



The Association of Professional  
Engineers and Geoscientists of Alberta

## Registration Services

# APEGA Competency Self-Assessment Worksheet (CSAW) Guide

V5.1

October 16, 2024

The images contained within this document may not exactly match the latest version of the software you are working with; however, it does not impact the process and workflow associated with the application, and reference process.

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### Publication History

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2.0	Updated version
3.0	Update due to change in system
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# Acronyms and Definitions

## Acronyms

RPC	Registration Program Coordinator
EA	Engineer, Admissions
ASAT	Academic Self-Assessment Tool
BOE	Board of Examiners
CBA	Competency-Based Assessment
CBAT	Competency-Based Assessment Tool
CSAW	Competency Self-Assessment Worksheet
DB	Database
ITA	Internationally Trained Applicant
M.I.T.	Member-in-Training
OAS	Online Application System
PMEM	Professional Member
PMP	Performance Measurement Plan
WER	Work Experience Record
WHR	Work History Record

## Competency Definitions

Competency can be defined as an ability or skill to perform tasks and roles within a category to meet or exceed standards required by employers and the greater community. APEGA's competency model outlines the common competencies related to work experience that are essential for Professional Engineers in all disciplines to ensure effective practice and public safety. Competency measures an individual's ability, so the examples within the APEGA assessments are derived from actual work experience that applicants, and future Registrants, are required to demonstrate.

When APEGA assesses the competencies of an applicant for a Professional Engineering licence, the applicant needs to be clear that those competencies have been performed well in the circumstances they have encountered to date and will continue to do so in the future.

A competency-based system requires applicants to demonstrate the ability to apply their engineering knowledge reliably and safely across different circumstances; to recognize their professional limitations; and to be prepared, when necessary, to either extend and develop their expertise or to call for assistance from other sources. Providing detailed examples as part of a competency self-assessment allows APEGA assessors to have a clear picture of an applicant's knowledge and experience in all areas essential to safe and effective engineering practice.

### Technical Competency

Involves the application of engineering theory, specifically involving design. This includes the use of codes, standards, and design drawings.

#### Technical Competency Sub-Categories

<b>Regulations, Codes &amp; Standards</b>	You will be assessed on your knowledge of regulations, codes, and standards as they directly relate to your technical work. You must reference specific codes and their application to your technical work, demonstrating your knowledge of technical codes or regulations and their application.
<b>Technical &amp; Design Constraints</b>	You will be assessed on your demonstrated ability to identify and define technical and design constraints. You must demonstrate that you can work within those constraints to achieve a favourable technical outcome.
<b>Risk Management for Technical Work</b>	You will be assessed on your demonstrated ability to identify and mitigate risks that affect the technical aspects of a project. You must differentiate between risk and safety. If you identify only public safety issues, you might not satisfy the requirements of this competency.
<b>Application of Theory</b>	You will be assessed on your demonstrated ability to use engineering knowledge and theory in the development of engineering designs, process systems, operations, or technical solutions.
<b>Solution Techniques – Results Verification</b>	You will be assessed on your demonstrated ability to self-check your professional-level technical work.
<b>Safety in Design and Technical Work</b>	You will be assessed on your use of engineering knowledge to identify, manage, and control hazards or provide for safe system operations.
<b>Systems &amp; Their Components</b>	You will be assessed on your understanding of technical systems and their components and of interactions and constraints in the behaviour of the system. Demonstrate your ability to manage processes within the overall system by

monitoring or modifying processes to achieve desired outcomes.

**Project or Asset Life Cycle**

You will be assessed on your demonstrated exposure to and awareness of a process or project life cycle. The overall life cycle includes feasibility analysis through to design, implementation, operation, and maintenance, and on to decommissioning and retirement.

**Quality Assurance**

You will be assessed on your demonstrated understanding of and ability to assess quality assurance in design, construction, or operations, including independent reviews of design and technical processes.

**Engineering Documentation**

You will be assessed on your demonstrated ability to review, communicate, and transfer technical information and share knowledge through graphics, drawings, or reports.

**Communication Competency**

The ability to professionally communicate orally and in writing, as well as possessing reading comprehension skills.

**Communication & Competency Sub-Categories**

**Oral Communication in English**

You will be assessed on your demonstrated ability to orally communicate professional-level technical and project-related non-technical issues clearly, in English. Your example could include formal presentations or presentations of technical input for detailed project meetings.

**Written Communication in English**

You will be assessed on your demonstrated ability to communicate, in writing, professional-level technical and project-related non-technical issues clearly, in English. Your example could include formal reports, detailed technical memoranda, or field reports on technical issues.

**Reading & Comprehension in English**

You will be assessed on your demonstrated ability to read and comprehend technical engineering documentation in English. You must show how you used the technical documentation in your engineering work.

**Project & Financial Management Competency**

The ability to display competency and increased responsibility regarding project planning, implementation, financial aspects, and expectations of a project from start to finish.

**Project & Financial Management Competency Sub-Category**

**Project Management Principals**

You will be assessed on your demonstrated knowledge and application of project management principles.

