

INSTRUCTIONS FOR COMPLETING THE REFERENCE QUESTIONNAIRE - Professional Licensee.

TO BE FILLED OUT BY THE REFERENCE ONLY

The APEGA Board of Examiners is the body that will ultimately determine whether the applicant meets the qualifications necessary for registration as a Professional Licensee with APEGA. In so doing, the Board will give serious consideration to your completed Reference Questionnaire in making their decision.

All information you provide in completing the Reference Questionnaire will be treated as confidential and will be used only for the purpose of evaluating the applicant for registration as a Professional Licensee with APEGA. If you are a Professional Member of APEGA or a sister association, you have a professional obligation to report candidly and objectively.

An entire copy of the applicant's Work Experience Record has been provided to you as an attachment. In addition a blank "Reference Questionnaire" has been provided to you in an Excel spreadsheet. This spreadsheet can be completed electronically and returned to APEGA by email. Alternatively the Reference Questionnaire can be completed by hand to produce a hard copy and then returned to APEGA by fax or mail.

Fax # 780-426-1877

**APEGA
1500 Scotia One, 10060 Jasper Ave NW
Edmonton, AB T5J 4A2**

Please use the Work Experience Record that is attached as a reference to the particular time period that you are commenting on and fill in the required areas of the Reference Questionnaire. Your responses should only apply to the dates and positions that you were specifically involved in or have knowledge of the applicants work experience. Your responses should also address how the experience that you are referencing supports the Proposed Defined Scope of Practice.

If you are referencing more than one time period please use one Reference Questionnaire sheet for each time period.

The Board of Examiners will be looking for specific experience in the following five areas.

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

Please complete the Reference Questionnaire form in its entirety and return to our office as soon as possible. Add comments that you feel that may be required to assist the APEGA Board of Examiners in evaluating the applicant's qualifications.

Thank you for your time and assistance.

***Please retain a copy of the completed Reference Questionnaire.**