



THE ASSOCIATION OF  
PROFESSIONAL ENGINEERS  
AND GEOSCIENTISTS OF BC  
200 – 4010 REGENT STREET  
BURNABY, BC V5C 6N2  
604.430.8035 (T)  
604.430.8085 (F)



**APEC/EMF REGISTER PROFESSIONAL ENGINEER**  
**REFERENCE FORM**

PLEASE TYPE OR PRINT LEGIBLY

<b>REFeree NAME:</b>	<b>APPLICANT NAME:</b>
<b>ADDRESS:</b>	<b>DATE:</b>

Your name has been put forward by this applicant as a Referee to verify his or her experience for inclusion on Canada's APEC/EMF Register of Professional Engineers. This is the first step in developing protocols to allow engineers from the Canadian APEC/EMF Register to practice throughout in other economies. APEGBC is accepting applications from its members to establish the Canadian APEC/EMF Register of Professional Engineers. More information can be found at <http://www.apeg.bc.ca/reg/APEC-EMFRegister.htm>.

**This form must be accompanied by a chronological work experience provided by the applicant and the document "Satisfactory Engineering Experience – APEC/EMF Register".** It is important to the applicant, as well as to APEGBC and Engineers Canada that you complete the form and return it. Please answer all questions to the best of your direct knowledge only.

As a referee, you are urged to consider your assessment carefully and to provide as much input and guidance as possible concerning experience and performance of the applicant. Please do not suppress any information that might influence the decision. If for any reason, you feel that you cannot provide an assessment of this applicant, please return this form to the Association and note your reasons below in the space provided. **All statements will be treated as confidential. Thank you for taking part in this most important aspect of the process.** Please provide a telephone number at which you could be contacted during the day in the event that further information is required.

Telephone Number: \_\_\_\_\_

If you are unable to act as a referee, please indicate the reason in the space provided:

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**A. YOUR PERSONAL KNOWLEDGE OF THE APPLICANT**

1. For how many years have you known the applicant:

Personally? \_\_\_\_\_ Professionally? \_\_\_\_\_

2. In your opinion, is the applicant's character:

☐ Acceptable ☐ Not Acceptable (*please elaborate below*):

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**B. YOUR PROFESSIONAL KNOWLEDGE OF THE APPLICANT**

*(Please provide additional comments which may assist the Review Committee in its decision)*

1. What is or was your professional relationship to the applicant?

☐ Supervisor ☐ Client ☐ Other (please describe)

For how long? (*Please provide dates*)

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2. In your opinion, does the applicant

- possess sound professional judgment? ☐ Yes ☐ No

- have the ability to recognize and work within his/her limitations? ☐ Yes ☐ No

- adhere to APEGBC's Code of Ethics? ☐ Yes ☐ No

**C. YOUR ASSESSMENT OF THE APPLICANT'S EXPERIENCE**

An applicant to the APEC/EMF Register must have completed the required seven years of experience since graduation in his or her discipline of registration including two years in responsible charge of significant engineering works.

To be "significant", an engineering work must:

- represent an application of the knowledge of a particular discipline that goes beyond standard solutions found in manuals of practice;
- be done in an environment where the engineer has full autonomy and responsibility;
- show evidence that the accomplishment requires a synthesis capability that only those who fully appreciate the various interactions of the topics of their discipline will have;
- be a significant part of a total engineering project, where it is clearly demonstrated that the candidate understands the total project concept.

In your opinion, has the applicant fulfilled this experience requirement?

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**D. ADDITIONAL INFORMATION**

If you have any additional information that will assist in our evaluation, please provide it below:

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If for any reason you believe that the applicant should not be considered for inclusion on the APEC Register, please comment below:

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<b>SIGNATURE</b>		<b>PROFESSIONAL DESIGNATION</b>	
<b>POSITION</b>		<b>REGISTRATION/ LICENCE #</b>	
<b>EMPLOYER</b>		<b>JURISDICTION (Province/State/Country)</b>	

*Please return this form and the applicant's work experience summary  
to APEGBC at the address at the top of the front page.*  
**THANK YOU FOR TAKING THE TIME TO PROVIDE THIS REFERENCE**

## SATISFACTORY ENGINEERING EXPERIENCE – APEC/EMF REGISTER

A requirement for admission to the *Engineers Canada APEC/EMF Register of Professional Engineers* is a minimum of seven years of practical experience since graduation with at least two years in responsible charge of significant engineering work. By virtue of your professional registration you will have already met a portion of this requirement. The Applicant must provide a report verifying that you have completed the additional experience to meet this requirement. The report must demonstrate that you have engaged in professional practice which, directly or indirectly, calls upon your engineering knowledge, skills, experience and judgment, and has a significant influence on the technical direction of engineering projects or programs. To be "significant", an engineering work must:

- represent an application of the knowledge of a particular discipline that goes beyond standard solutions found in manuals of practice;
- be done in an environment where the engineer has full autonomy and responsibility;
- show evidence that the accomplishment requires a synthesis capability that only those who fully appreciate the various interactions of the topics of their discipline will have;
- be a significant part of a total engineering project, where it is clearly demonstrated that the candidate understands the total project concept.

The following general criteria provide guidance to the type of experience expected.

### **a) Practical Experience**

Involvement in the implementation of engineering designs:

- i. **visits** to locations where engineering designs are being put into practice; preparation, assembly, installation, testing, commissioning, operation and maintenance.
- ii. **observation** of how the individual design elements fit into the whole process.
- iii. **exposure** to problems that arise during the implementation of engineering design, e.g. the practicality of design tolerances, adjusting designs to fit practical problems, maintenance philosophies.

### **b) Application of Theory**

Active and responsible participation in several aspects of the following:

- i. **analysis**, including scope and operating conditions, safety and environmental issues and judgments concerning economic feasibility and technical merit.
- ii. **design and synthesis**, including specification, compliance with codes and standards, integration of components and sub-systems into larger systems, reliability, ease of maintenance, human and environmental aspects, and societal implications.
- iii. **testing**, including methodology and techniques, functional specification verification, product or technology commissioning and assessment.
- iv. **implementation**, including engineering cost studies, optimization techniques, process flow and time studies, quality assurance implementation, cost/benefit analysis, safety, environmental assessment, maintenance and replacement evaluation.

**c) Management**

Management of engineering work, demonstrating increased responsibility in areas such as planning, scheduling, budgeting, supervision, management of technology, project control and risk assessment.

**d) Communications**

Demonstrate proficiency in written work, presentations to colleagues, management, clients and the general public.

**e) Social Implications of Engineering**

Demonstration of engineering's impact on the public in the field of human safety, the environment, finance and education. Demonstration of the understanding of the role of the engineer from several points of view including environmental, economic and the advancement of knowledge.

**f) Sponsorship**

Referees provide confirmation of the candidate's experience. References are required from practicing professional engineers familiar with details of the candidate's work during the internship. Present and past direct supervisors are the most suitable referees. If a candidate claims experience from several positions, extra references may be required.

All candidates are required to nominate four or more Canadian and/or US referees. All should be Engineers (Québec)/professional engineers with first-hand knowledge of the candidate's work. Preferably two, but at least one Engineer (Québec) /professional engineer familiar with the candidate's work from outside his or her company should be nominated if possible. If experience outside Canada/United States must be verified, additional referees are required. A separate letter is required to explain if the candidate cannot nominate the required referees. Engineers (Québec)/Professional engineers with indirect knowledge of the candidate's work may be nominated if absolutely necessary. Please refer to the reference forms for more information.