

INSTRUCTIONS FOR COMPLETING ACADEMIC EXPERIENCE CREDIT

PRE GRADUATE DEGREE EXPERIENCE CREDIT

The Board may grant up to 12 months credit for acceptable engineering, geoscience work experience obtained after academic term 5. In a typical 4 year undergraduate program the only applicable work experience after academic term 5 would be work experience obtained during the summer between the 3rd and 4th year.

Please refer to the information below to determine how much experience credit you may be eligible to receive and the documentation you will be required to supply with you application.

Co-op and Internship programs could receive up to 12 months credit.

* Please provide the name and contact information of the P.Eng./P.Geo/P.Geol./P.Geoph./P.L./PE Reference(s) for your co-op or internship work experience.

Summer Work could receive up to 4 months credit.

* Please provide the name and contact information of the P.Eng./P.Geo/P.Geol./P.Geoph./P.L./PE Reference(s) for your summer work experience.

* **Include a detailed description of this work in your Work Experience Record.**

POST GRADUATE DEGREE EXPERIENCE CREDIT

If you have a completed a Masters or PhD degree in engineering, geoscience, the APEGA Board of Examiners may grant experience credit towards the 48 months of experience required for registration. This information should not be entered into the Work Experience Record.

Note: Post-graduate degree experience credit is available only for time spent in full time study toward your post-graduate degree. If you completed a part time post graduate-degree no experience credit is available.

Post-graduate degree experience credit is available if your post-graduate degree is from a CEAB, ABET, or MRA accredited institution. CEAB refers to Canadian engineering institutions. ABET refers to United States engineering institutions. Canada has entered into Mutual Recognition Agreements (MRA) with a number of countries who have engineering education accreditation systems in place similar to Canada. These countries and agreement dates include the UK (1989), Ireland (1989), Australia (1989), New Zealand (1989), Hong Kong (1995), South Africa (1999), France (dates listed on accreditation list), Japan (2005), Singapore (2006), South Korea (2007), Taiwan (2007), and Malaysia (2009).

Please refer to the information below for an indication of how much experience credit you may be eligible to receive and for which documentation you will be required to supply with you application.

* **Transcripts must be forwarded directly to APEGA from your educational institution.**

* **Thesis/Project Information includes: copies of the title page, abstract page, recommendation and conclusion portion of your thesis/project report and a letter of recommendation directly from your thesis supervisor to APEGA which includes a statement about the engineering/geoscience experience and the value of the thesis or project research.**

If your Masters or PhD Degree is from a CEAB, ABET or MRA accredited institution:

Course Based Masters- Up to 6 months of Credit

* **Please provide an official transcript directly from your educational institution and course descriptions.**

Course and Project Based Masters- Up to 12 months credit

* **Please provide an official transcript directly from your educational institution and project information.**

Course and Thesis Based Masters- Up to 18 months credit

* **Please provide an official transcript directly from your educational institution and thesis information.**

Course and Thesis Based PhD- Up to 24 months credit

* **Please provide an official transcript directly from your educational institution and thesis information.**

INSTRUCTIONS FOR COMPLETING THE WORK EXPERIENCE RECORD

PLEASE REVIEW THIS INFORMATION CAREFULLY BEFORE PREPARING YOUR DOCUMENT.

These forms are required for reporting experience qualifications for an application as a Professional Member of APEGA (P.Eng, P.Geo). Use the tabs at the bottom of the spreadsheet to navigate between pages. Please save a copy for your records as you may need to update your work experience for a future review.

NO OTHER RESUME/ CV FORMAT WILL BE ACCEPTED.

SUMMARY PAGE

Present a brief summary of your work history, including your current position and indicating any gaps in employment or time spent in non-engineering roles. All non-shaded areas must be filled in. The purpose of this Summary sheet is to give the experience examiner an overview of your work history. Each Summary entry may have 1 corresponding Details page. A 400-character limit applies to cells on this page. Do not use more text than will visibly fit in the cell.