**Finances and Budget**

You will be assessed on your demonstrated knowledge of the economic or financial aspects of a project or elements of a project.

## Team Effectiveness Competency

The demonstration of an ability to work effectively on multi-disciplinary teams of other professionals and technical workers.

### Team Effectiveness Competency Sub-Category

Promote Team Effectiveness and Resolve or Mitigate Interpersonal Conflict

You will be assessed on your demonstrated ability to promote team effectiveness and manage or resolve interpersonal conflict effectively and professionally in the workplace.

## Professional Accountability Competency

The ability to display competency and increased responsibility regarding project planning, implementation, financial aspects, and expectations of a project from start to finish.

### Professional Accountability Competency Sub-Category

Professional Accountability

You will be assessed on your demonstrated understanding of professional accountability and self-awareness surrounding your limitations, ethical dilemmas you have encountered, or conflicts of interest (either real or perceived) that have arisen in your work.

## Social, Economic, Environmental, and Sustainability Competency

The demonstration of an ability to work effectively on multi-disciplinary teams of other professionals and technical workers.

### Social, Economic, Environmental, and Sustainability Sub-Categories

Protection of the Public Interest

You will be assessed on your demonstrated understanding and awareness of how the public is impacted by the work of engineers, how factors such as public behaviours must be considered part of engineering work, and how safeguards for the public are implemented and may change throughout a project.

Benefits of Engineering to the Public

You will be assessed on your demonstrated awareness of how the public is impacted by the work of engineers, how public input is vital to successful engineering designs, and how your engineering work is beneficial to the public.

Role of Regulatory Bodies

You will be assessed on your demonstrated awareness of the role of regulatory bodies, in addition to APEGA, in terms of enforcing safety and the protection of the public and the environment.

Application of Sustainability Principles

You will be assessed on your demonstrated awareness of sustainable options as they apply to the development of professional work, structures, or processes.

Promotion of Sustainability

You will be assessed on how you promote the application of sustainability principles in your engineering work. These principles could apply either to the sustainability of a project or to environmental and social sustainability.



# Introduction

## Competency Self-Assessment Worksheet – What is it?

The APEGA Competency Self-Assessment Worksheet (CSAW) is a one-time only, free tool that is used to assist in understanding the core competencies required for an application at APEGA. The results of the completed worksheet allow for discovery of your own current professional competencies and aid in making an informed and educated decision on the licensure application. The Results Summary provides the average for each competency category and a comparison to APEGA's minimum requirements.

The Board of Examiners (BOE) is the body that makes the final decisions regarding applications. It places a strong emphasis on skills and competencies such as:

- the ability to apply engineering principles
- demonstrated technical proficiency

The BOE considers increased technical competency and increasing levels of responsibility during the evaluation of experience. Experience required is listed on the APEGA web page

<https://www.apega.ca/apply/membership/professional-member/work-experience/engineers/work-record-validator-list>.

## Who Can Use It?

The CSAW is for individuals applying for Professional Engineering licensure. Applicants should be **candid** about all experience. This free tool helps determine the engineering skills applicants have gained through employment. Applicants have one chance per application to complete this form.

## Where Can It Be Found?

The CSAW is in the [myAPEGA Portal](#) and can be used only by those who have started the application process and received an APEGA ID number. The CSAW form has 22 defined competencies that Professional Engineers must display to meet the requirements for licensure with APEGA. A printable summary of the results will appear in the myAPEGA Portal after you have completed and submitted it.

## Do I Have to Complete this Form for My Application?

Completing the form is optional and, although not required, it is highly recommended. It has been made available to help you understand your competency levels in comparison to those required by APEGA. This is only a self-assessment and will not affect your membership application. The results from the assessment will not be used on any official APEGA form or application, or impact your current, or future, application.

Because this is only a self-assessment tool, APEGA staff cannot view or access the form or results. In addition, APEGA staff will not review, advise, mentor, or comment on the results of assessments. Your CSAW scores may differ from the official APEGA competency assessment.

## Technical Support

After submitting the CSAW, it cannot be edited, changed, or re-opened, so it is important that all answers be checked and confirmed before submitting. If you encounter a technical issue, such as APEGA's systems being offline, please contact the APEGA office at <https://www.apega.ca/contact/>. Though this free service is being provided by APEGA, the office will not be responsible for other technical issues.

