



# COMPETENCY ASSESSMENT

## COMPETENCY ASSESSMENT GUIDE

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FOR ENGINEERING VALIDATORS AND ASSESSORS

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## INTRODUCTION

This guide is intended to assist you in accessing the [Competency Assessment System](#) for the validation or assessment of engineering work experience using the Competency-Based Assessment (CBA) Framework. The CBA Framework supports validators and assessors in determining an applicant's professional level of competence by reviewing their demonstrated examples obtained over the course of their engineering career to date and providing a rating and comment.

For more information regarding the applicants' requirements, please see the [Engineering Competency Assessment Guide](#).

## VALIDATION AND ASSESSMENT OF AN APPLICATION

### ROLES AND RESPONSIBILITIES

The following is an overview of the roles and responsibilities of each participant in the Competency Assessment System.

#### Applicant

- Provides work experience details through the Competency Assessment System, including work experience chronology and specific examples to address each competency.
- Provides self-assessed competency rating for each competency according to the Competency Rating Scale.
- Provides contact information for a minimum of 4 individuals to act as validators and verify and provide feedback on their competency assessment.
- Provides further information in supporting documents, as requested.

#### Validator

- **A Supervisor, employer, colleague/client/consultant – ideally a P.Eng. supervisor**
- Confirms the work experience information of which they have direct, first-hand, personal knowledge.
- Provides competency ratings for competencies to which they are assigned by applicants (if applicable).
- Provides overall feedback on the applicant's readiness for professional registration.
- Requests revisions from the applicant if the reported experience does not meet the minimum competence rating.

#### Assessor

- **Qualified Professional Engineer volunteers in the applicant's area of practice**
- Reviews applicant's submission as well as validators' feedback.
- Provides competency ratings for each competency.
- Requests revisions from the applicant if the reported experience does not meet the minimum competency rating.
- Makes a recommendation on applicant's readiness for professional registration.

### VALIDATION REQUIREMENTS

An applicant's competency submission, including all 34 key competencies in the [Competency Self-Assessment](#), must be verified by their validators. Applicants are asked to nominate a **minimum of four** individuals who can confirm and provide feedback on their engineering experience. These validators are typically P.Eng. supervisors but may also be colleagues, clients, or consultants with first-hand knowledge of an applicant's work experience.

- As a validator nominated by the applicant for a specific competency example, you must have direct personal and professional knowledge of that example to confirm it.

Validators are required to confirm the examples that the applicant cites to demonstrate competency, and to provide overall feedback on the applicant's readiness for professional registration.

### VALIDATION PROCESS

Validators nominated by the applicant will receive a unique link by e-mail to access the key competencies that have been assigned to them. **A validator can only review the information that has been specifically assigned to them; they will not be able to review any examples that are not assigned to them.** This e-mail will only be sent when an applicant submits an example through a completed Competency Self-Assessment.

- If the validation e-mail has not been received, please ensure that the spam filter is checked. Otherwise, you can request the e-mail be resent [using this link](#).

**Note:** Validators have the opportunity to decline to complete the process if they are not willing or are unable to verify the applicant's experience. A reason must be provided if the validation is declined, and a comment box is provided. The reason, along with all validator feedback, is confidential and is not visible to the applicant.

The validator will be asked to review the applicant's Competency Self-Assessment and utilize the [Competency Rating Scale](#) and [indicators](#) to provide a rating and comments on any competency examples that the applicant has assigned to them. Finally, validators will be asked to provide overall feedback on the applicant's readiness for licensure. Once all the validator feedback and ratings are received, the Competency Self-Assessment will then be ready for assessment.

#### **Please remember:**

- If you have not been assigned any competencies, you will be asked to complete a feedback form only.
- Attaching specific validator comments to each example is encouraged as they help to provide valuable insight to the assessors.
- If you do not believe an example meets the [minimum required rating](#), you can ask the applicant to revise their example.
- Encourage the applicant to consult with you to ensure you both agree the example they are submitting meets the minimum rating required.
- Encourage the applicant to consult with you to ensure you feel they are at a professional level and ready to assume responsibility as a professional engineer.

### ASSESSMENT REQUIREMENTS

After all validations are complete, the Competency Self-Assessment is assigned to and reviewed by at least two assessors in the applicant's area of practice. Assessors evaluate all the submitted components of the Competency Self-Assessment, including the self-assessment ratings and the validator's corresponding ratings and feedback.

### ASSESSMENT PROCESS

Assessors will be notified by e-mail once the application is ready for review and will login to the [Competency Assessment System](#).

The assessor will examine the applicant's education and employment history. No input is required from the assessor in these sections, but they provide the assessor with the opportunity to review chronological summaries of the applicant's education and experience. The employment history section also provides assessors with an opportunity to look for a progression of responsibility in the applicant's experience.

