

## ***THE NATIONAL PROFESSIONAL PRACTICE EXAMINATION***

Regulations 13(c) and 77(c) accompanying the APEGGA Engineering, Geological and Geophysical Professions Act require that applicants pass a Professional Practice Examination prior to being registered. Similar legislation exists in every other jurisdiction in Canada.

The examination is based on professionalism, law and ethics and is administered in January, April, July and October in major centres throughout the participating provinces and territories, and in other centres throughout the world by special consent. The National Professional Practice Examination is currently being used by ten Canadian Associations.

### **SCOPE AND SYLLABUS OF THE EXAMINATION**

The following major subject areas are included in the National Professional Practice Examination:

#### **A. Professionalism (30%)**

- 1) Definition and interpretation of professional status
- 2) The role and responsibilities of a professional in society
- 3) The role and responsibilities of a professional to management
- 4) Professional conduct, ethical standards and codes
- 5) Environmental responsibilities

#### **B. Professional Practice (20%)**

- 1) Professional accountability for work, workplace issues, job responsibilities and standards of practice
- 2) Continuing competence
- 3) Business practices as a professional
- 4) Insurance and risk management
- 5) Professional and technical societies
- 6) Non-statutory standards and codes of practice

#### **C. Regulatory Authority Requirements (9%)**

- 1) Future topic
- 2) Future topic
- 3) Occupational health and safety
- 4) Workers compensation
- 5) Other statutory standards of practice

#### **D. Law and Legal Concepts (25%)**

- 1) Canadian legal system
- 2) Contract Law - elements, principles, types, discharge, breach, interpretation etc.
- 3) Tort Law - Elements, application of principles, interpretation, liabilities of various kinds
- 4) Intellectual Property - patents, trademarks, software issues, copyright
- 5) Arbitration and Alternative Dispute Resolution (ADR)
- 6) Expert Witness
- 7) Business Organizations
- 8) International Law



### **E. Legislation Governing the Practice of the Professions (16%)**

- 1) Definitions of the professions and scopes of practice
- 2) The Acts
- 3) Regulations and By-Laws
- 4) Registration
- 5) Discipline and enforcement
- 6) Use of seals and stamps

The National Professional Practice Examination consists of 100 multiple-choice questions. It is closed-book and is two hours in duration. The questions are distributed in accordance with the percentages shown above. All candidates, regardless of whether they intend to practice engineering or geoscience, are required to write the National Professional Practice Examination. Some Associations have extended the National Professional Practice Examination in their jurisdictions by adding multiple-choice and/or essay questions to the National Professional Practice Examination, and in those cases, candidates are allowed additional time to complete the examination. Contact the Association with whom you wish to register for specific details.

The pass mark is 65%\*. The examination results are reported as "pass" or "fail" with a report provided only to candidates who have failed, indicating the candidate's specific performance in each category. You are not penalized for wrong answers. The grade is final.

*\*Pass marks may be slightly adjusted for individual sessions based on valid psychometric factors designed to ensure that over time, and among groups of candidates, pass-fail decisions are made on a consistent basis.*

### **APPLYING TO WRITE THE EXAMINATION**

The form, Application To Write the National Professional Practice Examination, must be used when applying. It provides more information on fees, deadline dates, examination dates etc., and must be accompanied with the appropriate fees. It must be received on or before the deadline date indicated on the application.

Approximately two weeks after the deadline, you will receive a letter advising you of the time and location of writing. You will also receive an admission slip, which must be brought to the examination with one piece of photo-identification eg. Driver's License.

Four to six weeks after the examination you will be advised of the results by mail. For many, a pass may be the last step in the registration process. For others, there may be additional requirements before registration is granted. Failing the National Professional Practice Examination means that you will be required to re-take it at some time in the future. You will need to submit another Application to Write along with another examination fee. In the event that you fail the examination more than once, the number of re-takes may be limited by the province or territory and your right to write the examination may be suspended for up to 12 months.

### **ELIGIBILITY/EXCEPTIONS**

Most Associations feel that it is beneficial for applicants to have at least two years of work experience after completion of their formal education before attempting to write the National Professional Practice Examination. To be eligible to write The National Professional Practice Examination, you must also have an active application for Professional Membership, Registered Professional Technologist, or be enrolled as a Member-In-Training, Examination Candidate or Student. An exemption may be granted to applicants who have passed a similar examination in another jurisdiction or who have been registered by another Canadian Association prior to the implementation of the Professional Practice Examination, but such applicants are still required to read, and confirm in writing that they have read the Act and Code of Ethics, and agree to practice their profession accordingly.



