



FORM

COMPETENCY-BASED ASSESSMENT EXPERIENCE RECORDS

APPLICANT INFORMATION

DATE: _____

PEO FILE NUMBER: _____

LAST NAME: _____

FIRST NAME: _____

Please email your completed CBA Experience documents to experiencedocs@peo.on.ca

WORK EXPERIENCE EXAMPLE 1

Please provide PEO with your professional engineering experience information. You may add multiple examples of experience.

COMPANY NAME: _____

COMPANY ADDRESS: _____

START DATE: _____

IS THIS YOUR CURRENT ROLE? YES ☐ NO ☐

IF "NO", WHEN WAS THE END DATE?: _____

JOB RESPONSIBILITIES:

WAS THIS EMPLOYMENT COMPLETED BEFORE GRADUATION? YES ☐ NO ☐

WORK EXPERIENCE EXAMPLE 2

Please provide PEO with your professional engineering experience information. You may add multiple examples of experience.

COMPANY NAME: _____

COMPANY ADDRESS: _____

START DATE: _____

IS THIS YOUR CURRENT ROLE? YES ☐ NO ☐

IF "NO", WHEN WAS THE END DATE?: _____

JOB RESPONSIBILITIES:

WAS THIS EMPLOYMENT COMPLETED BEFORE GRADUATION? YES ☐ NO ☐

WORK EXPERIENCE EXAMPLE 3

Please provide PEO with your professional engineering experience information. You may add multiple examples of experience.

COMPANY NAME: _____

COMPANY ADDRESS: _____

START DATE: _____

IS THIS YOUR CURRENT ROLE? YES ☐ NO ☐

IF "NO", WHEN WAS THE END DATE?: _____

JOB RESPONSIBILITIES:

WAS THIS EMPLOYMENT COMPLETED BEFORE GRADUATION? YES ☐ NO ☐

WORK EXPERIENCE EXAMPLE 4

Please provide PEO with your professional engineering experience information. You may add multiple examples of experience.

COMPANY NAME: _____

COMPANY ADDRESS: _____

START DATE: _____

IS THIS YOUR CURRENT ROLE? YES ☐ NO ☐

IF "NO", WHEN WAS THE END DATE?: _____

JOB RESPONSIBILITIES:

WAS THIS EMPLOYMENT COMPLETED BEFORE GRADUATION? YES ☐ NO ☐

WORK EXPERIENCE EXAMPLE 5

Please provide PEO with your professional engineering experience information. You may add multiple examples of experience.

COMPANY NAME: _____

COMPANY ADDRESS: _____

START DATE: _____

IS THIS YOUR CURRENT ROLE? YES ☐ NO ☐

IF "NO", WHEN WAS THE END DATE?: _____

JOB RESPONSIBILITIES:

WAS THIS EMPLOYMENT COMPLETED BEFORE GRADUATION? YES ☐ NO ☐

SELF-ASSESSMENT RATING SHEET

Please attach a completed Competency-Based Self-Assessment Rating Sheet. [Click here](#) to access the CBA Application Form.
Complete a self-assessment of your abilities, as outlined in the *Competency-Based Assessment Applicant's Guide*.

Assign yourself a score from 0-5, with a score of 0 representing no level of competency and 5 representing an advanced level of competency.
For a detailed breakdown of the self-assessment levels, please access the *Competency-Based Assessment Applicant's Guide* (page 10).

COMPETENCY CATEGORY 1: TECHNICAL COMPETENCE

1.1 Demonstrate your knowledge and awareness of regulations, codes and standards used in Canada, or the international standard equivalence. This includes local engineering procedures and practices as applicable.	
1.2 Demonstrate knowledge of materials, or operations as appropriate, project and design constraints, design to best fit the purpose or service intended and address interdisciplinary impacts.	
1.3 Analyze technical risks and offer solutions to mitigate the risks.	
1.4 Apply engineering knowledge to design solutions.	
1.5 Be able to understand solution techniques and independently verify the results.	
1.6 Demonstrate your knowledge and awareness of regulations, codes and standards pertaining to safety used in Canada or the international standard equivalence.	
1.7 Demonstrate understanding of systems as well as of components of systems.	
1.8 Exposure to all stages of the process/project life cycle from concept and feasibility analysis through implementation.	
1.9 Demonstrate your understanding of the role of peer review and quality management that is essential to engineering practice in Canada.	
1.10 Transfer design intentions to drawings and sketches; Understand transmittal of design information to design documents	

COMPETENCY CATEGORY 2: COMMUNICATION

2.1 Demonstrate effective verbal communication with team members, clients, contractors and members of the public	
2.2 Demonstrate your ability to communicate effectively in writing with team members, clients, contractors and members of the public.	
2.3 Demonstrate your ability to effectively review key documents.	