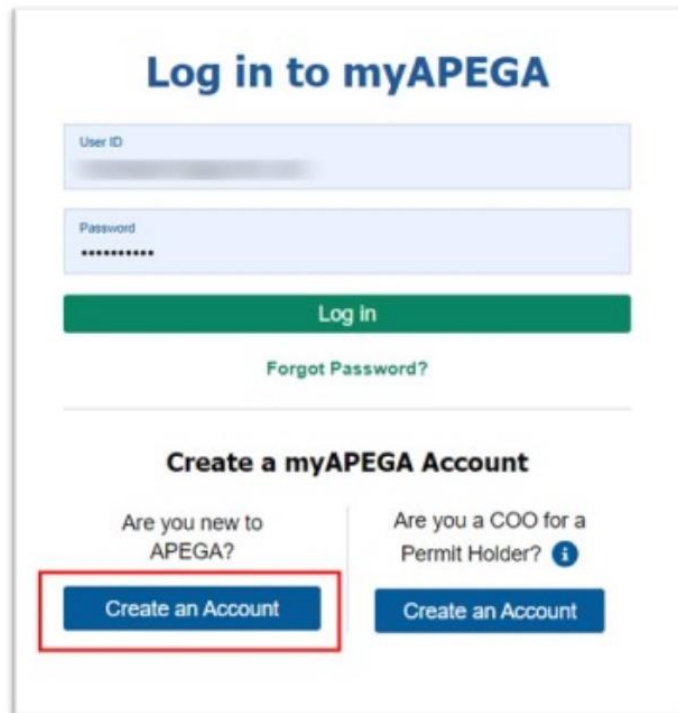
## Using the CSAW

### Creating a myAPEGA Account

Applying for licensure at APEGA consists of many steps and includes multiple internal review processes.

To begin, applicants must create an account.

1. Go to <https://www.apega.ca/portal-login> to create an account



The screenshot shows the 'Log in to myAPEGA' page. It features a 'User ID' input field, a 'Password' input field with masked characters, and a green 'Log In' button. Below the login section is a 'Forgot Password?' link. The 'Create a myAPEGA Account' section has two columns. The left column asks 'Are you new to APEGA?' and has a blue 'Create an Account' button highlighted with a red box. The right column asks 'Are you a COO for a Permit Holder?' with an information icon and a blue 'Create an Account' button.

2. Fill in the required information, click the checkbox and click create myAPEGA account

**APEGA**

## Create a myAPEGA Account

If you are a **current or former member** of APEGA, **log in using your member ID or email on file**. Once logged in, you can start a new application if required. If you need help accessing your account, call APEGA at 1-800-661-7020.

Use this form if you need to create a new myAPEGA account.

First Name **1**

Last Name

Primary Email Address **2**

Confirm Email Address

**2**

By creating this account, I confirm that the above information is correct and that I understand that APEGA will collect, use and disclose my personal information in accordance with APEGA's [Privacy Policy](#).

**Create myAPEGA Account** **3**

Create New Password

3. Returning members can also use <https://www.apega.ca/portal-login>, but simple login

## Log in to myAPEGA

User ID

Password

\*\*\*\*\*

**Log in**

[Forgot Password?](#)

### Create a myAPEGA Account

Are you new to APEGA?

**Create an Account**

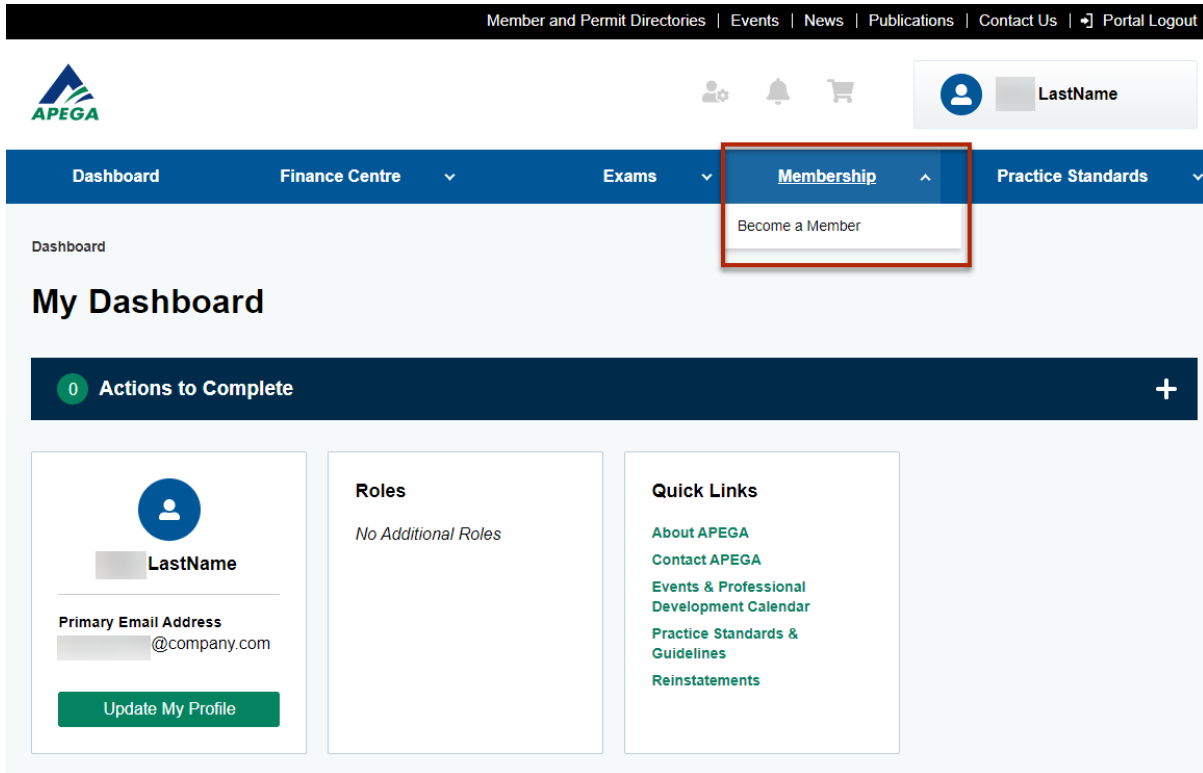
Are you a COO for a Permit Holder? **i**

