insert experience examples here)

Safeguards(Applicant to insert experience examples here)

Engineering activity and the public at large (Applicant to insert experience examples here)

Interest and involvement in the broader social implications of engineering (Applicant to insert experience examples here)

Significance of regulatory agencies (Applicant to insert experience examples here)

Supervisor Comments (Part 4)

Part 5 – COMMUNICATION SKILLS

Written Work (Applicant to insert experience examples here)

Oral Reports or Presentations (Applicant to insert experience examples here)

Public Presentations(Applicant to insert experience examples here)

Supervisor Comments (Part 5)

Limited License Applicant: _____

Signature

_____ Date

By signing this form you hereby consent and agree that entering your information through use of your key pad, 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 application for accuracy and completeness before applying your electronic signature.

Limited License applicant must print, initial, sign and submit all pages up to here

Part 6 – COMMUNICATION AND WORKING SKILLS ASSESSMENT

To be completed by the Supervisor.

- **Satisfactory (S):** has met or exceeded all expectations/norms
- **Needs improvement (NI):** performance is not wholly satisfactory, even though some expectations/norms have been met or even exceeded. **Comments are required below for each of the areas that need improvement.**

Communication and Working Skills Assessment	Supervisor	
	S	NI
1. The applicant's skills in oral communication (e.g., organization and clarity of thought, appropriate language, responds to questions directly and fully) in discussions with yourself as well as presentations to a group:		
2. The applicant's skills in written communication (e.g., organization and clarity, appropriate language, being concise) in memoranda and reports (including e-mails):		
3. The applicant's skills in working with others (e.g., works cooperatively with others, contributes ideas, listens to others, is tactful when disagreeing):		
4. The applicant's skills in time management (e.g., tasks or projects are generally completed on schedule; is prompt for meetings; is able to set priorities):		
5. The applicant's ability to assume responsibility (e.g., work without close supervision, willingness to take on new tasks or projects, suggests improvements):		
6. The applicant's character (e.g., maturity, professionalism, integrity):		

Supervisor Comments (Part 6)

Empty box for Supervisor Comments.

Part 7 – SUMMARY EVALUATION

To be completed by the Supervisor.

Supervisor: The experience described in this report entitles the applicant to the number of months credit toward earning the professional designation of Professional Member in the practice of engineering - Limited Licensee (Eng. L.):

# of months credit *	Signature **	Date
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* Insert the number of months experience credit for the reporting period. Factor in the % of full-time employment.
** I affirm that I have read and am familiar with the *Components of Acceptable Engineering Work Experience*, as it applies to work experience reporting for a Limited License applicant with PEGNL.

Supervisor: If the number of months credit varies from what was indicated by the applicant on the first page, state reasons (*complete electronically and use as much space as necessary*):

Affirmation of the Supervisor: By signing the last page of this form, I affirm that I have read and am familiar with the [*Components of Acceptable Engineering Work Experience*](#), as it applies to work experience reporting for a Limited License application with PEGNL.

Supervisor: _____

Signature	Date
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Supervisor must print, initial, sign and submit all pages up to here