

Appendix 2

Limited License - Instructions on how a Work Experience Report must be completed

Instructions on how a Limited License Work Experience Report must be completed

- Applicants must complete a separate experience report for each job relevant to the application for limited licensure. A separate report is required even if it is work for the same employer but there was a significant variation in job function for different time periods (i.e. a promotion). Also, there are two six-month reports required during the probationary period.
- Applicant must download a new Work Experience Report form from the PEGNL website each time a report is drafted to ensure that the most recent version of the form is being used.
- The purpose of the Work Experience Report is to describe the work that the applicant performed, that is relevant to the scope of practice being requested, and to indicate what percentage of time was spent performing that work.
- [*The Components of Acceptable Engineering or Geoscience Work Experience*](#) details the kind of experience an applicant must report in order to support the requested scope of practice.
- Each point within the report should include specific descriptions of actual projects worked on, including names and locations if not confidential. Reports should not contain general, vague statements that do not refer to specific projects and the reports must clearly state whether the work described is the work of the applicant individually. If confidentiality of projects is a concern, substitute project names and locations with surrogate names (for example, Project X located in Town Q) and ensure that the supervisor understands which projects are being referred to
- Each point within the report should contain reference to the first person (i.e. applicants must use the pronoun “I”). It is acceptable to provide a description of the work of the team that the applicant was a part of if that is the case, however, each example should specify the applicant’s specific role.
- All acronyms should be written out in full the first time they are used in the report.
- Different aspects of the same project can be used to report in the different areas of the report form.
- The applicant completes all parts of the report except for Supervisor Comments, the Communication and Working Skills section, and the Summary Evaluation section. The form will be shared electronically with the applicant’s supervisor so that the supervisor has an opportunity to enter comments electronically.
- After the supervisor has had an opportunity to enter comments, initials are required on each page from the supervisor.
- The signatures of the applicant and supervisor are required on the final page.
- Applicant may use as many pages as required to submit a complete report.