**Create an Account**

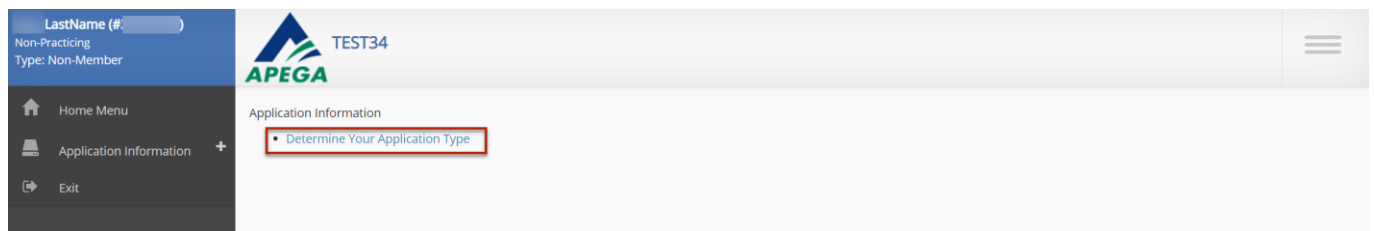
# Starting an Application

Once an applicant has created an account, they are ready to start their application for licensure.

1. In the main navigation, click on the **Member** tab and choose the **Become a Member** option



2. Next, click **Determine the Application Type** to complete the application questionnaire



### 3. Applicants will answer the five questions to determine what application they are eligible for

## Determine Your Application Type

Please answer the following questions to determine your Application Type for membership:

### 1. Other Registrations

Are you applying for an **Inter-provincial Mobility** application (currently enrolled as a Member-in-Training (MIT) or registered as a Professional Member in a Canadian territory or province) and wish to work in Alberta for any duration by obtaining the same class of membership?

Yes  No

### 2. Academics

What is your educational background?

- A completed engineering or geoscience degree
- A partial engineering or geoscience degree
- A complete degree in a related field \*
- A partial degree in a related field \*, or a complete two-year technical diploma

\* *Related fields include math, physics, and general science.*

Please contact APEGA if your education is not listed in one of the categories above.

### 3. Experience

How many years of experience do you have?

- 0
- 1 or 2
- 3
- 4 or more

**Note:** If you want to claim post-graduate experience credit, please include that time in your total experience; if you have 3 years of work experience plus 1 year of post-graduate experience, select 4 or more. See [Post Graduate Academic Studies Experience Credit](#) for more information.

### 4. Citizenship

Are you a Canadian Citizen or Permanent Resident of Canada?

Yes  No

### 5. Organization

Please select the organization you would like to apply for (if you are enrolled as a Member-in-Training (MIT) or registered as a Professional Member in a Canadian territory or province and wish to work in Alberta for any duration by obtaining the same class of membership, please select "Association of Professional Engineers and Geoscientists of Alberta" from dropdown menu).

#### Declaration

- I declare that all the above statements are complete and correct to the best of my knowledge and belief.
- I agree to file additional information in support of my application for membership.
- I understand that a false statement or misrepresentation may disqualify me for registration.

**SUBMIT**

CANCEL

4. After answering the five questions and submitting, the system will show the applicant what application they can complete.
  - a. If this is the correct application click **Continue to Select Category and Discipline**

## Application Instructions

### PROFESSIONAL MEMBER

You are eligible to apply as a Professional Member with APEGA.

Please have the following information ready prior to starting your online application:

- Your payment information (non-NAPEG & Engineers Yukon ONLY)
- All of your degree information (name of institute, degree title, year started, and year of graduation)
- Names and contact information for all the people who you will be using to reference your work history and experience

#### APPLICATION INSTRUCTIONS

- Payment is required in order to complete this online application. Visa, MasterCard and American Express credit card or pre-paid credit card are accepted. APEGA will also accept cheque, debit or cash payments but paying this way will DELAY the processing of your application.
- Please do not send your payment before you have submitted your application (if you are applying to NAPEG or Engineers Yukon, the verification code entered in the previous step has served as payment).
- If you do not finish your online application in one sitting, you may save the contents of your application and log back in at a later date.
- If you do not complete and save your current page within 15 minutes, your session will expire and you will lose the contents of that page.
- You will have an opportunity to preview your completed online application before clicking the final Submit button.
- If you do not submit your completed online application within 90 days, your application will be withdrawn.
- **After submitting your application, you will have 90 days to submit ALL documentation you identified in the form(s). Failure to do so will result in the non-refundable withdrawal of your application.**

Please click the button below to select your application category and discipline.

