

This guide has been prepared to assist and support Engineering and Geoscience students in the reporting of their work experience obtained during pre-graduate work experience. The following information is meant for informational purposes only – additional up-to-date information is available online and should be checked regularly at www.apeg.bc.ca. This document is current as of December 9, 2010.

What is the APEGBC Member-in-Training Program?

In British Columbia, the practice of professional engineering is controlled through an act of the Provincial legislature called the *Engineers and Geoscientists Act*. This Act gives the Association of Professional Engineers and Geoscientists of British Columbia (APEGBC) the responsibility of administration and the authority to establish and regulate standards for membership at all levels.

Recognizing that beyond their engineering degrees, graduates need the exposure to a variety of practical experiences before they can make reliable professional judgments, APEGBC has created the Engineer-in-Training (EIT) and Geoscientist-in-Training (GIT) Program. The EIT/GIT Program aims to bridge the gap from university studies to professional registration by monitoring the progress of the trainees, identifying areas for correction and providing timely feedback to the trainees at regular intervals during the program.

In addition to the completion of an engineering degree from an accredited university or institution, registrants must also demonstrate their ability to put their engineering education into practice for a minimum of four years after graduation before trainees can apply for their Professional Engineer (PEng) or Professional Geoscientist (PGeo) designation. During this four year period, trainees must log all of their work experience in order to demonstrate their knowledge and abilities.

Does pre-graduate work experience count?

APEGBC may grant credit toward the four year work experience requirement for experience obtained by university students prior to graduation. Students who have not completed an engineering degree but are working in a pre-graduate position are eligible to receive credit for engineering/geoscience work experience completed during their university work terms. Up to a maximum of 12 months of credit may be granted for pre-graduation experience, if:

- a) it is supervised by a PEng/PGeo (or foreign equivalent), and;
- b) it otherwise satisfies the *Satisfactory Engineering Work Experience* criteria (see Appendix).

Only pre-graduation experience completed after 2nd year may be submitted. For students who have completed their technologist training before subsequently obtaining an engineering degree, experience obtained prior to the engineering degree may be acceptable.

What is 'Satisfactory' engineering work experience?

Work experience is an essential element in determining whether or not an individual is acceptable for professional registration/licensure (obtaining a PEng/PGeo). Acceptable engineering or geoscience work experience must include the application of theory and should provide exposure to, or experience in the broad areas of *practical experience, management, communication, and the social implications of engineering/geoscience*. Assessment of the acceptability of the work experience is based on the extent to which the applicant's experience includes these areas.

APEGBC has prepared a document outlining the criteria against which all work experience is measured. Students should refer to the Appendix for a copy of APEGBC's *Satisfactory Engineering Work Experience*.

How do I report my work experience?

Engineering work experience must be recorded and reported to APEGBC in one of two ways:

1. By using the online experience reporting system to report work experience every six months, or;
2. By logging work manually and submitting a 10 page experience summary at the end of the four year EIT period.

Option 1: Using the Online Experience Reporting System

The online reporting system allows students and trainees to report their experience in six month blocks of time and submit them for review throughout the training period. Once submitted the supervisor is automatically notified and they must then log in and verify the work experience. Once this is completed, the work experience is submitted to APEGBC for review by a volunteer experience reviewer. Students and trainees are then notified of any experience credit granted (in months).

Review the following steps to get started reporting your work experience with the online system:

- **Join APEGBC MAPS** - In order to gain access to the EIT online experience reporting system, students must be members of APEGBC MAPS (www.apeg.bc.ca/maps). The MAPS programs does have an annual cost of \$25.00 plus tax. If you are not a member, you can register online at www.apeg.bc.ca/maps. If you have any other questions or concerns, please contact Amit Plaha, Student Program Coordinator at aplaha@apeg.bc.ca.
- **Verify your supervisor is available to access the online system** – If your supervisor is a registered Professional Engineer (PEng) or Professional Geoscientist (PGeo), they will automatically be eligible to access the system. If your supervisor is not a registered member of APEGBC you will need to send along your supervisor's name, email and phone number along with your request to the Supervisor of the Member-in-training Program, Jason Ong at jong@apeg.bc.ca.
- **Request access to the system** – to gain access to the online reporting system, send an email to Jason Ong, Supervisor of the Member-in-training Program at jong@apeg.bc.ca. Don't forget to send along your supervisor's name, email and phone number if they are not a registered APEGBC member.