DETAILS PAGE(S)

Present the details of your experience, focusing on the Engineering and Geoscience aspects of your work. There must be one page for each definable work period for evaluation of your experience. You may define your work periods according to each major job or each employer. Please do not break down your experience by project.

The Board of Examiners will be looking for specific experience in the following areas:

- Application of Technical Theory
- Practical Experience
- Management
- Implications of your Work on Society
- Communication

Because of the high volume of work experience information that the Board handles, it is imperative that your forms print properly and adhere to our formatting requirements so that we may process them efficiently. If you prepare your forms using Excel, please test the printing on your own printer: each page should print at 100% of the normal size and all information must be cleanly contained within the fields as formatted by APEGA, without exceeding the capacity or margins of the original form on a regular printed page. You may complete your Work Experience Details and either print out a legible and correctly formatted copy to send to

APEGA requires a minimum of three references to cover a minimum of 4 years of experience. Any experience that you would like credit for must be referenced. Your entire work history will be sent to each of the references that you have indicated on your Work Experience Record so they can comment on the period during which you worked for them. Please note that your Work Experience Record must be filled out in its entirety including the Summary and Detail pages. A reference and non-generic contact information must be provided for any time period you would like credit for. **IF YOUR WORK EXPERIENCE RECORD IS NOT COMPLETE YOUR APPLICATION WILL NOT BE PROCESSED. YOU WILL BE NOTIFIED OF THIS VIA E-MAIL.**

A SAMPLE Reference Questionnaire is included in the application package for your reference. We require you to speak with all references prior to providing their names and contact information, as well as follow up with your references to ensure their prompt and positive replies. Reference questionnaires will only be resent in response to written requests, and will not be resent as reminders. Please be aware that your reference(s) will be asked to supply their Member Number, Professional Designation, and Jurisdiction that

WORK EXPERIENCE RECORD SUMMARY

Applicant Name		Date	April 2, 2012
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PLEASE FILL IN POSITIONS IN REVERSE CHRONOLOGICAL ORDER FROM THE MOST RECENT.

WORK RECORD 1

Employer		Country	
		Supervisor Name & Professional Designation	
Position		Reference Name & Professional Designation	
		Reference E-mail Address	
Start Date		Reference Mailing Address	
Finish Date			
Total Months	0		

General Nature of Responsibilities and Experience Gained

WORK RECORD 2

Employer		Country	
		Supervisor Name & Professional Designation	
Position		Reference Name & Professional Designation	
		Reference E-mail Address	
Start Date		Reference Mailing Address	
Finish Date			
Total Months	0		

General Nature of Responsibilities and Experience Gained

WORK RECORD 3

Employer		Country	
		Supervisor Name & Professional Designation	
Position		Reference Name & Professional Designation	
		Reference E-mail Address	
Start Date		Reference Mailing Address	
Finish Date			
Total Months	0		

General Nature of Responsibilities and Experience Gained

WORK EXPERIENCE RECORD SUMMARY - PAGE 2

Applicant Name	0	Date	April 2, 2012
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PLEASE FILL IN POSITIONS IN REVERSE CHRONOLOGICAL ORDER FROM THE MOST RECENT.

WORK RECORD 4

Employer		Country	
		Supervisor Name & Professional Designation	
Position		Reference Name & Professional Designation	
		Reference E-mail Address	
Start Date		Reference Mailing Address	
Finish Date			
Total Months	0		

General Nature of Responsibilities and Experience Gained

WORK RECORD 5

Employer		Country	
		Supervisor Name & Professional Designation	
Position		Reference Name & Professional Designation	
		Reference E-mail Address	
Start Date		Reference Mailing Address	
Finish Date			
Total Months	0		

General Nature of Responsibilities and Experience Gained

WORK RECORD 6

Employer		Country	
		Supervisor Name & Professional Designation	
Position		Reference Name & Professional Designation	
		Reference E-mail Address	
Start Date		Reference Mailing Address	
Finish Date			
Total Months	0		

General Nature of Responsibilities and Experience Gained

USE ADDITIONAL SHEETS IF NECESSARY

WORK EXPERIENCE RECORD SUMMARY - PAGE 3

Applicant Name	0	Date	April 2, 2012
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PLEASE FILL IN POSITIONS IN REVERSE CHRONOLOGICAL ORDER FROM THE MOST RECENT.

