



## **THE NATIONAL PROFESSIONAL PRACTICE EXAMINATION**

Regulations 13(1)(c) and 77(1)(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 most Associations throughout the participating provinces and territories, and in other centres throughout the world by special consent. The National Professional Practice Examination (NPP Exam) is currently being used by twelve 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

#### **C. 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 Bylaws
- 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 and pass 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 NPP Exam, 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 Mastery 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 session dates, etc., and must be accompanied with the appropriate fees or credit card details to apply fees to. It must also be received on or before the deadline date to apply indicated on the Application.

Approximately two weeks after the deadline, you will receive a letter advising you of the time of writing and the examination site location. You will also receive an Admission Ticket, which must be brought to the examination site with one piece of government-issued photo identification, such as a 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 your Provincial Association 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 NPP Exam, you must also have an active membership number with your Association. 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 National 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.

## STUDY MATERIAL - LITERATURE

The following is a list of study materials required for **APEGGA** examination candidates. They can be obtained from the Association offices in both Calgary and Edmonton by using the National Professional Practice Examination Literature Order Form. Candidates from other Provincial Associations should contact their Association's office, or check on their home Association's web site for the Study Material Order Form, as it will be different from that of APEGGA's form.

### Basic Kit – for APEGGA Examination Candidates

All applicants, with the exceptions noted, will be tested on the following primary literature:

#### Primary Literature

1. *Canadian Professional Engineering and Geoscience: Practice and Ethics - Fourth Edition* by Gordon C. Andrews (2009 Copyright).
2. *Practical Law of Architecture, Engineering and Geoscience - Second Canadian Edition* by Samuels & Sanders (2011 Copyright). (\*Beginning January 2011, prior editions should **not** be used as the Practical Law of Architecture, Engineering and Geoscience study book)
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 Bylaws, including the Code of Ethics* – January 2010, **OR**, the equivalent documents for the Association in which you wish to register with.
5. *Guideline for Ethical Practice* – v2.1, June 2005
6. *The Concepts of Professionalism* – September 2004
7. *Occupational Health and Safety Act of Alberta*. Revised Statutes of Alberta 2000, Chapter 0-2 effective May 2006
8. *Royal Bank Letter* – “The Soul of Professionalism” Vol.71, No. 6, December 1990

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 to gain additional insight into the topics in the syllabus. 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 web site 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 most Provincial and Territorial Acts, which activity 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 without thoroughly reviewing those plans
  - C. Reviewing the work of another member with that member's consent
  - D. Providing professional services as a consultant

**B.** is correct. Most Provincial and Territorial Acts stipulate that before professionals sign plans that were not prepared by themselves or under their direct supervision, they must first thoroughly review those plans. Failing to do so means that the professional failed to comply with the Act and, therefore, was in violation of the Code of Ethics.

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 above, 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-level 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.