Please ensure that you have the **correct** application type as application fees will not be refunded for an erroneous application submission.

< Go Back

Continue to Select Category & Discipline

- b. If the application is incorrect, please return to the questionnaire or contact [registration@apega.ca](mailto:registration@apega.ca) for more information

#### 5. Applicants will then choose their **Application Category\*** and **Discipline**

#### Select Application Category and Discipline

Application Type *	Application Category *	Discipline *
Professional Member		

#### Consent

I have read the APEGA website and both understand and meet the requirements indicated for myh application type. If I fail to meet these requirements and wish to change my application type, or withdraw my current application until a later date, I acknowledge that my application fee is non-refundable.

I grant permission for my personal information to be stored in the APEGA database.

I hereby grant consent to APEGA to release electronically any information or records relevant to the application process to such individuals as may be required for the progression or consideration of my application which consent is given with knowledge of the Personal Information Protection Act.

I agree

APEGA adheres to the privacy standards under PIPA regarding collection, use, disclosure, and retention of personal information. For a description of APEGA's Privacy Policy, please refer to our website at <http://www.apega.ca/privacy.html>.

You will be emailed a confirmation to the email address specified above.

In order to continue with your application for membership, you need to log in to the Member Self Service Center and provide your background information and application fee payment.

< Go Back   Start Your Application

**NOTE:** Only engineering applicants applying to be Professional Engineers or Licensees can use the CSAW. The **Application Category** must display engineering. Those applying for a geoscience licence will not be able to use this assessment.

**Apply for a Membership**

You can start your application with APEGA by filling in the fields below.  
A \* indicates that the field is required.

**Application Type**

Application Type \* Professional Member  
Application Category \* **Engineering**  
Discipline \*

**Consent**

I grant permission for my personal information to be stored in the APEGA database.

*I hereby grant consent to APEGA to release electronically any information or records relevant to the application process to such individuals as may be required for the progression or consideration of my application which consent is given with knowledge of the Personal Information Protection Act.*

I agree

## Completing the CSAW

### Finding the CSAW Form in the myAPEGA Portal

Once the APEGA ID number is received and the applicant has signed in to the myAPEGA Portal, the CSAW link will be available under **Step 6 Work Experience** of the requirements. Please read the instructions listed.

**APPLICATION SUBMISSION**

- Names
- Additional Info
- Addresses
- Contact Info
- Education
- Work Experience**
- Declaration
- Exam
- Comments
- Review
- Consent
- Payment

**APPLICATION INFO**

Application Type: Professional Member

Deadline to submit application: February 06, 2017 - [90 days remaining]

**NEED HELP?**

If you need assistance with completing your application, please contact APEGA at 1-800-561-7020 during regular office hours (Mon to Fri, 8:30AM - 4:30PM MST) or at Registration@apega.ca

**6. WORK EXPERIENCE**

### Personal Information - Update Employment

A \* indicates that the field is required.

Please only enter your current employment information as of today's date (not a chronological history).

Company Name\* Job Title\*

[Add New Employment](#)

**WORK EXPERIENCE RECORD FORM**

[Work Experience Record](#) (opens in a new window)

- This form is required for reporting experience qualifications for an application as a Professional Member of APEGA.
- Please note that your Work Experience Record must be filled out in its entirety including the Summary and Detail pages.
- References and non-generic e-mail contact information must be provided for any time period you would like credit for.
- If your Work Experience Record is not submitted, you cannot submit your application for payment.

**COMPETENCY SELF-ASSESSMENT WORKSHEET (OPTIONAL)**

[Competency Self-Assessment Worksheet](#)


- Completing this form is not required, it is optional and recommended.
- This Competency Self-Assessment Worksheet will assist you in determining the Engineering skills you have gained through your employment. This is only a self-assessment worksheet, and does not have any impact on your official member application.
- Your outcome from this worksheet may differ from the official APEGA competency assessment and will not populate any official APEGA forms or transfer to any current or future application you may have. There is no fee associated with this self-assessment.
- This worksheet will allow you to score yourself in each required competency and compare your scores to APEGA's licensure requirements. APEGA staff cannot view or access this document, and because this is only a self-assessment of your skills, APEGA will not be reviewing, advising, mentoring or commenting on the contents.
- Upon submission of your self-assessment, APEGA will not save any information for you to edit afterward. After submitting, a copy of your summary will appear here in your APEGA Member Self-Service Centre (MSSC).

## Worksheet Instructions from the myAPEGA Portal, application section

Completing this form is optional. Although not required, it is recommended.

- This **free** Competency Self-Assessment Worksheet (CSAW) helps determine the engineering skills an applicant has gained through employment. This is only a self-assessment. It does not affect the licensure application.
- The CSAW lets the applicant score themselves in each required competency and compare the scores to APEGA's licensure requirements.
- The CSAW assessment may differ from the official APEGA competency assessment.
- The CSAW results will **not** be used on any official APEGA forms or applications.
- APEGA staff cannot view or access the CSAW results.
- Because this is a self-assessment, APEGA will not review, advise, mentor, or comment on the results.
- After submitting the CSAW, no edits can be made. A printable summary of the results will appear in the myAPEGA Portal.



