



Professional Engineers  
Ontario



# COMPETENCY-BASED ASSESSMENT P.ENG. APPLICATION FORM

May 2023

APPLICANTS SHOULD FIRST REVIEW PEO'S COMPETENCY-BASED ASSESSMENT APPLICANT'S GUIDE BEFORE SUBMITTING THE EXPERIENCE RECORDS.

TO FILL THIS FORM OUT ELECTRONICALLY, PLEASE DOWNLOAD THE FORM AND COMPLETE USING THE FREE ADOBE READER.

FULL NAME: \_\_\_\_\_

FILE NUMBER: \_\_\_\_\_

# COMPETENCY CATEGORY 1: TECHNICAL COMPETENCE

1.1

DEMONSTRATE YOUR KNOWLEDGE AND AWARENESS OF CANADIAN REGULATIONS, CODES AND STANDARDS. THIS INCLUDES LOCAL ENGINEERING PROCEDURES AND PRACTICES AS APPLICABLE.

SITUATION (MAX. 300 CHARACTERS)

ACTION TAKEN (MAX. 1,650 CHARACTERS)

OUTCOME (MAX. 300 CHARACTERS)

*Please be specific about your individual actions and contributions; and use of the word "I" is required in order to show what work you did specifically. Point form is permitted.*

1.2

DEMONSTRATE KNOWLEDGE OF MATERIALS, OR OPERATIONS AS APPROPRIATE, PROJECT AND DESIGN CONSTRAINTS, DESIGNED TO BEST FIT THE PURPOSE OR SERVICE INTENDED AND ADDRESS INTERDISCIPLINARY IMPACTS.

SITUATION (MAX. 300 CHARACTERS)

ACTION TAKEN (MAX. 1,650 CHARACTERS)

OUTCOME (MAX. 300 CHARACTERS)

*Please be specific about your individual actions and contributions; and use of the word "I" is required in order to show what work you did specifically. Point form is permitted.*

### 1.3

ANALYZE TECHNICAL RISKS AND OFFER SOLUTIONS TO MITIGATE THE RISKS.

SITUATION (MAX. 300 CHARACTERS)

ACTION TAKEN (MAX. 1,650 CHARACTERS)

OUTCOME (MAX. 300 CHARACTERS)

*Please be specific about your individual actions and contributions; and use of the word "I" is required in order to show what work you did specifically. Point form is permitted.*

**1.4****APPLY ENGINEERING KNOWLEDGE TO DESIGN SOLUTIONS.****SITUATION (MAX. 300 CHARACTERS)****ACTION TAKEN (MAX. 1,650 CHARACTERS)****OUTCOME (MAX. 300 CHARACTERS)**

*Please be specific about your individual actions and contributions; and use of the word "I" is required in order to show what work you did specifically. Point form is permitted.*

**1.5**

**BE ABLE TO UNDERSTAND SOLUTION TECHNIQUES AND INDEPENDENTLY VERIFY THE RESULTS.**

SITUATION (MAX. 300 CHARACTERS)

ACTION TAKEN (MAX. 1,650 CHARACTERS)

OUTCOME (MAX. 300 CHARACTERS)

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**1.6**

**DEMONSTRATE YOUR KNOWLEDGE AND AWARENESS OF CANADIAN REGULATIONS, CODES AND STANDARDS PERTAINING TO SAFETY.**

SITUATION (MAX. 300 CHARACTERS)

ACTION TAKEN (MAX. 1,650 CHARACTERS)

OUTCOME (MAX. 300 CHARACTERS)

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SITUATION (MAX. 300 CHARACTERS)ACTION TAKEN (MAX. 1,650 CHARACTERS)OUTCOME (MAX. 300 CHARACTERS)

*Please be specific about your individual actions and contributions; and use of the word "I" is required in order to show what work you did specifically. Point form is permitted.*

1.8

EXPOSURE TO ALL STAGES OF THE PROCESS/PROJECT LIFE CYCLE FROM CONCEPT AND FEASIBILITY ANALYSIS THROUGH IMPLEMENTATION.

SITUATION (MAX. 300 CHARACTERS)

ACTION TAKEN (MAX. 1,650 CHARACTERS)

OUTCOME (MAX. 300 CHARACTERS)

*Please be specific about your individual actions and contributions; and use of the word "I" is required in order to show what work you did specifically. Point form is permitted.*

1.9

DEMONSTRATE YOUR UNDERSTANDING OF THE ROLE OF PEER REVIEW AND QUALITY MANAGEMENT THAT IS ESSENTIAL TO ENGINEERING PRACTICE IN CANADA.

