



QUALIFICATIONS BOARD

MEMBERS MANUAL

SEPTEMBER 2016

Introduction

This manual is intended to guide volunteers who are members of the Canadian Engineering Qualifications Board (the *Qualifications Board*, or *QB*) to understand their role as part of the QB. The volunteers are the heart and body of the QB, and so we hope to make it as easy as possible for them to achieve the QB goals. This manual provides a brief overview of the QB, its subcommittees and provides links to the relevant governing documents. Members of the QB are advised to review it carefully and to read the governing documents as appropriate. If you have questions about the QB or your role, then please don't hesitate to contact the chair at QBChair@engineerscanada.ca.

Engineers Canada

Engineers Canada is the national organization of the provincial and territorial associations that regulate the practice of engineering in Canada and license the country's 280,000 members of the engineering profession.

Section 1 Qualifications Board

The Qualifications Board is a committee of the Engineers Canada Board. It is a volunteer-based organization provides national leadership and recommendations to the provincial/territorial regulators on the practice of engineering in Canada by:

- Developing new national guidelines on admission, training, practice and new areas of practice in Canada as well as maintaining the existing national guidelines and model guides.
- Developing and maintaining syllabi for the assessment for graduates of international engineering programs.
- Organizing national events where professionals in similar areas of work can share information on similar best practices.
- Conduction research, monitoring and providing advice on key issues and trends for Engineers Canada and the regulators.

The Board is supported by six subcommittees and one task force (see following section for more information). This number is current as of August 31, 2016.

Terms of Reference

The Qualifications Board enhances the governing Board's effectiveness and efficiency on matters related to qualifications for, and the practice of, engineering. The entire Terms of Reference is part of the Engineers Canada Board Governance Manual. Policy GP-9.6 can be found [here](#).

Membership

The QB is composed of a chair, vice-chair and past-chair, and nine (9) other members with representation as follows:

Seven (7) members from various regions of the country including:

- Two members from the Atlantic provinces
- One member from Quebec
- One member from Ontario
- One member from Manitoba or Saskatchewan
- One member from Alberta or the Northwest Territories and Nunavut
- One member from British Columbia or the Yukon, and
- Two (2) members-at-large

All members must be engineers, registered in Canada.

Dennis Peters, FEC, P.Eng., Ph.D.	Chair
Jerry Helfrich, FEC, P.Eng.	Vice Chair
Paul Blanchard, FEC, P.Eng.	Past Chair
Frank Collins, P.Eng.	Atlantic Provinces representative
Usha Kuruganti, Ph.D., P.Eng.	Atlantic Provinces representative
Diane Riopel, FIC, ing.	Québec representative
Roydon Fraser, FEC, P.Eng.	Ontario representative
Ian Sloman, P.Eng.	Manitoba, Saskatchewan representative
Gary Faulkner, FEC, P.Eng.	Albert, Northwest Territories, Nunavut representative
Mahmoud Mahmoud, FEC, P.Eng.	British Columbia, Yukon Territory representative
William Jackson, FEC, P.Eng.	Member-at-large
Ron LeBlanc, FEC, P.Eng.	Member-at-large

Sub-committees/Task Forces

QB is assisted in its work by a number of sub-committees* and task forces. Each one is chaired by a QB member and consists of volunteers and staff from the provincial and territorial engineering regulatory bodies.

*It is important to note that these sub-committees are often referred to as committees.

The following are the current sub-committees that assist the Qualifications Board:

Admissions Issues Committee:

The role of this committee is to support the admissions activities of the constituent associations and to enhance the relationships between the associations, the admissions officials and the Qualifications Board .

Continuing Competence Committee

The role of this committee is to enhance the relationships among the constituent associations and the Qualifications Board in support of continuing professional development and continuing competence activities carried out across the country.

Engineer-in-Training Committee

The role of this committee is to help with student and engineer-in-training-related activities and initiatives, by developing tools and documents to facilitate the licensure of engineers-in-training and to work towards more mobility for them.

Environment and Sustainability Committee

The role of this committee is to monitor, report and develop responses to environment, sustainability and climate change issues at the national.

International Engineering Academic Qualifications Committee

The role of this committee is to develop and recommend criteria to assist the regulators with consistent assessment of international engineering graduates.

Practice Committee

The role of this committee is to enhance the relationships among the regulators and the Qualifications Board in support of professional practice activities through the dissemination of best practices, inter-association knowledge exchange and the development of national model guides

Syllabus Committee

The role of this committee is to develop and update the Examination Syllabi and their related documents, and provide a mechanism to identify and create examination syllabi for emerging technology disciplines.

Task forces are also formed as necessary to address issues identified by the Qualifications Board.