- **Begin recording your experience** – start with your oldest experience, including any engineering work experience you gained during your summer or Co-op work terms after the second year of university studies. Experience is to be reported and submitted six months at a time.
- **Review the *Satisfactory Engineering/Geoscience Work Experience* guidelines when writing** – be familiar with the guidelines for satisfactory experience so that you can link your experience to the criteria when reporting your experience. Refer to the Appendix for a copy of these guidelines.
- **Have your supervisor verify your experience online** - After submitting your first six month summary, your supervisor will be automatically notified to log in and verify your reporting. After your supervisor signs off, an APEGBC experience reviewer will review your submission and you will be notified of the experience credits granted for that particular work period as soon as possible.

Please note that the online experience reviewers are volunteers and as such, review time is heavily dependent on availability, work load and holiday schedules. APEGBC currently estimates that reviews are completed in four weeks.

- **Keep in touch with your pre-graduate work term supervisors** – At the end of the four years, trainees must have at least four references to account for their work experience. Stay in touch with your supervisors so that you can contact them to complete the required reference forms.
- **Refer to APEGBC** – students should download the latest versions of the APEGBC *EIT/GIT Program Guide* and the *Application Guide for Membership* for the latest information, instructions and guidelines in reference to their participation with APEGBC as well as details of the PEng/PGeo application process. This guide is available online at <http://www.apeg.bc.ca/reg/docs/eitgitprogramguide.pdf>.

Important Note Regarding Use of the Online Reporting System

Students should note that participation with the online system is NOT a requirement for EIT/GIT membership with APEGBC, nor a requirement for PEng/PGeo membership. Working with the system requires significant dedication from the EIT/GIT (or Student) and the supervisor, and some prefer not to use the system.

However, students are encouraged to log their experience using the online system as it allows students to submit their experience and receive feedback and/or credit throughout the training period. Trainees will get the most value from this system by using it early in their work experience so that they can be given feedback in terms of experience credits (in months) and comments from the experience reviewers.

Option 2: Recording and submitting your experience manually

As mentioned above, using the online reporting system is NOT an APEGBC requirement and some students may prefer to record and submit their work experience manually. If this is the case, trainees and students will log their experience and at the end of the four years, prepare a summary of their experience

and submit it along with their application for PEng or PGeo registration. APEGBC will NOT accept manual submissions until the four years has been completed.

Students should note that by selecting this option, they will not receive any feedback from APEGBC on the appropriateness of their experience until the end of the four years. This may result in additional time being required before licensure if any of the applicant's experience is deemed unsatisfactory according to APEGBC's *Satisfactory Engineering Work Experience* guidelines. PEng or PGeo certification will not be granted until the trainee has completed 48 full months of satisfactory experience.

Review the following steps to get started reporting your work experience manually:

- **Keep a log of your work experience** – you should keep track of all work experience throughout your four years, so that when it comes time to apply for your PEng or PGeo, you have an accurate record of what you have done. The APEGBC *Application Guide for Membership* says that when recording experience you should include:
 - ✓ dates of engagement, name of employer, your position and the name and position of your professional supervisor;
 - ✓ a description of the work for which you were responsible, including a description of typical project(s) in which you were involved and your role in each project;
 - ✓ methods, resources, standards and codes upon which you relied to carry out the work;
 - ✓ supervision you provided (if any);
 - ✓ other details, as applicable, that clearly demonstrate to APEGBC's reviewers the nature and level of your engineering experience.

- **Review the *Satisfactory Engineering/Geoscience Work Experience* guidelines when writing** – be familiar with the guidelines for satisfactory experience so that you can link your experience to the criteria when reporting your experience. Refer to the Appendix for a copy of these guidelines.

- **Keep in touch with your pre-graduate work term supervisors** – APEGBC will not grant credit for any experience (whether reported online or manually) that cannot be validated by a supervisor. At the end of the four years, trainees must have at least four references to account for their work experience. Stay in touch with your supervisors so that you can contact them to complete a reference form if needed.

- **At the end of four years prepare a work summary and apply for registration as a PEng or P. Geo** – your work experience log should be used to prepare a minimum 10-page document summarizing your work experience over the past four years. Students should refer to the APEGBC *Application Guide for Membership* for all details relating to PEng or PGeo applications.

- **Refer to APEGBC if you have any questions** – students should download the latest versions of the APEGBC *EIT/GIT Program Guide* and the *Application Guide for Membership* for the latest information, instructions and guidelines in reference to their participation with APEGBC as well as details of the PEng or PGeo application process. This guide is available online at <http://www.apeg.bc.ca/reg/docs/eitgitprogramguide.pdf>.