SITUATION (MAX. 300 CHARACTERS)

ACTION TAKEN (MAX. 1,650 CHARACTERS)

OUTCOME (MAX. 300 CHARACTERS)

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**1.10**

TRANSFER DESIGN INTENTIONS TO DRAWINGS AND SKETCHES; UNDERSTAND TRANSMITTAL OF DESIGN INFORMATION TO DESIGN DOCUMENTS.

SITUATION (MAX. 300 CHARACTERS)

ACTION TAKEN (MAX. 1,650 CHARACTERS)

OUTCOME (MAX. 300 CHARACTERS)

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## COMPETENCY CATEGORY 2: COMMUNICATION

2.1

DEMONSTRATE EFFECTIVE VERBAL COMMUNICATION WITH TEAM MEMBERS, CLIENTS, CONTRACTORS AND MEMBERS OF THE PUBLIC.

SITUATION (MAX. 300 CHARACTERS)

ACTION TAKEN (MAX. 1,650 CHARACTERS)

OUTCOME (MAX. 300 CHARACTERS)

*Please be specific about your individual actions and contributions; and use of the word "I" is required in order to show what work you did specifically. Point form is permitted.*

SITUATION (MAX. 300 CHARACTERS)ACTION TAKEN (MAX. 1,650 CHARACTERS)OUTCOME (MAX. 300 CHARACTERS)

*Please be specific about your individual actions and contributions; and use of the word "I" is required in order to show what work you did specifically. Point form is permitted.*

## 2.3

DEMONSTRATE YOUR ABILITY TO EFFECTIVELY REVIEW KEY DOCUMENTS.

SITUATION (MAX. 300 CHARACTERS)

ACTION TAKEN (MAX. 1,650 CHARACTERS)

OUTCOME (MAX. 300 CHARACTERS)

*Please be specific about your individual actions and contributions; and use of the word "I" is required in order to show what work you did specifically. Point form is permitted.*

## COMPETENCY CATEGORY 3: PROJECT AND FINANCIAL MANAGEMENT

3.1

AWARENESS OF PROJECT MANAGEMENT PRINCIPLES.

SITUATION (MAX. 300 CHARACTERS)

ACTION TAKEN (MAX. 1,650 CHARACTERS)

OUTCOME (MAX. 300 CHARACTERS)

*Please be specific about your individual actions and contributions; and use of the word "I" is required in order to show what work you did specifically. Point form is permitted.*



### 3.2

DEMONSTRATE INCREASING LEVELS OF RESPONSIBILITY FOR PROJECT PLANNING AND IMPLEMENTATION.

SITUATION (MAX. 300 CHARACTERS)

ACTION TAKEN (MAX. 1,650 CHARACTERS)

OUTCOME (MAX. 300 CHARACTERS)

*Please be specific about your individual actions and contributions; and use of the word "I" is required in order to show what work you did specifically. Point form is permitted.*

### 3.3

#### MANAGE EXPECTATIONS IN LIGHT OF AVAILABLE RESOURCES.

##### SITUATION (MAX. 300 CHARACTERS)

##### ACTION TAKEN (MAX. 1,650 CHARACTERS)

##### OUTCOME (MAX. 300 CHARACTERS)

*Please be specific about your individual actions and contributions; and use of the word "I" is required in order to show what work you did specifically. Point form is permitted.*

### 3.4

#### UNDERSTAND THE FINANCIAL ASPECTS OF THEIR WORK.

##### SITUATION (MAX. 300 CHARACTERS)

##### ACTION TAKEN (MAX. 1,650 CHARACTERS)

##### OUTCOME (MAX. 300 CHARACTERS)

*Please be specific about your individual actions and contributions; and use of the word "I" is required in order to show what work you did specifically. Point form is permitted.*

### 3.5

#### ASK FOR AND DEMONSTRATE RESPONSE TO FEEDBACK.

##### SITUATION (MAX. 300 CHARACTERS)

##### ACTION TAKEN (MAX. 1,650 CHARACTERS)

##### OUTCOME (MAX. 300 CHARACTERS)

*Please be specific about your individual actions and contributions; and use of the word "I" is required in order to show what work you did specifically. Point form is permitted.*

## COMPETENCY CATEGORY 4: TEAM EFFECTIVENESS

4.1

WORK RESPECTFULLY AND WITH OTHER DISCIPLINES/PEOPLE.