WORK RECORD 7

Employer		Country	
		Supervisor Name & Professional Designation	
Position		Reference Name & Professional Designation	
		Reference E-mail Address	
Start Date		Reference Mailing Address	
Finish Date			
Total Months	0		

General Nature of Responsibilities and Experience Gained

WORK RECORD 8

Employer		Country	
		Supervisor Name & Professional Designation	
Position		Reference Name & Professional Designation	
		Reference E-mail Address	
Start Date		Reference Mailing Address	
Finish Date			
Total Months	0		

General Nature of Responsibilities and Experience Gained

WORK RECORD 9

Employer		Country	
		Supervisor Name & Professional Designation	
Position		Reference Name & Professional Designation	
		Reference E-mail Address	
Start Date		Reference Mailing Address	
Finish Date			
Total Months	0		

General Nature of Responsibilities and Experience Gained

USE ADDITIONAL SHEETS IF NECESSARY

WORK EXPERIENCE RECORD DETAILS

Applicant Name	0	Date	April 2, 2012
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USE ONE FORM FOR EACH EMPLOYER/JOB/POSITION. DETAIL YOUR EXPERIENCE.

WORK RECORD 1

Employer	0		
Job Title	0		
Supervisor Name & Professional Designation	0		
Start Date	Jan-00		
Finish Date	Jan-00		
Total Months	0		

PROFESSIONAL ENGINEER/ GEOSCIENTIST LEVEL	MONTHS CLAIMED	
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TECHNOLOGIST LEVEL	MONTHS CLAIMED	
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WORK EXPERIENCE RECORD DETAILS

Applicant Name	0	Date	April 2, 2012
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USE ONE FORM FOR EACH EMPLOYER/JOB/POSITION. DETAIL YOUR EXPERIENCE.

WORK RECORD 2

Employer	0		
Job Title	0		
Supervisor Name & Professional Designation	0		
Start Date	Jan-00		
Finish Date	Jan-00		
Total Months	0		

PROFESSIONAL ENGINEER/ GEOSCIENTIST LEVEL	MONTHS CLAIMED	
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Empty area for detailing work experience under the Professional Engineer/Geoscientist level.

TECHNOLOGIST LEVEL	MONTHS CLAIMED	
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Empty area for detailing work experience under the Technologist level.

WORK EXPERIENCE RECORD DETAILS

Applicant Name	0	Date	April 2, 2012
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USE ONE FORM FOR EACH EMPLOYER/JOB/POSITION. DETAIL YOUR EXPERIENCE.

WORK RECORD 3

Employer	0		
Job Title	0		
Supervisor Name & Professional Designation	0		
Start Date	Jan-00		
Finish Date	Jan-00		
Total Months	0		

PROFESSIONAL ENGINEER/ GEOSCIENTIST LEVEL	MONTHS CLAIMED	
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Empty area for detailing work experience under the Professional Engineer/ Geoscientist level.

TECHNOLOGIST LEVEL	MONTHS CLAIMED	
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Empty area for detailing work experience under the Technologist level.

WORK EXPERIENCE RECORD DETAILS

Applicant Name	0	Date	April 2, 2012
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USE ONE FORM FOR EACH EMPLOYER/JOB/POSITION. DETAIL YOUR EXPERIENCE.

WORK RECORD 4

Employer	0		
Job Title	0		
Supervisor Name & Professional Designation	0		
Start Date	Jan-00		
Finish Date	Jan-00		
Total Months	0		

PROFESSIONAL ENGINEER/ GEOSCIENTIST LEVEL	MONTHS CLAIMED	
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Empty area for detailing work experience under the Professional Engineer/Geoscientist level.

