

Appendix D – Competency Self-Assessment Submittal Checklist

This checklist has been created to assist Applicants in reviewing their Competency Self-Assessment before they submit it for validation. Consulting this checklist prior to submittal will reduce the likelihood of delays in the processing of their application for professional licensure.

Employment History

- Does your employment history add up to at least 48 months' experience?
 - You may receive credit of up to 12 months for pre-graduation experience (work terms, etc.) obtained in the second half of the program
 - You may receive credit of up to 12 months experience for each graduate degree obtained, up to a maximum of 24 months' experience
- Have you briefly explained any gaps or overlaps in your experience?

Validators

- Do you have at least 4 Validators?
- Is at least 1 Validator a direct supervisor?
- Are at least 2 Validators professional engineers or professional geoscientists (or equivalent)?
- Have you attached CVs in the Supporting Documentation section for any non-P. Eng./P. Geo. validators?

Competency Examples

- Did you check the competency and associated indicators/workplace examples to make sure your example demonstrates the competency?
- Did you use first person?
- Were you detailed and specific in what you did?
- Did you assign a Validator with first-hand knowledge of the example?

Canadian Environment Competencies/ Canadian Work-Experience Competencies (CWECS)

- Did your examples for these competencies take place in Canada?
- If not, did you explain how your example is comparable to the Canadian environment?

NOTE THAT YOU MUST SUBMIT AN APPLICATION FOR PROFESSIONAL LICENSURE. SUBMITTING YOUR COMPETENCY SELF-ASSESSMENT DOES NOT MEAN YOU HAVE APPLIED FOR PROFESSIONAL LICENSURE.