

# COMPETENCY-BASED ASSESSMENT (CBA) FREQUENTLY ASKED QUESTIONS

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## **GENERAL**

### **1. What is the time limit to complete competency-based assessment?**

Competency-based assessment (CBA) is not time-based. There is no minimum work experience time requirement to complete CBA. The time it will take to complete CBA will depend on an applicant's experience, and how quickly they can complete all the competencies to the accepted level.

### **2. How many competencies are required?**

There are 34 competencies required for engineering and 29 competencies for geoscience. Competencies are listed at <https://CompetencyAssessment.ca/Applicants>.

### **3. Do my competencies count if the experience was obtained outside of Canada?**

Yes, international experience is eligible for consideration in competency-based assessment. There is no requirement for Canadian work experience. It doesn't matter when or where the competency was gained it is eligible for consideration.

### **4. Would laboratory and field investigations completed during Master's or PhD research be considered?**

Competencies gained during graduate work are eligible for consideration.

### **5. What happens after I submit my self-assessment report?**

The report goes to the validation process. After the validation process, the report goes to the assessor for evaluation.

### **6. How long will it take for the assessor to review the CBA report? How quickly will I receive a result on my assessment?**

This will depend on the volume of files at any given time and number of assessors available in each discipline. An applicant can expect to receive feedback on the CBA report within thirty days once a file has been assigned to an assessor.

### **7. What if I move to another province before I complete the CBA requirements to obtain professional registration?**

Contact the Association in the new province as quickly as possible to establish requirements. If you become an intern in another province, you will need to resign from EngGeoMB. Interns should only be interns with one Canadian Association.

### **8. Who do I contact if I have questions?**

Questions about this guide can be sent to [Apply@EngGeoMB.ca](mailto:Apply@EngGeoMB.ca).

## **SELF-ASSESSMENT**

### **9. How long should my competency self-assessment example descriptions be?**

While there is no required minimum number of characters for descriptions, examples must be sufficiently detailed to provide the assessor with a clear picture of the nature and level of the work performed and how it pertains to the competency being addressed.

The “Situation” and “Outcome” sections are intended to be brief; both have 300-character limits in the online system. The “Action” section is where the assessors are looking for a detailed description of the specific actions taken that demonstrate the competency, and it has a 1200-character limit. Point form is optional in all three sections and is recommended for the “Action” section.

### **10. I have only worked on two major projects over my years of experience. Do I need to use a different project for each competency?**

It is acceptable to reference the same major project in multiple competency examples if the applicant describes the specific actions they took to demonstrate each competency. Portions of the “Situation” section may be repeated, but entire examples may not be. The “Action” section, in particular, should be specific to each competency.

### **11. What if I’m working in an area which is different from the area of my degree?**

The purpose of the work experience competency assessment requirement is to demonstrate that you can put your education into practice. If you are working in an area that differs from your discipline of graduation, you may require additional training or education. Every case is different however, so please contact either the domestic or international registration program coordinator depending on where your undergraduate degree was obtained.

### **12. Do I need to spread out my examples from all years of my work experience, or can I focus on the most recent and highest-level experience?**

There is no requirement to cover years of experience through competency examples. Competencies gained are eligible for consideration. Applicants are encouraged to select their strongest examples for each competency, therefore focusing on recent experience is acceptable.

## **VALIDATION**

### **13. Can I act as my own validator?**

Applicants cannot act as their own validators. The purpose of a validator is to check and confirm the accuracy and validity of an applicant’s self-assessment.

### **14. What if I had more than one supervisor during a certain period?**

Each competency example requires one validator to validate the information. Applicants who had more than one supervisor for a particular example, should speak to their supervisors and decide which one is the most suitable one to validate the experience. The most suitable validator is the person who was responsible for the work of the applicant.

### **15. Can a family member be a validator?**

Most conflict of interest policies and guidelines recommend avoiding any decision or action that has the appearance of bias. However, the CBA system will allow applicants to include any validator and the applicant will be asked to declare conflict of interest. The assessor will make their recommendation.

### **16. What is the difference between getting competencies validated versus getting a reference?**

There may be some validators who are not given specific competency examples to validate and are only asked to provide input on the overall feedback section.

The overall feedback section includes questions on the applicant's readiness for registration or licensure. The section includes similar questions to the EngGeoMB professional reference form from the time-based system, so validators will not be asked to complete a separate reference again when the intern is ready for professional registration in the future.

### **17. Can I select a validator who will not be verifying any specific competencies but will comment on my overall readiness for professional registration or licensure, such as a co-op experience supervisor?**

Yes, applicants may name additional validators who provide overall feedback on the readiness for professional registration and licensure without asking them to verify specific competencies.

### **18. In the competency-based assessment reporting system, you must have four validators -- two must be professional engineers or geoscientists. What happens if I don't have a professional engineer or geoscientist to validate competencies?**

Applicants are encouraged to establish relationships with professionally registered engineers or geoscientists, or equivalent, early in their career. If you do not have a professional engineer or geoscientist verifying your work, the CBA system will accept that, but the validator policy of two professionally registered validators or equivalent still stands to obtain professional registration.

### **19. Does a P.Eng. validator need to be registered in Manitoba or can a P.Eng. registered outside Manitoba also be a validator?**

The P.Eng. validator must be registered (or equivalent) in the province or country in which the competency is being reported in the situation, action, or outcome for that example.

Experience obtained outside of Canada may be reported from another country; in this case the validator is the engineer or geoscientist who supervised the work, but if not, then the validator should be an immediate supervisor.

### **20. When should I use interim validation for validating competencies?**

Interim validation is when an applicant sends a competency to a validator for validation. Applicants are encouraged to use this function in the CBA reporting system if they want feedback from a validator before the applicant submits their complete self-assessment report.