National guidelines

The Qualifications Board develops national guidelines, model guides, and white papers that provide advice on regulatory practices for the provincial and territorial regulatory bodies. They exist to help the regulatory bodies use consistent practices, provide information to the public on aspects of the engineering profession and to assist individual engineers. Although the titles are similar, there is a difference between a Guideline and a Model Guide.

Model Guides are recommendations from Engineers Canada for the provincial and territorial engineering regulatory bodies. They explain current and recommended policies and best practices of the regulators and exist to help the regulators use consistent practices. They are only distributed to the regulatory bodies and are not made available to the public. They are produced as a service to the regulatory bodies, to help them educate their own licence holders or improve their own programs or services. Model guides are written so that they can be easily adapted for use as guidelines by a regulator.

A guideline is an expression of general guiding principles which have a broad basis of consensus. It provides guidance to the engineering regulators on various subjects as a means to achieve coordination among the engineering regulators.

White papers are produced for the benefit of the regulators to highlight relevant issues and potential solutions. They are only distributed to the regulators and do not represent national position statements, but may be used by regulators in formulating their own positions on the issues.

Current document topics include:

Professional Practice

- Guideline on the code of ethics
- Guideline on the professional practice examination
- Guideline on the practice of professional engineering in Canada
- Good character guideline

Professional Development

- Guideline on the continuing professional development and continuing competence for professional engineers
- Step-by-step guide for the preparation and implementation of an individual continuing professional development plan

Admissions

- Guideline on admission to the practice of engineering in Canada

Engineer-in-Training

- National guideline for engineer-in-training program
- Guideline for mentoring programs
- Guideline on assuming responsibility for the work of engineers-in-training

Environment

- Site remediation
- Principles of climate change adaptation for engineers
- National guideline on environment and sustainability

Section 2 How We Work Together

Code of Conduct

Volunteers are expected to conduct themselves in accordance with the principles found in [GP - 3 Code of Conduct](#). They include, among other items, loyalty to the organization, discharging duties honestly and in good faith, and interaction with the media.

QB members are required to act responsibly and with integrity and respect for Engineers Canada, stakeholders and the engineering community.

Executive members are also expected to be available to make decisions, sometimes in response to immediate requirements, making decisions on behalf of committee, attending meetings and representing Qualifications Board at various events.

In return, EC provides a constructive environment with the level of support required for the role and provide opportunities to give and receive feedback.

Expectations

QB members are valued for their knowledge, skills and expertise as well as a wide-ranging network of colleagues, regulators and peers. It is expected that they will not only use their knowledge, skills and expertise but will also *actively* seek out feedback from their networks on the various issues they examine. As well, they will promote Qualifications Board activities and products such as making presentations to regulator's annual general meetings.

As well, members will find themselves in the position of having to consider a topic from various perspectives: e.g. regional vs. national, QB vs regulator/peer group. While they are expected to represent their particular jurisdiction, it must be remembered that QB is an organization which examines the national implications of all subjects.

QBs greatest strength is the expertise of its members working together.

Governance Manual

Engineers Canada is governed by a series of corporate documents which can be found here: [Governance and Corporate Documents](#).

Of particular interest to Qualifications Board are:

- [GP - 9.6 Qualifications Board Terms of Reference](#)
- [GP - 3 Code of Conduct](#)
- [GP - 8 Board Committee and Task Force Principles](#)
- [GP - 9 Board Committee and Task Force Structure](#)
- [GP - 10 Board, Committee and Volunteer Expenses](#)

Travel and Expenses Policy

Volunteers are authorized to incur expenses related to meetings in accordance with [GP-10 Board, Committee and Other Volunteer Expenses](#). This document provides information on what expenses are acceptable as well as travel, accommodations, meals and making an expense claim. An expense form can be found on the Engineers Canada website [here](#).

Collaboration Space

An online workspace has been created to facilitate the sharing and editing of documents. All QB and subcommittee members have access to this space and should check it on a regular basis. The web page is at this [link](#).

To register, please contact Mélanie Ouellette, MA, MBA, Practice Lead, Qualifications at melanie.ouellette@engineerscanada.ca.

Robert's Rules of Orders

Robert's Rules of Orders is the guide used by QB for conducting meetings and making decisions as a group. The edition used is the most current one which was published in 2011.

Appendix A

[Provincial/Territorial Engineering Regulators](#)

Other Engineers Canada Committees

Information can be found on the other Engineers Canada committees [here](#). These include the Accreditation Board, Operational Committees and National Coordination Groups.

Engineers Canada Contacts

For more information about Qualifications Board, contact:

Kathryn Sutherland, FEC, P.Eng. LL.B. Vice President, Regulatory Affairs
kathryn.sutherland@engineerscanada.ca

Mélanie Ouellette, MA, MBA Practice Lead, Qualifications
melanie.ouellette@engineerscanada.ca