

---

## **INSTRUCTIONS FOR COMPLETING THE WORK EXPERIENCE RECORD – Professional Licensee Applicants**

Specified forms are required for reporting experience qualifications for an application as a Professional Licensee of APEGGA (Engineering, Geology or Geophysics). These forms can be found as part of the application package or on the website as an **Excel file** at <http://www.apegga.org/Applicants/Professional-Licensee/index.html>. Fill in the APEGGA Work Experience Record either in Excel or by hand and include it with your application documents. APEGGA cannot accept the Work Experience Record electronically at this time.

### **NO OTHER FORMAT WILL BE ACCEPTED**

The summary page is a brief summary of your work history. All non-shaded areas must be filled in completely. The “Summary of Experience Gained” area should be a brief summary of your responsibility(s) in that position. The purpose of this summary sheet is to give the experience examiner an overview of your work history. Use more than one sheet if needed. **Do not use more text than will visibly fit in the cell or some may be missed.**

The “**Work Experience Record Detail**” page is where the details of your experience, focussed on the Engineering, Geological or Geophysical aspects of your work are presented. Provide details of your work that support the Proposed Defined Scope of Practice that you are requesting. There must be one page for each work period. Work periods must be definable for clarity and evaluation of your experience. Examples of work periods:

- one for each major new job
- one for each employer
- one for each assignment (different positions) at one employer.

Choose the one that fits your experience best. **Do not use more text than will visibly fit in the cell or some may be missed.**

In the “**Work Experience Details**” section the description of your experience must fit in the space provided. If completing the form using Excel the words may extend beyond the visible portion of the cell and may not be seen when printed. Be clear and concise.

For all applicants the Board of Examiners will be looking for specific experience in the following areas.

- Application of technical theory
- Practical Experience
- Management
- Implications of your work on Society
- Communication

Your entire work history will be sent to each of the references that you have indicated on your Work Experience Record so they can comment on the specific time period that pertains to them. A **SAMPLE COPY** of the reference questionnaire is also included in the application package.(This is simply for the applicant to be aware of the questions.)