SITUATION (MAX. 300 CHARACTERS)

ACTION TAKEN (MAX. 1,650 CHARACTERS)

OUTCOME (MAX. 300 CHARACTERS)

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SITUATION (MAX. 300 CHARACTERS)ACTION TAKEN (MAX. 1,650 CHARACTERS)OUTCOME (MAX. 300 CHARACTERS)

*Please be specific about your individual actions and contributions; and use of the word "I" is required in order to show what work you did specifically. Point form is permitted.*

## COMPETENCY CATEGORY 5: PROFESSIONAL ACCOUNTABILITY (ETHICS & PROFESSIONALISM)

5.1

DEMONSTRATE YOUR ABILITY TO APPLY PRINCIPLES OF THE CODE OF ETHICS WITHIN THE CANADIAN ENGINEERING ENVIRONMENT.

SITUATION (MAX. 300 CHARACTERS)

ACTION TAKEN (MAX. 1,650 CHARACTERS)

OUTCOME (MAX. 300 CHARACTERS)

*Please be specific about your individual actions and contributions; and use of the word "I" is required in order to show what work you did specifically. Point form is permitted.*

## 5.2

DEMONSTRATE AN AWARENESS OF YOUR OWN SCOPE OF PRACTICE AND LIMITATIONS.

SITUATION (MAX. 300 CHARACTERS)

ACTION TAKEN (MAX. 1,650 CHARACTERS)

OUTCOME (MAX. 300 CHARACTERS)

*Please be specific about your individual actions and contributions; and use of the word "I" is required in order to show what work you did specifically. Point form is permitted.*



### 5.3

#### UNDERSTAND HOW CONFLICT OF INTEREST AFFECTS YOUR PRACTICE.

##### SITUATION (MAX. 300 CHARACTERS)

##### ACTION TAKEN (MAX. 1,650 CHARACTERS)

##### OUTCOME (MAX. 300 CHARACTERS)

*Please be specific about your individual actions and contributions; and use of the word "I" is required in order to show what work you did specifically. Point form is permitted.*

## 5.4

### DEMONSTRATE AWARENESS OF PROFESSIONAL ACCOUNTABILITY.

#### SITUATION (MAX. 300 CHARACTERS)

#### ACTION TAKEN (MAX. 1,650 CHARACTERS)

#### OUTCOME (MAX. 300 CHARACTERS)

*Please be specific about your individual actions and contributions; and use of the word "I" is required in order to show what work you did specifically. Point form is permitted.*

## 5.5

### DEMONSTRATE AN UNDERSTANDING OF APPROPRIATE USE OF THE STAMP AND SEAL.

#### SITUATION (MAX. 300 CHARACTERS)

#### ACTION TAKEN (MAX. 1,650 CHARACTERS)

#### OUTCOME (MAX. 300 CHARACTERS)

*Please be specific about your individual actions and contributions; and use of the word "I" is required in order to show what work you did specifically. Point form is permitted.*

## 5.6

UNDERSTAND OWN STRENGTHS/WEAKNESSES AND KNOW HOW THEY APPLY TO ONE'S POSITION.

SITUATION (MAX. 300 CHARACTERS)

ACTION TAKEN (MAX. 1,650 CHARACTERS)

OUTCOME (MAX. 300 CHARACTERS)

*Please be specific about your individual actions and contributions; and use of the word "I" is required in order to show what work you did specifically. Point form is permitted.*

## COMPETENCY CATEGORY 6: PROFESSIONAL ACCOUNTABILITY (ETHICS & PROFESSIONALISM)

6.1

DEMONSTRATE AN UNDERSTANDING OF THE SAFEGUARDS REQUIRED TO PROTECT THE PUBLIC AND THE METHODS OF MITIGATING ADVERSE IMPACTS.

SITUATION (MAX. 300 CHARACTERS)

ACTION TAKEN (MAX. 1,650 CHARACTERS)

OUTCOME (MAX. 300 CHARACTERS)

*Please be specific about your individual actions and contributions; and use of the word "I" is required in order to show what work you did specifically. Point form is permitted.*

## 6.2

DEMONSTRATE YOUR UNDERSTANDING OF THE RELATIONSHIP BETWEEN THE ENGINEERING ACTIVITY AND THE PUBLIC.

### SITUATION (MAX. 300 CHARACTERS)

### ACTION TAKEN (MAX. 1,650 CHARACTERS)

### OUTCOME (MAX. 300 CHARACTERS)

*Please be specific about your individual actions and contributions; and use of the word "I" is required in order to show what work you did specifically. Point form is permitted.*

SITUATION (MAX. 300 CHARACTERS)ACTION TAKEN (MAX. 1,650 CHARACTERS)OUTCOME (MAX. 300 CHARACTERS)

*Please be specific about your individual actions and contributions; and use of the word "I" is required in order to show what work you did specifically. Point form is permitted.*

6.4

BE AWARE OF ANY SPECIFIC SUSTAINABILITY CLAUSES THAT HAVE BEEN ADDED TO PRACTICE GUIDELINES THAT APPLY TO THEIR AREA.