COMPETENCY CATEGORY 3: PROJECT AND FINANCIAL MANAGEMENT

3.1 Awareness of project management principles.	
3.2 Demonstrate increasing level of responsibility for project planning and implementation.	
3.3 Manage expectations in light of available resources.	
3.4 Understand the financial aspects of their work.	
3.5 Ask for and demonstrate response to feedback.	

COMPETENCY CATEGORY 4: TEAM EFFECTIVENESS

4.1 Work respectfully and with other disciplines/people.	
4.2 Work to resolve differences.	

COMPETENCY CATEGORY 5: PROFESSIONAL ACCOUNTABILITY (ETHICS & PROFESSIONALISM)

5.1 Demonstrate your ability to apply principles of the Code of Ethics, or the international standard equivalence, within the engineering environment.	
5.2 Demonstrate an awareness of your own scope of practice and limitations.	
5.3 Understand how conflict of interest affects your practice.	
5.4 Demonstrate awareness of professional accountability.	
5.5 Demonstrate an understanding of appropriate use of the stamp and seal.	
5.6 Understands own strengths/weaknesses and know how they apply to one's position.	

COMPETENCY CATEGORY 6: SOCIAL, ECONOMIC, ENVIRONMENTAL AND SUSTAINABILITY

6.1 Demonstrate an understanding of the safeguards required to protect the public and the methods of mitigating adverse impacts.	
6.2 Demonstrate an understanding of the relationship between the engineering activity and the public.	
6.3 Understand the role of regulatory bodies on the practice of engineering.	
6.4 Be aware of any specific sustainability clauses that have been added to practice guidelines that apply to their area	
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.	

COMPETENCY CATEGORY 7: CONTINUING PROFESSIONAL DEVELOPMENT

7.1 Demonstrate completion of professional development activities.	
7.2 Demonstrate awareness of gaps in knowledge and areas requiring future development.	
7.3 Develop a professional development plan to address gaps in knowledge and maintain currency in field of practice.	

VALIDATOR INFORMATION

Please provide validator information. Ensure that your validators meet the requirements outlined in the CBA guide.
[Click here to view the CBA guide.](#) If you intend to provide more than four validators, please contact experiencedocs@peo.on.ca.

VALIDATOR 1:

First name:

Last name:

Which competencies will this validator attest to? Ensure that all 34 are accounted for between your validators.

Company:

Email address:

PEO licence number or other registration numbers:

VALIDATOR 2:

First name:
Last name:
Which competencies will this validator attest to? Ensure that all 34 are accounted for between your validators.
Company:
Email address:
PEO licence number or other registration numbers:

VALIDATOR 3:

First name:
Last name:
Which competencies will this validator attest to? Ensure that all 34 are accounted for between your validators.
Company:
Email address:
PEO licence number or other registration numbers:

VALIDATOR 4:

First name:
Last name:
Which competencies will this validator attest to? Ensure that all 34 are accounted for between your validators.
Company:
Email address:
PEO licence number or other registration numbers:

VALIDATOR 5:

First name:
Last name:
Which competencies will this validator attest to? Ensure that all 34 are accounted for between your validators.
Company:
Email address:
PEO licence number or other registration numbers:

DECLARATION

I declare that the information provided is true and complete to the best of my knowledge. I understand that a false statement or misrepresentation may disqualify me for a licence. I agree to provide additional information and documentation as requested from time to time by PEO and/or if the response to any question on this application changes between now and the date of my licensing as a professional engineer in Ontario.

Professional Engineers Ontario shares relevant applicant/practitioner information with other licensing bodies, including North American professional engineering licensing bodies, pursuant to the PEO Privacy Policy and the Memorandum of understanding on Discipline and Enforcement for Associations/ Order of Professional Engineers in Canada and the Agreement on Mobility of Professional Engineers within Canada.

I agree ☐

Date: _____

Signature: _____