

# ***PROFESSIONAL PRACTICE EXAMINATION COMMITTEE***

## ***Terms of Reference***

### **I Major Objective**

The purpose of the Professional Practice Examination Committee is to ensure that new registrants are aware of the professional, ethical, regulatory and legal responsibilities of practicing as a professional engineer, geologist or geophysicist.

The major objective of the Professional Practice Examination Committee is to ensure that a current, meaningful and relevant examination in Professional Practice is available and administered to new registrants in a manner satisfactory to the APEGGA Board of Examiners.

Regulations 13(c) and 77(c) require, among the other qualifications for registration, that an applicant have

- knowledge of the Act, demonstrated by passing an examination set by the Board of Examiners.
- general knowledge related to the practice of the Professions demonstrated by passing an examination in Professional Practice set by the Board of Examiners.

### **II Goals**

1. To review the existing Professional Practice Examination syllabus and propose updates as required.
2. To ensure appropriateness of all aspects of the examination to each of the professions of engineering, geology and geophysics.
3. To review the status of similar or equivalent examinations in other jurisdictions and to review reciprocal treatment by registering organizations.
4. To review and recommend additional study materials and/or deletion of existing study materials consistent with syllabus content and the purpose of the examination.
5. To review examination and item performance and update the current question bank.
6. To review the preparation, implementation and administration of the examination.
7. To provide APEGGA input to the development and review of study materials and examination(s) done in conjunction with or for other participating associations.

### **III Activities**

1. Meet as required at the call of the chair.
2. Report to semi-annual policy meetings of the Board of Examiners.
3. Become familiar with existing study materials, examination content and administration.
4. On a regular basis, review the examinations being used.
5. Solicit information from a number of sources on the needs and problems of professional members in the areas of professional practice, ethics and law.
6. Develop new study materials and questions based thereon as needed.

## ***Professional Practice Examination Committee***

7. Collect and review information on practice of other associations in administering Professional Practice Examinations.

### **IV Structure**

1. The Professional Practice Examination Committee is a standing committee of the APEGGA Board of Examiners.
2. Appointments to the committee are made with the approval of the Board, and shall include at least one representative of each of the professions within APEGGA.
3. Special purpose volunteers may be appointed from time to time to assist in the committee's work.
4. The Chairman or designate shall be a member of the Board of Examiners and will attend policy meetings of the Board.
5. The Committee is accountable to the Board of Examiners, and will report semi-annually to the Board.
6. The term of Committee membership will be two years, renewable, with appropriate provisions for rotation of membership.
7. A professional member of APEGGA staff, either the Director Registration or his designate will serve as secretary to the Committee.

Approved by the Full Board: December, 2002