

# Engineers Canada Mobility Register

## Engineering experience and reference validation form

Retain this document with your records. **Do not** submit this form with your application for the register. You will be required to present this evidence to your host regulatory jurisdiction or for auditing purposes.

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### Personal details

First name: \_\_\_\_\_

Last name: \_\_\_\_\_

Date of birth (dd/mm/yyyy): \_\_\_\_/\_\_\_\_/\_\_\_\_

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### Area of practice for the register

Engineering discipline being applied for: \_\_\_\_\_

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### Evidence of engineering experience

To be eligible for entry into the Register, you must have obtained a minimum of seven years of practical engineering experience in your discipline of engineering practice. By virtue of your professional registration you may have already met a portion of this requirement. However, the remainder of your experience to meet this requirement must also include two years in responsible charge of significant engineering work.

In general, significant engineering work should have required the exercise of independent engineering judgment, the programs and projects concerned should have been substantial in duration, cost, or complexity, and the applicant should have been personally accountable for their success or failure. In general, an applicant may be taken to have been in responsible charge of significant engineering work when they have:

- planned, designed, coordinated and executed a small project; or
- undertaken part of a larger project based on an understanding of the whole project; or
- undertaken novel, complex and/or multidisciplinary work

The two years of being in responsible charge of significant engineering work may fall within the seven years of professional experience, but may only be counted post-licensure.

Demonstrating responsible charge for significant engineering work means that others have relied on your opinions, judgments, or designs and you were held to high standards of knowledge, skill and ethical conduct. This would typically require you to have:

- i. stamped or sealed professional engineering documents have been prepared and delivered in your professional capacity, or directly supervised by you in which you take full responsibility for their contents,



- ii. been a registered engineer on certificate required by a Canadian regulator to permits the entity to engage in the business of providing services that are within the practice of professional engineering (I.e. Certificate of Authorization, Certificate of Practice, etc.),
- iii. been designated as a consulting engineer or a specialist by a Canadian regulator, or
- iv. provided expert testimony as an engineer before a court or tribunal.

Summarize the positions you have held to fulfill this requirement on the following pages, **beginning with your most recent position**. Describe your responsibilities in each position to demonstrate that you have a minimum of seven years of professional work experience in the area of practice in which you are seeking registration and that you have accumulated two years in responsible charge of significant engineering work during this period.

**Each** example of practical engineering experience must be verified and signed by at least one validator who can personally confirm the detailed involvement in your selected discipline of practice.

**Each** example of significant engineering work must be verified and signed by at least one validator who can personally confirm the accuracy of the statements made in the table.

Print out as many experience validation sheets as required, complete the table and issue to the validator for verification and signature. Please use the attached Experience validation sheet to provide the required contact information, and signature from your validators. For each sheet, assign a reference number (Ref #) such that auditors can easily review your documentation.

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## Validator responsibility

It is required that each validator be a licensed professional engineer that is familiar with the work you describe and can personally confirm and validate the accuracy of your statements. You must account for a minimum of seven years of practical engineering experience, and at least two years of being in responsible charge of significant engineering work. A minimum of two validators are required to validate this accounting of your experience.



### Summary of professional work experience

For the **area of practice in which you are seeking registration**, summarize the positions you have held in the following table, starting with the most current position held. Attach your signed Experience Validation Sheets.

Ref #	Start date (mm/yyyy)	End date (mm/yyyy)	Name of organization	Position or title



## Experience validation sheet

Applicant name: \_\_\_\_\_

Engineering discipline being applied for: \_\_\_\_\_

Ref #	Start date (mm/yyyy)	End date (mm/yyyy)	Name of organization	Position or title

Briefly describe your practical engineering experience gained during this timeframe.

For how much of this timeframe were you in responsible charge for significant engineering work? Please briefly describe.

## Validator information

Validator Name: \_\_\_\_\_

Engineering regulator: \_\_\_\_\_ Telephone number: \_\_\_\_\_

Registration number: \_\_\_\_\_ Email address: \_\_\_\_\_

I hereby verify that the work detailed in the above table is a true statement of the applicant's career history during the specified period.

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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