After reading the instructions, press the  button to continue. Clicking the button will open a blank CSAW e-Form in the same browser window starting with the **CSAW Instruction** page.

### Before Starting the CSAW

- The CSAW e-Form will time out after **15** minutes of no activity, so please have enough time to complete the assessment unless you expect to save and return to it.
- The worksheet can only be submitted if all required fields are completed.
- Once submitted, you cannot log back in to change or update the worksheet.
- The worksheet can be saved, accessed, and if not yet submitted, edited later.
- You must fill out the Canadian Environment; Situation; Action and Outcome; and Score fields for each key competency.
- Only one **Results Summary** per CSAW e-Form submission will be generated.



## Filling in the CSAW Document

After pressing the **Competency Self-Assessment Worksheet** button, you will be directed to the CSAW document to complete it. It consists of the following pages:

1. **Instruction page** Clicking **Next** will move your page view to the next page. (This will allow you to begin the CSAW Competency 1.1.)



## COMPETENCY SELF-ASSESSMENT WORKSHEET (CSAW)

### Instructions for Completing the Competency Self-Assessment Worksheet (CSAW)

This free Competency Self-Assessment Worksheet (CSAW) helps you determine the engineering skills you have gained through employment. This is only a self-assessment. It does not affect your member application.

The CSAW allows you score yourself in each required competency and compare your scores to APEGA's licensure requirements. The CSAW assessment may differ from the official APEGA competency assessment. The CSAW results will not be used on any official APEGA forms or applications.

APEGA staff cannot view or access your CSAW results and because this is a self-assessment, APEGA will not review, advise, mentor, or comment on the results.

For each key competency, describe how you gained the indicators in a work environment. The descriptions in the [Competency Self-Assessment Worksheet \(CSAW\) Guide](#) describe each competency.

Score yourself using the 0 – 5 scale at the bottom of the page. Click the "Next" button to go to the next competency page.

NOTE: You must complete all sections to get a complete summary report of your competencies.

When finished, click "Next" to go to the last page of the assessment. It will let you review your assessment, submit it, and check your summary scores.

After you submit the CSAW, you will not be able to edit it. A printable summary of your results will appear the Online Application System (OAS) of the [myAPEGA](#) portal.

If your score has not met APEGA's requirements, consider improving your skills before applying as application fees are non-refundable.

I have read and understand the instructions above.

Please [click here](#) to access your Competency Self-Assessment Worksheet.

2. **Your 22 competency pages** to complete have six competency categories:

1. Technical Competence
2. Communication
3. Project and Financial Management
4. Team Effectiveness
5. Professionalism
6. Social, Economic, Environmental, and Sustainability

**APEGA** The Association of Professional Engineers and Geoscientists of Alberta

## COMPETENCY SELF-ASSESSMENT WORKSHEET (CSAW)

[Save](#)




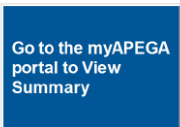
<b>Applicant</b>		Application Type	PMEM	APEGA ID	213246
Name: <input type="text" value="Doreen D'Amico"/>					
Key Competency: <input type="text" value="Knowledge of regulations, codes, standards &amp; best practices"/>				Required Category Average	
				3.0	
<p><i>Be able to knowledge all regulations, codes, standards, and safety. Be able to use engineering codes and standards as appropriate.</i></p> <ul style="list-style-type: none"> <li>- (Skills) and create all new and regulatory codes that are used in the field.</li> <li>- Interpret and understand codes and regulations in design projects.</li> <li>- Provide sound technical support to clients and staff in the field and in the office.</li> <li>- Recognize the need to change to code compliance when necessary.</li> </ul>					
<div style="border: 1px solid red; padding: 5px; display: inline-block;">             These are some of the indicators that help to outline the competency expectations.           </div>					
Employer	<input type="text"/>				
Validator First Name	<input type="text"/>		Last Name	<input type="text"/>	
Validator E-mail	<i>For self-assessment, not available</i>				
Validator Position	<input type="text"/>				
<b>SITUATION</b> ⓘ					
<i>Maximum length is 300 characters. Any text exceeding the character limit will not be captured. Text that exceeds the area provided will not be readable upon submission.</i>					
<b>ACTION</b> ⓘ					
<i>Maximum length is 1,650 characters. Any text exceeding the character limit will not be captured. Text that exceeds the area provided will not be readable upon submission.</i>					
<b>OUTCOME</b> ⓘ					
<i>Maximum length is 300 characters. Any text exceeding the character limit will not be captured. Text that exceeds the area provided will not be readable upon submission.</i>					
Canadian Environment Example? <div style="border: 1px solid red; padding: 2px; display: inline-block;">Remember to identify, if you can, Canadian Environment Example.</div>				<input type="radio"/> Yes <input type="radio"/> No	
Applicant's Self-Assessed Competency Level ⓘ				<input type="radio"/> 0 <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5	
<small>CSAW eForm November 2016 V1.0 CSAW eForm Competency Content Version November 2016 V1.2</small>				<div style="border: 1px solid red; padding: 2px; display: inline-block;">Remember to grade yourself.</div> <a href="#">Prev</a> <a href="#">Next</a>	

This is the competency.