TECHNOLOGIST LEVEL	MONTHS CLAIMED	
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Empty area for detailing work experience under the Technologist level.

WORK EXPERIENCE RECORD DETAILS

Applicant Name	0	Date	April 2, 2012
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USE ONE FORM FOR EACH EMPLOYER/JOB/POSITION. DETAIL YOUR EXPERIENCE.

WORK RECORD 5

Employer	0		
Job Title	0		
Supervisor Name & Professional Designation	0		
Start Date	Jan-00		
Finish Date	Jan-00		
Total Months	0		

PROFESSIONAL ENGINEER/ GEOSCIENTIST LEVEL	MONTHS CLAIMED	
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Empty area for detailing work experience under the Professional Engineer/ Geoscientist level.

TECHNOLOGIST LEVEL	MONTHS CLAIMED	
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Empty area for detailing work experience under the Technologist level.

WORK EXPERIENCE RECORD DETAILS

Applicant Name	0	Date	April 2, 2012
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USE ONE FORM FOR EACH EMPLOYER/JOB/POSITION. DETAIL YOUR EXPERIENCE.

WORK RECORD 6

Employer	0		
Job Title	0		
Supervisor Name & Professional Designation	0		
Start Date	Jan-00		
Finish Date	Jan-00		
Total Months	0		

PROFESSIONAL ENGINEER/ GEOSCIENTIST LEVEL	MONTHS CLAIMED	
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Empty area for detailing work experience under the Professional Engineer/Geoscientist level.

TECHNOLOGIST LEVEL	MONTHS CLAIMED	
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Empty area for detailing work experience under the Technologist level.

WORK EXPERIENCE RECORD DETAILS

Applicant Name	0	Date	April 2, 2012
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USE ONE FORM FOR EACH EMPLOYER/JOB/POSITION. DETAIL YOUR EXPERIENCE.

WORK RECORD 7

Employer	0		
Job Title	0		
Supervisor Name & Professional Designation	0		
Start Date	Jan-00		
Finish Date	Jan-00		
Total Months	0		

PROFESSIONAL ENGINEER/ GEOSCIENTIST LEVEL	MONTHS CLAIMED	
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Empty area for detailing work experience under the Professional Engineer/ Geoscientist level.

TECHNOLOGIST LEVEL	MONTHS CLAIMED	
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Empty area for detailing work experience under the Technologist level.

WORK EXPERIENCE RECORD DETAILS

Applicant Name	0	Date	April 2, 2012
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USE ONE FORM FOR EACH EMPLOYER/JOB/POSITION. DETAIL YOUR EXPERIENCE.

WORK RECORD 8

Employer	0		
Job Title	0		
Supervisor Name & Professional Designation	0		
Start Date	Jan-00		
Finish Date	Jan-00		
Total Months	0		

PROFESSIONAL ENGINEER/ GEOSCIENTIST LEVEL	MONTHS CLAIMED	
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Empty area for detailing work experience under the Professional Engineer/Geoscientist level.

TECHNOLOGIST LEVEL	MONTHS CLAIMED	
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Empty area for detailing work experience under the Technologist level.

WORK EXPERIENCE RECORD DETAILS

Applicant Name	0	Date	April 2, 2012
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USE ONE FORM FOR EACH EMPLOYER/JOB/POSITION. DETAIL YOUR EXPERIENCE.

WORK RECORD 9

Employer	0		
Job Title	0		
Supervisor Name & Professional Designation	0		
Start Date	Jan-00		
Finish Date	Jan-00		
Total Months	0		

PROFESSIONAL ENGINEER/ GEOSCIENTIST LEVEL	MONTHS CLAIMED	
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Empty area for detailing work experience under the Professional Engineer/Geoscientist level.

TECHNOLOGIST LEVEL	MONTHS CLAIMED	
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Empty area for detailing work experience under the Technologist level.