The assessor will then review the applicant's Competency Self-Assessment and determine for each key competency whether the example(s) provided represent sufficient evidence that it has been met. While reviewing each example, assessors will note the competency rating selected by the applicant and validator for each key competency. Using the [Competency Rating Scale](#) and [indicators](#), and based on the breadth, depth, and quality of the example provided, the assessor will determine the competency rating demonstrated for each key competency. Assessors are encouraged to provide comments for each key competency, especially if you do not believe the applicant has met the minimum required rating and revisions may be required. **These comments are confidential to the assessment process and are not viewable to the applicant or validators.**

#### Please remember:

- ☑ Applicants are required to demonstrate a level of competence which indicates that they are ready for entry to professional practice. It is assumed that they will continue to gain experience and develop new skills through the Continuing Education Program once professionally registered.
- ☑ Meeting one indicator may be sufficient to demonstrate a key competency. Applicants are not required to meet all indicators listed. They are intended to be a guide only.
- ☑ Examples must be **clear and specific** and demonstrate the applicant's competence in a particular area. As an assessor you are not expected to rely on implied evidence.
- ☑ You can review any documentation uploaded in the "supporting documents" section. The inclusion of supporting documents is optional.
- ☑ For applicants with experience outside of Canada, please be aware of the [Canadian environment competencies](#) requirement and the ability for them to provide experience that establishes equivalency.
- ☑ If a competency is rated below the minimum required rating while the category average is rated at or above the minimum required rating, the applicant can be considered to have met the requirement.
  - **Unless** any of the Canadian environment competencies are rated below the minimum required rating. In this instance, regardless of whether the overall category average meets the minimum, the competency rated below the minimum required rating must be revised.

The system will calculate the average competency rating achieved for each category according to each assessor. Applicants must have met the minimum category rating for each category to be granted registration.

Competency Category	Minimum Category Rating
1. Technical	3.0
2. Communication	3.0
3. Project and Financial Management	2.0
4. Team Effectiveness	3.0
5. Professional Accountability	3.0
6. Social, Economic, Environmental and Sustainability	2.0
7. Personal Continuing Professional Development	3.0

In the “Validator Overall Feedback” section, assessors will review the feedback of the applicant’s validators. The assessor will then be asked to confirm their final recommendation on whether the applicant has met the competencies at the required rating and can be considered ready for professional registration.

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#### APPLICANT SATISFIES THE COMPETENCY REQUIREMENT

If the applicant satisfies the Canadian environment competency requirement and the overall competency requirement, select ‘Yes’ for both.

Assessors can address and provide comment on the applicant’s overall readiness for professional registration.

In your opinion, does the applicant meet the Canadian Environment requirement as specified in Mandatory Canadian Environment Competencies Guidance Document? \*

- Yes
- No
- Unable to complete review
- More information needed

Do you believe this applicant has met the competencies at the appropriate level for registration? \*

- Yes
- No

If yes or no, please comment

Please provide any additional overall comments regarding this application, if applicable.

## APPLICANT DOES NOT SATISFY THE COMPETENCY REQUIREMENT

If the applicant does not satisfy the Canadian environment competency requirement or the overall competency requirement, select 'No'.

Assessors can also recommend the assignment of units of the Working in Canada Seminar and/or additional experience if necessary.

In your opinion, does the applicant meet the Canadian Environment requirement as specified in Mandatory Canadian Environment Competencies Guidance Document? *	<input type="radio"/> Yes
	<input checked="" type="radio"/> No
	<input type="radio"/> Unable to complete review
	<input type="radio"/> More information needed
Do you recommend the assignment of relevant Working in Canada Seminar units? *	<input type="radio"/> Yes
	<input type="radio"/> No
Do you recommend the assignment of additional experience? *	<input type="radio"/> Yes
	<input type="radio"/> No
If yes or no, please comment	<input type="text"/>
Please provide any additional overall comments regarding this application, if applicable.	<input type="text"/>

If the applicant **does** satisfy the Canadian environment competency requirement **but does not** satisfy the overall competency requirement, select 'Yes' and then 'No'.

In your opinion, does the applicant meet the Canadian Environment requirement as specified in Mandatory Canadian Environment Competencies Guidance Document? *	<input checked="" type="radio"/> Yes
	<input type="radio"/> No
	<input type="radio"/> Unable to complete review
	<input type="radio"/> More information needed
Do you believe this applicant has met the competencies at the appropriate level for registration? *	<input type="radio"/> Yes
	<input type="radio"/> No
If yes or no, please comment	<input type="text"/>
Please provide any additional overall comments regarding this application, if applicable.	<input type="text"/>

### Please remember:

- If you require more information or for certain competencies to be revised, please select 'More information needed' rather than 'No'.

## UNABLE TO COMPLETE REVIEW OR MORE INFORMATION NEEDED

If the assessor is unable to complete the review for any reason, they can select 'Unable to complete review' and provide a brief explanation, for example, a conflict of interest.

In your opinion, does the applicant meet the Canadian Environment requirement as specified in Mandatory Canadian Environment Competencies Guidance Document? \*

Yes  
 No  
 Unable to complete review  
 More information needed

Please provide a reason why you are unable to complete the review? \*

Please provide any additional overall comments regarding this application, if applicable.

[← Previous](#) [Save Feedback](#) [Submit Assessment](#)

If more information is required to proceed with the assessment, the assessor can select 'More information needed'. Assessors are then asked to provide details on the information request.

In your opinion, does the applicant meet the Canadian Environment requirement as specified in Mandatory Canadian Environment Competencies Guidance Document? \*

Yes  
 No  
 Unable to complete review  
 More information needed

Please let us know what information you need (e.g. more detailed examples for some - please list specific numbers - or all of the competencies) \*

Please provide any additional overall comments regarding this application, if applicable.

[← Previous](#) [Save Feedback](#) [Submit Assessment](#)

## MORE INFORMATION

For more information regarding competency assessment, please see the [Competency Assessment System](#) website.

For specific information regarding registration requirements, please contact your regulator.

For questions which have not been answered here, please see the [FAQ section](#) on the competency assessment website.