This is a brief description of the competency.

**NOTE:** In the **Applicant's Self-Assessed Competence Level** section, you will fill in a number between 0 and 5 to rate each of your key competencies. These will be used to calculate the average assessment level for each competency category on the summary form.

3. **Last page** containing final confirmations and instructions.

Name		APEGA ID	
<b>You have completed filling in all the competencies.</b>			
	1. To review your competencies, click the " <b>Back to Page 1</b> " button on the left to go to the first competency, or click the Prev button below to go to the last competency.		
	2. Once you have completed your review you can create a copy print your results.		
<input type="checkbox"/>	3. <b>You can only perform a self-assessment once. By selecting this checkbox, you understand that you have used your one free self-assessment and confirm that you have completed the form to your satisfaction.</b>		
	4. Press the " <b>Submit</b> " button on the left to calculate your results. They will be displayed in a separate Results Summary eForm.		
	5. Press the " <b>Go to the myAPEGA portal to View Summary</b> " button on the left to return to the online application submission in the myAPEGA portal - Step 6 Work Experience page.		
<b>NOTE: This information will not be used or retained by APEGA for any assessment or validation of your competencies.</b>			
<small>APEGA adheres to the privacy standards under PIPEDA regarding collection, use, disclosure, and retention of personal information. APEGA may use your data for internal statistical analyses. However, the information will not be used for any current or future application purposes.</small>			

**Before Submitting the CSAW**

- **Review all your work before submitting.** You cannot go back and edit.
- Clicking the **Back to Page 1** button will take you back to Competency 1.1.
- Checking the checkbox in section 3 will enable the **Submit** button and disable the **Back to Page 1** button. Unchecking the checkbox will disable the **Submit** button and enable the **Back to Page 1** button.
- Clicking on the buttons **Submit** and **Go to the Online Application System of the myAPEGA portal to View Summary** will take you to the **Step 6 Work Experience** page in your application. You will see a message that your e-form has been submitted successfully, and that you will have to wait until the system produces the link and e-form.

# Personal Information - Update Employment

A \* indicates that the field is required.

Please only enter your current employment information as of today's date (not a chronological history).

Company Name\*

Job Title\*

Add New Employment

## WORK EXPERIENCE RECORD FORM

 [Work Experience Record](#) (opens in a new window)

- **This form is required for reporting experience qualifications for an application as a Professional Member of APEGA.**
- Please note that your Work Experience Record must be filled out in its entirety including the Summary and Detail pages.
- References and non-generic e-mail contact information must be provided for any time period you would like credit for.
- If your Work Experience Record is not submitted, you cannot submit your application for payment.

## COMPETENCY SELF-ASSESSMENT WORKSHEET (OPTIONAL)

 [Competency Self-Assessment Worksheet](#)

- **Completing this form is not required, it is optional and recommended.**
- This Competency Self-Assessment Worksheet will assist you in determining the Engineering skills you have gained through your employment. This is only a self-assessment worksheet, and does not have any impact on your official member application.
- Your outcome from this worksheet may differ from the official APEGA competency assessment and will not populate any official APEGA forms or transfer to any current or future application you may have. There is no fee associated with this self-assessment.
- This worksheet will allow you to score yourself in each required competency and compare your scores to APEGA's licensure requirements. APEGA staff cannot view or access this document, and because this is only a self-assessment of your skills, APEGA will not be reviewing, advising, mentoring or commenting on the contents.
- Upon submission of your self-assessment, APEGA will not save any information for you to edit afterward. After submitting, a copy of your summary will appear here in your APEGA Member Self-Service Centre (MSSC).

## COMPETENCY SELF-ASSESSMENT WORKSHEET RESULTS SUMMARY

Your Competency Self-Assessment Worksheet eForm has been submitted successfully.  
Please wait until the system calculates and produces the link to your Results Summary eForm.

Processing...

## Reading the CSAW Results

Once the link and e-form are ready, the section for **COMPETENCY SELF-ASSESSMENT RESULTS SUMMARY** is displayed in **Step 6** of your online application in the myAPEGA Portal. A button link called **Competency Self-Assessment Worksheet Results Summary** is now available. This allows you to review your results.

### Personal Information - Update Employment

A \* indicates that the field is required.

Please only enter your current employment information as of today's date (not a chronological history).

Company Name*	Job Title*
<input type="text"/>	<input type="text"/>

[Add New Employment](#)

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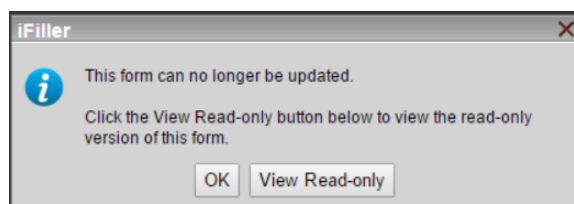
**COMPETENCY SELF-ASSESSMENT WORKSHEET RESULTS SUMMARY**

Your Competency Self-Assessment Worksheet eForm has been submitted successfully.  
Please wait until the system calculates and produces the link to your Results Summary eForm.