REFERENCE QUESTIONNAIRE

Please refer to the attached work experience record for the time period you are referencing; please fill in each box.

Applicant Name	Bill Smith, E.I.T. 123456		Date Completed	Jun-11
Reference Name	John Bear, P.Eng.			
Relationship to Applicant:(Supervisor, Mentor, Colleague, Client)			Supervisor	
Company	GS Oil Resources			
Time period you are referencing	From (mm-yyyy)	Sep 2006	To (mm-yyyy)	Dec 2009
Reference's Professional Designation, if any (eg. P.Eng, P.Geo, P.Geol, P.Geoph, P.L., PE)				P.Eng.
What percentage of the work performed was at a Professional level (see description at right)				80%
What percentage of the work performed was at a technologist level or lower?				20%
Please answer the following questions with "yes", "no" or "I don't know" in the boxes				
Do you verify that you have received the experience record for this referenced work and it is accurate and valid for the time period you are referencing?				Yes
Is/was the work performed by the applicant at a professional engineering/geoscience level?				Yes
Does the applicant exhibit a good character and reputation?				Yes
Does the applicant understand and apply the principles of the Code of Ethics?				Yes
Has the applicant demonstrated an acceptable working knowledge of spoken and written English?				Yes
Has the applicant become aware of the societal implications of his/her work?				Yes
Do you recommend that the applicant be registered as a professional member with APEGA?				Yes
If not, please explain below:				
What areas does the applicant have to improve in to receive your recommendation for registration?				
Any further comments you wish to make.				
Bill demonstrated a high level of technical competence in his position as Reservoir Engineer E.I.T. I fully recommend him for registration with APEGA.				
Signature, Professional Designation		John Bear, P.Eng.		
Member Number		78910		

APEGA WORK EXPERIENCE RECORD HELP

IF YOU ARE HAVING TROUBLE COMPLETING YOUR WORK EXPERIENCE RECORD SUMMARY AND DETAILS, PLEASE CHECK IF THE FOLLOWING STEPS PROVIDE A SOLUTION TO YOUR PROBLEMS BEFORE CONTACTING OUR OFFICE FOR SUPPORT.

Before starting your Work Experience Record document, please review the 'Instructions' page. Read all cell comments, instructions, and error messages carefully.

1. Complete your 'Summary' page properly. Fill in all non-shaded fields. Each Summary page is linked to the corresponding Details page. Your name and Summary information will automatically fill in on all pages of your records. Your Details page will show '0' in some fields if the information is not correctly filled in on your Summary.

2. Your 'Start Date' and 'Finish Date' fields must be in date format. Type in the full name of the month and full 4-digit year. You do not have the option of writing 'N/A' or 'Present' in those fields. If you are currently employed, the Finish Date field should indicate the current month.

3. When possible, you should use P.Eng references. If your supervisor is not a P.Eng, consider using a P.Eng colleague, mentor, or client familiar with your work to supplement your supervisor's reference. In these cases, we will contact both references. List both references on your Summary entry. Please contact your references in advance and explain our registration process and their contribution so that they expect our reference questionnaire and reply promptly and positively.

5. If you need to use multiple lines in one field to show more than one reference, a mailing address or a list, use Alt + Enter to start a new line within a cell. You may use as many lines or bullets within your Details descriptions as will visibly fit in the cell, although you will be limited to a 1200-character limit for your description of Professional Level experience, and 600-character limit for your description of Technologist Level experience.

6. Applicants are not authorized to make changes to cells or modify the spreadsheet in a way that affects the page margins, size, alignment, printer settings, or other formatting features. Some cells are locked and password-protected. You must complete your forms according to APEGA's formatting requirements. We set text limits so that the Board of Examiners can review your information efficiently. You may need to summarize your information to meet our text length limits. If you've made an input error, read the pop-up that

If the above steps do not offer a solution to your problem, please contact our Registration Department to report problems with the forms or request technical support.

APEGA Registration Department
1-800-661-7020 | 780-426-3990
registration@apega.ca