SITUATION (MAX. 300 CHARACTERS)

ACTION TAKEN (MAX. 1,650 CHARACTERS)

OUTCOME (MAX. 300 CHARACTERS)

*Please be specific about your individual actions and contributions; and use of the word "I" is required in order to show what work you did specifically. Point form is permitted.*



6.5

TO THE EXTENT POSSIBLE, RECOGNIZING THE APPLICANT'S POSITION OF INFLUENCE, CONSIDER HOW SUSTAINABILITY PRINCIPLES COULD BE APPLIED AND PROMOTED IN THEIR SPECIFIC WORK.

SITUATION (MAX. 300 CHARACTERS)

ACTION TAKEN (MAX. 1,650 CHARACTERS)

OUTCOME (MAX. 300 CHARACTERS)

*Please be specific about your individual actions and contributions; and use of the word "I" is required in order to show what work you did specifically. Point form is permitted.*

## COMPETENCY CATEGORY 7: PROFESSIONAL CONTINUING PROFESSIONAL DEVELOPMENT

**7.1**

**DEMONSTRATE COMPLETION OF PROFESSIONAL DEVELOPMENT ACTIVITIES.**

SITUATION (MAX. 300 CHARACTERS)

ACTION TAKEN (MAX. 1,650 CHARACTERS)

OUTCOME (MAX. 300 CHARACTERS)

*Please be specific about your individual actions and contributions; and use of the word "I" is required in order to show what work you did specifically. Point form is permitted.*

## 7.2

DEMONSTRATE AWARENESS OF GAPS IN KNOWLEDGE AND AREAS REQUIRING FUTURE DEVELOPMENT.

SITUATION (MAX. 300 CHARACTERS)

ACTION TAKEN (MAX. 1,650 CHARACTERS)

OUTCOME (MAX. 300 CHARACTERS)

*Please be specific about your individual actions and contributions; and use of the word "I" is required in order to show what work you did specifically. Point form is permitted.*

### 7.3

DEVELOP A PROFESSIONAL DEVELOPMENT PLAN TO ADDRESS GAPS IN KNOWLEDGE AND MAINTAIN CURRENCY IN FIELD OF PRACTICE.

SITUATION (MAX. 300 CHARACTERS)

ACTION TAKEN (MAX. 1,650 CHARACTERS)

OUTCOME (MAX. 300 CHARACTERS)

*Please be specific about your individual actions and contributions; and use of the word "I" is required in order to show what work you did specifically. Point form is permitted.*

# VALIDATOR RATING SHEET (PAGE 1 OF 2)

Please complete the rating sheet below for the competencies assigned to you by the applicant.

Please choose from the drop down menu boxes below for each category and section.

Category 1: Technical Competence	1.1	1.2	1.3	1.4	1.5	1.6	1.7	1.8	1.9	1.10
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Category 2: Communication	2.1	2.2	2.3							
	<input type="text"/>	<input type="text"/>	<input type="text"/>							
Category 3: Project and Financial Management			3.1	3.2	3.3	3.4	3.5			
			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
Category 4: Team Effectiveness	4.1	4.2								
	<input type="text"/>	<input type="text"/>								
Category 5: Professional Accountability (Ethics & Professionalism)				5.1	5.2	5.3	5.4	5.5	5.6	
				<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Category 6: Social, Economic, Environmental and Sustainability				6.1	6.2	6.3	6.4	6.5		
				<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Category 7: Personal Continuing Professional Development				7.1	7.2	7.3				
				<input type="text"/>	<input type="text"/>	<input type="text"/>				

## OVERALL VALIDATOR FEEDBACK (MAX. 1,000 CHARACTERS)

Please refer to the Validator's Guide for more information and a detailed overview of the Competency Rating Scale.

## VALIDATOR RATING SHEET (PAGE 2 OF 2)

☐ DECLINE TO VALIDATE

PLEASE STATE THE REASON FOR DECLINING TO PROVIDE FEEDBACK. THE REASON, ALONG WITH ALL VALIDATOR FEEDBACK, IS CONFIDENTIAL AND IS NOT VISIBLE TO THE APPLICANT. (MAX. 200 CHARACTERS)

NAME: \_\_\_\_\_

LICENCE NUMBER (if licenced as a Professional Engineer in Canada): \_\_\_\_\_

EMPLOYER: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_