Processing...

To view the read-only, submitted version of the **Competency Self-Assessment Worksheet** e-form:

1. Click on the button **Competency Self-Assessment Worksheet** . You will see a popup as follows:



- Click **OK** to close the popup and current browser tab.
- Click **Read-Only** to generate and open a PDF in a new browser tab, where a PDF is available to download or **Save Page As** and save the file locally.



- Click on the link to open the e-form in a new window.

You can click the iFiller **Print** button to print to paper or print to a PDF file and save the file locally.

The **summary page** displays all of your scores for each competency and includes results that suggest your experience meets, does not meet, or is close to APEGA's requirements.

**COMPETENCY SELF-ASSESSMENT WORKSHEET (CSAW) RESULTS SUMMARY**

<b>Applicant</b>	Application Type	PMEM	APEGA ID	
Name				
<b>Key Competency Description</b>	Canadian ENW Ex?	Applicant's Self-Assessed Score	APEGA Req'd Min Score	RESULT: ✓ = OK ! = CONCERN ✗ = FAIL
# Title				
<b>Category 1.0: Technical Competence</b>				
1.1 Regulations, Codes, and Standards	Yes	4.0	3.0	✓
1.2 Technical and Design Constraints	Yes	4.0	3.0	✓
1.3 Risk Management for Technical Work	Yes	4.0	3.0	✓
1.4 Application of Theory	Yes	4.0	3.0	✓
1.5 Solution Techniques - Results Verification	Yes	4.0	3.0	✓
1.6 Safety in Design and Technical Work	Yes	4.0	3.0	✓
1.7 Systems and their Components	Yes	4.0	3.0	✓
1.8 Project or Asset Life Cycle	Yes	4.0	3.0	✓
1.9 Quality Assurance				

**COMPETENCY SELF-ASSESSMENT WORKSHEET (CSAW) RESULTS SUMMARY (PAGE 2)**

<b>Applicant</b>	Application Type	PMEM	APEGA ID	
Name				
<b>Key Competency Description</b>	Canadian ENW Ex?	Applicant's Self-Assessed Score	APEGA Req'd Min Score	RESULT: ✓ = OK ! = CONCERN ✗ = FAIL
# Title				
<b>Category 5.0: Professional Accountability</b>				
5.1 Professional Accountability	Yes	4.0	3.0	✓
Average score of Category 5.0: Technical Competence		4.0	3.0	✓
<b>Category 6.0: Social, Economic, Environmental and Sustainability</b>				
6.1 Public Impacts & Safeguards	Yes	4.0	2.0	✓
6.2 Engineering & the Public	Yes	4.0	2.0	✓
6.3 Role of Regulatory Bodies	Yes	4.0	2.0	✓
6.4 Application of sustainability principles	Yes	4.0	2.0	✓
6.5 Promotion of Sustainability	Yes	4.0	2.0	✓
Average score of Category 6.0: Social, Economic, Environmental and Sustainability		4.0	2.0	✓

CSAW eForm July 2023 V3.0

## Understanding the CSAW Results Summary

APEGA's CSAW results are generated to help you make an informed decision about your application. This self-assessment is your interpretation of your skills and abilities and may differ from the decision of the Board of Examiners (BOE).

- i. If any of your competency scores result in a FAIL, your message will read:

You have one or more competencies indicated with a FAIL (❌). This would result in your application being denied by APEGA.

**Any competency receiving a Fail indicates that your experience does not meet APEGA's requirements for licensure and your application will be denied. You will be withdrawn without refund and will be invited to apply again when your experience is stronger.**

- ii. If one or more of your competency scores result in a CONCERN, your message will read:

You have one or more competencies indicated with a CONCERN (!). It is recommended that you consider your strength in this competency before you apply. Once you submit your application under the Competency-Based Assessment (CBA) process, your score will be an average of:

- 1) your competency-based assessment score (not this worksheet, but a similar form to be filled out at time of application);
- 2) your competency assessment scores from one or more Validators; and
- 3) your competency assessment scores from one or more Examiners.

If the average of all scores on a competency is below the minimum required, you will fail that competency, and your application will be denied by APEGA. Therefore, we have indicated concern around any competency for which your self-assessed score is below the average required for that competency category.

- iii. If one or more of your competency scores result in an OK, your message will read:

You have one or more competencies indicated with an OK (✅). This simply indicates that the score you have assessed yourself for that competency is equal to or greater than the average required score for that competency category. Once you submit your application under the Competency-Based Assessment (CBA) process, your score will be an average of:

- 1) your competency-based assessment score (not this worksheet, but a similar form to be filled out at time of application);
- 2) your competency assessment scores from one or more Validators; and
- 3) your competency assessment scores from one or more Examiners.