## LITERATURE

The following is a list of study materials required. They can be obtained from the Association offices in Calgary and Edmonton by using The National Professional Practice Examination Literature Order Form.

### **Basic Kit** (*for all applicants*)

All applicants with the exceptions noted will be tested on the primary literature. It is recommended that applicants print copies of the supplementary study materials available at: <http://www.apegga.org/nppe/PDF/index.html> to gain additional insight into the topics in the syllabus.

### **Primary Literature**

1. Canadian Professional Engineering and Geoscience: Practice & Ethics – G.C. Andrews.
2. Law for Professional Engineers – D.L. Marston; McGraw-Hill Ryerson Ltd. 3<sup>rd</sup> Edition, 1996.
3. Industry Canada Booklets:
  - A Guide to Patents
  - A Guide to Trade-Marks
  - A Guide to Industrial Design
  - A Guide to Copyrights
4. The (APEGGA) Engineering, Geological and Geophysical Professions Act, Regulations and By-laws including the Code of Ethics, April 2003, or the equivalent documents for the Association with which you wish to register.
5. Guideline for Ethical Practice v2.0, March 2003.
6. The Concepts of Professionalism – September 2004.
7. Occupational Health and Safety Act of Alberta. Revised Statutes of Alberta 2000, Chapter 0-2 effective December 4, 2002.
8. Royal Bank Letter – “The Soul of Professionalism” Vol. 71, No. 6, December 1990.
9. Basic Learnings in Industrial Safety and Loss Management, ISLMP and APEGGA Publication, January 1998.

Portions of the Basic Kit are also available for those who can borrow some of the material and are trying to save some money.

### **Supplementary Study Materials**

Go to <http://www.apegga.org/nppe/PDF/index.html> for available supplementary study materials. Candidates who feel that they could benefit from the supplementary study materials are welcome to print copies of the files for study purposes. Candidates should check the Supplementary Study Material website periodically for the availability of new papers.

## SAMPLE QUESTIONS

Each question is multiple-choice with four possible answers. Old examinations are not available, however, sample test questions are provided below:

1. According to the Code of Ethics, which of the following activities by a professional member would be considered UNETHICAL?
  - A. Not charging a fee for presenting a speech.
  - ✓ B. Signing plans prepared by an unknown person.
  - C. Reviewing the work of another member with that member's consent.
  - D. Providing professional services as a consultant.



B. is correct. It is unethical for professionals to sign plans not prepared by themselves or under their direct supervision.

2. Which of the following is an example of a fraudulent, contractual misrepresentation?

- A. A party is coerced into signing a contract by means of intimidation.
- ✓ B. A party knowingly makes false statements to induce another party into a contract.
- C. A party induces his son-in-law to sign an unfair contract.
- D. A party unknowingly provides false information about a portion of a contract.

B. is correct. Knowingly providing false information to induce a contract is fraudulent misrepresentation.

3. Contractual disputes of a technical nature may be most expeditiously and effectively solved through:

- A. a lawsuit.
- B. court appeals.
- C. contract renegotiations.
- ✓ D. arbitration.

D. is correct. Arbitration provides an effective, expeditious resolution to technical disputes.

4. Which type of original work below is automatically protected by copyright upon creation?

- ✓ A. Paintings.
- B. Inventions.
- C. Clothing designs.
- D. Signatures.

A. is correct. Of the works listed, only a painting is protected by copyright law.

5. In order for compensation to be awarded to a plaintiff in a tort liability case, the defendant must have:

- ✓ A. Caused injury to the plaintiff.
- B. Been willfully negligent.
- C. Signed a contract of performance.
- D. performed under supervision.

A. is correct. Injury is one of three criteria that must be met for compensation to be awarded in a tort liability case.

6. Which of the following is the most common job activity of top-level managers?

- A. Writing and reading corporate financial reports.
- B. Developing and testing new products.
- C. Designing and implementing production systems
- ✓ D. Directing and interacting with people.

D. is correct. Most top managers spend most of their time interacting with other people.



7. The professional's standard of care and skill establishes the point at which a professional:
- A. may or may not charge a fee for services
  - B. has the duty to apply "reasonable care".
  - ✓ C. may be judged negligent in the performance of services.
  - D. has met the minimum requirements for registration.

C. is correct. The standard of care is used to judge whether or not a professional has been negligent in the performance of services.

8. To effectively reduce liability exposure the professional engineer, geologist or geophysicist should:
- A. pursue continuing educational opportunities.
  - B. work under the supervision of a senior engineer, geologist or geophysicist.
  - ✓ C. maintain professional standards in practice.
  - D. provide clients with frequent progress reports.

C. is correct. Maintaining professional standards of practice is the most effective way of reducing liability exposure.

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